



OPEN SESSION

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

**Tuesday, November 19, 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 Frankel**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. October 4, 2019 – Special Open Meeting (Board Planning)
 - b. October 15, 2019 – Regular Open Meeting
 - c. October 29, 2019 – Special Open Meeting (Board/VMS Appointment)
- 6. Report of the Chair**
- 7. Open Forum (Three Minutes per Speaker) - *At this time Members may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.***
- 8. Responses to Open Forum Speakers**
- 9. CEO/COO Report**
- 10. Consent Calendar - *All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. In the event that an item is removed from the Consent Calendar by***

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members of the Board, such item(s) shall be the subject of further discussion and action by the Board.

a. **Landscape Committee Recommendations:**

- (1) Recommend to Approve of Request to Revise Landscape Adjacent to Manor (5165 Belmez) and convert to drought tolerant plantings at cost of member
- (2) Recommend to Approve Request for Removal of One Fern Pine Tree (5586-A Via Dicha) due to presence of girdling roots and poor root structure
- (3) Recommend to Approve Request for Removal of One Indian Laurel Fig (3186-D Via Buena Vista) due to surface rooting

b. **Finance Committee Recommendations:**

- (1) Recommendation to Approve a Resolution to Record Lien against Member ID# 931-710-19

- c. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual financials for the month of September 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 22: Patio & Balcony Covers (**JULY initial notification-August Item was Tabled-September Item was Postponed: 28-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied**)
- b. Entertain a Motion to Adopt a Resolution to Revise the Co-Occupancy Policy (**AUGUST initial notification-SEPTEMBER postponed vote: 28-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied**)

12. New Business

- a. Recommend to Deny Request for Removing Existing Landscape Adjacent to Manor and Place Pavers in its Stead (3415-A Punta Alta) Alteration Request
- b. Recommend to Approve Request to Retain Non-Standard Landscape with the Exception of the Stepping Stones (3364-1G Punta Alta) – Retain Non-Standard Landscaping
- c. Recommend to Deny Off-Schedule Tree Trimming (5515-2G Paseo Del Lago W.) -- Two Cajeput Trees

- d. Entertain a Motion to Introduce a Resolution to Revise the Alternative Fee Schedule (**NOVEMBER initial notification: 28-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied**)
- e. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard 28: Soft Water Units (**NOVEMBER 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 42: Ramps (**NOVEMBER initial notification: must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360**)
- g. Entertain a Motion to Approve a Resolution for Garden Villa Mailroom Flooring Replacement Material (**NOVEMBER initial notification: must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360**)
- h. Entertain a Motion to Approve Supplemental Funding for the Replacement of LH-21 Enclosed Bulletin Board Cabinets
- i. Entertain a Motion to Approve Third Investment Policy Revisions and Direct Sageview to Transition to Index Fund Portfolio

13. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Pearlstone. The Committee met on November 5, 2019; next meeting December 3, 2019, at 1:30 p.m. in the Board Room
 - (1) Treasurer's Report
 - (2) Third Finance Committee Report
 - (3) Resales/Leasing Reports
- b. Report of the Architectural Controls and Standards Committee – Director Parsons. The Committee met on October 28, 2019; next meeting December 23, 2019, at 9:30 a.m. in the Board Room
- c. Report of the Communications Committee – Director McCary. The Committee met on October 9, 2019; next meeting will be held on January 8, 2020, at 1:30 p.m. in the Willow Room.
- d. Report of the Maintenance and Construction Committee – Director Bhada. The Committee met on November 4, 2019; next meeting January 6, 2020, at 1:30 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; next meeting January 6, 2020 at 9:30 a.m. in the Sycamore Room.

- e. Report of the Landscape Committee – Director Jarrett. The Committee did not meet in November; next meeting December 5, 2019, at 9:30 a.m. in the Board Room.
- f. Report of the Water Subcommittee – Director Karimi. The subcommittee met on October 9, 2019; next meeting January 8, 2020, at 10:00 a.m. in the Sycamore Room.
- g. Report of the Resident Policy and Compliance Task Force – Director Karimi. The Task Force met on October 31, 2019; next meeting TBA.
- h. Report of the Village Energy Task Force – Director Frankel. The Task Force met on September 4, 2019.

14. GRF Committee Highlights

- a. Community Activities Committee – Director Bhada. The Committee met on November 14, 2019; next meeting January 9, 2020, at 1:30 p.m. in the Board Room.
- b. Finance Committee – Director Pearlstone. The Committee met on October 23, 2019; next meeting December 18, 2019, at 1:30 p.m. in the Board Room.
- c. Landscape Committee – Director Jarrett. The Committee met on August 14, 2019; next meeting December 4, 2019, at 9:30 a.m. in the Board Room.
- d. Maintenance & Construction Committee – Director Frankel – The Committee met on October 9, 2019; next meeting December 11, 2019, at 9:30 a.m. in the Board Room
 - PAC Renovation Ad Hoc Committee – Pearlstone. The Committee met on October 17, 2019
- e. Media and Communications Committee – Director McCary. The Committee met on November 18, 2019; next meeting December 16, 2019, at 1:30 p.m. in the Board Room
- f. Mobility and Vehicles Committee-Director Frankel – The Committee met on October 2, 2019 and October 29, 2019; next meeting December 4, 2019, at 1:30 p.m. in the Board Room
- g. Security and Community Access Committee – Director Parsons. The Committee met on October 28, 2019; next meeting December 23, 2019, at 1:30 p.m. in the Board Room

- Disaster Preparedness Task Force – Director Frankel. The Task Force met on September 24, 2019; next meeting November 26, 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 October 16, 2019; next hearings November 20, 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. Parking Report
 - b. Census Report
 - c. HOA Election Law Update
 - d. Membership in Good Standing Policy (September Initial Notification)
 - e. Smoke Free Building Program
 - f. Alternative Heat Source Policy (August Initial Notification—September Postponed)
- 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 Session Agenda

Approval of Agenda

Approval of the Following Meeting Minutes;

- (a) October 7, 2019—Special Closed Session*
- (b) October 11, 2019—Special Closed Session*
- (c) October 15, 2019—Regular Closed Session*
- (d) October 22, 2019—Special Closed Session*
- (e) October 30, 2019—Special Closed Session*

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

18. Adjourn

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OPEN SESSION

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

Friday, October 4, 2019
Laguna Woods Village Community Center
Sycamore Room • 11:00 a.m.

NOTICE AND AGENDA

The purpose of this meeting is to discuss contract matters pursuant to Civil Code §4935

Directors present: Steve Parsons, Annie McCary, Cush Bhada, Lynn Jarrett Jon Pearlstone, Bunny Carpenter, Reza Karimi, John Frankel, Ralph Engdahl and Craig Wayne

Directors absent: None

Staff present: Siobhan Foster-COO, Ernesto Munoz, Cheryl Silva and John Howse

1. Call the Meeting to Order and Establish Quorum

President Parsons called the meeting to order at 10:46 a.m.

2. By consensus, the Board approved the agenda as presented.
3. The Board discussed updates to the TV6, Lunch, NRO and Vacation Schedules
4. Ernesto Munoz, Director of M&C, updated the Board on the Siemens Street Lighting Contract.

Director Parsons made a motion to move forward with the Siemens Street Lighting Contract without any changes. The motion was seconded by Director Carpenter and passed unanimously

Director Bhada made a motion to send a Cease and Desist Letter to Bert Moldow and the Energy Task Force to stop pursuing an alternative LED street light project with another vendor, subject to attorney recommendation. The motion was seconded by Director McCary and passed unanimously.

5. New Board Planning

President Parsons introduced the new board members. He asked the board members to share any past experience they have that would be helpful for the board.

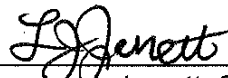
6. Review and update the Third Mutual and GRF Committee Appointments to be placed on the October 15, 2019, agenda for approval.

By consensus, the board approved the updated Third Mutual and GRF Committee Appointments

7. Director Comments

8. Adjournment

President Parsons adjourned the meeting at 1:30 p.m.



Lynn Jarrett, Secretary of the Board
Third Laguna Hills Mutual



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

**Tuesday, October 15, 2019 - 9:30 a.m.
Laguna Woods Village Community Center Board Room 24351 El Toro Road,
Laguna Woods, California**

Directors Present: Steve Parsons, Annie McCary, Cush Bhada, Lynn Jarrett, Jon Pearlstone, Bunny Carpenter, John Frankel, Reza Karimi, and Craig Wayne

Directors Absent: Ralph Engdahl

Staff Present: Siobhan Foster, Eileen Paulin, Cheryl Silva and John Howse

Others Present: Wei-Ming Tao (VMS)

1. Call meeting to order / Establish Quorum

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

2. Pledge of Allegiance

Director Karimi led the Membership in the Pledge of Allegiance.

3. Acknowledge Media

President Parsons acknowledged the presence of the media.

4. Approval of Agenda

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

Director Carpenter asked to move agenda item 11a to closed session.

Director Jarrett asked to move agenda item 10d to unfinished business.

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

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

5. Approval of Minutes

a. September 17, 2019 – Regular Open Meeting

b. September 24, 2019 – Special Agenda Prep (Annual Meeting)

Director Karimi made a motion to approve the September 17, 2019—Regular Open Meeting and September 24, 2019, Special Agenda Prep Meeting (Annual Meeting) minutes, as presented. Director McCary seconded the motion.

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

6. Report of the Chair

President Parsons introduced the new officers and new board members. He encouraged members to apply for the vacancy on the Third Board. Nominations close on October 21, 2019.

7. Open Forum

Several Members spoke about various issues:

- A Member commented about the history of the Laguna Woods Village;
- A Member commented that Third Bylaw 8.4.2 allows for election by acclamation;
- A Member commented about election by acclamation;
- A Member commented about improving the electrical infrastructure because of the increased use of electric cars;
- A Member commented about the street lighting pilot project.

8. Responses to Open Forum Speakers

Board Members responded to the Members' concerns and requests:

- President Parsons encouraged Board Members to attend the Village Energy Task Force Workshop on Friday, October 18, 2019 at 1:00 p.m. in the Board Room. He addressed Member Comment about Laguna Woods Village, election by acclamation, EV charging stations and the street lighting pilot project.

President Parsons read a statement regarding the board's decision regarding the street lighting pilot project at a Third Board Special Meeting on October 4, 2019.

9. CEO Report

Siobhan Foster, COO, reported on the following subjects:

- SB 754 was signed into law which allows for election by acclamation;
- Edison may conduct rolling black-outs to reduce electricity on high risk fire alert days;
- Census update--every home will receive an invitation to participate in the census electronically. Residents that do not respond electronically will be contacted in May 2020 by census employees to collect census information;
- Tree trimming services--tree personnel will be moved to the landscaping ground maintenance department and tree trimming services will be contracted out;
- GRF Special Mobility & Vehicles Meeting, Tuesday, October 29, 2019, at 1:30 p.m. in the Board Room the transportation consultant will give a presentation based on the recommendations from the study to enhance the transportation system.

- Great Shake Out earthquake drill will occur October 17 at 10:17 a.m. at Clubhouse 5;
- Members interested in joining the Disaster Preparedness Task Force should contact Tim Moy, Director of Security and Community Access;
- Maintenance and Construction Department has a pre-determined schedule for maintenance projects;

10. Consent Calendar

10a. Finance Committee Recommendations:

- (1) Recommendation to Approve a Resolution to Record Lien against Member ID# 931-720-47

RESOLUTION 03-19-103
RECORDING OF A LIEN

WHEREAS, Member ID 931-720-47; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, October 15, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-720-47 and;

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

- (2) Recommendation to Approve a Resolution to File in Small Claims Court against Member ID# 931-481-09

RESOLUTION 03-19-104
FILING OF SEPARATE SMALL CLAIMS COURT CASE

WHEREAS, the Finance Committee recommends filing separate Small Claims Court cases of \$5,000 (or less) in an attempt to collect delinquent assessments by way of a judgment or stipulation against members/owners in Third Laguna Hills Mutual; and

NOW THEREFORE BE IT RESOLVED, October 15, 2019, that the Board of Directors hereby approves the filing of a separate Small Claims Court case for Member ID 931-481-09 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.

10b. Update Third Mutual and GRF Committee Appointments

RESOLUTION 03-19-105
THIRD MUTUAL COMMITTEE APPOINTMENTS

RESOLVED, October 15, 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
Bunny Carpenter
John Frankel
Lynn Jarrett
Ralph Engdahl
Craig Wayne, Alternate
Annie McCary, Alternate
Roy Bruninghaus
Reza Karimi
Rosemarie diLorenzo, Alternate
Advisors: Mike Butler and Mike Plean
Staff Advisor: Siobhan Foster

Communications Committee

Annie McCary, Chair
Bunny Carpenter
Lynn Jarrett
Reza Karimi
Craig Wayne, Alternate
Roy Bruninghaus, Co-Chair
Advisor: Burt Baum

Executive Hearing Committee

Annie McCary, Chair
Reza Karimi, Alternate
Ralph Engdahl

Cush Bhada, Alternate
Bunny Carpenter, Alternate
Craig Wayne, Alternate
John Frankel, Alternate
~~Jon Pearlstone~~
~~Rosemarie diLorenzo~~
~~Steve Parsons~~

Finance (Committee of the Whole)

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

- **Investment Task Force**

Jon Pearlstone
Wei-Ming Tao
Craig Wayne, Alternate
~~Mike Cunningham~~

Garden Villa Recreation Room Subcommittee (Quarterly)

Lynn Jarrett, Chair
Jon Pearlstone
Cush Bhada
Craig Wayne, Alternate
Voting Advisors: Sharon Molineri, Stuart Hack, Randy Scott

Landscape

Lynn Jarrett, Chair
Jon Pearlstone, Co-Chair
Cush Bhada
Reza Karimi
Annie McCary
Ralph Engdahl, Alternate
John Frankel, Alternate
Bunny Carpenter, Alternate
Advisors: ~~James Tung~~ Vacant

Maintenance and Construction

Cush Bhada, Chair
Bunny Carpenter, Co-Chair
John Frankel
Jon Pearlstone
Craig Wayne
Steve Parsons, Alternate
Reza Karimi, Alternate
Ralph Engdahl, Alternate

Rosemarie diLorenzo
Non-Voting Advisor: ~~Steve Leonard~~ Vacant

New Resident Orientation

Per Rotation List

Water Conservation Committee (Bi-Monthly)

Reza Karimi, Chair
Cush Bhada
Lynn Jarrett
John Frankel, Alternate
Ralph Engdahl
Craig Wayne, Alternate
Advisor: Katheryn Freshley

Parking & Golf Cart Task Force

Steve Parsons, Chair
John Frankel
Bunny Carpenter
Lynn Jarrett
Ralph Engdahl
Craig Wayne, Alternate

Resident Policy and Compliance Task Force

Lynn Jarrett, Chair
Reza Karimi, Co-Chair
Annie McCary
Bunny Carpenter
Steve Parsons
Ralph Engdahl, Alternate
Cush Bhada, Alternate
Roy Bruninghaus, Chair
Rosemarie diLorenzo
Voting Advisors: Stuart Hack, Cindy Baker

Energy Task Force

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

RESOLVED FURTHER, that Resolution 03-19-69, adopted July 16, 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 03-19-106
GRF COMMITTEE APPOINTMENTS

RESOLVED, October 15, 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

Jon Pearlstone
Steve Parsons, ~~Alternate~~
Lynn Jarrett, Alternate
Rosemarie diLorenzo

Community Activities Committee

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

Finance Committee

Jon Pearlstone
Steve Parsons, ~~Alternate~~
Bunny Carpenter, Alternate
Reza Karimi, Alternate
Rosemarie diLorenzo

Landscape Committee

Lynn Jarrett
Reza Karimi
Ralph Engdahl, Alternate
~~Jon Pearlstone, Alternate~~

Maintenance and Construction Committee

Jon Pearlstone
Cush Bhada, ~~Alternate~~
John Frankel, Alternate
Craig Wayne, Alternate
Bunny Carpenter, Alternate
~~Steve Parsons, Alternate~~

PAC Task Force

Jon Pearlstone
Cush Bhada
John Frankel, Alternate
Steve Parsons, Alternate

Media and Communication Committee

Annie McCary
Lynn Jarrett, Alternate
Craig Wayne, Alternate
Roy Bruninghaus
Bunny Carpenter, Alternate

Mobility and Vehicles Committee

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

Security and Community Access Committee

John Frankel
Ralph Engdahl
Steve Parsons, Alternate
Reza Karimi, Alternate
Annie McCary
Roy Bruninghaus, Alternate

Disaster Preparedness

Annie McCary
John Frankel
Ralph Engdahl, Alternate
Craig Wayne, Alternate
Steve Parsons, Alternate
Roy Bruninghaus, Alternate

Laguna Woods Village Traffic Hearings

John Frankel
Craig Wayne
Annie McCary, Alternate
Ralph Engdahl, Alternate
Reza Karimi, Alternate

RESOLVED FURTHER, that Resolution 03-19-78, adopted August 20, 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.

10c. Street Light Pilot II Recommendation and Update

This item was moved to 12c

10d. Approve Resolution for Third Board Appointment of Officers

10e. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual financials for the month of Agenda 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 Karimi made a motion to approve the consent calendar as presented. Director McCary seconded the motion, and it passed unanimously.

11. Unfinished Business

This item was moved to closed session.

11a. Entertain a Motion to Adopt a Resolution for a Membership in Good Standing Policy

RESOLUTION 03-19-xx
MEMBERSHIP IN GOOD STANDING POLICY

WHEREAS, the Board of Directors (the "Board") of Third Laguna Hills Mutual ("Mutual") held a meeting on September 17, 2019, at which a quorum of the Board was present;

WHEREAS, the Board is obligated to enforce the provisions set forth in the Mutual's governing documents, including without limitation, the Declaration of Covenants, Conditions, and Restrictions (CC&Rs), Bylaws, and Operating Rules (collectively, the "Governing Documents"); and

WHEREAS, Mutual members/owners, or the units they own, as may be applicable, that have engaged in or are actively and currently in violation of the Governing Documents may be subject to certain disciplinary action and/or limitation in their rights and privileges, including, without limitation, suspension of voting rights and ineligibility for serving on the Board, as described in the Governing Documents; and

WHEREAS, the term *good standing* has been used colloquially by the Mutual and the Board in reference to Mutual members who are not in violation of the Governing Documents, and the lack of *good standing* to denote that such members have committed a violation or are currently in

violation of the Governing Documents and thus limited in their membership privileges;

WHEREAS, despite the general use of the term *good standing*, and references made to same in various rules, policies, and elsewhere in the Governing Documents, there is no formal, comprehensive definition of *good standing* or accompanying description of the consequences of a lack of good standing by a Mutual member;

WHEREAS, the Board has determined that it would be in the best interests of the Mutual to adopt a formal definition of the term *good standing* to be added to the Mutual's Operating Rules, which will provide clear guidance on the term and the implications for Mutual Members identified as not being in *good standing*;

NOW, THEREFORE BE IT RESOLVED, xxx , 2019, that the Board of the Mutual hereby approves and adopts the below Good Standing Policy, which provides the definition of *good standing* and the implications of a lack of same, and incorporates such definition into the Mutual's Operating Rules as a part of the Mutual's Governing Documents; and

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

AUGUST Initial Notification

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

Director Jarrett made a motion to postpone a resolution for a Membership in Good Standing Policy to the November Third Board Meeting. Director Carpenter seconded the motion.

Discussion ensued among the Directors.

Siobhan Foster commented that a Senate bill that was recently passed effects this agenda item.

President Parsons called for the vote and the motion passed unanimously (Director Bhada was absent for the vote).

- 11b.** Entertain a Motion to Adopt a Resolution to Revise the Non-Emergency Maintenance Chargeable Services to Include Carport Condensation Panel Repairs as a Chargeable Service

Director Jarrett presented a summary of the following Resolution:

RESOLUTION 03-19-107
NON-EMERGENCY MAINTENANCE CHARGEABLE SERVICES POLICY

WHEREAS, on October 20, 2015, the Board of Directors adopted Resolution 03-15-156 which reestablished the delivery of non-emergency chargeable services and approved a schedule for non-emergency maintenance chargeable services; and

WHEREAS, the service call charge for all Maintenance chargeable services was increased to \$25; and

WHEREAS, the Board established a \$25 permit processing fee for work that requires a City of Laguna Woods building permit if VMS pulls the permit; and

WHEREAS the Board approved a \$15 service charge when the Mutual Member (or representative) is not home for a scheduled appointment and fails to cancel in advance; and

WHEREAS, on July 21, 2015 the Board of Directors approved amending the schedule for non-emergency maintenance chargeable services to include the replacement of manor low flow toilets; and

WHEREAS, on March 21, 2017 the Board of Directors approved amending the schedule for non-emergency maintenance chargeable services to include Water Heater Maintenance & Element replacement; and

WHEREAS, on September 21, 2018 additional non-emergency maintenance chargeable services were added for electrical, carpentry, plumbing and facilities divisions as shown on the attached approved list; and

WHEREAS, repair and/or removal of alteration carport condensation panels have been added to the list of Non-Emergency Maintenance Chargeable services.

NOW THEREFORE BE IT RESOLVED, October 15, 2019, that the Board of Directors hereby approves the attached new schedule for non-emergency maintenance chargeable services; and

RESOLVED FURTHER, that the service call charge for all Maintenance chargeable services shall remain \$25; and

RESOLVED FURTHER, the \$25 permit processing fee for work that requires a City of Laguna Woods building permit if VMS pulls the permit shall remain in effect; and

RESOLVED FURTHER, the \$15 service charge for when the Mutual Member (or representative) is not home for a scheduled appointment and fails to cancel in advance shall remain in effect; and

RESOLVED FURTHER, should the Mutual Member not be notified of a scheduled appointment change or the technician does not make the scheduled appointment, the subsequent scheduled appointment will be at no charge to the Mutual Member; and

RESOLVED FURTHER, that Resolution 03-18-140 adopted September 21, 2018 is hereby superseded and cancelled; and

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

SEPTEMBER Initial Notification

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

Director McCary made a motion to adopt a resolution to revise the non-emergency maintenance chargeable services to include carport condensation panel repairs as a chargeable service. Director Pearlstone seconded the motion.

Discussion ensued among the Directors.

President Parsons called for the vote and the motion passed unanimously (Director Bhada was absent for the vote).

This item was moved from the Consent Calendar

11c. Approve the Revised Resolution for Third Board Appointment of Officers

RESOLUTION 03-19-108
APPOINTMENT OF OFFICERS

RESOLVED, on October 15, 2019, pursuant to Third Laguna Hills Mutual Bylaws Article 9 which sets guidelines, terms and responsibilities for the election of Officers to this Corporation the following persons are hereby elected to the office indicated next to their names to serve:

Steve Parsons	President
Annie McCary	1st Vice President
Cush Bhada	2nd Vice President
Lynn Jarrett	Secretary

Jon Pearlstone Treasurer

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

Jeff Parker Vice President ex Officio

Siobhan Foster Assistant Secretary ex Officio

Betty Parker Assistant Treasurer ex Officio

RESOLVED FURTHER, that Resolution 03-19-102, adopted October 3, 2019, 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 Jarrett made a motion to approve the resolution for officer appointments as amended. Director Karimi seconded the motion and the motion passed unanimously.

12. New Business--None

13. Committee Reports

- 13a.** Report of the Finance Committee / Financial Report – Director Pearlstone presented the Treasurer’s Report and commented on the Resale and Lease Activity Reports. The Committee met on October 1, 2019; next meeting November 5, 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 did not meet in September 2019; next meeting October 28, 2019, at 9:30 a.m. in the Board Room
- 13c.** Report of the Communications Committee – Director McCary reported that the Committee meets quarterly. The Committee is working on information going to the residents about water usage. The Committee met on October 9, 2019; next meeting January 8, 2020, at 1:30 p.m. in the Willow Room.
- 13d.** Report of the Maintenance and Construction Committee – Director Bhada reported on the last meeting. The Committee met on September 9, 2019; next meeting November 4, 2019 at 1:00 p.m. in the Board Room.
 - Report of the Parking and Golf Cart Task Force – Director Parsons. The Task Force met on July 17, 2019; next meeting TBA.

- 13e.** Report of the Landscape Committee – Director Jarrett reported from the last meeting. The Committee is working on landscape and slope maintenance. The Committee met on October 10, 2019; next meeting November 7, 2019, at 9:30 a.m. in the Board Room
- 13f.** Report of the Water Subcommittee – Director Karimi. The Committee is working with the El Toro Water District to improve communication with the Water District, rebates on low flow toilets, washers and recycled water. The Subcommittee met on October 9, 2019; next meeting January 8, 2020 at 10:00 a.m. in the Sycamore Room.
- 13g.** Report of the Resident Policy and Compliance Task Force – Director Jarrett gave an update from the last meeting. The Task Force will meet October 31, 2019 in the Board Room.
- 13h.** Report of the Village Energy Task Force – Director Frankel gave an update from the last meeting. The Task Force met on September 4, 2019; next meeting November 6, 2019, at 1:30 p.m. in the Board Room.

14. GRF Committee Highlights

- 14a.** Community Activities Committee – Director Bhada reported on highlights from the last Committee meeting. The Committee met on September 12, 2019; next meeting November 14, 2019 at 1:30 p.m. in the Board Room.
- 14b.** Finance Committee – Director Pearlstone reported on highlights from the last Committee meeting. The Committee met on August 21, 2019; next meeting October 23, 2019 at 1:30 p.m. in the Board Room.

Director Pearlstone gave an update from the Investment and Shared Cost Task Force meetings.

- 14c.** Landscape Committee – Director Jarrett reported on highlights from the last Committee meeting. The Committee met on August 14, 2019; next meeting will be on November 13, 2019 at 1:30 p.m. in the Board Room .
- 14d.** Maintenance & Construction Committee – Director Frankel and Carpenter reported on highlights from the last Committee meeting. The Committee is working on the installation of a new gate at the RV lot and EV station adaptors. The Committee met on October 9, 2019; next meeting December 11, 2019, at 9:30 a.m. in the Board Room.
- PAC Renovation Ad Hoc Committee – Director Pearlstone. Next meeting will be on October 17, 2019 at 1:30 p.m. in the Board Room.

- 14e.** Media and Communications Committee – Director McCary reported on highlights from the last Committee meeting. The Committee met on September 16, 2019; next meeting October 21 2019, at 1:30 p.m. in the Board Room.
- 14f.** Mobility and Vehicles Committee – Director Frankel reported on highlights from the last Committee meeting. The consultant will gave a detailed presentation on October 29th. The Committee met on October 2, 2019; next meeting December 4, 2019, at 1:30 p.m. in the Board Room.
- 14g.** Security and Community Access Committee – Director Parsons gave an update from the last Committee meeting. The Committee met on August 26, 2019; next meeting October 28, 2019, at 1:30 p.m. in the Board Room.
 - Disaster Preparedness Task Force – Director Frankel reported on the last meeting. The Task Force met on September 24, 2019; next meeting November 16, 2019, at 9:30 a.m. in the Board Room.
- 14h.** Report of the Laguna Woods Village Traffic Hearings – Director Frankel gave an update from the last meeting. The Task Force is enforcing the construction parking restrictions. The Traffic Hearings were held on September 18, 2019; next hearing will be October 16, 2019, at 9:00 a.m. in the Board Room.

Director Jarrett reported on the Garden Villa Recreation Room Subcommittee. The sub-committee met yesterday.

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.** Parking Report
- 15b.** Census Process Report
- 15c.** Resolution to Revise the Alternative Fee Schedule
- 15d.** Resolution to Revise Alteration Standard 22: Patio & Balcony Covers
- 15e.** Resolution for an Alternative Heat Source Policy
- 15f.** Garden Villa Mailroom Flooring Replacement Material
- 15g.** Supplemental Funding for the Replacement of LH-21 Enclosed Bulletin Board Cabinets
- 15h.** Resolution for a Co-Occupancy Policy
- 15i.** Update on Gate 11

16. Director's Comments

- Director McCary commented about the time change. Now that it gets dark earlier, residents need to be extra cautious;
- Several Directors commented that President Parsons did a great job chairing his first meeting;

- Director Wayne invited residents to view the plants that will be going into the area scheduled for turf reduction;
- President Parsons commented on the way information is going out to the residents, and commented on the future agenda items schedule for November.

17. Recess

The Board recessed at 10:55 a.m. and reconvened in Executive Session at 11:37 a.m.

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

During the September, 2019, Regular Executive Session, the Board:

Approved the Agenda

Approved the Following Meeting Minutes;

(a) August 8, 2019 – Special Closed Meeting

(b) August 20, 2019 -- Regular Executive Session

Write-Off Delinquent Assessments for Member ID# 931-631-70

Discussed and Considered Member Matters

Discussed and Considered Legal and Litigation Matters

Discussed and Considered Contractual Issues

19. Adjourn

With no further business to come before the Board of Directors, the meeting was adjourned at 4:30 p.m.



Lynn Jarrett, Secretary of the Board
Third Laguna Hills Mutual



OPEN MEETING

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

Tuesday, October 29, 2019
Laguna Woods Village Community Center
Board Room • 9:30 a.m.

The purpose of this meeting was to appoint a new director to serve on the Third Board and the VMS Board.

Directors Present: Steve Parsons, Annie McCary, Lynn Jarrett, Reza Karimi, Ralph Engdahl, Craig Wayne and John Frankel

Directors Absent: Cush Bhada, Jon Pearlstone, Bunny Carpenter

Staff Present: Cheryl Silva

1. President Parsons called the meeting to order at 9:30 a.m., established that a quorum was present and acknowledgment of the press.
2. By consensus, the agenda approved as presented.
3. Member Comments:
 - A Member spoke in favor of Robert Mutchnick.
4. Introduction of Candidates
Candidates were given three (3) minutes to read their candidate statement and answered questions from the Board. Carol Bowler (5512-A) read the candidate statement for Robert Mutchnick.
5. Entertain a Motion to Appoint One Third Mutual-VMS Board Member (term ending 2022)

Director Frankel made a motion to appoint Rosemarie diLorenzo as the Third Mutual-VMS Board Member (term ending 2022), new Third VMS Board Member to be seated at the VMS Annual Meeting on December 18, 2019. Director Karimi seconded the motion and the motion passed unanimously.

6. Entertain a Motion to Appoint One Third Board Member (term ending 2020)

Director Jarrett made a motion to appoint Robert Mutchnick to the Third Board to fill the vacancy (term ending in 2020). Director Karimi seconded the motion and the motion passed unanimously.

7. Director Comments

- Director Frankel questioned why more residents do not run for the Board. Announced the GRF M&V Committee this afternoon where the consultant report will be revealed.
- Director McCary commented why she ran for the Board and the perception she heard from neighbors about the Board. She congratulated the new Board members.
- Director Engdahl commented that he was encouraged to run for the Board.
- Director Karimi feels the new Board will make real accomplishments. He feels there is less controversial issues on the Third Board which could be why fewer people are running for the Board.

8. Adjournment

There being no further business, the meeting was adjourned at 10:30 a.m.



Lynn Jarrett, Secretary to the Board
Third Mutual Laguna Hills

RESOLUTION 03-19-XX

Approve the Request to Revise Landscape Adjacent to 5165 Belmez

WHEREAS, on October 10, 2019, the Landscape Committee reviewed a request to revise the existing landscaping adjacent to 5165 Belmez and to convert it to drought tolerant plantings at the cost of the Member and;

WHEREAS, the Committee recommended approving this request to revise the existing landscaping adjacent to 5165 Belmez and to convert it to drought tolerant plantings since the plant material will be the same or similar to those currently being planted by Staff in the community. The approval of this request has the following conditions:

- All costs for design, construction, and maintenance of the improvement are the responsibility of the Member Owner at 5165.
- 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, November 19, 2019, the Board of Directors approves the request to revise the existing landscaping adjacent to 5165 Belmez and to convert it to drought tolerant plantings;

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 the Request for Removal of One Fern Pine 5586-A Via Dicha

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 October 10, 2019, the Landscape Committee reviewed a request for the removal of one Fern Pine tree. The request was received from the Member at 5586-A, who cited the reasons as structural damage and overgrown and;

WHEREAS, the Committee recommended approving the request for the removal of one Fern Pine tree located at 5586-A Via Dicha due to the presence of girdling roots, which is an indication there is poor root structure making the tree susceptible to failure. Additionally, there is rising of the common area walkway.

NOW THEREFORE BE IT RESOLVED, November 19, 2019, the Board of Directors approves the request for the removal of one Fern Pine tree located at 5586-A;

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 the Request for Removal of of One Indian Laurel Fig Tree – 3186-D Buena Vista

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 October 10, 2019, the Landscape Committee reviewed a request for removal of one Indian Laurel Fig tree. The request was received from the Member at 3186-D who cited the reasons as overgrown and excessive roots at manor foundation and;

WHEREAS, the Committee recommended approving the request for the removal of one Indian Laurel Fig tree located at 3186-D Buena Vista given the fact that the tree has noticeable surface rooting extending to the foundation of the manor, the sewer line clean out, and the sidewalk. There is also a street light near the tree which requires annual clearance trimming at a cost of \$300 per trim. In the past, staff has recommended root trenching as an alternative to the removing of a tree. However, in this case, considering the number of roots involved, the trenching of this tree would leave the tree unstable.

NOW THEREFORE BE IT RESOLVED, November 19, 2019, the Board of Directors approves the request for the removal of one Indian Laurel Fig tree located at 3186-D;

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

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RESOLUTION 03-19-XX

Recording of a Lien

WHEREAS, Member ID 931-710-19; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, November 19, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-710-19 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: November 19, 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 3:** Proposed Updated to Alterations 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, November 19, 2019, that the Board of Directors of this Corporation hereby supersedes and rescinds Resolution 03-13-83 and approves revisions to 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

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

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Attachment 2

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 NOVEMBER 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.

Attachment 3

**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 NOVEMBER 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 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 patio wall.
- 3.4** Patio covers will span only the patio area as defined by the original patio slab, or wall. 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. 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** No corrugated non-structural panels will be allowed. Only those covers with State of California approved engineering specifications will be accepted.
- 3.10** Plastic skylight panel 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. 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 (See Standard 18: Gutters/Downspouts).

4.0 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, exclusive of the required 6" overhang for the incorporated gutter system.
- 4.2** Flat roofs may not replace existing eyebrow covers if the 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.
- 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.



STAFF REPORT

DATE: August 20, 2019
FOR: Board of Directors
SUBJECT: Co-occupancy Policy

RECOMMENDATION

Approve a Co-occupancy Policy.

BACKGROUND

Third Laguna Hills Mutual (Third) Bylaws and Covenants, Conditions and Restrictions (CC&Rs) recognize three general classifications of occupants: 1) Member(s) (Qualifying Residents); 2) Non-Member Co-Occupants residing with a Member, and 3) Lessees. Policy has documented membership approval and lease authorization approval. In order to provide clarity with respect to allowable co-occupancy in Third, a Co-occupancy Policy has been developed.

Co-occupants, by definition, do not have a formal lease agreement with the Qualifying Resident, do not regularly pay a set sum of money for the use of a portion(s) of the Unit, and reside with the Member, both of whom regard the Unit to be their principal residence and having equal responsibility to uphold Third's governing documents.

Third's CC&Rs authorize the Board of Directors to establish income requirements for co-occupants, individually or collectively – such that average monthly income exceeds average monthly housing expenses. If the person(s) seeking to co-occupy are unable to satisfy the required average monthly income level, another financially responsible person (Guarantor) may enter into a contract with the Mutual. The Board is further authorized by the CC&Rs to adjust the average income level from time to time.

The Resident Policy and Compliance Task Force studied select issues that consume a great amount of Director and Staff time. One such issue relates to an increasing number of individuals aging in place on a fixed income who resort to inviting others to reside in their home without obtaining Board permission to do so. The Board seeks to induce such undocumented occupants, for a one-time finite period, to submit co-occupancy applications and become registered with Third and the Golden Rain Foundation.

DISCUSSION

Third has a responsibility to know who is residing in the Mutual. Anecdotal instances of unauthorized occupancy result in disciplinary hearings. In addition to educating Members regarding co-occupancy and requiring the submission of a specialized application along with current financial documentation, Third proposes to identify a Staff person who specializes in the review and processing of co-occupancy applications. Using a checklist, the subject matter

expert will make herself/himself available to walk individuals through the co-occupancy application process.

By way of a co-occupancy policy, the Board anticipates a reduction in the number of unauthorized occupants, a reduction in the number of disciplinary hearings triggered by unauthorized occupants, and the increased residential longevity of aging members who find their fixed incomes are insufficient to sustain themselves, alone, in their homes.

FINANCIAL ANALYSIS

None.

Prepared By: Pamela Bashline, Community Services Manager

Reviewed By: Blessilda Wright, Compliance Supervisor
Siobhan Foster, COO

ATTACHMENT(S)

ATT 1 – Co-occupancy Policy

ENDORSEMENT (to Board)

Discuss & Consider Co-occupancy Policy

Third Laguna Hills Mutual (Third) Bylaws and CC&Rs recognize three general classifications of occupants: 1) Members (Qualifying Residents); 2) non-member co-occupants residing with a Member and 3) lessees. Policy has documented membership approval and lease authorization approval. In order to provide clarity with respect to allowable co-occupancy in Third, a Co-occupancy Policy has been developed.

Co-occupants, by definition, do not have a formal lease agreement with the Qualifying Resident, do not regularly pay a set sum of money for the use of a portion(s) of the unit, and resides with the Member, both of whom regard the unit to be their principal residence and having equal responsibility to uphold Third's governing documents.

The Resident Policy and Compliance Task Force studied select issues that consume a great amount of Director and staff time. One such issue relates to an increasing number of individuals aging in place on a fixed income who resort to inviting others to reside in their home without obtaining Board permission to do so. The Board seeks to induce such undocumented occupants, for a one-time finite period, to submit co-occupancy applications and become registered with Third and the Golden Rain Foundation.

On July 24, 2019, the Resident Policy and Compliance Task Force reviewed and discussed the Co-occupancy Policy. Chair Bruninghaus stated the Co-Occupancy Policy would provide guidelines for Members who wish to have a co-occupant for various reasons. The Task Force sent the policy to legal for review.

Director Karimi made a motion to approve the Co-Occupancy Policy. Director Parsons seconded the motion.

By unanimous vote, the motion carried

At the September 17, 2019, the Board tabled the Co-Occupancy Policy for further review by the Resident Policy and Compliance Task Force.

On October 31, 2019, the Resident Policy and Compliance Task Force reviewed the Co-Occupancy Policy. The Task Force discussed the Co-Occupancy Policy. They commented and asked questions.

Director Karimi made a motion approve the Co-Occupancy Policy with the removal of roommate in the policy. Director Hack seconded the motion.

By unanimous vote, the motion carried.

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Co-Occupancy Policy
Resolution 03-19-XX; Adopted XXXX

I. Purpose

The purpose of this document is to define the policy of Third Laguna Hills Mutual (Third) regarding Members who seek approval from Third for an individual to be a Co-occupant of the Member's Unit. This Policy shall apply for occupancy by a resident with a Member, not to occupancy of the Member's Unit by a lessee/tenant, which is governed by and subject to provisions of Third's governing documents relating to leasing, including without limitation, the Lease Policy.

II. Definitions

- a. Application – the form prescribed by Third to apply for approval to Co-occupy the Unit (Exhibit A).
- b. Approval – written authorization to Co-occupy the Unit granted by Third or authorized VMS Staff Member(s).
- c. Assessment – the monthly amount which Members are bound to pay pursuant to the terms of the Bylaws and CC&Rs. Also known as carrying charges.
- d. Charge – a fee, fine, and/or monetary penalty that Third may levy upon a Member(s) pursuant to the Governing Documents.
- e. Co-habitants – persons who live together as spouses or persons who are domestic partners within the meaning of Section 297 of the California Family Code.
- f. Community – Laguna Woods Village.
- g. Co-occupant – a person who resides with a Qualifying Resident and who satisfies at least one of the following criteria and shall provide such additional certification or information as the Corporation or its managing agent may require:
 - i. At least forty-five (45) years of age; or
 - ii. A spouse of a Qualifying Resident; or
 - iii. A co-habitant of a Qualifying Resident, or
 - iv. A provider of primary economic support to a Qualifying Resident; or
 - v. A provider of primary physical support to a Qualifying Resident. (refer to the Private Caregiver Policy)

- vi. A permanently physically or mentally impaired or terminally ill adult who is a dependent child of the Qualifying Resident or Co-Occupant
- h. Golden Rain Foundation (GRF) – the Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation.
- i. Governing Documents – the Articles of Incorporation and Bylaws of Third, the recorded Covenants, Conditions, and Restrictions (CC&R's) applicable to any Unit, the Rules and Regulations, and any Resolutions or Policies of the Board, as the same may be lawfully amended or modified from time to time.
- j. Guarantor – person(s) accepting financial responsibility for an occupant residing in Third. Each guarantor shall enter into an agreement with Third to become financially responsible, jointly and severally, for all expenses associated with the applicant's residency.
- k. Identification (ID) Card – photo ID card issued by GRF to Members, Co-occupants, and Lessees of the Community authorizing use and access to the Community Facilities.
- l. Landlord and Tenant Relationship – for purposes of this document, shall mean a formally executed written agreement between the Owner and a Co-occupant, authorizing the Co-occupant to occupy space in the Manor for a specified dollar amount of periodic payment to the Owner.
- m. Member – Any person entitled to membership in Third as provided in the Articles and By-laws.
- n. Qualifying Resident – any person who is at least 55 years of age and who has been approved by the Board of Directors for occupancy of a Unit.
- o. Staff Member – individual employed by Village Management Services, Inc. (VMS), authorized agent to act on behalf of Third.
- p. Third – the corporate homeowners association that was formed in 1970 and by 1984 had acquired the assets and liabilities by vote of each of the 59 individual mutuels within the larger Leisure World (now Laguna Woods Village), a common interest development, with full authority to “manage, operate, and maintain” them
- q. Unit – a dwelling unit owned by the Member. Also known as a Manor.

- r. Vehicle Decal – identifying marker, supplied by GRF, to residents; a decal is required for parking within the Community other than by guests or contractors.

III. Fees

See Schedule of Fees.

IV. Terms and Conditions

a. General Information

- i. Third is an independent-lifestyle and age-restricted senior citizen community, as defined by California Civil Code §51.3. No form of healthcare or assisted living is provided by Third. Each resident is responsible for his/her own health, safety, care and welfare.
- ii. Authorization for Co-occupancy shall be effective only when approved in writing by Third and issued in writing by an authorized VMS Staff Member of Third.
- iii. An Application to reside in a Unit shall be made on the form prescribed by Third (Exhibit A). Any changes in such form shall not be deemed a change in this Co-Occupancy Policy which requires notice to the Member(s) of Third.
- iv. Approval of the Co-occupancy Application by Third, in and of itself, does not confer any right on the Co-occupant other than the revocable right to occupy the Unit named on the Application.
- v. Third shall, to the extent required by law, provide notice of potential asbestos-containing materials used during construction (Exhibit B) to any approved Co-occupant at the time of approval of a Co-occupancy Application.
- vi. Appearance of the Community is important, and residents, including without limitation Qualifying Residents and approved Co-occupants, are required to keep their balconies, patios, walkways, and carports free of clutter per the Governing Documents.
- vii. The Resident Services Department will notify the Member(s) of the approval or denial status of the application, or of the need for additional information to approve or deny said application, within seven (7) business days of submittal of the complete application.
- viii. Guest occupancy is permitted for a maximum period of sixty (60) days per twelve (12) month period, per guest, solely in conjunction with the occupancy by a Qualifying Resident or Co-occupant. No

guest may occupy a Unit in the absence of a Qualifying Resident or Co-occupant.

- ix. Unless otherwise required by law, the maximum number of persons allowed to occupy a Unit is equal to the number of original construction bedrooms plus one: no more than two persons in a one bedroom Unit; no more than three persons in a two bedroom Unit; no more than four persons in a three bedroom Unit. There is an additional monthly GRF fee for each person in excess of two occupying a Unit.
 - x. Third and Member(s) have the right to terminate Co-Occupant status at any time, without cause. Subject to any restriction or limitation on such right provided by law, including without limitation Civil Code § 51.3.
 - xi. Members seeking an individual to share expenses and/or mutual companionship must complete a Co-Occupancy application for review and consideration by Third. This would include, for example, such arrangements as friends or companions residing with a Member, widows or widowers with a companion, and other arrangements with companions residing with a Member whether or not they are sharing costs/expenses, so long as such Co-Occupant otherwise meets the requirements for occupancy. A Co-occupant may not be in a Landlord-Tenant Relationship with or a lessee of a Member, and a Lease Authorization for such co-occupancy will be rejected in accordance with Third's Lease Policy.
 - xii. Advertisements by Members for prospective Co-occupants in any print media and/or any websites must state the following:
 - 1. Laguna Woods Village is a 55 and older Community
 - 2. Duration of stay must be longer than 60 days
 - 3. Must apply for and receive Approval for Co-occupancy in Third
 - 4. Co-occupant will be bound by and subject to the provisions of Third's governing documents.
- b. Occupancy
- i. Co-occupant(s) shall be entitled to occupy only the Unit indicated on the Co-occupancy Application.
 - ii. The Member(s) and Co-occupant cannot have a Landlord-Tenant Relationship. Landlord-Tenant occupancy at Third is governed by Third's Lease Policy, which prohibits leasing of less than the entirety of a Unit and room rentals.

- iii. Both Co-occupant(s) and Member(s) must reside in the Unit; the Board reserves the right to require proof of residency of any Member or Co-occupant who has received Approval for Co-Occupancy.
- iv. Individuals may reside in the Unit as a Co-occupant only if they co-occupy with the Member(s) who is/are in residence, and meet the requirements of a Co-Occupant as described in the governing documents, including without limitation this Co-Occupancy Policy.
- v. Approved Co-occupant(s) will receive a Resident ID and may use the facilities and receive the services made available by GRF, unless such privileges have been revoked against the Member with whom the Co-occupant(s) resides. The facilities and services may be modified or discontinued by GRF at any time.
- vi. Member shall at all times be responsible for the conduct and deportment of the Co-occupant, and subject to disciplinary and/or enforcement action in accordance with Third's enforcement policies and procedures due to violations of the Governing Documents by a Co-occupant.
- vii. Co-occupant shall be subject to the same rules, regulations, and restrictions of the Governing Documents that apply to Members, except with respect to payment of carrying charges. If at any point in time Co-occupant becomes the legal or equitable owner of the Membership, Co-occupant must apply for Membership in Third in the form generally used by Third and pay all amounts required pursuant to the Membership application.
- viii. Member(s) and Co-occupant(s) shall be equally responsible for payment of any charges incurred by Co-occupant(s) in respect to service provided by GRF or Third that is not included within the Assessments paid by Member(s).
- ix. As a condition of any Co-occupant Approval, Member(s) agrees to pay to Third an additional fee each month for each Co-occupant in excess of two at the rate prescribed by Third, which may change from time to time.
- x. Member(s) shall be responsible for cancelling the Co-occupancy status and returning Co-occupant's ID Card and Vehicle Decal when Co-occupant ceases to reside in the Unit. Use by the Member of a Co-occupant ID Card and/or Vehicle Decal after the

termination of residency by the Co-occupant shall be a violation of this Policy and subject to disciplinary action by Third.

- xi. Co-occupant shall not have been convicted of a felony within the last 20 years or a misdemeanor involving moral turpitude within five years immediately preceding the date of application. Approval granted due to false or misleading information on a Co-Occupancy Application shall be subject to immediate revocation by Third of the Co-occupant's residency and disciplinary action against the Member in accordance with Third's enforcement policies and procedures.

V. Procedure

- a. The Member(s) must complete and submit the Co-Occupancy Application for Board review and receive Approval prior to the occupancy of his/her Unit by a Co-occupant. The Application is available for download at www.lagunawoodsvillage.com or upon request from the Resident Services Department.
- b. The Board or authorized VMS Staff Member(s) will review the Application and approve or deny the request in writing, or, as may be applicable, request additional information necessary to process the Application.
- c. Upon receipt of an Application, the Resident Services Department will research if the Member(s) has/have received notices of rules violations or is subject to any outstanding Charges or Assessments before approval of the application. A Co-occupancy application will not be approved if the Member has any outstanding Charges or Assessments.
- d. The Resident Services Department will notify the Member(s) of the results within seven business days, unless it notifies the Member(s) that it requires additional time to review and/or requests additional information from the Member(s) while conducting its review.
- e. The Resident Services Department hours of operation are Monday-Friday, federal holidays excepted, 8:00 A.M. to 5:00 P.M., phone number (949) 597-4323. Mailing address is P.O. Box 2220, Laguna Hills, CA 92654-2220.

VI. Enforcement

Third is authorized to take disciplinary action against a Member(s) whose Unit may be found in violation of the Governing Documents. When a complaint is lodged regarding the occurrence of a violation, the Board of Directors has a fiduciary duty to investigate said violation(s) and impose, if appropriate, disciplinary measures as set forth in the Governing Documents.

In accordance with its enforcement and disciplinary powers pursuant to the Governing Documents, the Board has the authority to, without limitation, impose monetary fines, suspend Member(s) privileges, and/or bring forth legal action against a Member whose Unit is found to be in violation. The Member(s) are entirely responsible for ensuring that the Governing Documents and all Community rules and policies are followed by anyone they allow into the Community. This includes, without limitation, any Co-occupant, Lessee, Guest, Care Provider, Vendor, invitee or contractor. Any disciplinary action, restriction or revocation of a Member's privileges applies to the Member's Co-occupant(s) and any guest or invitee of either the Member or Co-occupant.

The Member(s) and Co-occupant(s) must read and agree to comply with and be bound by all the Governing Documents and the Community Rules.

Nothing contained herein shall relieve Member(s) of the performance of any obligation owed to Third and/or GRF under the Governing Documents.

A complaint may be registered by calling the Security Department at 949-580-1400 or the Compliance Division by calling 949-268-CALL or email to compliance@vmsinc.org.

SEPTEMBER Initial Notification

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

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RESOLUTION 03-19-XX

**Deny the Request to Revise Landscape Adjacent to
3415-A Punta Alta**

WHEREAS, on October 10, 2019, the Landscape Committee reviewed a request to remove the existing landscaping adjacent to Manor 3415-A and to place pavers there at their cost and;

WHEREAS, the Committee recommended denying this request to remove the existing landscaping adjacent to the manor and to place pavers there.

NOW THEREFORE BE IT RESOLVED, November 19, 2019, the Board of Directors denies the request to remove the existing landscaping adjacent to Manor 3415-A and to place pavers there;

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 the Request to Retain Landscape Revisions, with exception of the Stepping Stones 3364-1G Punta Alta

WHEREAS, on October 10, 2019, the Landscape Committee reviewed a request for permission to retain, after the fact, new drought tolerant landscape material and stepping stones in an area adjacent to the manor. The request was received from the Member at 3364-1G and;

WHEREAS, the Committee recommended approving the request to retain the drought tolerant landscaping located in an area adjacent to 3364-1G Punta Alta with the following conditions:

- That all costs for design, construction, and maintenance of the improvement are the responsibility of the Property's Member Owner at 3364-1G.
- The requesting Members understand that the area will remain Common Area subject to the use and passage of all members of Third Mutual.
- The stepping stones must be removed immediately.

NOW THEREFORE BE IT RESOLVED, November 19, 2019, the Board of Directors approves the request to retain the drought tolerant landscaping in an area adjacent to 3364-1G, with the conditions indicated above;

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

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RESOLUTION 03-19-XX

**Deny the Request for Off Schedule Trimming
of Two Cajeput Trees – 5515-2G Paseo Del Lago W.**

WHEREAS, on October 10, 2019, the Landscape Committee reviewed a request for off schedule trimming of two Cajeput trees. The request was received from the Member at 5515-2G, who cited the reasons as, overgrown, excessive growth due to rains, view obstruction, and pollen on her balcony and;

WHEREAS, the Committee recommended denying the request for off schedule trimming of two Cajeput trees located at 5515-2G Paseo Del Lago W. based on there was ample clearance from the balcony, there are a number on trees in this general area which may or may not be the cause of the pollen situation, and these trees do not meet the policy requirements regarding view obstruction.

NOW THEREFORE BE IT RESOLVED, November 19, 2019, the Board of Directors denies the request for the off schedule trimming of two Cajeput trees located at 5515-2G;

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: November 5, 2019
FOR: Finance Committee
SUBJECT: Alteration Fee Increase

RECOMMENDATION

Approve a revision to Resolution 03-17-120 (Attachment 1) and increase fees associated with manor alteration requests in order to partially offset the costs incurred for the services provided by the Manor Alterations Division.

BACKGROUND

In 2017, via Resolution 03-17-120; the Board increased the Mutual Consent and Variance processing fee schedule in an effort to reduce the expenses incurred by the Mutual.

On December 17, 2018, the Architectural Controls and Standards Committee reviewed a report to increase fees, and unanimously voted to recommend the Board approve the alteration fee increase.

On January 15, 2019, the Board removed this items from the agenda and requested that the recommended fee increase be first be reviewed by the Finance Committee.

On March 5, 2019, the Finance Committee reviewed the proposed increase to the alteration fees. This item was tabled for additional discussion.

DISCUSSION

Prior to the commencement of manor alterations, Mutual members or their authorized contractors are required to obtain a Mutual Consent (permit application) from the Permits & Inspections Office. A Permit Fee is charged to partially offset administrative costs associated with the processing and review of Mutual Consents. Depending on the type of alteration to be performed, the fees are calculated using either a flat fee or the value of the proposed alteration. The process starts as soon as the Mutual Consent is submitted to the Permits & Inspections Office. Staff reviews the application and ensures that the proposed alteration conforms to Mutual Standards.

Since alterations are optional, and chosen by the Member, it is reasonable that the cost for processing the applications and inspecting the work be borne by those electing to alter their manor. Over the past year, several new processes and services, along with improvements to customer service, have been implemented in the Manor Alterations Division. Contractor parking passes, demolition mutual consents, and conformance deposits have all brought significant improvements to the services offered and have increased safety within the Village.

With the implementation of the Conformance Deposit Program, administrative costs related to the processing of deposits and refunds of the monies held has increased administrative costs in the Division. Given the increased costs associated with improved processes and service levels, it is prudent for the Board to now consider updating the alteration fee schedule to reflect the increased administrative costs.

In February 2019, the United Board considered the costs to the Mutual associated with the consent process, and adopted fee increases to reduce the Mutual's subsidy, which directly affects assessment increases across the board. Staff request consideration be given to the same fee increases in Third Mutual to partially offset the cost of the manor alteration process within the Mutual. Having the same fee structure for both Mutual's will result in operational efficiencies and cost savings. The opposite is true if your limited staff resources in the Manor Alteration Division is required to administer two different fee structures, resulting in a reduce level of service for both Mutual's. Therefore staff highly recommends adopting the same manor alteration fee structure for both Mutual's.

As shown on Attachment 2, the proposed alteration fee schedule will increase each alteration fee to better offset the expenses of the Manor Alterations Division. The fee schedule will still consist of List 1, which identifies alterations that will be charged the flat rate fee of \$50, and List 2, which identifies alterations (Alteration Fees Based on Valuation) that require staff to review the proposed alteration more in depth and provide inspection services. The fee is calculated on a sliding scale based on the estimated value of the alteration. Higher valued alterations generally require more detailed plans, which in turn, increase administrative involvement, plan check, and inspection time. This adjustment will better align the fees with the time it takes to process each task.

FINANCIAL ANALYSIS

Currently Third Mutual subsidizes approximately one hundred and thirty thousand dollars annually in expenses related to manor alterations. Based on the estimated revenue projection for 2020 if the proposed alteration fee schedule is approved, the Mutual would decrease its expense by approximately thirty thousand dollars.

The additional fee revenue will partially offset existing administrative costs in Operations, as outlined above.

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

Reviewed By: Ernesto Munoz, P.E., Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1: Revised Resolution 03-19-XXX
Attachment 2: Revised Fee Schedule



Finance Committee
November 5, 2019

ENDORSEMENT (to board)

Entertain a Motion to Adopt a Resolution to Revise the Alternative Fee Schedule

At the November 5, 2019, Third Finance meeting, the committee reviewed the staff report on proposed changes to alteration fees. Brett Crane, Permits, Inspections & Restoration Manager, provided background information and answered questions.

A motion was made and carried by a vote of 8-1 (Director Carpenter against), recommending the proposed increase in fees associated with manor alteration requests to partially offset the costs incurred for the services provided by the Manor Alterations Division.

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Attachment 1

RESOLUTION 03-19-XXX

Alteration/Variance Processing Fee Policy

WHEREAS, alteration and variance requests require significant staff time for proper processing, including research, report preparation, and then presentation to the appropriate committee and then the Board; and

WHEREAS, in order to offset administrative costs associated with processing variance requests, which is often followed by multiple resubmittals, and can be followed by an appeal to the Board as mandated in accordance with Resolution 03-13-105; and

WHEREAS, the Mutual currently charges a \$35 fee for a Mutual Consent and a \$150 fee for a Variance; and

WHEREAS, the new alteration fee schedule will be increased to better align the fees with the administrative time required to process said manor alterations; and

WHEREAS, the Board realizes that the current fee schedule does not appropriately cover staff time.

NOW THEREFORE BE IT RESOLVED, December 17, 2019, to partially offset administrative costs associated with processing alteration and variance requests, the Board of Directors of this Corporation hereby revise the alteration and inspection fees as attached to the official minutes of this meeting; the Variance request processing fee will remain at \$150;and

RESOLVED FURTHER, October 20, 2017, that Resolution 03-17-120 adopted October 20, 2017 is hereby superseded and cancelled; and

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

NOVEMBER 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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Attachment 2

Alteration Fee Schedule

Mutual Consent for alteration(s) fee schedule

alterations@vmsinc.org

Visit www.lagunawoodsvillage.com for Mutual Standard and Standard Plans

All items require HOA Mutual Consent for manor alterations; city permit required as shown.

All Construction, with a value of \$500 or greater, is subject to refundable \$250 conformance deposit.

Unauthorized Alteration Fee	\$300
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Variance Processing Fee	\$150
-------------------------	-------

\$50 alteration processing fee	
Alteration Type	City Permit Required
Acoustic ceiling removal	Yes
Awnings (standard, less than 54")	No
Awnings (powered)	Yes
Air conditioner, central (replacement)	Yes
Bath tub replacement	Yes
Block walls (less than 4 feet high)	No
Block walls (more than 4 feet high)	Yes
Planter wall	No
Dishwasher	Yes
Doors revisions (exterior)	Yes
Electrical	Yes
Exhaust fan	Yes
Fences and gates	No
Floor coverings (exterior)	No
Flooring (vinyl)	Yes
Gutters and downspouts	Yes
Metal drop shades	No
Modesty panels (balcony)	No
Patio slab revision	No
Patio wall revision	No
Plumbing (Minor)	No
Soft water system	Yes
Soft water system (connected to water heater)	Yes
Storage cabinets (carport)	No
Shades (roll-up)	No

Inspection fees based on value	
Alteration Type	City Permit Required
Air conditioner (through the wall)	Yes
Bathroom addition (split)	Yes
Central heating & air (new)	Yes
Covers (atrium, balcony, patio) Replace or New	Yes
Doors (new)	Yes
Enclosures atrium/balcony/patio	Yes
French doors (new)	Yes
Garden room/solarium	Yes
Heat pumps (through the wall)	Yes
Man doors (new)	Yes
Plumbing (new or relocation)	Yes
Room addition	Yes
Shower to shower	Yes
Skylights	Yes
Sliding glass doors (new)	Yes
Sliding glass door (retrofit)	Yes
Solatubes	Yes
Solar panels	Yes
Tub to shower	Yes
Wall revisions	Yes
Washer and dryer	Yes
Water heater (relocation)	Yes
Windows (new construction)	Yes
Windows (retrofit)	Yes

Inspection fee schedule	
Valuation	Fee
Less than \$750	\$50
\$750 to \$2,000	\$77
\$2,001 to \$4,000	\$168
\$4,001 to \$6,000	\$280
\$6,001 to \$8,000	\$392
\$8,001 to \$10,000	\$504
Above \$10,000	\$700

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STAFF REPORT

DATE: November 19, 2019
FOR: Board of Directors
SUBJECT: Revision of Alteration Standard 28: Soft Water Units

RECOMMENDATION

Approve a resolution to adopt revisions to Alteration Standard 28: Soft Water Units.

BACKGROUND

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

On October 28, 2019, the Architectural Controls and Standards Committee (ACSC) reviewed Alteration Standard 28, and voted to recommend it for approval by the Board.

Alteration Standard 28: Soft Water Units was last revised in April 2011, via Resolution 03-11-49.

DISCUSSION

Due to the continued popularity of the various components involved in the remodel process, which include soft water units, the ACSC has reviewed the existing Alteration Standard 28: Soft Water Units. The following sections are proposed to be revised as follows:

- 2.1 All installations ~~will be~~require approval ~~by~~ by the Permits and Inspection office prior to commencing the work.
- 2.2 Tanks ~~will~~may be located in a garage, water heater cabinet, or outside of unit as approved by the Permits and Inspection ~~Office~~.
- 2.3 Exposed exterior installations ~~must be enclosed~~ require in a 5/8 3/8" CDX thick plywood cabinet ~~to be built, textured (to match exterior wall) or paneled and painted (inside and out) to match the color of the building, and installed over softener tanks~~. All exposed plumbing shall be painted color of ~~the~~ surface to which attached.
- 2.5 Softener tanks may be located below grade. Relocation or modification of main sewer lines is prohibited. Relocation of irrigation lines and plantings may be completed as a chargeable services to the Mutual Member. Isolation valves for emergency shut-off will be required.
- 2.8 Approval of landscape installation to conceal the soft water unit cabinets will be required.

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 28: Soft Water Units

Attachment 2: Redline of Proposed Updated to Alteration Standard 28: Soft Water Units

Attachment 3: Proposed Updated to Alteration Standard 28: Soft Water Units

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 28: Soft Water Units and,

NOW THEREFORE BE IT RESOLVED, [DATE], 2019, that the Board of Directors of this Corporation hereby revises Alteration Standard 28: Soft Water Units as attached to the official meeting minutes; 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 as written.

NOVEMBER 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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Attachment 2

STANDARDSECTION 28: SOFT WATER UNITS

JANUARY 1982

REVISED APRIL 1996, RESOLUTION M3-96-28

~~GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49~~

REVISED OCTOBER 2019, RESOLUTION 03-19-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 INSTALLATIONS

- 2.1 All installations ~~will be~~require approvaled by the Permits and Inspection office prior to commencing the work.
- 2.2 Tanks ~~will~~may be located in a garage, water heater cabinet, or outside of unit as approved by the Permits and Inspection Ooffice.
- 2.3 Exposed exterior installations ~~must be enclosed~~ require in a 5/8x3/8" CDX thick plywood cabinet ~~to be built, textured (to match exterior wall) or paneled and painted (inside and out) to match the~~ color of the building, ~~and installed over softener tanks~~. All exposed plumbing shall be painted color of the surface to which attached.
- 2.4 Pipe runs shall be kept to a minimum.
- 2.5 Softener tanks may be located below grade. Relocation or modification of main sewer lines is prohibited. Relocation of irrigation lines and plantings may be completed as a chargeable services to the Mutual Member. Isolation valves for emergency shut-off will be required.
- 2.6 Soft water units shall be connected directly to the service line of the manor owner/owners' name that appears on the permit.
- 2.7 No regenerative-type softeners will be allowed as per all applicable laws.
- 2.8 Approval of landscape installation to conceal the soft water unit cabinets will be required.

Attachment 3

STANDARD 28: SOFT WATER UNITS

JANUARY 1982

REVISED APRIL 1996, RESOLUTION M3-96-28

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED OCTOBER 2019, RESOLUTION 03-19-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 INSTALLATIONS

- 2.1** All installations require approval by the Permits and Inspection office prior to commencing the work.
- 2.2** Tanks may be located in a garage, water heater cabinet, or outside of unit as approved by the Permits and Inspection Office.
- 2.3** Exposed exterior installations must be enclosed in a 5/8" CDX cabinet, textured (to match exterior wall) or paneled and painted (inside and out) to match the color of the building. All exposed plumbing shall be painted color of surface to which attached.
- 2.4** Pipe runs shall be kept to a minimum.
- 2.5** Isolation valves for emergency shut-off will be required.
- 2.6** Soft water units shall be connected directly to the service line of the manor owner/owners' name that appears on the permit.
- 2.7** No regenerative-type softeners will be allowed as per all applicable laws.
- 2.8** Approval of landscape installation to conceal the soft water unit cabinets will be required.



STAFF REPORT

DATE: November 19, 2019
FOR: Board of Directors
SUBJECT: Revision of Alteration Standard 42: Ramps

RECOMMENDATION

Approve a resolution to adopt revisions to Alteration Standard 42: Ramps.

BACKGROUND

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

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

Alteration Standard 42: Ramps was last revised in April 2011, via Resolution 03-11-49.

DISCUSSION

Due to the continued popularity of the various components involved in the remodel process, the ACSC has reviewed the existing Alteration Standard 42: Soft Water Units. The following sections are proposed to be revised as follows:

- 2.1 Pedestrian ramp** is a sloping accessible route intended for pedestrian traffic to and from a ~~unit~~^{manor}.
- 3.1 Materials** Concrete ~~and/or block~~ with a minimum 3.5 inches pour; and heavy broom-swept finish on the surface.
- 3.2.1 Width.** The clear width of ramps shall in no case be less than ~~48~~³⁶ inches. (~~1219~~⁹¹⁴mm). -Handrails, curbs, wheel guides and /or appurtenances shall not project into the required clear width of a ramp.
- 3.2.2. Slope.** The maximum slope of ramps shall be no greater than 1 unit vertical in 12 units horizontal (~~8.33~~ percent slope). Transitions from ramps to walks, gutters or streets shall be flush and free of abrupt changes.
- 3.3.7. Size of bottom landings.** The width of bottom landings shall not be less than the clear width of the ramp, and shall not be less than ~~72~~⁶⁰ inches (~~1829~~¹⁵²⁴ mm) in length (See Figure 2).

FINANCIAL ANALYSIS

None.

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

Reviewed By: Alisa Rocha, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 03-09-XX Revise Alteration Standard 42: Ramps

Attachment 2: Redline of Proposed Updated Alteration Standard 42: Ramps

Attachment 3: Proposed Updated Alteration Standard 42: Ramps

Attachment 1

RESOLUTION 03-19-XX

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend a policy to address the proper installation and maintenance of Ramps;

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 42: Ramps and,

NOW THEREFORE BE IT RESOLVED, [DATE], 2019, that the Board of Directors of this Corporation hereby revises Alteration Standard 42: Ramps as attached to the official meeting minutes; 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.

NOVEMBER 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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Attachment 2

STANDARD 42: RAMPS

ADOPTED APRIL 2008, RESOLUTION 03-08-31

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED OCTOBER 2019, RESOLUTION 03-19-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 DEFINITIONS

- 2.1. **Pedestrian ramp** is a sloping accessible route intended for pedestrian traffic to and from a unit ~~manor~~.
- 2.2. **Slope** is the relative steepness of the land between two points and is calculated as follows: Slope is the horizontal distance and elevation change between the two points. The difference in elevation is divided by the distance and the resulting fraction is multiplied by 100 to obtain the percentage of slope.
- 2.3. **Cross slope** is the slope that is perpendicular to the direction of travel.
- 2.4. **Level area** is a specified surface that does not have a slope in any direction exceeding $\frac{1}{4}$ inch (6.4 mm) in 1 foot (305 mm) from the horizontal (2.083 gradient).

3.0 SPECIFICATIONS

- 3.1. **Materials** Concrete ~~and/or block~~ with a minimum 3.5 inches pour; and heavy broom-swept finish on the surface.
- 3.2. **Exterior ramps**
 - 3.2.1. **Width.** The clear width of ramps shall in no case be less than ~~48~~³⁶ inches. (~~1219~~⁹¹⁴mm). Handrails, curbs, wheel guides and /or appurtenances shall not project into the required clear width of a ramp.
 - 3.2.2. **Slope.** The maximum slope of ramps shall be no greater than 1 unit vertical in 12 units horizontal (~~8.33~~ percent slope). Transitions from ramps to walks, gutters or streets shall be flush and free of abrupt changes.
 - 3.2.3. **Changes in level not exceeding $\frac{1}{2}$ inch.** Abrupt changes in level along any ramp shall not exceed $\frac{1}{2}$ inch (12.7mm). When changes in level do occur they shall be beveled with a slope no greater than 1 unit vertical in 2 unit horizontal (50 percent slope). Changes in level not exceeding $\frac{1}{4}$ inch (6.35 mm) may be vertical.

- 3.2.4. Changes in level exceeding ½ inch** (12.7 mm) shall be by means of a sloped surface not greater than 1 unit vertical in 20 units horizontal (5 percent slope).
- 3.2.5. Cross slope.** The cross slope of ramp surfaces shall be no greater than ¼ inch (6.35 mm) per foot (2.083-percent slope).
- 3.2.6. Ramps,** ramp landings and their approaches shall be designed so that water will not accumulate on the walking surface.

3.3. Exterior landings

- 3.3.1. Level.** Ramp landings shall be level as defined.
- 3.3.2. Height relative to door.** The top landing shall not be more than ½ inch (12.7 mm) lower than the top of the threshold of the doorway. (See Figure 1).
- 3.3.3. Location of landings.** Landings shall be provided at the top and bottom of each ramp. Intermediate landings shall be provided at intervals not exceeding 30 inches (762 mm) of vertical rise. Landings are not considered in determining the maximum horizontal distance of each ramp.
- 3.3.4. Size of top landings.** Top landings shall not be less than 60 inches (1524 mm) wide. Top landings shall have a minimum length of not less than 60 inches (1524 mm) in the direction of the ramp run (5 feet x 5 feet). (See Figure 2).
- 3.3.5. Size of intermediate landings.** The width of intermediate landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See Figure 2).
- 3.3.6. Size of intermediate turning landings.** The width of intermediate turning landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See Figure 2).
- 3.3.7. Size of bottom landings.** The width of bottom landings shall not be less than the clear width of the ramp, and shall not be less than ~~72~~60 inches (~~1829~~1524 mm) in length (See Figure 2).
- 3.3.8. Encroachment of doors.** Doors in any position shall not reduce the minimum dimension of the landing to less than 42 inches (1067 mm) and shall not reduce the required width by more than 3 inches (76.2 mm) when fully open. That is, the length of the landing shall equal or exceed the width of the door plus 42 inches (See Figure 3).

3.4. Maneuvering clearances at doors.

- 3.4.1. General.** Landings at exit doors shall have a length in the direction of the door swing of at least 60 inches (1524 mm) and a length opposite the direction of the door swing of at least 44 inches (1118 mm) measured at right angles to the plane of the door in its closed position.
- 3.4.2. Strike edge maneuvering space.** The width of the level area on the side to which the door swings shall extend at least 24 inches (610 mm) past the strike edge of the door. **Note:** 24 inches (610 mm) is preferred.
- 3.4.3. Front approach.** The following provisions shall apply to swinging doors with front approach:
 - 3.4.3.1. Pull side** For pull side approach the landing shall extend in the direction of the door swing at least 60 inches (1524 mm). (See Figure 4).

- 3.4.3.2. Push side** For push side approach, the landing shall extend in the direction of the door swing at least 60 inches (1524 mm). (See Figure 4).
- 3.4.3.3. Push side with closer and latch** Doors with push side approach having both a closer and a latch shall be provided with a clear and level area extending a minimum of 12 inches (305 mm) past the strike edge on the approach side of the door. (See Figure 4).
- 3.4.4. Hinge side approach.** The following provisions shall apply to swinging doors with hinge side approach:
 - 3.4.4.1. Pull side** Doors with pull side approach shall be provided with a level landing not less than 60 inches (1524 mm) in depth. A clear and level area shall extend a minimum of 36 inches (914 mm) past the strike edge on the approach side of the door. (See Figure 5). Exception. Doors with pull side approach and a level landing greater than 60 inches (1524 mm) in depth shall be provided with a clear and level area at least 24 inches (610 mm) past the strike edge of the door.
 - 3.4.4.2. Push side** Doors with push side approach shall have a level landing not less than 44 inches (1118 mm) in depth, and shall be provided with a clear and level area extending a minimum of 54 inches (1372 mm) from the strike edge of the door jamb past the hinge side of the door. Doors with a latch and closer shall have a level landing not less than 48 inches (1219 mm) depth at the push side of the door. (See Figure 5).
- 3.4.5. Latch side approach.** The following provisions shall apply to swinging doors with latch side approach:
 - 3.4.5.1. Pull side** Doors with pull side approach shall have a level landing not less than 60 inches (1524 mm) in depth, and shall be provided with a clear and level area extending a minimum of 24 inches (610 mm) past the strike edge on the approach side of the door. (See Figure 6).
 - 3.4.5.2. Push side** Doors with push side approach shall have a level floor or landing not less than 44 inches (1118 mm) in depth, and shall be provided with a clear and level area extending a minimum of 24 inches (610 mm) past the strike edge on the approach side of the door. Doors with a closer shall have a level floor or landing not less than 48 inches (1219 mm) depth at the push side of the door. (See Figure 6).

3.5. Handrails

- 3.5.1. Ramp height.** Ramps more than 30 inches (762 mm) above the adjacent floor or ground and open on one or both sides shall be provided with handrails.
- 3.5.2. Where required.** Handrails shall be provided at each side of ramps when the slope exceeds 1 unit vertical in 20 units vertical (5 % slope). Handrails on all ramps shall be continuous. **Exception:** Ramps that serve an individual dwelling unit may have one handrail, except that ramps open on one or both sides shall have handrails provided on the open side or sides.
- 3.5.3. Handrail height.** The top of handrails shall be 34 to 38 inches (864 to 965 mm) above the ramp surface.
- 3.5.4. Handrail ends.** Handrail ends shall be returned.
- 3.5.5. Handrail extension.** Handrails shall extend a minimum of 12 inches (305 mm) beyond the top and bottom of the ramp. Where the extension creates a hazard,

the termination of the extension shall be rounded or returned smoothly to the floor, wall or post. (See *Figure 7*).

3.5.6. Handrail projections. Handrails projecting from a wall shall have a space of 1-1/2 inches (38.1 mm) between the wall and the handrail. Handrails shall not reduce the required minimum clear width of the ramps. Handrails may be located in a recess if the recess is a maximum of 3 inches (76.2 mm) deep and extends at least 18 inches (457 mm) above the top of the rail. Any wall or other surface adjacent to the handrail shall be free of sharp or abrasive elements.

3.5.7. Handrail grips. The handgrip portion of handrails shall not be less than 1¼ inches (31.75 mm) nor more than 2 inches (50.8 mm) in cross-sectional dimension or the shape shall provide an equivalent gripping surface. The handgrip portion of handrails shall have a minimum radius of 1/8 inch (3.17 mm). Handrails shall not rotate within their fittings. (See *Figure 8*).

3.6. Curbs and wheel guides.

3.6.1. Application Ramps exceeding 10 feet (3048 mm) in length and ramp landings having a vertical drop exceeding 4 inches (101.6 mm), shall be provided with one of the following:

3.6.2. Specifications Guide curbs a minimum of 2 inches (50.8 mm), in height at each side; or wheel guide rails at each side, centered 2 to 4 inches (50.8 to 101.6 mm) above the surface of the ramp, or ramp landing. (See *Figure 7*).

3.6.3. Exception: Ramps or ramp landings bounded by a wall or fence.

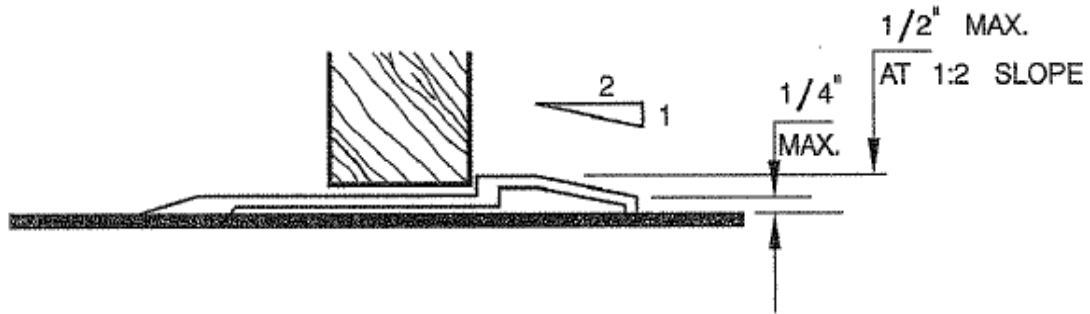
3.7. Hazards on accessible routes

3.7.1. Headroom clearance. Ramps that are a part of a dwelling's primary egress system shall have a minimum clear headroom of 84 inches (2134 mm).

3.7.2. Exception: Doorways and archways less than 24 inches (610mm) in depth may have a minimum clear headroom of 80 inches (2032 mm).

3.7.3. Overhanging obstructions. Any obstruction that overhangs a ramp shall be a minimum of 84 inches (2032 mm) above the walking surface as measured from the bottom of the obstruction. (See *Figure 9*).

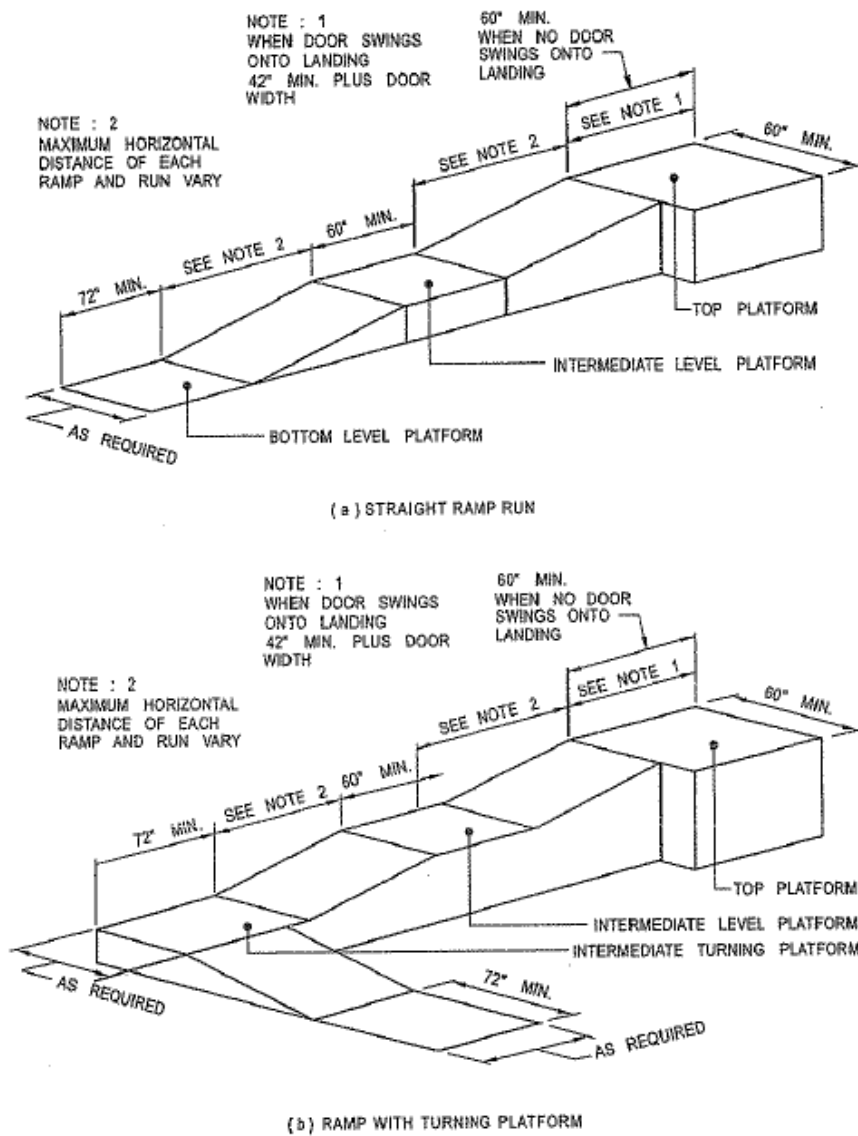
3.8. Figures



THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 1

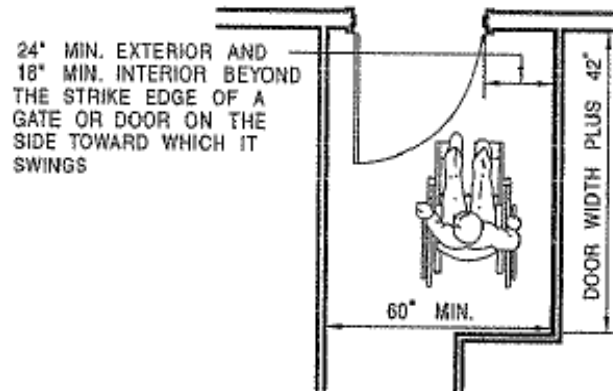
Thresholds



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Figure 2

Ramp Dimensions



(b) RAMP LANDING AT DOORWAY

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Figure 3

Ramp Landing and Doorway

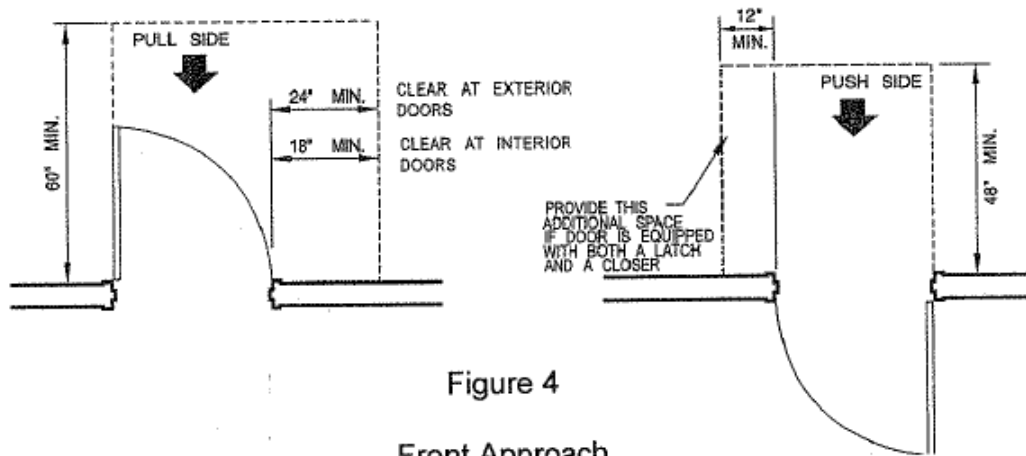


Figure 4

Front Approach Swinging Doors

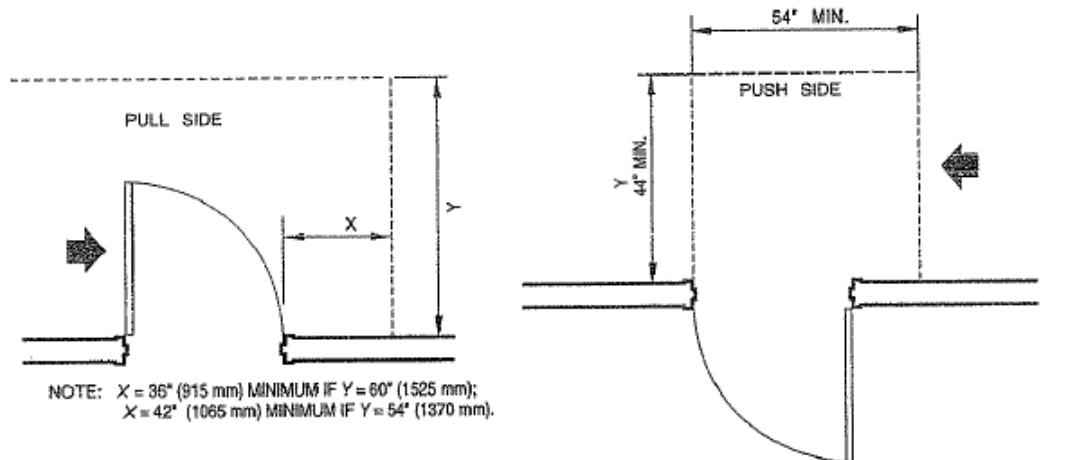


Figure 5

Hinge Side Approach Swinging Doors

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LEVEL MANEUVERING CLEARANCE AT DOORS

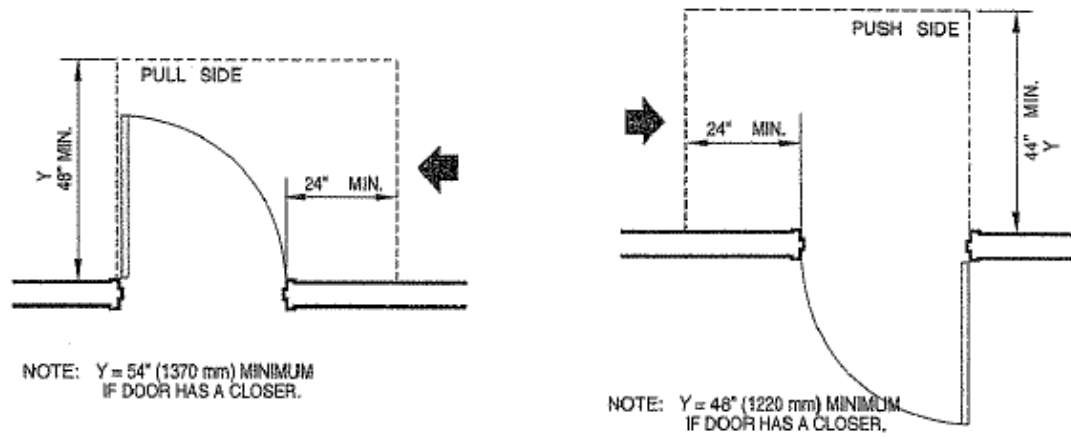
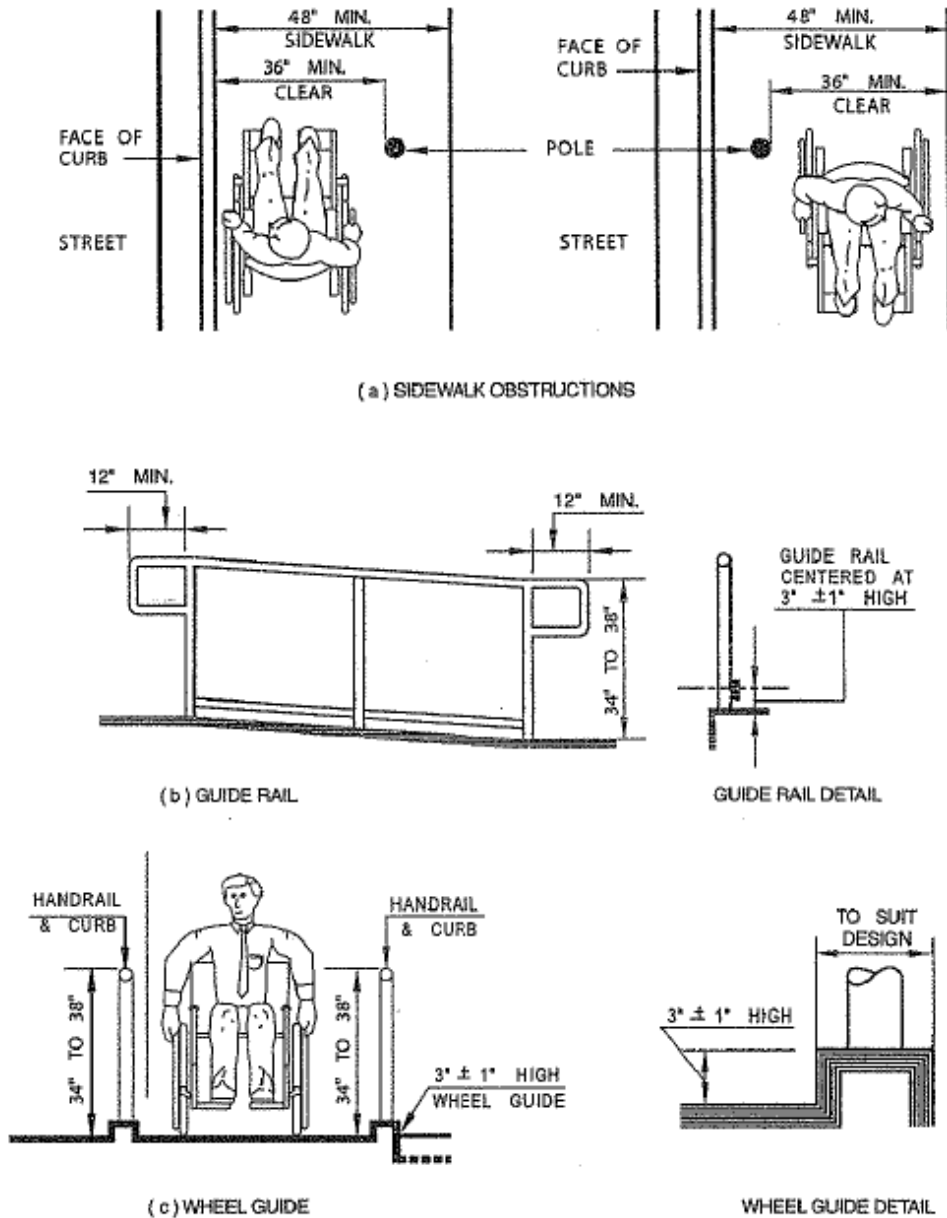


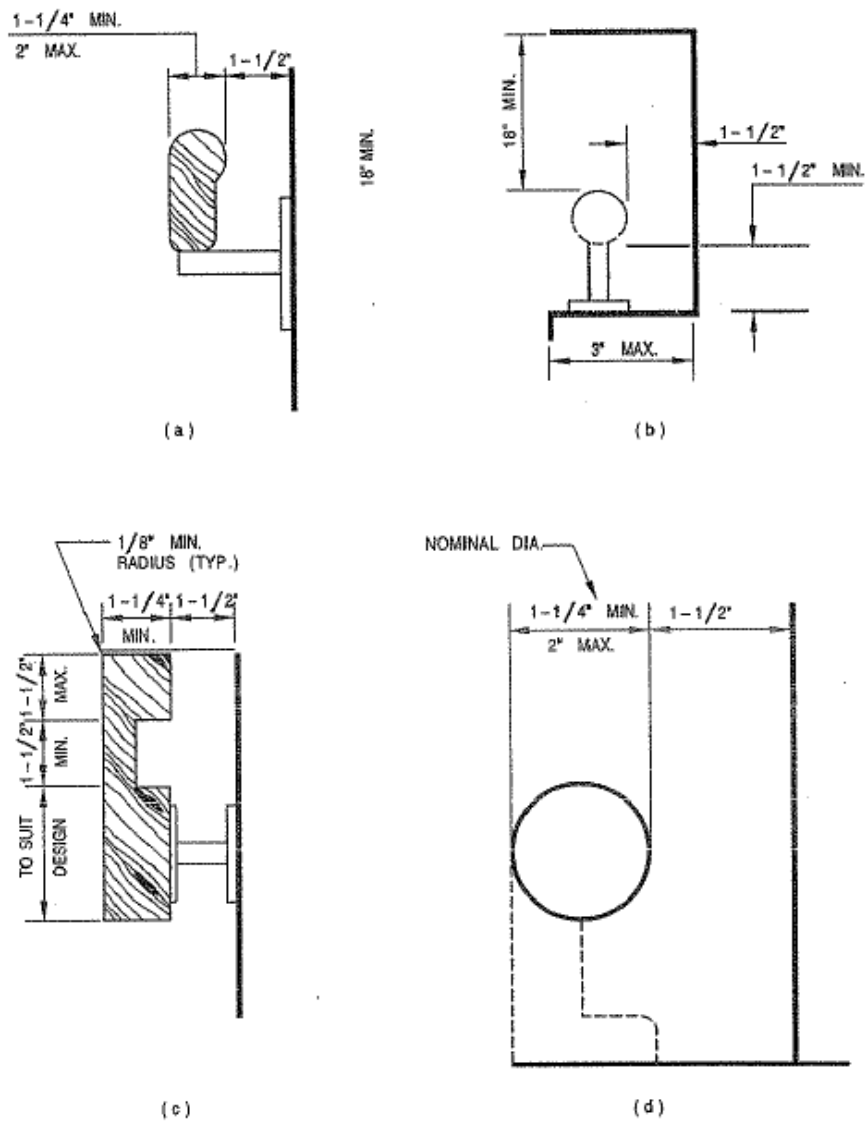
Figure 6
Latch Side Approach
Swinging Doors



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Figure 7

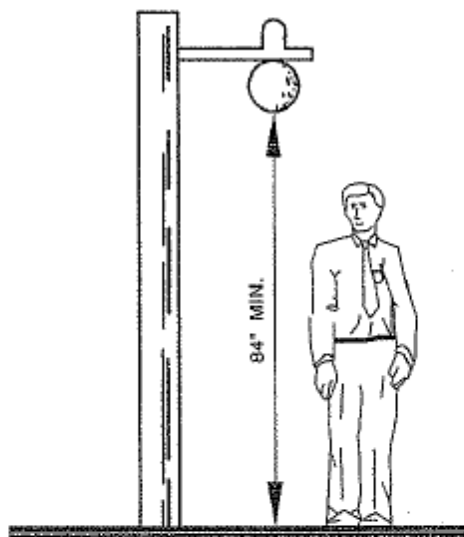
Ramps and Sidewalks



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Figure 8

Handrails



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Figure 9

Overhanging Obstruction

Attachment 3

STANDARD 42: RAMPS

**ADOPTED APRIL 2008, RESOLUTION 03-08-31
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED OCTOBER 2019, RESOLUTION 03-19-XX**

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 DEFINITIONS

2.1. Pedestrian ramp is a sloping accessible route intended for pedestrian traffic to and from a unit.

2.2. Slope is the relative steepness of the land between two points and is calculated as follows: Slope is the horizontal distance and elevation change between the two points. The difference in elevation is divided by the distance and the resulting fraction is multiplied by 100 to obtain the percentage of slope.

2.3. Cross slope is the slope that is perpendicular to the direction of travel.

2.4. Level area is a specified surface that does not have a slope in any direction exceeding ¼ inch (6.4 mm) in 1 foot (305 mm) from the horizontal (2.083 gradient).

3.0 SPECIFICATIONS

3.1. Materials Concrete with a minimum 3.5 inches pour; and heavy broom-swept finish on the surface.

3.2. Exterior ramps

3.2.1. Width. The clear width of ramps shall in no case be less than 48 inches. (1219mm). —Handrails, curbs, wheel guides and /or appurtenances shall not project into the required clear width of a ramp.

3.2.2. Slope. The maximum slope of ramps shall be no greater than 1 unit vertical in 12 units horizontal (8 percent slope). Transitions from ramps to walks, gutters or streets shall be flush and free of abrupt changes.

3.2.3. Changes in level not exceeding ½ inch. Abrupt changes in level along any ramp shall not exceed ½ inch (12.7mm). When changes in level do occur they shall be beveled with a slope no greater than 1 unit vertical in 2 unit horizontal (50 percent slope). Changes in level not exceeding ¼ inch (6.35 mm) may be vertical.

3.2.4. Changes in level exceeding ½ inch (12.7 mm) shall be by means of a sloped surface not greater than 1 unit vertical in 20 units horizontal (5 percent slope).

3.2.5. Cross slope. The cross slope of ramp surfaces shall be no greater than ¼ inch (6.35 mm) per foot (2.083-percent slope).

3.2.6. Ramps, ramp landings and their approaches shall be designed so that water will not accumulate on the walking surface.

3.3. Exterior landings

3.3.1. Level. Ramp landings shall be level as defined.

3.3.2. Height relative to door. The top landing shall not be more than ½ inch (12.7 mm) lower than the top of the threshold of the doorway. *(See Figure 1).*

3.3.3. Location of landings. Landings shall be provided at the top and bottom of each ramp. Intermediate landings shall be provided at intervals not exceeding 30 inches (762 mm) of vertical rise. Landings are not considered in determining the maximum horizontal distance of each ramp.

3.3.4. Size of top landings. Top landings shall not be less than 60 inches (1524 mm) wide. Top landings shall have a minimum length of not less than 60 inches (1524 mm) in the direction of the ramp run (5 feet x 5 feet). *(See Figure 2).*

3.3.5. Size of intermediate landings. The width of intermediate landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length *(See Figure 2).*

3.3.6. Size of intermediate turning landings. The width of intermediate turning landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length *(See Figure 2).*

3.3.7. Size of bottom landings. The width of bottom landings shall not be less than the clear width of the ramp, and shall not be less than 72 inches (1829 mm) in length *(See Figure 2).*

3.3.8. Encroachment of doors. Doors in any position shall not reduce the minimum dimension of the landing to less than 42 inches (1067 mm) and shall not reduce the required width by more than 3 inches (76.2 mm) when fully open. That is, the length of the landing shall equal or exceed the width of the door plus 42 inches *(See Figure 3).*

3.4. Maneuvering clearances at doors.

3.4.1. General. Landings at exit doors shall have a length in the direction of the door swing of at least 60 inches (1524 mm) and a length opposite the direction of the door swing of at least 44 inches (1118 mm) measured at right angles to the plane of the door in its closed position.

3.4.2. Strike edge maneuvering space. The width of the level area on the side to which the door swings shall extend at least 24 inches (610 mm) past the strike edge of the door. **Note:** 24 inches (610 mm) is preferred.

3.4.3. Front approach. The following provisions shall apply to swinging doors with front approach:

3.4.3.1. Pull side For pull side approach the landing shall extend in the direction of the door swing at least 60 inches (1524 mm). *(See Figure 4).*

3.4.3.2. Push side For push side approach, the landing shall extend in the direction of the door swing at least 60 inches (1524 mm). *(See Figure 4).*

- 3.4.3.3. Push side with closer and latch** Doors with push side approach having both a closer and a latch shall be provided with a clear and level area extending a minimum of 12 inches (305 mm) past the strike edge on the approach side of the door. *(See Figure 4).*
- 3.4.4. Hinge side approach.** The following provisions shall apply to swinging doors with hinge side approach:
- 3.4.4.1. Pull side** Doors with pull side approach shall be provided with a level landing not less than 60 inches (1524 mm) in depth. A clear and level area shall extend a minimum of 36 inches (914 mm) past the strike edge on the approach side of the door. *(See Figure 5).* Exception. Doors with pull side approach and a level landing greater than 60 inches (1524 mm) in depth shall be provided with a clear and level area at least 24 inches (610 mm) past the strike edge of the door.
- 3.4.4.2. Push side** Doors with push side approach shall have a level landing not less than 44 inches (1118 mm) in depth, and shall be provided with a clear and level area extending a minimum of 54 inches (1372 mm) from the strike edge of the door jamb past the hinge side of the door. Doors with a latch and closer shall have a level landing not less than 48 inches (1219 mm) depth at the push side of the door. *(See Figure 5).*
- 3.4.5. Latch side approach.** The following provisions shall apply to swinging doors with latch side approach:
- 3.4.5.1. Pull side** Doors with pull side approach shall have a level landing not less than 60 inches (1524 mm) in depth, and shall be provided with a clear and level area extending a minimum of 24 inches (610 mm) past the strike edge on the approach side of the door. *(See Figure 6).*
- 3.4.5.2. Push side** Doors with push side approach shall have a level floor or landing not less than 44 inches (1118 mm) in depth, and shall be provided with a clear and level area extending a minimum of 24 inches (610 mm) past the strike edge on the approach side of the door. Doors with a closer shall have a level floor or landing not less than 48 inches (1219 mm) depth at the push side of the door. *(See Figure 6).*

3.5. Handrails

- 3.5.1. Ramp height.** Ramps more than 30 inches (762 mm) above the adjacent floor or ground and open on one or both sides shall be provided with handrails.
- 3.5.2. Where required.** Handrails shall be provided at each side of ramps when the slope exceeds 1 unit vertical in 20 units vertical (5 % slope). Handrails on all ramps shall be continuous. **Exception:** Ramps that serve an individual dwelling unit may have one handrail, except that ramps open on one or both sides shall have handrails provided on the open side or sides.
- 3.5.3. Handrail height.** The top of handrails shall be 34 to 38 inches (864 to 965 mm) above the ramp surface.
- 3.5.4. Handrail ends.** Handrail ends shall be returned.
- 3.5.5. Handrail extension.** Handrails shall extend a minimum of 12 inches (305 mm) beyond the top and bottom of the ramp. Where the extension creates a hazard, the termination of the extension shall be rounded or returned smoothly to the floor, wall or post. *(See Figure 7).*

3.5.6. Handrail projections. Handrails projecting from a wall shall have a space of 1-1/2 inches (38.1 mm) between the wall and the handrail. Handrails shall not reduce the required minimum clear width of the ramps. Handrails may be located in a recess if the recess is a maximum of 3 inches (76.2 mm) deep and extends at least 18 inches (457 mm) above the top of the rail. Any wall or other surface adjacent to the handrail shall be free of sharp or abrasive elements.

3.5.7. Handrail grips. The handgrip portion of handrails shall not be less than 1¼ inches (31.75 mm) nor more than 2 inches (50.8 mm) in cross-sectional dimension or the shape shall provide an equivalent gripping surface. The handgrip portion of handrails shall have a minimum radius of 1/8 inch (3.17 mm). Handrails shall not rotate within their fittings. (See Figure 8).

3.6. Curbs and wheel guides.

3.6.1. Application Ramps exceeding 10 feet (3048 mm) in length and ramp landings having a vertical drop exceeding 4 inches (101.6 mm), shall be provided with one of the following:

3.6.2. Specifications Guide curbs a minimum of 2 inches (50.8 mm), in height at each side; or wheel guide rails at each side, centered 2 to 4 inches (50.8 to 101.6 mm) above the surface of the ramp, or ramp landing. (See Figure 7).

3.6.3. Exception: Ramps or ramp landings bounded by a wall or fence.

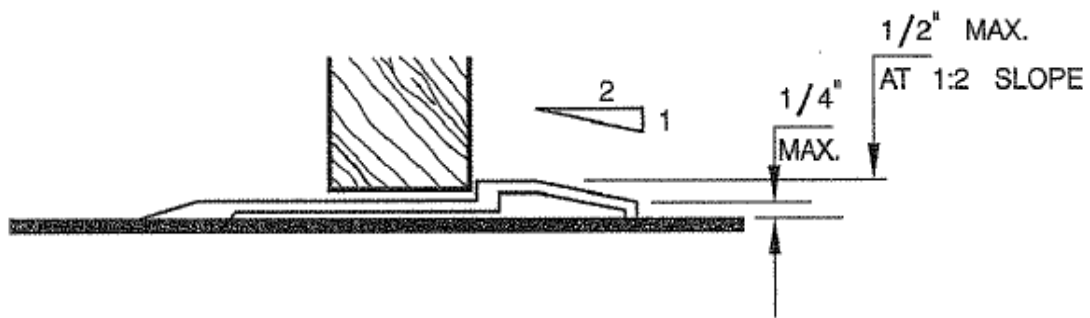
3.7. Hazards on accessible routes

3.7.1. Headroom clearance. Ramps that are a part of a dwelling's primary egress system shall have a minimum clear headroom of 84 inches (2134 mm).

3.7.2. Exception: Doorways and archways less than 24 inches (610mm) in depth may have a minimum clear headroom of 80 inches (2032 mm).

3.7.3. Overhanging obstructions. Any obstruction that overhangs a ramp shall be a minimum of 84 inches (2032 mm) above the walking surface as measured from the bottom of the obstruction. (See Figure 9).

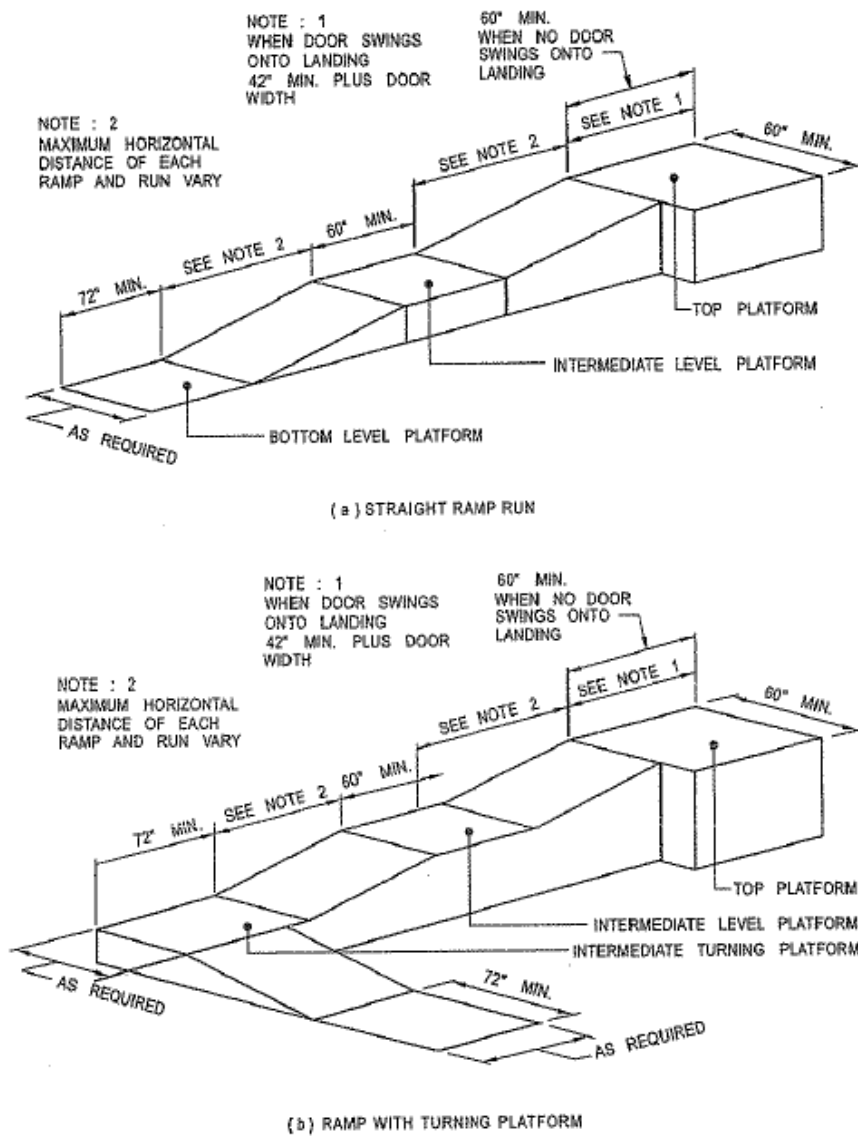
3.8 Figures



THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 1

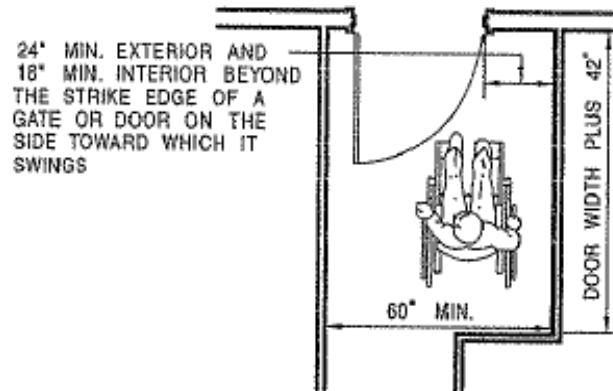
Thresholds



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Figure 2

Ramp Dimensions



(b) RAMP LANDING AT DOORWAY

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Figure 3

Ramp Landing and Doorway

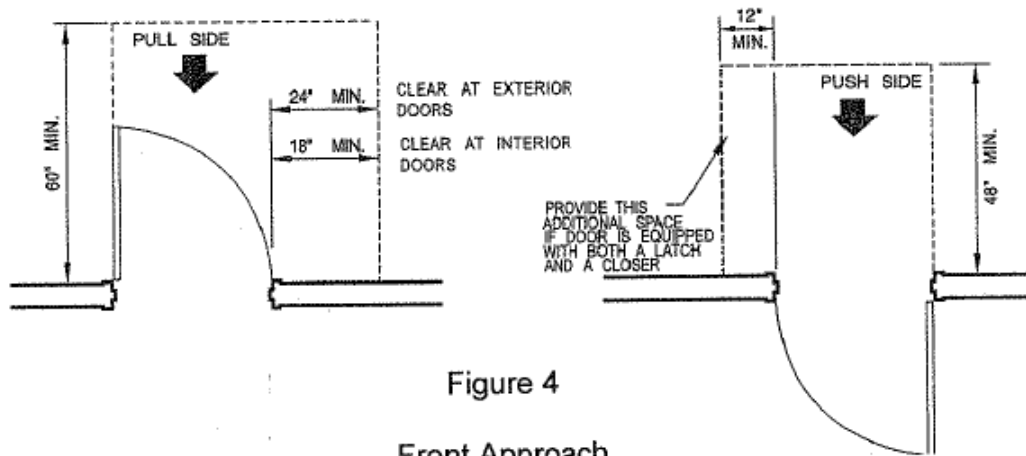


Figure 4

Front Approach Swinging Doors

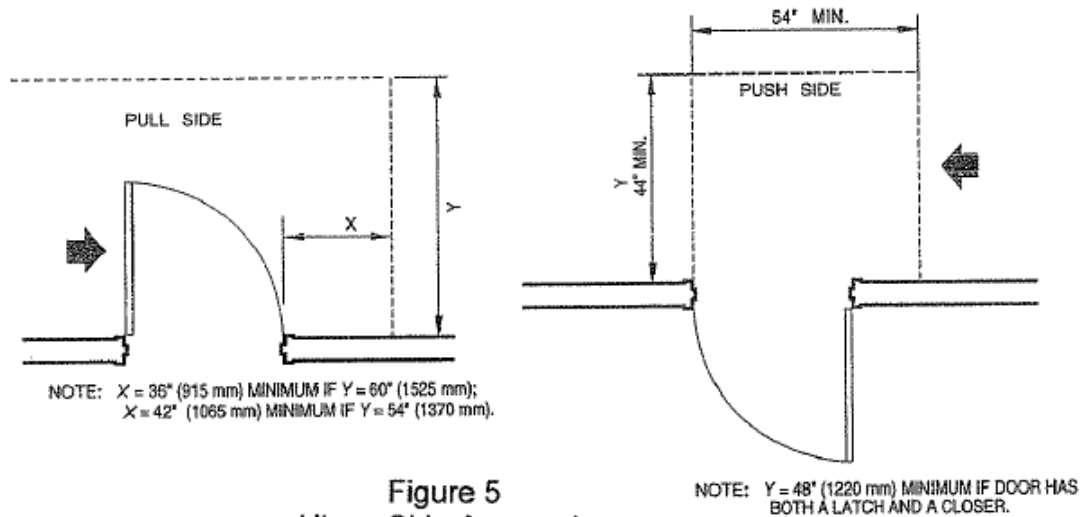


Figure 5
Hinge Side Approach Swinging Doors

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LEVEL MANEUVERING CLEARANCE AT DOORS

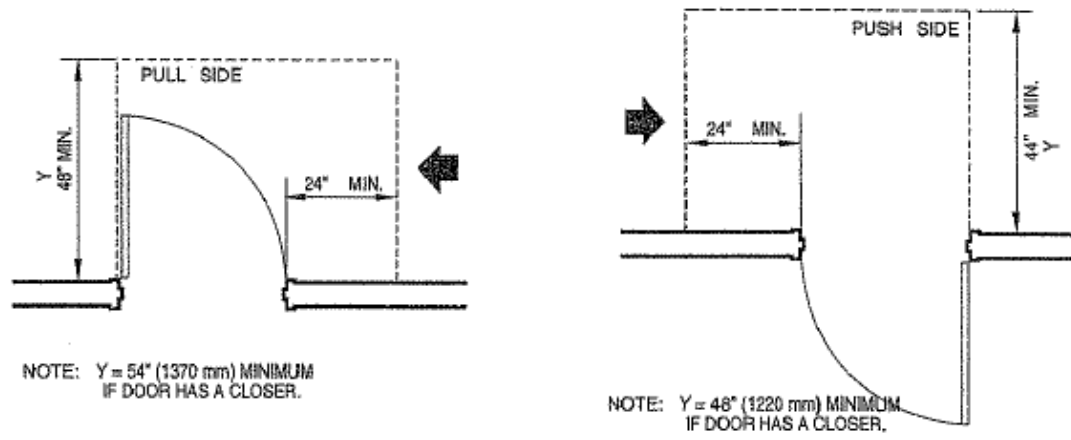
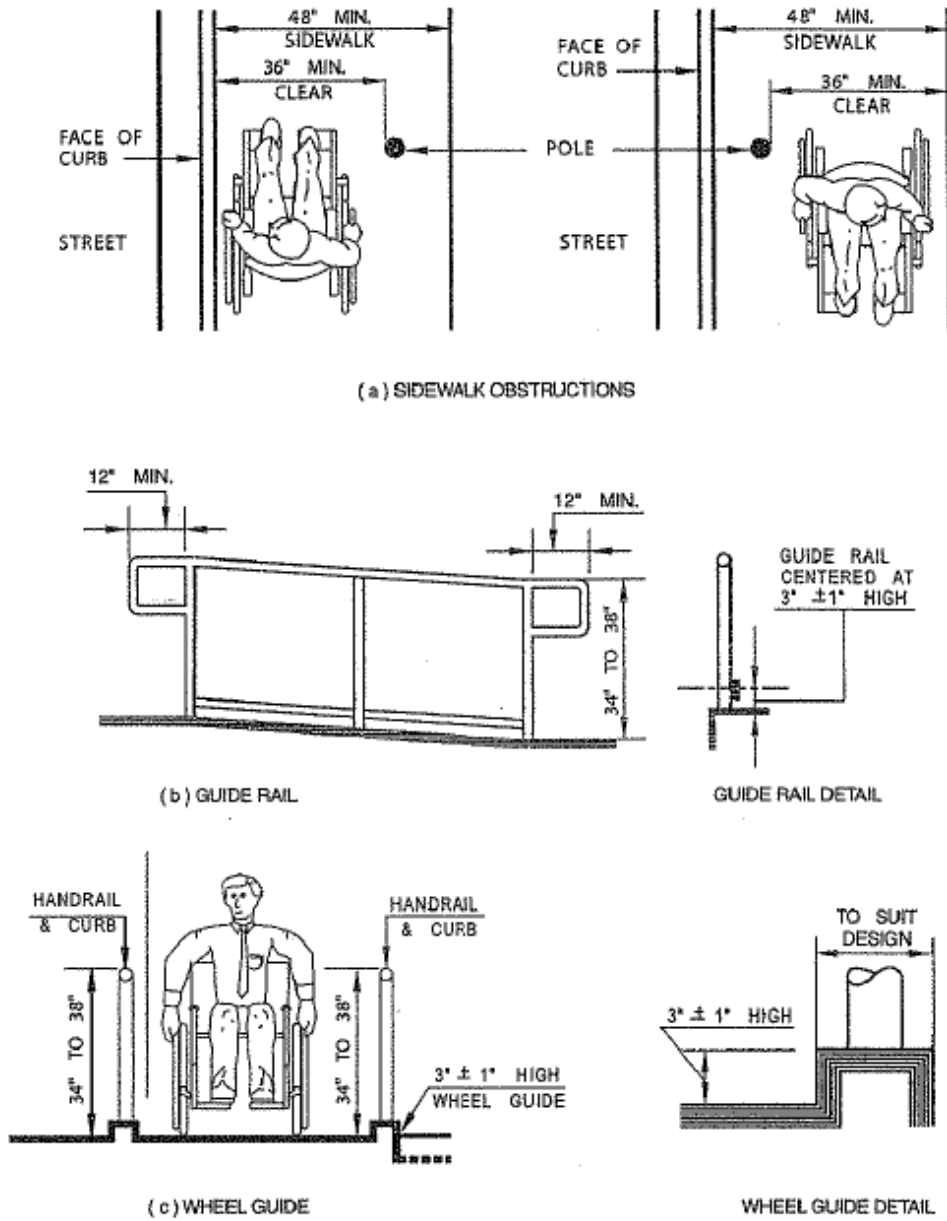


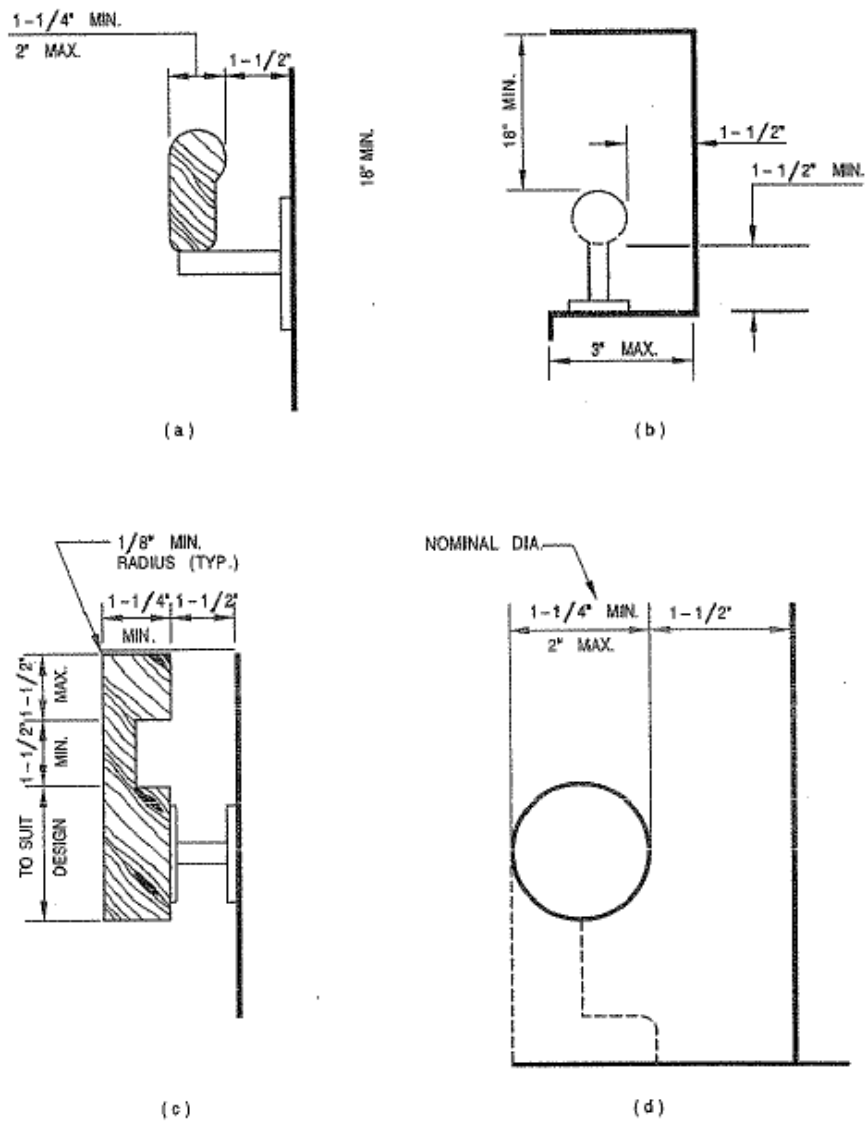
Figure 6
Latch Side Approach
Swinging Doors



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Figure 7

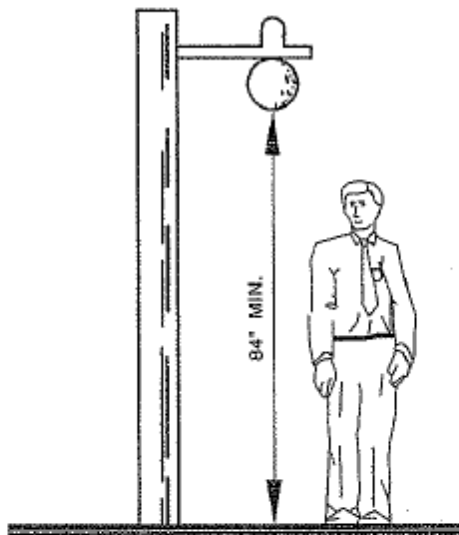
Ramps and Sidewalks



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Figure 8

Handrails



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Figure 9

Overhanging Obstruction



STAFF REPORT

DATE: November 4, 2019
FOR: Maintenance and Construction Committee
SUBJECT: Garden Villa Mailroom Flooring Options

RECOMMENDATION

Provide direction to staff relative to flooring material to be used, as needed, for Garden Villa mailroom flooring replacements.

BACKGROUND

At the July 1, 2019 M&C Committee meeting, staff was directed to evaluate all 53 Garden Villa mailroom floors and to explore potential flooring alternatives.

At the September 9, 2019 M&C Committee meeting, a report was presented by staff, assessing five different flooring materials. The Committee reviewed all options and directed staff to evaluate the difference between glazed ceramic tile and unglazed porcelain tile as replacement options for Garden Villa mailroom flooring.

DISCUSSION

The Mutual's Garden Villa buildings are defined as Casa Dorado, El Mirrador, Garden Villa, Villa Capri, and Villa Puerta style models. Currently, the flooring in the Garden Villa mailrooms consist of 12"x12" glazed ceramic tiles. However, the Mutual does not have a reserve replacement program for mailroom tile flooring and only performs repairs as needed.

The Mutual's mailroom renovation program will conclude in 2020, with the completion of buildings 2405, 3420, 4007, and 4009. Assessment of the mailroom flooring did not indicate an immediate requirement to replace any of the tile flooring, with the exception of 2405 which is scheduled for replacement in 2020 with a material approved by the Board.

As the mailroom renovation program is scheduled to resume in the year 2026, staff recommends that the replacement of the floor tiles in the mailrooms be completed in conjunction with the mailroom renovations as needed and with proposed funding for the 2026 renovation program.

Staff has explored and evaluated the two potential types of tiles for the Garden Villa mailrooms: glazed ceramic tile and unglazed porcelain tile.

- Glazed ceramic tiles are water-resistant. With a hard protective top layer, ceramic tiles are impervious to water and most staining; as dirt, stains, and liquids all rest on the surface, making it easy to clean, maintain, and preserve. Due to its hard, solid surface it

does not attract or hold onto dirt, dust, pollen, or other allergens. This helps to keep the air free of irritating materials and that can be harmful to asthma and allergy sufferers. Ceramic tile flooring is extremely tough with a life expectancy of 50-75 years.

- Unglazed porcelain tiles are also water-resistant. Porcelain clays are denser and thus less porous than ceramic clays, which eliminates the need for glazing. Unglazed porcelain tile is easy to maintain and is impervious to liquids and dirt. Like ceramic tile, it does not attract or harbor dust, pollen, or other allergens. Porcelain tile is extremely durable and can last 50-75 years.

Staff has determined that glazed ceramic tile and unglazed porcelain tile are both ideal materials for use as mailroom flooring, which are high traffic areas. Both are water-resistant, durable, easy to maintain, affordable, and their resistance to allergens make them appropriate materials for use in an area with humid conditions. In addition, both are slip resistant, meeting or exceeding the industry standard rating for wet/level floors.

FINANCIAL ANALYSIS

The estimated cost to replace the current mailroom flooring with either glazed ceramic tile or unglazed porcelain tile is \$1,265, per mailroom.

Prepared By: Elgin Hakala, Operations Supervisor
Velny Soren, Maintenance Operations Manager

Reviewed By: Ernesto Munoz, P.E., Maintenance and Construction Director

ENDORSEMENT (to Board)

1. Garden Villa Mailroom Flooring Options

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

Discussion ensued regarding tile cleaning; current flooring material; warranty and frequency of replacement.

A motion was made and unanimously approved to recommend the Board approve glazed ceramic tile as the flooring replacement material to be used as necessary during future mailroom renovations.

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STAFF REPORT

DATE: November 4, 2019
FOR: Maintenance and Construction Committee
SUBJECT: Supplemental Funding for the Replacement of LH-21 Enclosed Bulletin Board Cabinets

RECOMMENDATION

Authorize a supplemental appropriation in the amount of \$12,585 to be funded from the Unappropriated Expenditures Fund, for the replacement of LH-21 enclosed bulletin board cabinets.

BACKGROUND

Staff was previously directed to assess the existing LH-21 building directory boxes and bulletin board cabinets, which are located on the exterior of the building adjacent to the elevator, and to determine a suitable replacement.

At the September 9, 2019 M&C Committee meeting staff presented a report for a bulletin board with double doors that would take the place of the two separate cabinets currently in place. However, staff was directed to select an enclosed, unlocked, single door bulletin board cabinet rated for exterior use that was no larger than 36"x36". In addition, staff was requested to keep three additional bulletin boards in stock in case a replacement was needed.

DISCUSSION

The Mutual's 28, LH-21 buildings are defined as Aragon, Sierra, and Villa Nueva style models. Staff evaluated the existing building directory boxes/bulletin board cabinets and found that the boxes have deteriorated and are rusting, and are difficult to operate. Staff has explored potential replacement bulletin board cabinets with consideration to exposure to the elements, location, size, intended purpose, and expected lifecycle.

The new proposed bulletin board has a measurement of 36"x36" with a shatter-resistant clear acrylic panel, an aluminum frame and silver trim finish. The bulletin board does feature a locking mechanism to protect items on display and prevent tampering however, it may remain unlocked. The bulletin surface is vinyl with champagne color finish, designed for exterior use.

The outside vendor will remove all existing building directory boxes and bulletin boards at each of the 28, LH-21 buildings (Attachment 1), patch and repair the stucco, touch-up paint the area to match existing and install the new exterior single door enclosed bulletin board cabinets (Attachment 2) for the amount of \$12,585.

FINANCIAL ANALYSIS

Removal of existing directory boxes and bulletin board cabinets at the 28, LH-21 buildings and installation of the one (1) new exterior single door enclosed bulletin board cabinet at each building is unbudgeted and would require a supplemental appropriation in the amount of \$12,585 from the Unappropriated Expenditures Fund, for the work to be completed using an outside vendor.

Prepared By: Maurice Bactor, Operations Supervisor
Velny Soren, Maintenance Operations Manager

Reviewed By: Ernesto Munoz, P.E., Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 – Existing Directory Box and Bulletin Board Cabinet
Attachment 2 – Proposed Exterior Single Door Enclosed Bulletin Board Cabinet

Supplemental Funding for the Replacement of LH-21 Enclosed Bulletin Board Cabinets

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

A motion was made and unanimously approved to recommend the Board authorize a supplemental appropriation in the amount of \$12,585 to be funded from the Unappropriated Expenditures Fund, for the replacement of LH-21 enclosed bulletin board cabinets.

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RESOLUTION 03-19-XX

Supplemental Funding for LH-21 Directory Boxes

WHEREAS, staff evaluated the existing building directory boxes/bulletin board cabinets and found that the boxes have deteriorated, are rusting, and are difficult to operate; and

WHEREAS, the proposed bulletin board has a measurement of 36"x36" with a shatter-resistant clear acrylic panel, an aluminum frame, silver trim finish, and are designed for exterior use; and

WHEREAS, removal of existing directory boxes and bulletin board cabinets at the 28, LH-21 buildings and installation of the one new exterior single door enclosed bulletin board cabinet at each building is unbudgeted and would require a supplemental appropriation in the amount of \$12,585 from the Unappropriated Expenditures Fund, for the work to be completed using an outside vendor.

NOW THEREFORE BE IT RESOLVED, on November 19, 2019, the Board of Directors of this Corporation hereby authorize a supplemental appropriation in the amount of \$12,585 to be funded from the Unappropriated Expenditures Fund, for the replacement of LH-21 enclosed bulletin board cabinets; and

RESOLVED FURTHER, the vendor will remove all existing building directory boxes and bulletin boards at each of the 28, LH-21 buildings, patch and repair the stucco, touch-up paint the area to match existing and install the new exterior single door enclosed bulletin board cabinets; 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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Attachment 1: Existing Directory Box and Bulletin Board Cabinet



**Attachment 2: Proposed Exterior Single Door Enclosed Bulletin Board Cabinet
(Champagne Vinyl Insert)**





STAFF REPORT

DATE: November 19, 2019
FOR: Board of Directors
SUBJECT: Investment Policy Change Recommended by SageView

RECOMMENDATION

The Finance Committee recommends revising the Third Laguna Hills Mutual Investment Policy (Attachment 1) to allow bond holdings at investment grade ratings and directing SageView to proceed with conversion from individual holdings to an index fund portfolio.

BACKGROUND

On November 6, 2018 an Investment Task Force was formed and chartered to conduct an in-depth analysis of investments on behalf of the Golden Rain Foundation, United Laguna Woods Mutual, and Third Laguna Hills Mutual (Corporations) to ensure exceptional service from a professional investment manager, maximize yields within the Board-approved investment policies, and minimize fees. Based on recommendations from the task force, the board awarded a contract for investment management services to SageView Advisory Group which was executed on October 1, 2019.

On October 3, 2019, the task force held a special meeting with an invitation to all board members. SageView presented an overview of their firm, went over the transition timeline, and recommended investment policy modifications (Attachment 2). As of mid-October, 100% of the accounts for all Corporations successfully transferred over as in-kind investments from Merrill Lynch to Fidelity via the standard industry process known as ACATS (Automated Customer Account Transfer Service) and are ready for new investment directives.

At the Third Finance Committee meeting on November 5, 2019, a motion was made and carried unanimously to recommend revisions to the Third Laguna Hills Mutual Investment Policy to allow bond holdings at investment grade ratings and direct SageView to proceed with conversion from individual holdings to an index fund portfolio.

DISCUSSION

The current investment policy allows up to 30% of the portfolio to be invested in corporate bonds rated A through AAA, specifically A3/A-/A- or better by Moody's/S&P/Fitch. SageView has put together a sample portfolio of index funds that include investment grade bonds, which would require a change in the investment policy language to allow ratings of BBB through AAA, specifically Baa3/BBB-/BBB- or better by Moody's/S&P/Fitch.

FINANCIAL ANALYSIS

Transitioning from an actively managed account to a portfolio of index funds will lower the investment management fees from 20 basis points to 7 basis points, a potential savings of approximately \$25,000 annually assuming an average of \$19M invested.

Prepared By: Betty Parker, CFO
Steve Hormuth, Controller

Attachments:
ATT1 – Investment Policy Resolution
ATT2 – SageView Presentation dated 10/3/2019



RESOLUTION 03-19-XX

THIRD LAGUNA HILLS MUTUAL INVESTMENT POLICY

RESOLVED, November 19, 2019 that the Managing Agent of this corporation, and an outside Investment Manager are hereby authorized to invest the funds of the corporation which, in the opinion of said managing agent are not required within a reasonable time to pay obligations of the corporation; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby authorizes the Managing Agent of this corporation, to retain an Investment Manager and to give that Manager discretion to transact purchases and sales of investments for Third Laguna Hills Mutual's account. Such discretion is subject to the underlying conditions as stated below. The Board will determine the amount to be managed in this discretionary account; and

RESOLVED FURTHER, that all investments on behalf of this corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions:

1. Notification of confirmation shall be given to the managing agent and treasurer of this corporation upon completion of each investment transaction;
2. For funds administered by the Managing Agent in a non-discretionary account, no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that an investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be received from the Board of Directors of this corporation;
3. Funds shall be invested only in authorized investments as provided herein. Authorized investments are limited to:
 - a. obligations of, or fully guaranteed as to principal by, the United States of America;
 - b. Up to 30% of the portfolio may be invested in Corporate Bonds rated ~~A~~ BBB through AAA; specifically A3/A-/A- Baa3/BBB-/BBB- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond does not meet these minimum credit quality



criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of downgraded bonds that fall below the investment grade rating will be determined by the fund manager.

- c. No more than 3% of portfolio is to be invested in any one corporate bond issuer; and
 - d. Up to 25% of the portfolio may be invested in Government Sponsored Federal Agencies, namely FNMA (Federal National Mortgage Association – Fannie Mae), FHLMC (Federal Home Loan Mortgage Corporation – Freddie Mac, and FHLB (Federal Home Loan Bank).
4. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation. Any such investments may be held for the account of the corporation in book-entry form;
5. Any authorized investments, as defined in Item 3 above, previously made by said Managing Agent or Investment Manager, are hereby ratified; and

RESOLVED FURTHER, that Resolution 03-16-54 adopted on May 17, 2016, is hereby superseded and cancelled.



SageView Advisory Group Laguna Woods Village – Investment Task Force

October 3, 2019

DAN QUIRK, CFA, CFP
Senior Investment Advisor

MALLORY ARMIJO, CFA
Investment Analyst

SEE WHERE YOU'RE GOING

MEETING AGENDA

1

SageView Overview

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Timeline

3

Investment Analytics Review

3

Investment Policy Statement Review

1

SAGEVIEW
OVERVIEW

3



SageView's Milestones and Business Overview

\$100+ B

ASSETS UNDER
ADVISEMENT

24

OFFICE
LOCATIONS

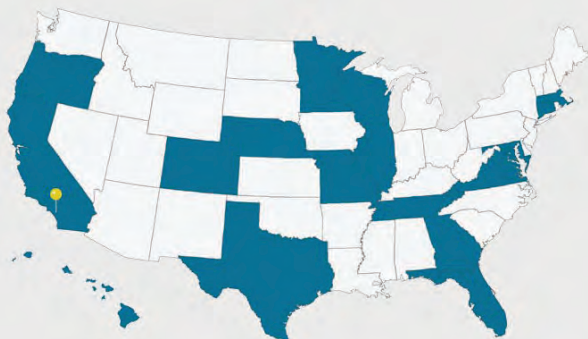
1,200+

Clients

130+

NUMBER OF
EMPLOYEES

OUR LOCATIONS



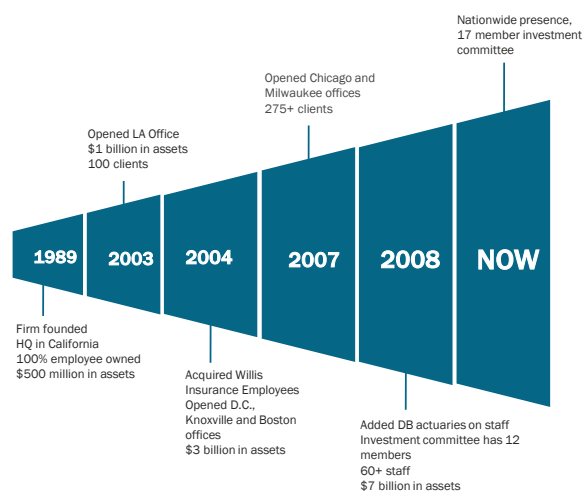
Atlanta, GA
Austin, TX
Boston, MA
Chicago, IL
Dallas, TX
Denver, CO

Honolulu, HI
Houston, TX
Irvine, CA
Kansas City, MO
Knoxville, TN
Los Angeles, CA

Milwaukee, WI
Minneapolis, MN
Nashville, TN
Omaha, NE
Orinda, CA
Pasadena, CA

Portland, OR
Richmond, VA
San Francisco, CA
Washington, DC
West Hartford, CT
West Palm Beach, FL

OUR MILESTONES



2

Timeline

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Timeline

- September 17, 2019 – Accounts opened at Fidelity for Golden Rain Foundation of Laguna Woods, United Laguna Woods Mutual, and Third Laguna Hills Mutual
- October 1, 2019 – Paperwork submitted to Fidelity to initiate in-kind transfer for all three accounts from Merrill Lynch to Fidelity
- October 10, 2019 – Expected completion date of transfers to Fidelity
- October - November 2019 – Review and approval of modified Investment Policy Statements by the three respective boards
- 2019 - 2020 – Potential transition to mutual/index fund investment structure for all three portfolios. (SageView's recommendation)

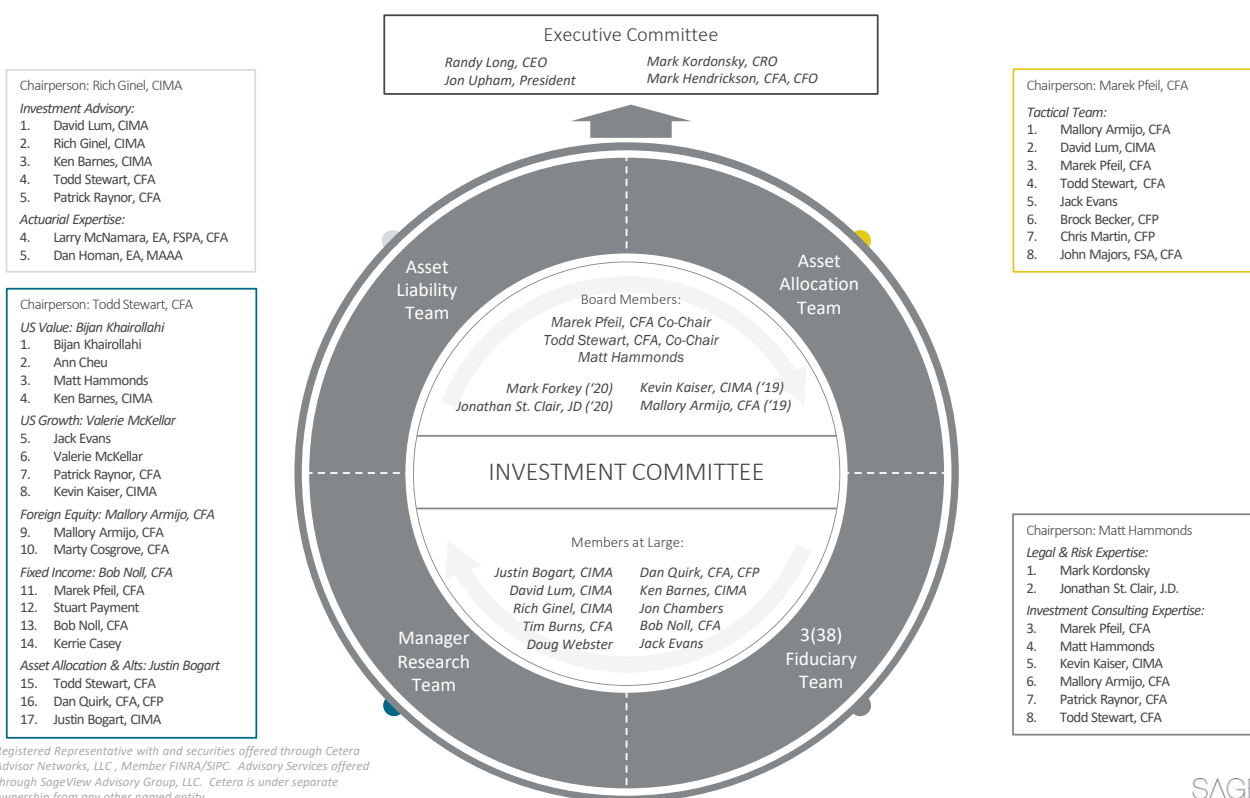
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INVESTMENT
ANALYTICS

7



SageView Investment Team Structure



Registered Representative with and securities offered through Cetera Advisor Networks, LLC, Member FINRA/SIPC. Advisory Services offered through SageView Advisory Group, LLC. Cetera is under separate ownership from any other named entity.

Quantitative and Qualitative Assessment

SageView's quantitative due diligence process is disciplined, metrics-driven, performance-focused, and yet simple to follow and act upon. Informed by behavioral finance, it is uniquely client-focused.

We continually evaluate both our quantitative and qualitative process to ensure that both are dynamic and improving.

QUANTITATIVE MEASURES

Performance Ranking

- Trailing 1, 3, 5 and 10 year returns
- Rolling 12-month returns (10 years)
- Rolling 36-month returns (10 years)

Ratio statistics

- Alpha
- Sharpe Ratio (36 months)
- Up Capture Ratio
- Down Capture Ratio

Style consistency

Expense ratio

QUALITATIVE CRITERIA

- Firm structure/ownership
- Asset size and growth/negative cash flow
- Manager tenure
- Investment team structure
- Investment philosophy and strategy
- Portfolio construction
- Operations, compliance, trading strategies
- Risk controls

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SAGE
VIEW

Sample Portfolio

Fund	Percentage	YTM	Duration	Expense Ratio
Vanguard Treasury Money Market (VUSXX)	5%	2.3%	0.1	0.09%
Fidelity Short-Term Treasury (FUMBX)	30%	2.5%	2.6	0.03%
Fidelity Intermediate-Term Treasury (FUAMX)	10%	2.6%	6.3	0.03%
Vanguard MBS Admiral (VMBSX)	25%	3.3%	4.4	0.07%
Vanguard Short-Term Corporate (VSCSX)	15%	3.3%	2.6	0.07%
Vanguard Intermediate Corporate (VICBX)	15%	3.9%	6.2	0.05%
Total Portfolio	100%	3.0%	3.8	0.05%

Key Attributes:

- Streamlined portfolio construction
- Highly diversified, with thousands of underlying issuers
- Attractive yield of just over 3.04%, 2.97% net of all fees
- Duration of 3.8 years, which can be easily adjusted
- Ultra low expense ratios
- Strong credit quality - 70% Treasury/Agency, 30% IG corporate
- Improved portfolio dynamics, that lowers interest rate risk
- Compares to current portfolios with yields near 2.6% before fees



Rigorous Fund Benchmarking

Attachment 2

Fund Performance Summary As of 03/31/2019

Fund Benchmark Category	Asset Class	(%) of Plan	3 Month	YTD	1 Year	3 Years Annualized	5 Years Annualized	10 Years Annualized	Expense Ratio	SageView Ranking
Vanguard Treasury Money Market Investor	Money Market-Taxable	5.00%	0.58	0.58	2.04	1.12	0.69	0.36	0.09	Index
ICE BofAML US 3M Trsy Bill TR USD*			0.60	0.60	2.12	1.19	0.74	0.43		
Cat: Morningstar Money Market - Taxable			0.49	0.49	1.66	0.81	0.50	0.26	0.48	
Fidelity® Shrt-Term Trs Bd Index	Short Government	30.00%	1.26	1.26	3.17	0.90	1.18	1.37	0.03	Index
BBgBarc Treasury 1-5 Yr TR USD*			1.23	1.23	3.17	0.95	1.26	1.45		
Cat: Morningstar Short Government			1.04	1.04	2.43	0.77	0.87	1.20	0.71	
Vanguard Short-Term Corp Bd Idx Admiral	Short-Term Bond	15.00%	2.65	2.65	4.39	2.29	2.19	NA	0.07	Index
BBgBarc USD Corp Bd 1-5 Yr TR USD*			2.61	2.61	4.42	2.41	2.30	4.30		
Cat: Morningstar Short-Term Bond			1.71	1.71	2.97	1.87	1.45	2.77	0.73	
Fidelity® Interm Trs Bd Index	Intermediate Government	10.00%	2.40	2.40	5.30	0.89	2.59	3.01	0.03	Index
BarCap US Treasury 5-10 Yr TR USD*			2.44	2.44	5.28	0.98	2.68	3.10		
Cat: Morningstar Intermediate Government			2.05	2.05	3.77	0.98	1.86	2.53	0.80	
Vanguard Mortgage-Backed Secs Idx Adm	Intermediate Government	25.00%	2.09	2.09	4.22	1.66	2.47	NA	0.07	Index
BBgBarc US MBS Float Adjusted TR USD*			2.12	2.12	4.34	1.75	2.53			
Cat: Morningstar Intermediate Government			2.05	2.05	3.77	0.98	1.86	2.53	0.80	
Vanguard Interm-Term Corp Bd Idx Instl	Corporate Bond	15.00%	5.43	5.43	6.18	3.41	3.91	NA	0.05	Index
BBgBarc US Credit Corp 5-10 Yr TR USD*			5.41	5.41	6.11	3.55	3.98	7.31		
Cat: Morningstar Corporate Bond			5.02	5.02	4.61	3.71	3.58	6.33	0.70	

*Investment Policy Benchmark

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SAGE
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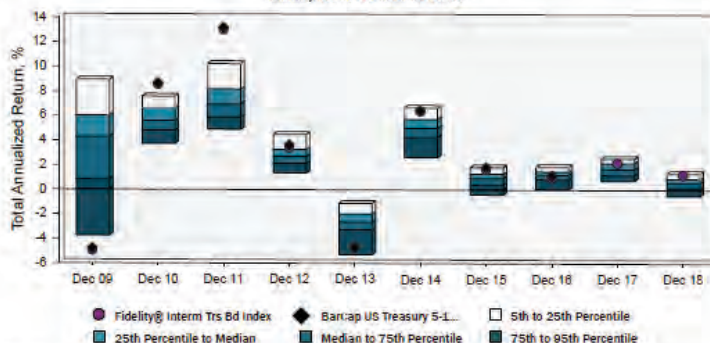


Detailed Fund Level Analytics

Fidelity® Interm Trs Bd Index As of 12/31/2018

	3 Month	YTD	1 Year	3 Year	5 Year	10 Year	Alpha 3Yr	Beta 3Yr	Sharpe Ratio 3Yr	Standard Deviation 3Yr	Expense Ratio
Fidelity® Interm Trs Bd Index	3.49	1.23	1.23	1.46	2.48	2.65	-0.07	1.02	0.12	4.26	0.03
BarCap US Treasury 5-10 Yr TR USD	3.40	1.22	1.22	1.52	2.55	2.76	0.00	1.00	0.14	4.15	-
Morningstar Intermediate Government	1.95	0.51	0.51	1.05	1.76	2.46	-0.15	1.06	0.02	2.50	0.79

Performance To Date
January 2009 - December 2018



Portfolio Composition



Cash (0.49%)
Domestic Stock (0.00%)
Foreign Stock (0.00%)
Domestic Bond (99.51%)
Foreign Bond (0.00%)
Preferred Bond (0.00%)
Convertible Bond (0.00%)
Other (0.00%)

Portfolio Statistics

Average Eff. Duration
Average Credit Quality

6.28
AAA

Portfolio Data	
Ticker	FUAMX
Prospectus Objective	Government Bond - Treasury
Morningstar Category	Intermediate Government
Net Assets \$MM	\$1.976
Turnover Ratio	43%
Total Number of Holdings	55
Average Mkt Cap \$MM	-
Manager Name	Brandon Bettencourt
Manager Tenure (yrs.)	4.59
Mstar Rating	4

Bond Credit Analysis	Fund	Category
AAA	100.00	94.34
AA	0.00	4.30
A	0.00	0.40
BBB	0.00	0.26
BB	0.00	0.04
B	0.00	0.04
Below B	0.00	0.03
Not Rated	0.00	0.60

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SAGE
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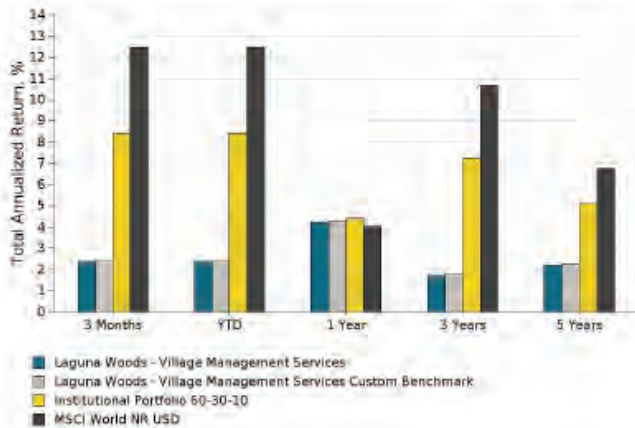
Rigorous Portfolio Benchmarking

Portfolio Return vs. Custom Benchmark

As of 03/31/2019

Performance As Of March 31, 2019	3 Month	YTD	1 Year	3 Year	5 Year	Std Dev 5 Yr	Prospectus Exp Ratio
Laguna Woods - Village Management Services	2.38	2.38	4.23	1.69	2.19	2.02	0.05
Laguna Woods - Village Management Services Custom Benchmark	2.37	2.37	4.26	1.78	2.26	1.97	NA
Laguna Woods - Village Management Services Custom Category Averages Benchmark	2.06	2.06	3.27	1.45	1.69	1.95	0.73
Institutional Portfolio 60-30-10	8.43	8.43	4.42	7.26	5.10	6.59	NA
MSCI World NR USD	12.48	12.48	4.01	10.68	6.78	10.98	NA

Industry Average Exp Ratio 1.04%. Based on plan assets \$10M - \$24.9M



Benchmark	Weight
BBgBarc Treasury 1-5 Yr TR USD	30.00%
BBgBarc US MBS Float Adjusted TR USD	25.00%
BBgBarc USD Corp Bd 1-5 Yr TR USD	15.00%
BBgBarc US Credit Corp 5-10 Yr TR USD	15.00%
BarCap US Treasury 5-10 Yr TR USD	10.00%
ICE BofAML US 3M Trsy Bill TR USD	5.00%

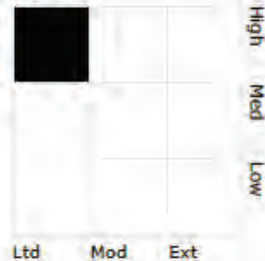
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SAGE
VIEW

Detailed Portfolio Level Analytics

Fixed Income Style Box

Morningstar Fixed Income Style Box™



Fixed-Income Stats

Average Eff Duration	3.9
Average Eff Maturity	6.0
Average Coupon	3.0
Average Price	-

Fixed Income Sectors



Maturity Breakdown

1-3 Yr %	27.44
3-5 Yr %	19.47
5-7 Yr %	13.50
7-10 Yr %	13.50
10-15 Yr %	2.81
15-20 Yr %	1.30
20-30 Yr %	20.39
30+ Yr %	0.91

%	
* Government	40.4
* Municipal	0.0
* Corporate	29.4
* Securitized	24.7
* Cash & Equivalents	5.5
Derivative	0.0
Total	100.0

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SAGE
VIEW

4

Investment Policy
Statement Review

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Investment Policy Statement – Golden Rain Foundation

GOLDEN RAIN FOUNDATION INVESTMENT POLICY

RESOLVED, June 7, 2016 that the Managing Agent of this corporation, and an outside Investment Manager are hereby authorized to invest the funds of the corporation which, in the opinion of said managing agent are not required within a reasonable time to pay obligations of the corporation; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby authorizes the Managing Agent of this corporation, to retain an Investment Manager and to give that Manager discretion to transact purchases and sales of investments for Golden Rain Foundation's account. Such discretion is subject to the underlying conditions as stated below. The Board will determine the amount to be managed in this discretionary account; and

RESOLVED FURTHER, that all investments on behalf of this corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions:

1. Notification of confirmation shall be given to the managing agent and treasurer of this corporation upon completion of each investment transaction;
2. For funds administered by the Managing Agent, no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that an investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be received from the Board of Directors of this corporation;
3. Funds shall be invested only in authorized investments as provided herein. Authorized investments are limited to:
 - a. obligations of, or fully guaranteed as to principal by, the United States of America;
 - b. Up to 30% of the portfolio may be invested in Corporate Bonds rated A through AAA; specifically A3/A-/A- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond does not meet these minimum credit quality criteria in at least one of the above mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days.
 - c. No more than 3% of portfolio is to be invested in any one corporate bond issuer; and
 - d. Up to 25% of the portfolio may be invested in Government Sponsored Federal Agencies, namely FNMA (Federal National Mortgage Association – Fannie Mae), FHLMC (Federal Home Loan Mortgage Corporation – Freddie Mac, and FHLB (Federal Home Loan Bank).
4. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation. Any such investments may be held for the account of the corporation in book-entry form;
5. Any authorized investments, as defined in Item 3 above, previously made by said Managing Agent or Investment Manager, are hereby ratified; and

RESOLVED FURTHER, that Resolution 90-13-23 adopted on March 5, 2013, is hereby superseded and cancelled.

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Investment Policy Statement Modification– Golden Rain Foundation

b. Up to 30% of the portfolio may be invested in investment grade Corporate Bonds rated BBB through AAA; specifically Baa3/BBB-/BBB- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If an individually held bond does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of bonds downgraded below the investment grade rating will be determined by the fund manager.



Investment Policy Statement – Third Laguna Hills

THIRD LAGUNA HILLS MUTUAL INVESTMENT POLICY

RESOLVED, May 17, 2016, that the Managing Agent of this corporation, and an Investment Manager are hereby authorized to invest the funds of the Corporation which, in the opinion of said Managing Agent are not required within a reasonable time to pay obligations of the corporation; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby authorizes the Managing Agent of this Corporation, to retain an Investment Manager and to give that Manager discretion to transact purchases and sales of investments for the Third Laguna Hills Mutual account. Such discretion is subject to the underlying conditions as stated below. The Board will determine the amount to be managed in this discretionary account; and

RESOLVED FURTHER, that all investments on behalf of this Corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions:

1. Notification of confirmation shall be given to the Managing Agent and Treasurer of this Corporation upon completion of each investment transaction;
2. For funds administered by the Managing Agent no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the Treasurer or the President or 1st Vice President of this Corporation. Furthermore, if a member of the Board of the Corporation desires an investment to be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity, approval must be received from the Board of Directors of this Corporation;
3. No funds shall be invested except in authorized investments as provided herein. Authorized investments limited to:
 - a. obligations of, or fully guaranteed as to principal, by the United States of America;
 - b. Up to 30% of the portfolio may be invested in Corporate Bonds rated A through AAA, specifically A3/A-/A- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond does not meet this minimum credit quality criteria in at least one of the above mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days; and
 - c. No more than 3% of the portfolio is to be invested in any one corporate bond issuer; and
 - d. Up to 25% of the portfolio may be invested in Government Sponsored Federal Agencies, namely FNMA (Federal National Mortgage Association – Fannie Mae), FHLMC (Federal Home Loan Mortgage Corporation – Freddie Mac, and FHLB (Federal Home Loan Bank).
4. Investments on behalf of this Corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village, Laguna Woods, California. However, separate investment receipts will be held in the name of this Corporation. Any such investments may be held for the account of the Corporation in book-entry form;

RESOLVED FURTHER, that Resolution 03-14-52 adopted May 20, 2014 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 the resolution as written.



Investment Policy Statement Modification– Third Laguna Hills

b. Up to 30% of the portfolio may be invested in investment grade Corporate Bonds rated BBB through AAA; specifically Baa3/BBB-/BBB- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If an individually held bond does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of bonds downgraded below the investment grade rating will be determined by the fund manager.



Investment Policy Statement – United Laguna Woods

RESOLUTION 01-17-38

UNITED LAGUNA WOODS MUTUAL INVESTMENT POLICY

WHEREAS, that Village Management Services Inc., managing agent of this corporation, and an external Investment Manager are hereby authorized to invest the funds of the corporation which, in the opinion of said managing agent are not required within a reasonable time to pay obligations of the corporation; and

NOW THEREFORE BE IT RESOLVED, March 14, 2017, that the Board of Directors of this Corporation hereby authorizes the Managing Agent to retain Merrill Lynch and its affiliate (BlackRock) as Investment Manager and gives that Investment Manager discretion to transact purchases and sales of investments for the United Laguna Woods Mutual account. Such discretion is subject to the underlying conditions as stated below. The Board will determine the amount to be managed in this discretionary account; and

RESOLVED FURTHER, that all investments on behalf of this corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions:

1. Notification of confirmation shall be given to the managing agent and treasurer of this corporation upon completion of each investment transaction;
2. For funds administered by Village Management Services, Inc., known as the "non-discretionary account" no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of the Treasurer and either the President or 1st Vice President of this corporation. Furthermore, if a member of the corporation desires an investment to be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity, approval must be received from the Board of Directors of this corporation;
3. Managed funds, known as the "discretionary account", shall be invested only in authorized investments as provided herein;
 - a. obligations of, or fully guaranteed as to principal, by the United States of America; and
 - b. Up to 20% of the portfolio may be invested in Corporate Bonds rated A through AAA, specifically A3/A-/A- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond does not meet this minimum credit quality criteria in at least one of the above mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days; and
 - c. No more than 3% of the portfolio is to be invested in any one corporate bond issuer;
4. Interim cash balances are to be held in money market funds that are invested in short-term U.S. Treasuries or direct obligations of the U.S. Government;
5. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation.

Any such investments may be held for the account of the corporation in book-entry form; and

RESOLVED FURTHER, that Resolution 01-16-15, adopted on February 9, 2016 is hereby superseded and cancelled; and

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



Investment Policy Statement Modification– United Laguna Woods

b. Up to 30% of the portfolio may be invested in investment grade Corporate Bonds rated BBB through AAA; specifically Baa3/BBB-/BBB- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If an individually held bond does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of bonds downgraded below the investment grade rating will be determined by the fund manager.

Note: Recommendation also includes moving from a maximum corporate bond allocation of 20% to 30%, matching Golden Rain and Third Laguna.



THANK YOU

SAGE VIEW

www.sageviewadvisory.com

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Financial Report

As of September 30, 2019



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$24,170
Non-assessment Revenue	\$2,064
Total Revenue	\$26,234
Total Expense	\$23,616
Net Revenue/(Expense)	\$2,618

1

Financial Report

As of September 30, 2019



OPERATING ONLY INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$14,075
Non-assessment Revenue ¹	\$1,236
Total Revenue	\$15,311
Total Expense ²	\$15,130
Operating Surplus	\$181

1) excludes unrealized gain

2) excludes depreciation

2

Financial Report

As of September 30, 2019

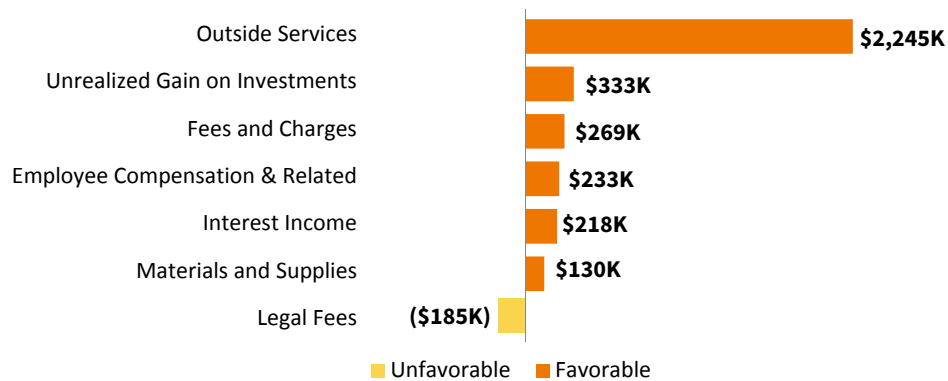


INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE
Assessment Revenue	\$24,170	\$24,170	\$0
Non-assessment Revenue	\$2,064	\$1,251	\$813
Total Revenue	\$26,234	\$25,421	\$813
Total Expense	\$23,616	\$26,060	\$2,444
Net Revenue/(Expense)	\$2,618	(\$639)	\$3,257

3

Financial Report

As of September 30, 2019



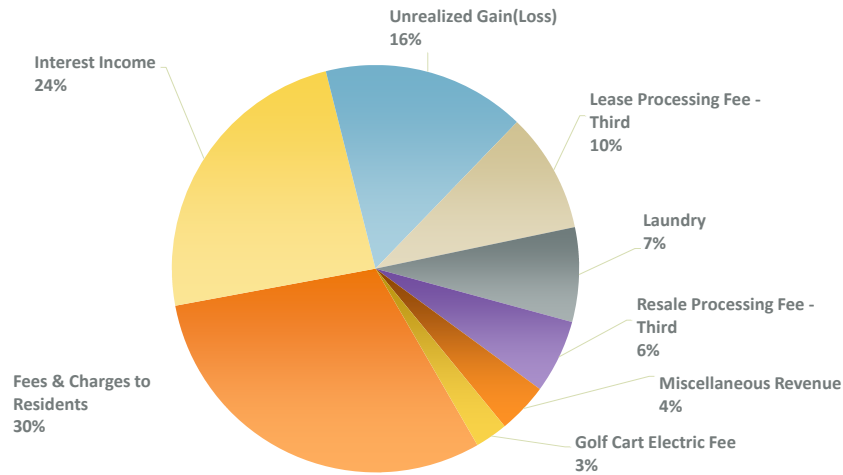
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Financial Report

As of September 30, 2019



Total Non Assessment Revenues \$2,064,270



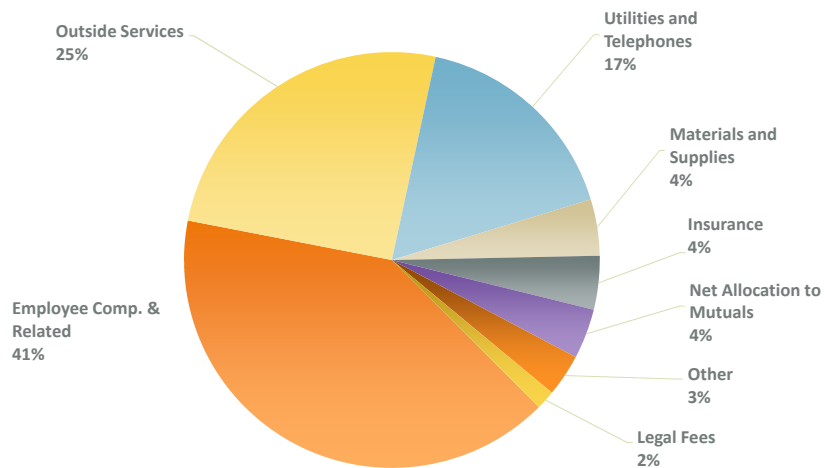
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Financial Report

As of September 30, 2019



Total Expenses \$23,615,553



6

Financial Report

As of September 30, 2019



NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Disaster Fund	Unappropriated Expenditures Fund	Garden Villa Fund	TOTAL
Beginning Balances: 1/1/19	\$16,769	\$9,217	\$3,213	\$61	\$29,260
Contributions & Interest	8,359	1,675	493	64	10,591
Expenditures	<u>6,884</u>	<u>1,227</u>	<u>200</u>	<u>68</u>	<u>8,379</u>
Current Balances: 9/30/19	\$18,244	\$9,665	\$3,506	\$57	\$31,472

* Includes Elevator and Laundry Funds

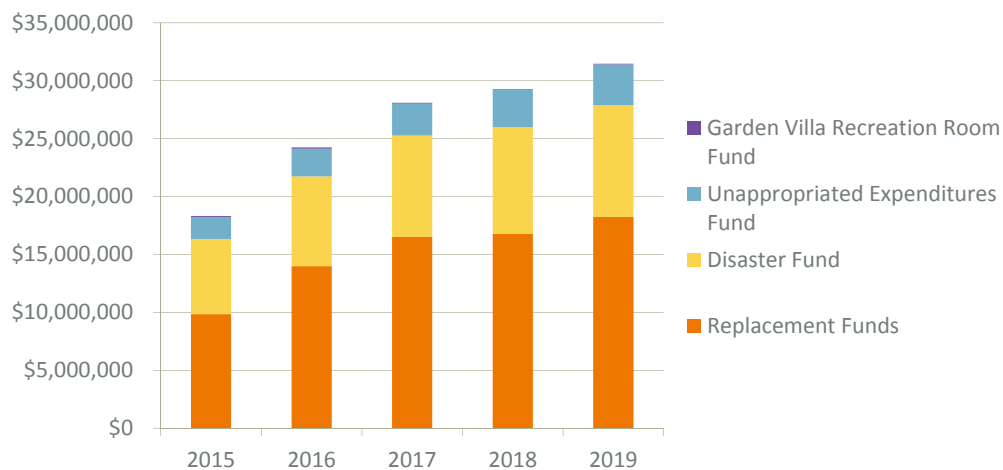
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Financial Report

As of September 30, 2019



FUND BALANCES – Third Mutual



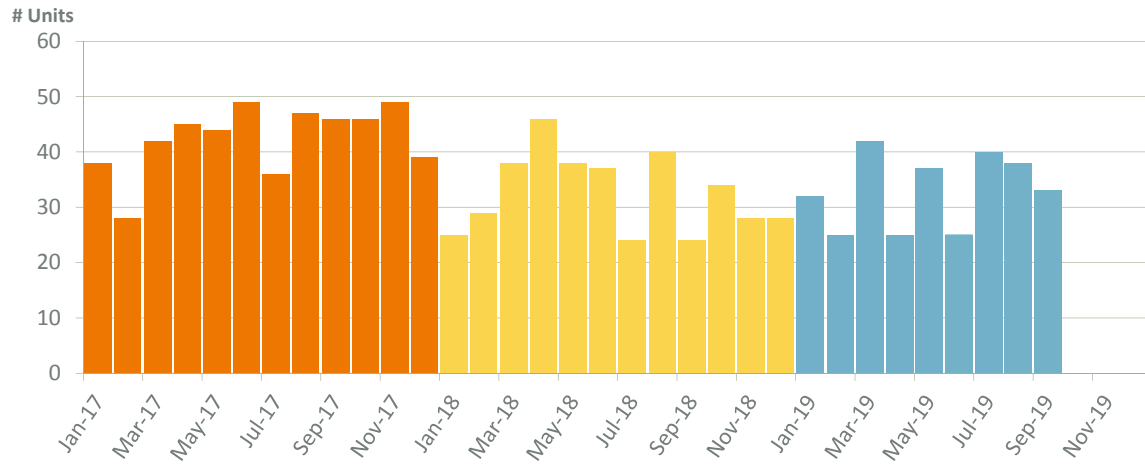
8

Financial Report

As of September 30, 2019



RESALE HISTORY – Third Mutual



9

Third Laguna Hills Mutual
Statement of Revenues & Expenses - Preliminary
9/30/2019
(\$ IN THOUSANDS)

		CURRENT MONTH			YEAR TO DATE			PRIOR YEAR	ANNUAL
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET
Revenues:									
Assessments:									
1	Operating	\$1,564	\$1,564		\$14,075	\$14,075		\$14,159	\$18,767
2	Additions to restricted funds	1,122	1,122		10,095	10,095		9,866	13,460
3	Total assessments	2,686	2,686		24,170	24,170		24,025	32,227
Non-assessment revenues:									
4	Fees and charges for services to residents	86	40	46	628	359	269	432	478
5	Laundry	18	18	(1)	155	165	(10)	100	220
6	Interest income	62	31	31	495	277	218	354	369
7	Unrealized gain/(loss) on AFS investments	34		34	333		333		
8	Miscellaneous	48	50	(2)	453	451	3	475	601
9	Total non-assessment revenue	248	139	109	2,064	1,251	813	1,362	1,668
10	Total revenue	2,933	2,824	109	26,234	25,421	813	25,387	33,895
Expenses:									
11	Employee compensation and related	1,052	1,074	23	9,575	9,808	233	9,893	13,088
12	Materials and supplies	134	129	(5)	1,035	1,165	130	1,007	1,554
13	Utilities and telephone	530	521	(9)	3,993	3,988	(5)	4,272	5,299
14	Legal fees	47	18	(29)	350	165	(185)	162	220
15	Professional fees	25	11	(15)	137	152	15	71	185
16	Equipment rental	1	3	2	19	30	11	14	40
17	Outside services	1,299	914	(385)	5,984	8,229	2,245	5,031	10,972
18	Repairs and maintenance	42	32	(10)	264	257	(7)	246	345
19	Other Operating Expense	6	15	9	106	137	31	108	181
20	Insurance	111	109	(2)	985	985		945	1,313
21	Investment expense		4	4	23	34	12	31	46
22	Uncollectible Accounts	3	12	8	114	104	(10)	16	138
23	(Gain)/loss on sale or trade				3		(3)	1	
24	Depreciation and amortization	12	12		107	107		109	143
25	Net allocation to mutuals	105	103	(2)	921	901	(21)	921	1,205
26	Total expenses	3,367	2,958	(409)	23,616	26,060	2,445	22,827	34,730
27	Excess of revenues over expenses	(\$434)	(\$133)	(\$301)	\$2,619	(\$639)	\$3,258	\$2,559	(\$835)



Statement of Revenues & Expenses - Preliminary
Variance Explanations as of September 30, 2019

SUMMARY

For the year-to-date period ending September 30, 2019, Third Mutual was better than budget by \$3.3 million, of which \$2.2 million was due to the timing of programs performed by outside contractors, primarily reserves programs. The remaining \$1.1M was due to higher non-assessment revenues and lower expenses in employee compensation and materials. Explanations for categories with significant variances are found below.

REVENUE

Fees and Charges for Services to Residents - \$269K [Line 4](#)

Favorable variance was due to more revenue was received from chargeable services, primarily for water heater replacement, an expanded service with offsetting labor and materials expenditures. The variance was furthered by an increase in permit revenue due to additional fees charged to residents for Mutual consent of demolition.

Interest Income - \$218K [Line 6](#)

Favorable variance was due to higher reserve balances invested yielding more interest.

Unrealized Gain / (Loss) on Investments - \$333K [Line 9](#)

Favorable variance was due to recording an unrealized gain of \$333K on available for sale investments, which reflects favorable investment market conditions, which fluctuate.

EXPENSES

Employee Compensation and Related – \$233K [Line 11](#)

Favorable variance was due to fewer hours required for bulky item pickups; service levels vary based on needs of the community. Further, fewer hours were used for scheduled tree trimming work through the reporting period. Scheduled tree trimming work will begin in November near the area of El Toro Road and will be completed in December. Favorable variance also occurred in Carpentry resulting from the upgrades in the dry rot remediation methodology implemented in the last few years. The variance was partially offset by more hours required for touch-up paint programs and in plumbing due to more service calls than anticipated.

Materials and Supplies – \$130K [Line 12](#)

Favorable variance resulted in the building structure replacement program. Although materials were budgeted throughout the year, the program began in June. Staff anticipates completing the program within the approved budget by the end of the year. The variance was partially offset by more water heater replacements.



Statement of Revenues & Expenses - Preliminary
Variance Explanations as of September 30, 2019

Legal Fees – (\$185K) Line 14

Unfavorable variance resulted from higher legal expenses than budgeted.

Outside Services – \$2,245K Line 17

- **Landscape Modification – \$575K**

Timing; Budgets are spread evenly and work is anticipated to come in on target. Slope renovation program began in July and ongoing slope maintenance is scheduled to follow. Additionally, landscape revitalization work began in October.

- **Exterior Lighting – \$564K**

Savings; the first pilot program to retrofit existing lighting fixtures to more efficient LED technology was conducted in March along Avenida Sosiega. Feedback from the community was gathered and shared with staff to provide additional pilot options. The second pilot program was approved by the board in August and is scheduled to begin in November. The required fixtures will be installed in November and residents in the area will be able to begin their evaluations of the second pilot program. Since results of the pilot programs will not be available until the end of the year, the lighting retrofit program work will carry over to 2020.

- **Paving – \$480K**

Timing; Asphalt Paving Program began in August and is scheduled to be completed in November; the budget was spread evenly throughout the year. Staff anticipates the program will be on budget by the end of the year.

- **Building Structures Replacement – \$342K**

Timing; 2019 building structure work began in June and is expected to be completed by year end. The original scope of work was comprised of 10 buildings, which includes 57 balconies. However, the scope was reduced to 8 buildings due to more work required than anticipated and an additional non-planned building needing immediate repair. Staff anticipates completing the program within the approved budget by the end of the year.

- **Garden Villa Recessed Area – \$184K**

Savings; Staff received direction from the board to abandon the project as it proved to be too costly after a pilot program. Funds will remain unused, continuing a favorable variance through year end.

- **Moisture Intrusion Rain Leaks – (\$165K)**

Heavy rainfalls early in the year resulted in more events than anticipated charged to this contingency budget, used for repair work that falls below the \$10K property insurance deductible.



FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

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

MEMBERS PRESENT: Jon Pearlstone – Chair, Steve Parsons, Bunny Carpenter, Lynn Jarrett, John Frankel, Annie McCary, Cush Bhada, Robert Mutchnick, Advisors: John Hess

MEMBERS ABSENT: Reza Karimi, Ralph Engdahl, Craig Wayne, Advisor: Wei-Ming Tao

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

Call to Order

Director Jon Pearlstone, Treasurer, 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: Insurance Updates and Alterations Updates

Approval of Meeting Report for October 1, 2019

A motion was made and carried and by a vote of 8-0-1 (Mutchnick abstained) to approve the report as presented.

Chair Remarks

The chair deferred his comments to later agenda items.

Department Head Update

Betty Parker, CFO, deferred her comments to later agenda items.

Member Comments (Items not on the Agenda)

Director Jarrett requested funding of \$1,000 for new signs to be installed in the Garden Villa laundry rooms. Betty Parker, CFO, recommended that Director Jarrett speak to Ernesto Munoz, Maintenance and Construction Director.

Preliminary Financial Statements dated September 30, 2019

The committee reviewed financials and questions were addressed. The Committee requested follow up responses on the following variances: state unemployment insurance and union retirement.

For future agendas, the committee requested a chargeable services analysis (December) and a recommendation to transfer additional funds into the discretionary investment account managed by SageView (January).

Third Quarter Year End Projections

The committee reviewed the Third Quarter Year End Projections for 2019. The chair noted that questions will be developed from M&C Committee based on the programs report projections.

Tax Impact of Net Operating Losses

Steve Hormuth, Controller, provided an update on the tax implications of a net operating loss (NOL). The committee requested additional research to determine if the NOL may offset additional non-exempt revenues.

Golf Cart Decal Enforcement

Francis Gomez, Operations Manager, provided an update on new golf cart decal payment enforcement procedures to take effect in 2020, to include removal of decal after warning letters.

Third Quarter Solar System Update

The committee reviewed a handout reporting the third quarter savings from energy production for all of its solar systems. Member Bill Walsh gave a verbal overview on the solar systems and expected future performance.

Overtime and Temp Help

A handout was provided to the committee with general ledger detail of overtime and temporary help usage and justifications by department.

Insurance Updates

The committee requested that a timeline of the insurance renewal process be prepared and available for discussion at the next meeting.

Revisions to Third Investment Policy

The committee reviewed revisions to the current investment policy, as recommended by the Investment Task Force and the new investment advisor SageView.

A motion was made and carried unanimously to recommend revising the Third Laguna Hills Mutual Investment Policy to allow bond holdings at investment grade ratings and directing SageView to proceed with conversion from individual holdings to an index fund portfolio.

2020 Third Finance Meeting Dates

The Chair requested that members review the scheduled committee meeting dates for 2020 and provide any recommendation for change at the next meeting.

Third Finance Committee Charter

The Chair requested that members review the current committee charter and provide any recommendation for change at the next meeting. The Chair requested additional language to indicate the voting status of committee advisors.

Alteration Fee Analysis

The committee reviewed the staff report on proposed changes to alteration fees. Brett Crane, Permits, Inspections & Restoration Manager, provided background information and answered questions.

A motion was made and carried by a vote of 8-1 (Director Carpenter against), recommending the proposed increase in fees associated with manor alteration requests to partially offset the costs incurred for the services provided by the Manor Alterations Division.

Future Agenda Items

Chargeable Services Analysis (December)

Increase Funds in Discretionary Investment Account (January)

Solar System Update – Q4 (February)

Date of Next Meeting

Tuesday, December 3, 2019 at 1:30 p.m. in the Board Room.

Recess to Closed Session

The meeting recessed at 4:25 p.m.

DRAFT

Jon Pearlstone, Chair

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Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

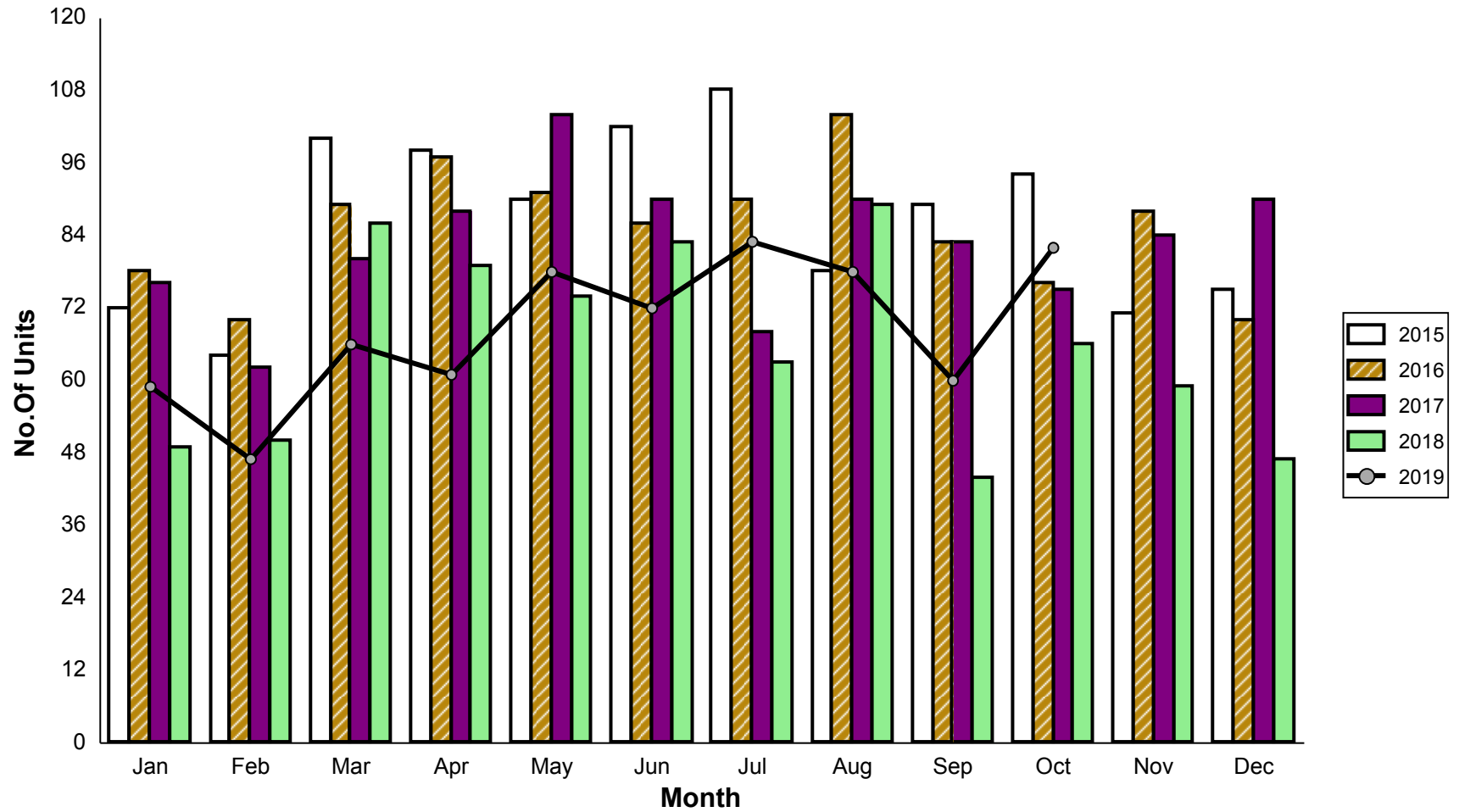
REPORT PERIOD

October, 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	87	\$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	\$23,975,536	\$24,187,990	\$307,379	\$350,551
June	72	83	\$21,298,290	\$28,002,538	\$295,810	\$378,413
July	83	63	\$27,170,573	\$19,434,100	\$327,356	\$329,392
August	78	89	\$26,031,000	\$28,612,100	\$333,731	\$340,620
September	60	44	\$19,972,080	\$17,185,192	\$332,868	\$409,171
October	82	66	\$26,128,300	\$22,702,400	\$318,638	\$366,168
November		* 59		* \$17,330,500		* \$320,935
December		* 47		* \$17,262,399		* \$383,609
TOTAL	686.00	684.00	\$220,656,342	\$229,366,027		
MON AVG	68.00	68.00	\$22,065,634	\$22,936,603	\$323,297	\$358,051

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

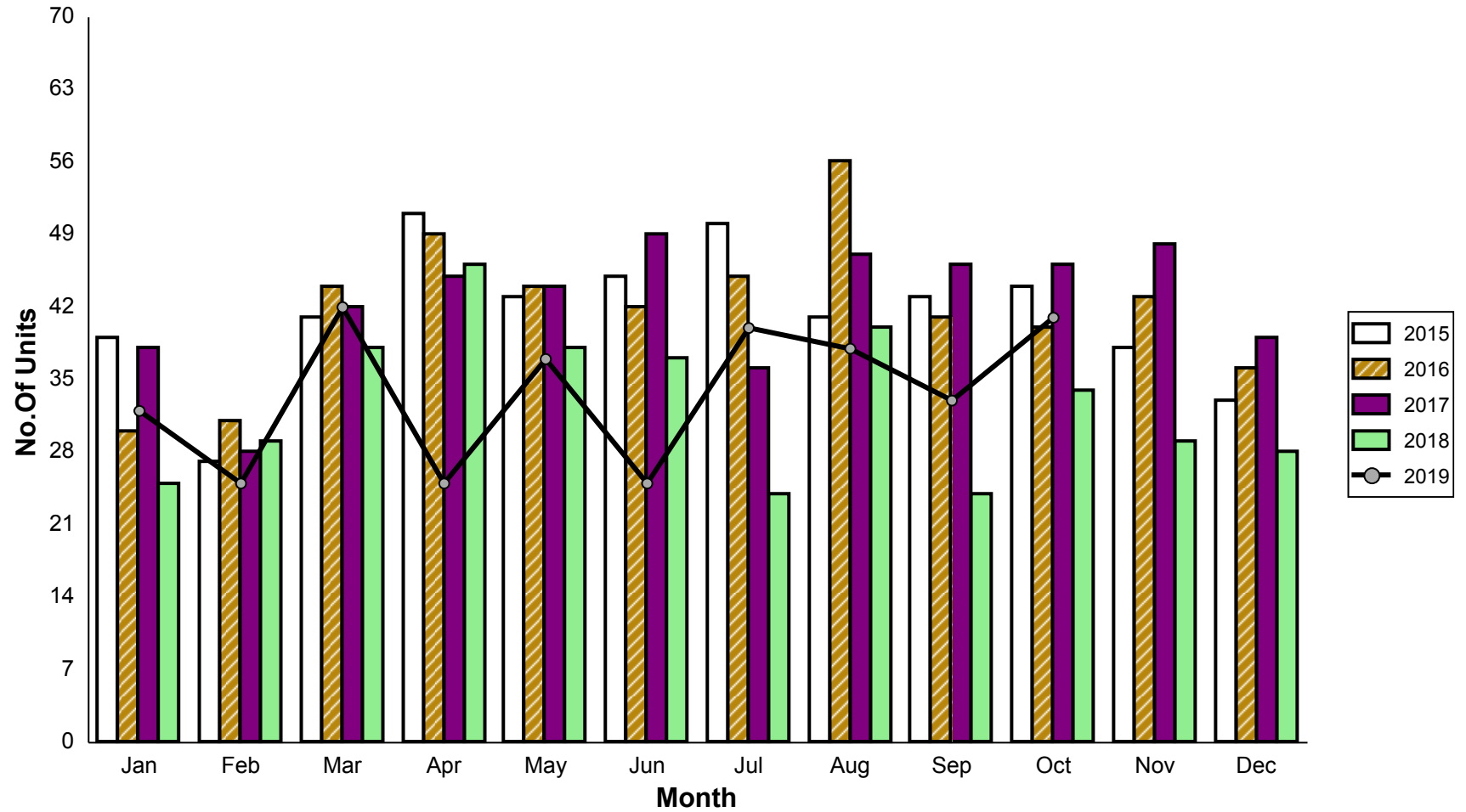
October, 2019

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	32	25	\$12,482,100	\$8,807,150	\$390,066	\$352,286
February	25	29	\$10,208,000	\$12,600,892	\$408,320	\$434,514
March	42	38	\$16,639,712	\$16,909,199	\$396,184	\$444,979
April	25	46	\$10,435,500	\$18,869,626	\$417,420	\$410,209
May	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	40	24	\$17,327,373	\$9,892,800	\$433,184	\$412,200
August	38	40	\$15,994,900	\$17,327,000	\$420,918	\$433,175
September	33	24	\$12,643,180	\$12,552,692	\$383,127	\$523,029
October	41	34	\$16,142,900	\$14,146,300	\$393,729	\$416,068
November		*		\$10,947,500		* \$377,500
December		*		\$13,693,599		* \$489,057
TOTAL	338.00	335.00	\$138,436,698	\$143,539,787		
MON AVG	33.00	33.00	\$13,843,670	\$14,353,979	\$409,436	\$429,207
% CHANGE - YTD	0.9%		-3.6%		-4.6%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

October, 2019

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	32	25	\$12,482,100	\$8,807,150	\$390,066	\$352,286
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June	25	37	\$10,290,000	\$16,981,138	\$411,600	\$458,950
July	40	24	\$17,327,373	\$9,892,800	\$433,184	\$412,200
August	38	40	\$15,994,900	\$17,327,000	\$420,918	\$433,175
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October	41	34	\$16,142,900	\$14,146,300	\$393,729	\$416,068
November		*		\$10,947,500		* \$377,500
December		*		\$13,693,599		* \$489,057

TOTAL	338.00	335.00	\$138,436,698	\$143,539,787		
MON AVG	33.00	33.00	\$13,843,670	\$14,353,979	\$409,436	\$429,207
% CHANGE - YTD	0.9%		-3.6%		-4.6%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Resales Report Third Laguna Hills Mutual October, 2019

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
10/02/2019	2119-R	3	\$210,000	Monterey	OC Select Home	Century 21 Rainbow	Granite Escrow
10/23/2019	2171-A	3	\$320,000	Casa Linda	Laguna Premier Realty, Inc	Century 21 Rainbow	Granite Escrow
10/23/2019	2208-A	3	\$230,000	Casa Contenta	Platinum Pacific	Platinum Pacific	Granite Escrow
10/02/2019	2244-A	3	\$317,000	Casa Contenta	Laguna Premier Realty, Inc	Village Real Estate	Granite Escrow
10/07/2019	2244-N	3	\$305,000	Casa Contenta	Laguna Premier Realty, Inc	HomeSmart Evergreen	Blue Pacific Escrow
10/16/2019	2247-H	3	\$258,000	Monterey	Regency Real Estate	Regency Real Estate	Regency Escrow
10/28/2019	2249-O	3	\$245,000	Casa Linda	HomeSmart Evergreen	Dream ERA	Escrow Options Group
10/21/2019	2285-Q	3	\$325,000	Casa Contenta	Laguna Premier Realty, Inc	Century 21 Rainbow	Granite Escrow
10/17/2019	2294-O	3	\$280,000	Contenta Royale	HomeSmart Evergreen	On The House Home and Loans	Escrow Options Group
10/16/2019	2354-3D	3	\$365,000	Garden Villa	Kim Real Estate	Coldwell Banker Residential	Luna Escrow
10/28/2019	2370-1C	3	\$315,000	Garden Villa	Realty Quest	Harcourts Prime Properties	Corner Escrow Inc.
10/09/2019	2390-3B	3	\$245,000	Garden Villa	Century 21 Sunny Hills	RE/PRO Real Estate	Inter Escrow
10/30/2019	2398-3B	3	\$265,000	Villa Capri	Keller Williams Realty Irvine	Keller Williams Realty Irvine	Corner Escrow Inc.
10/02/2019	2401-3E	3	\$395,000	Villa Capri	Realty One Group	Lantern Bay Realty	Escrow Options Group
10/09/2019	2404-2F	3	\$280,000	Villa Capri	Keller Williams Real Estate	Lantern Bay Realty	Granite Escrow
10/08/2019	3026-N	3	\$300,000	Casa Del Mar	Laguna Premier Realty, Inc	H & M Realty Group	Corner Escrow Inc.
10/30/2019	3031-Q	3	\$375,000	Casa Del Mar	Prime Realty Group	HomeSmart Evergreen	Corner Escrow Inc.
10/02/2019	3087-D	3	\$350,000	Ventura	Laguna Premier Realty, Inc	Presidential Real Estate	Granite Escrow
10/30/2019	3094-C	3	\$550,000	Mariposa	Marlene Thompson, Broker	Hallmark West Real Estate	Granite Escrow
10/08/2019	3096-B	3	\$312,000	Encanto	First Team Real Estate	Realty One Group	Coast Cities Escrow
10/31/2019	3143-O	3	\$295,000	Casa Vista	Laguna Premier Realty, Inc	Lantern Bay Realty	Granite Escrow
10/23/2019	3244-3H	3	\$540,000	Villa Puerta	Century 21 Rainbow	Century 21 Rainbow	Corner Escrow Inc.

Resales Report Third Laguna Hills Mutual October, 2019

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
10/30/2019	3290-A	3	\$760,000	La Reina	Compass	Compass	Blue Pacific Escrow
10/15/2019	3312-A	3	\$523,000	El Doble	Century 21 Rainbow	Century 21 Rainbow	Corner Escrow Inc.
10/29/2019	3335-1B	3	\$244,000	Sierra	HomeSmart Evergreen	HomeSmart Evergreen	Escrow Options Group
10/07/2019	3342-B	3	\$570,000	Navarro	Laguna Premier Realty, Inc	HomeSmart Evergreen	Granite Escrow
10/01/2019	3351-B	3	\$450,000	Malaga	FSBO	FSBO	Blue Pacific Escrow
10/17/2019	3364-1E	3	\$280,000	Sierra	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
10/25/2019	3365-1G	3	\$375,000	Sierra	Laguna Premier Realty, Inc	GSPRE	Granite Escrow
10/30/2019	3367-1C	3	\$241,500	Aragon	Village Real Estate Services	Regency Real Estate	Granite Escrow
10/16/2019	3397-N	3	\$340,000	Catalina	HomeSmart Evergreen	Regency Real Estate	Granite Escrow
10/25/2019	3437-P	3	\$415,000	La Quinta	IG Realty	The Listers	Corner Escrow Inc.
10/08/2019	4008-3B	3	\$565,000	El Mirador	Village Real Estate Services	Realty Quest	Corner Escrow Inc.
10/01/2019	4012-3C	3	\$315,000	Villa Nueva	Century 21 Rainbow	Surterre Properties, Inc.	Granite Escrow
10/28/2019	4012-1D	3	\$292,500	Villa Nueva	Berkshire Hathaway	Hall and Associates	The Escrow Firm
10/15/2019	4015-1D	3	\$355,000	Villa Nueva	Wallin Realty	Century 21 Rainbow	Corner Escrow Inc.
10/31/2019	5209	3	\$1,045,000	Villa Paraisa	Coldwell Banker Residential	Evergreen Realty	Generations Escrow
10/29/2019	5331-N	3	\$349,900	Casa Vista	First Team Real Estate	Realty Benefit	Granite Escrow
10/24/2019	5397-B	3	\$895,000	Cabrillo	Cheryl Fieber	Century 21 Rainbow	Corner Escrow Inc.
10/03/2019	5489-A	3	\$360,000	Casa Milano	Laguna Premier Realty, Inc	Coldwell Banker	Granite Escrow
10/21/2019	5543-C	3	\$690,000	Villa Francesca	Laguna Premier Realty, Inc	Century 21 Rainbow	Granite Escrow

Number of Resales: 41

Total Resale Price: \$16,142,900

Average Resale Price: \$393,729

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

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
Median Resale Price:			\$325,000				

Community Services Department

Third

October

2019

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	40	24	36	46	\$17,327,373	\$9,892,800	\$13,526,020	\$16,112,500	\$433,184	\$412,200	\$375,723	\$350,272
8	August	38	40	47	56	\$15,994,900	\$17,327,000	\$17,967,189	\$21,085,200	\$420,918	\$433,175	\$382,281	\$376,521
9	September	33	24	46	41	\$12,643,180	\$12,552,692	\$16,020,038	\$12,651,500	\$383,127	\$523,029	\$356,001	\$308,573
10	October	41	34	46	40	\$16,142,900	\$14,146,300	\$18,804,700	\$13,386,500	\$393,729	\$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		338	335	421	423	\$138,436,698	\$143,539,787	\$163,920,860	\$144,374,639				
MON AVG		33.8	33.5	42.1	42.3	\$13,843,670	\$14,353,979	\$16,392,086	\$14,437,464	\$409,436	\$429,207	\$387,973	\$340,716
% CHANGE-YTD		0.9%	-20.4%	-0.5%	-0.2%	-3.6%	-12.4%	13.5%	6.6%	-4.6%	10.6%	13.9%	6.9%

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

Percent calculation only includes YTD figures in black.



MONTHLY LEASING REPORT

Report Period:
October-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	15	29	371	1269	1684	1673	82	83	109	0
August	10	29	390	1276	1705	1678	58	59	99	0
September	17	21	386	1279	1703	1667	70	40	88	1
October	9	18	383	1246	1656	1690	55	48	135	2
November						1705				
December						1712				

Monthly Average	12.9	25.9	374.4	1274.3	1687.5	Oct 1655.9	70.9	60.6	118.7	1.9
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Percentage Leased	1656 / 6102 = 27%									
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OPEN MEETING

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

**Monday, October 28, 2019 – 9:30 a.m.
Laguna Woods Village Community Center Sycamore Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair Steve Parsons, Reza Karimi, John Frankel, Lynn Jarrett, Ralph Engdahl, Bunny Carpenter

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT:

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 9:30 a.m.

2. Acknowledgement of Media

Not present.

3. Approval of August 26, 2019 Report

Director Jarrett moved to accept the report. Advisor Plean seconded. The committee had no objection.

4. Approval of the Agenda

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

5. Committee Chair Remarks

Chair Parsons introduced Members Lynne Corboz (3505-C) and Douglas Ferraro (5598-A).

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

Member Susan Smallwood introduced herself.

7. Division Manager Update

Mr. Crane introduced staff. He also mentioned we are currently going through the remaining standards, some do not require revisions, and the remaining requires input from other departments.

Mr. Crane also mentioned we are currently working with the city on the process of permits/inspections. The City is in the process of updating their systems. Director Jarrett commented on a conversation she had with another member regarding the long process at the Permits and Alterations Office and then having to deal with The City. A discussion ensued amongst the committee. Mr. Crane explained every case is unique, depending on the complexity of the variance request, some may take more time than other and the majority of the requests in the Permits & Alterations Office have a 24 hour turn-around time. Mr. Crane also cleared up the rumors of having a city employee seated in the VMS office and vice versa which is a conflict of interest.

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. (A) 5598-A (Casa Palma, 10R) – Extend Entryway onto Exclusive Use Common Area and Replace Planter with Concrete Slab on Previously Extended Common Area

The committee was in unanimous support to accept staff's recommendation and approve the 1st part of the variance request:

Extend the entry way onto Exclusive Use Common Area.

The committee was in unanimous support to accept staff's recommendation and deny the 2nd part of the variance request pending further review by the Resident Policy & Compliance Task Force:

To replace the plantar with concrete slab on previously extended Common Area.

(B) 3505-C (picture)

Chair Parsons is concerned with the dirt patch in front of the slider and electrical panel/meter area. This is an issue with many mutuals and it is a dirt, mud, and safety hazard. Director Carpenter suggested a standard or an agreement should be put in place. A discussion ensued amongst the committee. Regarding the concrete slab, Mr. Crane stated it will depend on what The City's requirements will be and what they address as acceptable material.

Standards Discussion Items:

9. Review Standard 28: Soft Water

The committee was in unanimous support to accept staff's recommendation and approve the request.

The committee proposed the following additional change to this Standard and asked staff to send to the Board for approval:

§2.3 to delete the word 'plywood'.

10. Review Standard 42: Ramps

The committee was in unanimous support to accept staff's recommendation and approve the request.

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

§3.2.1 correct 914 mm to 1,219 mm.

§3.3.7 correct 1,524 mm to 1,829 mm.

Reports

11. Status of Mutual Consents

Mr. Fogg reviewed this report with the committee.

Future Agenda Items:

Hanging plants screwed into wood causing dry rot (there is an existing resolution)

Concrete slabs under electrical panels/meters

Concluding Business:

12. Use of Common Area and Exclusive Use

Director Frankle proposed a task force to address the inflexibility of the mutual's common area usage and the possibility of a policy. A discussion ensued amongst the committee. Director Engdahl, Advisor Plean, Advisor Butler, and Member Susan Smallwood volunteered to be on the task force. The committee was in unanimous support.

13. Committee Member Comments

Director Frankel thanked everyone regarding his suggestion of the task force.

Director Jarrett inquired about the number of ramp requests over the years. Mr. Crane responded very minimal.

14. Date of next meeting – Monday, November 25, 2019

15. Adjourned at 11:28 a.m.



Chair, Steve Parsons
Brett Crane, Staff Officer
Alisa Rocha, Alterations Coordinator, 268-2301

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OPEN MEETING

**REPORT OF REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
GARDEN VILLA RECREATION ROOM SUB-COMMITTEE**

**Monday, October 14, 2019 – 2:00 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

MEMBERS PRESENT: Lynn Jarrett – Chair, Jon Pearlstone, Cush Bhada
Voting Advisors: Randy Scott, Sharon Molineri

MEMBERS ABSENT: Advisor Stuart Hack

STAFF PRESENT: Velny Soren – Staff Officer, Moe Boctor, Laurie Chavarria, Maria Basares

1. Call to Order

Chair Jarrett called the meeting to order at 1:31 pm.

2. Acknowledgement of Media

Chair Jarrett noted no members of the media were present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report for June 3, 2019

The Meeting Report of June 3, 2019, was approved as written.

5. Chair's Remarks

Chair Jarrett commented on the great job that staff has been doing while providing needed maintenance to the Garden Villa buildings.

6. Member Comments (Items Not on the Agenda)

There were no member comments.

Reports:

7. Window Blind Replacements

The Sub-Committee reviewed a picture of the window blind replacements that were completed in six different rec rooms.

Discussion ensued regarding the look of the new blinds; and that the blind replacement frequency is based on need.

8. 2019 Planned Expenditures Completed to Date

The Sub-Committee reviewed the update provided.

Discussion ensued regarding carpet warranty; cleaning of carpet squares; yearly inspections of each rec room; placement of the wall mounted heat pumps; posting of the newly approved laundry room and rec room rules; ways to advertise the Board approved rules so that all Mutual members are aware of them and can understand them; and the miscellaneous rules that vary per recreation room.

A motion was made and unanimously approved to only allow changes to the approved laundry room and recreation room rules if they are submitted for review and approval to the Board.

9. Rec Room Component Replacement List

The Sub-Committee reviewed the replacement schedule for a list of component items in the recreation rooms.

Discussion ensued regarding mirror installation; a 30-year reserve plan for renovations; contributions per manor per month; the rec room annual reserve funding; the frequency of appliance replacement; planned replacements that are based on staff inspections; and chair and table replacements.

By consensus staff was directed to revise the component replacement list using a 3% inflation factor and add two rows to the spreadsheet which indicate the replacements that took place in 2019 and that will take place with the approved 2020 budget.

A motion was made and unanimously approved to require staff to use the Rec Room Component Replacement List as a benchmark each year during budget planning and

throughout the year so that the planned replacements stay on track so that personnel changes will not affect the future renovations.

10. Rec Room Inspections & Resident Requests (Oral Discussion)

Discussion ensued regarding the difference between annual rec room inspections and general maintenance inspections; carpet cleaning and spot cleaning of carpet squares versus rolled carpet.

Items for Future Agendas:

- TBD

Concluding Business:

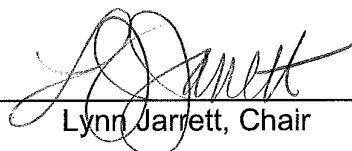
Sub-Committee Member Comments

- Advisor Scott commented on pool table replacements.
- Director Pearlstone commented on future pool table replacements and the impressive work done by staff on the rec rooms.
- Chair Jarrett commented that the rec rooms and Garden Villa buildings are better maintained than ever before.
- Director Bhada commented on the installation of the laundry room and rec room rules.

Date of Next Meeting: February 10, 2020

Adjournment

The meeting was adjourned at 2:57 pm.



Lynn Jarrett, Chair

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OPEN MEETING

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

Thursday, October 31, 2019 – 1:30 p.m.
Laguna Woods Village Community Center, Board Room – 24351 El Toro Road

MEMBERS PRESENT: Lynn Jarrett, Chair, Reza Karimi, Bunny Carpenter, Annie McCary, and Steve Parsons

MEMBERS ABSENT: None

ADVISORS PRESENT: Stuart Hack

ADVISORS ABSENT: Cindy Baker

STAFF PRESENT: Pamela Bashline, Blessilda Wright, Francis Gomez, and Debbie Ballesteros

CALL TO ORDER

Lynn Jarrett, Chair, called the meeting to order at 1:32 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 Karimi made a motion to approve the August 29, 2019 meeting report as presented. Director McCary seconded the motion.

By unanimous vote the motion carried.

CHAIRMAN'S REMARKS

Chair Jarrett stated that there are a lot of things going on. Today, she would like to look at Non-Smoking buildings since there is a three-story building that is interested in being designated as a non-smoking building. She further stated that Co-Occupancy is another topic she would like to discuss.

Chair Jarrett updated the Task Force on the Good Standing Policy which will be reviewed by the Board in November, however, legal made some changes that should be discussed.

Chair Jarrett informed the Task Force that she has items to add to Items for Future Agendas.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

Disciplinary Report

Blessilda Wright, Compliance Supervisor, presented the Disciplinary Report. The Task Force members commented and asked questions.

Expired Lease – 15 Day Letter

Pamela Bashline, Community Services Manager, presented the Expired Lease – 15 Day Letter report and stated that it continues to be effective.

She explained that in September, 30 letters were sent out and only nine (9) cases remain open. 21 cases were resolved. The Task Force members commented and asked questions.

Francis Gomez, Operations Manager, entered the meeting at 1:49 p.m.

ITEMS FOR DISCUSSION AND CONSIDERATION

Non-Smoking Policy

Ms. Wright presented the Non-Smoking Policy. She explained per Third's legal counsel in order for a building to be designated as smoke-free there must be a 100% buy-in by all the owners of the building. It would be a recordation of covenants to run with the land on each of the units in the building to bind all future owners to a smoke-free building. The cost associated is estimated at \$7,500- \$10,000 for the Third's attorney to create a procedure for a building to be designated as smoke-free. This would be a one-time cost to be covered by the Third mutual. The cost for owners to designate their building as smoke-free is an estimated cost of \$225 per unit which includes preparation of the actual covenant for each unit and filing cost with the state.

Director Karimi made a motion to approve the creation of a procedure to designate a building "smoke free". Director Parsons seconded the motion.

By unanimous vote, the motion carried.

Co-Occupancy

The Task Force discussed the Co-Occupancy Policy. They commented and asked questions.

Director Karimi made a motion approve the Co-Occupancy Policy with the removal of roommate in the policy. Director Hack seconded the motion.

By unanimous vote, the motion carried.

Director Karimi left the meeting at 2:46 p.m.

ITEMS FOR FUTURE AGENDAS

- IDR policy
- Business / Taking – purchase title through the use of proxy
- Harassment and Nuisance Policy
- Election
- GRF Recreation Signs

CONCLUDING BUSINESS

Task Force Member Comments

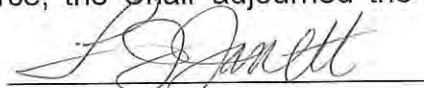
None

Date of Next Meeting

To be determined

Adjournment

With no further business before the Task Force, the Chair adjourned the meeting at 3:09 p.m.



Lynn Jarrett, Chair
Third Laguna Hills Mutual

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**REPORT OF REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
MAINTENANCE AND CONSTRUCTION COMMITTEE**

Wednesday, October 9, 2019 – 9:30 A.M.
Laguna Woods Village Community Center, Board Room
24351 El Toro Road

MEMBERS PRESENT: Jim Matson - Chair, Don Tibbetts, Richard Palmer, John Frankel, Bunny Carpenter, Sue Margolis, Carl Randazzo

ADVISORS PRESENT: None

MEMBERS ABSENT: Ryna Rothberg and Advisor John Luebbe

OTHERS PRESENT: Cush Bhada, Joan Milliman, Bert Moldow, Beth Perak

STAFF PRESENT: Ernesto Munoz – Staff Officer, Laurie Chavarria, Chief Tim Moy

1. Call to Order

Chair Matson called the meeting to order at 9:32 a.m.

2. Acknowledgement of Media

Chair Matson noted no members of the media were present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report for August 14, 2019

The meeting report for August 14, 2019, was approved as written.

5. Chair's Remarks

Chair Matson had no comments.

6. Member Comments (Items Not on the Agenda)

There were no member comments.

7. Department Head Update

Staff Officer Ernesto Munoz spoke briefly about the special Village Energy Task Force meeting that will be held on October 18, 2019.

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.

The Project Log was pulled for discussion.

8. Project Log

Item #3 PAC Renovation Maintenance Upgrades: Directors Randazzo and Frankel asked about the status of the PAC renovation bid process and coordination with the City of Laguna Woods.

Item #4 Community Center HVAC & Controls Upgrade – Director Randazzo commented on the commissioning of the equipment.

Item #16 GRF Paving & Sealcoat Program with Concrete Repairs – Director Matson commented on the work near Avenida Sosiega.

Item #18 Tennis Center Building Improvements – Director Palmer commented on the alternative bid item for indirect evaporative cooling.

Completed Community Center EV Charging Station Project – Director Margolis asked about the rebate.

Completed Pickleball & Tennis Center Courts – Director Matson asked if there was any negative feedback since the project has been completed.

Staff Officer Ernesto Munoz responded to all questions and comments.

Reports:

9. Gate 11 Security Improvement Project

Security Chief Tim Moy summarized the report and answered questions from the Committee.

Discussion ensued regarding combining the gate security project for both Gate 10 11; conflicts with acquiring the Santa Maria roadway; and benefits of the security improvements.

A motion was made and unanimously approved to recommend the Board authorize Gate 11 to be added to the current scope of work for the Gatehouse Renovation Project and that a supplemental appropriation be approved in the amount of \$110,000 from the Facilities Fund for Gate 11 Renovations and \$80,000 from the Equipment Fund for Gate Access System Technology for a total of \$190,000.

10. Set Pricing for Level 3 EV Charging Stations at the Community Center

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

Discussion ensued regarding adaptors for Tesla charges; usage of the new chargers; charging stations will be seen as amenity for future home buyers and existing residents with electric vehicles; how to monitor electricity rates and address any changes to the current rate.

By consensus, staff was directed to bring information to a future meeting regarding the costs and feasibility of purchasing an adaptor that will allow Tesla vehicles to use the Level-III charging stations.

A motion was made to recommend the Board accept the pricing of the new Chargepoint Level-III electric vehicle chargers at \$0.25 per kWh for residents and \$0.40 kWh for the public, while keeping the pricing at no charge for GRF's fleet vehicles. Additionally parking at Level-III stations will be set at two dollars per hour after the first sixty minutes, for both residents and the general public.

11. Service Agreement for Commissioning of Community Center by MelRok Energy

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

Discussion ensued regarding the monthly cost for the monitoring service; the purchasing policy regarding competitive bids; cost effectiveness; and how Pomona College uses this AI technology from MelRok Energy

A motion was made to recommend the Board enter into a month to month service agreement not to exceed \$6,300 which includes one year of monitoring service and a onetime fee for the setup and configuration of this system. The service agreement will begin after the commissioning of the new EMS and HVAC equipment has been completed and due to the proprietary equipment provided by the vendor, staff is authorized to sole source this contract to MelRok Energy. By a vote of 5/1/0 (Director Tibbetts Opposed) the motion carried.

Funding for this work would be provided from the existing appropriation for Miscellaneous Projects in the 2019 Capital Plan, to be paid from the Facilities Fund.

Items for Future Agendas:

- Clubhouse 1 Assessment Report & Presentation (February 2020)
- EV Charging Stations at GRF Facilities (General Services)

Concluding Business:

Committee Member Comments

- There were no committee member comments.

Date of Next Meeting: December 11, 2019

Adjournment:

The meeting was recessed at 11:17 am.



Jim Matson, Chair

**REPORT OF REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
MOBILITY AND VEHICLES COMMITTEE**

**Wednesday, October 2, 2019 – 2:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637**

MEMBERS PRESENT: Ray Gros-Chair, Don Tibbets, Judith Troutman, Jon Pearlstone, John Frankel, Elsie Addington, John Dalis

ADVISORS: Vashti Williams

MEMBERS ABSENT: Andre Torng

OTHERS PRESENT: Diane Phelps, Bert Moldow, Jim Matson, Annette Sabol, Joan Milliman, Beth Perak

STAFF PRESENT: Chris Laugenour, Francisco Perez, Tiffany Rivas, Elizabeth Cortez, Siobhan Foster, Ellyce Rothrock, Becky Jackson

1. Call to Order

Chair Gros called the meeting to order at 2:32 p.m.

2. Acknowledgment of Media

Media present- meeting recorded for future reference.

3. Approval of the Agenda

The agenda was approved by consensus.

4. Approval of Meeting Report for August 7, 2019

The Regular Meeting Report of August 7, 2019 was approved by consensus.

5. Chair's Remarks

Chair Gros addressed to the audience that he is impressed with the report and stated that a lot of resident questions and concerns will be answered in the final recommendations. He also informed the audience that a special meeting will be held at the end of month.

6. Member Comments (Items Not on the Agenda)

Larry Irion: Discussed PAR software and that the software incorrectly confirms rides. Also suggested schedulers get educated on Laguna Woods routes.

Suellen Zima (823-D): Discussed PAR and asked the committee to have PAR vehicles enter cul-de-sacs in the evening.

David Kay: Asked the committee how long it will take to go over the report.

Shirley Niederkorn: Commented on her bus experience with a bus transfer and advised the audience to have a positive mindset while riding the buses.

7. Response to Member Comments

Director Troutman: Addressed Larry Irion and advised him of the bus schedules available at the front desk.

Francisco Perez: Addressed the issue of some cul-de-sacs not being accessible to LW transportation vehicles.

Director Troutman: Added that with the different vehicles in transportation some buses can fit in cul-de-sacs and some cannot.

Consent:

None

Reports:

8. Transportation & Maintenance Manager's Reports

Chris Laugenour highlighted that ridership decreased in August 2019. The decrease of PAR ridership could be due to the challenge with the telephone system. The telephone system is currently being looked into by IT department. In addition, Mr. Laugenour addressed to the audience that a special M & V meeting will be held on October 29, 2019. The purpose of this meeting is to present staff formal recommendations after reviewing recommendations from Fehr & Peers and receiving input from Committee members and residents.

Items for Discussion and Consideration:

9. Transportation Study Final Report - Fehr and Peers

Director Dalis: Thanked Jeremiah for the report.

Director Addington: Asked if commercial bus routes that travel through the neighborhood will be picking up residents on sidewalks.

Director Frankel: Spoke about his concern with cancelations and asked what the cost of cancelations is and if there should be a policy developed.

Director Pearlstone: Spoke about ridership satisfaction as it correlates to user understanding.

Director Tibbets: Asked how residents will be qualified for the new PAR system.

Ms. Williams: Spoke about the past LYFT program and Bus Buddy Program.

Suellen Zima: Spoke about evening bus transportation system.

Bert Moldow: Suggested to the committee a call back system might be a solution for cancelations. He also suggested that Aldi's shopping center to be a central transfer point.

David Kay: Spoke positively about the recommendations. He suggested a separate phone line for calls for request stops.

Jeanne Rudy: Thanked Jeremiah for the report. Spoke about her challenges with getting through to the transportation line. In addition, she spoke about her concern with not being eligible for PAR under the new guidelines.

Items for Future Agendas:

10. Bus Policy Updates – Use by Non-Profit Agencies

11. ADA Policy Review

Concluding Business:

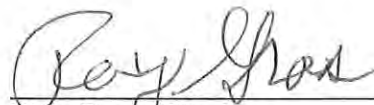
12. Committee Member Comments

13. Special Meeting Date – Tuesday October 29, 2019

14. Date of Next Meeting – Wednesday December 4, 2019 1:30 PM

15. Adjournment

The meeting was adjourned at 4:12 p.m.



Ray Gros, Chair
GRF Mobility & Vehicles Committee

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REPORT OF THE REGULAR MEETING OF THE
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS
SECURITY AND COMMUNITY ACCESS COMMITTEE

The Regular Meeting of the Security and Community Access Committee was held on Monday, October 28, 2019 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Don Tibbetts – Chair, Pat English, Ray Gros, Neda Ardani, Elsie Addington, Ralph Engdahl, and Steve Parsons

ADVISORS PRESENT: Larry Cunningham and Frank Tybor

OTHERS PRESENT: Robert Mutchnick, Diane Phelps, Lynn Jarret, John Frankel, and Beth Perak

STAFF PRESENT: Tim Moy, Barbara Bridges, and Debbie Ballesteros

CALL TO ORDER

Don Tibbetts, Chair, called the meeting to order at 1:32 p.m.

ACKNOWLEDGEMENT OF PRESS

The Media was not present.

APPROVAL OF AGENDA

By way of consensus, the Committee approved the agenda as presented.

APPROVAL OF MEETING REPORT

By way of consensus, the Committee approved the August 26, 2019 meeting report as presented.

CHAIRMAN'S REMARKS

Chair Tibbetts stated that he recently had a situation where he encountered a lady sprawled on his front lawn who stated that she lived there. He waived down a Security Officer who then called paramedics. He commented that it's a really good feeling to know how fast the response is to get help here.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

Gate Access Update

Chief Moy updated the Committee on the Gate Access Project. He explained that on August 26, 2019, a staff report was submitted to this Committee regarding Gate 11. It was endorsed and went to the Maintenance & Construction Committee where it was approved. In November, the staff report will be going to the GRF Board to get approved. Once it gets approved, Gate 11 will be the last gate to get the gate arms and conclude the Gate Access Project.

Disaster Preparedness Task Force Report

Chief Moy informed the Committee about the Great California Shakeout on Thursday, October 17, 2019. Good Neighbor Captains donned their vests and went around their buildings and neighborhood to check on their neighbors, filling out the injury and building damage forms.

Once they were done filling out the forms, they dropped them off at the closest Care and Reception Centers (CRC). There was a CRC Coordinator and a Ham Radio Operator who passed on any emergency information to the Emergency Operations Center (EOC) who were having tabletop exercises with a scenario with injects.

RV Update

Chief Moy stated that in the past, the RV lots were always full with a long waiting list. However, once staff audited the assigned spaces, they found many illegal occupants who had their RV's in lots. With time, staff has cleaned the database and now there are spaces available for any new residents.

Noteworthy Incidents

Chief Moy explained they are monitoring the fires occurring across the state. He has a great relationship with the Orange County Sheriff's Department who will send emails and alerts in the event of a fire close to Laguna Woods Village.

Chief Moy informed the Committee that recently, there was a missing person report. The caregiver was out and about looking for the missing person. One of the neighbors came forward and told Security what the missing person was last wearing and what they look like. The information was broadcast to all the Security Division including the Gate Ambassador's.

The Gate Ambassador working the gate closest to the missing person's manor heard the broadcast and kept a watchful eye on the area. The GA saw someone that fit the description of the missing person and brought him to the Gatehouse. He called Security who responded and was able to reunite the missing person with their caregiver.

Security Statistics

Chief Moy reported on the statistics for the Security Department that includes foot patrols, notice of violations, crimes, traffic collisions, RV lots, Social Services and the Compliance Division. Reports are attached to the official minutes of this meeting.

Chief Moy explained that there were a few Grand Thefts, however, they were a bicycle, jewelry making supplies, and even a vehicle (unlocked and the key was on the floor under the driver's seat).

ITEMS FOR DISCUSSION AND CONSIDERATION

Vehicle Decals

Chief Moy presented the Vehicle Decals. He informed the Committee that since Gate 11 is still without the gate arms, staff is recommending that the vehicle decal be issued for 2020 but to discontinue the program beginning 2021.

Director English made a motion to approve the Vehicle Decals. Director Gros seconded the motion.

By a unanimous vote, the motion carried.

ITEMS FOR FUTURE AGENDAS

To be determined

CONCLUDING BUSINESS

Committee Member Comments

Mr. Cunningham thanked Chief Moy for keeping Lyft drivers from parking within the community waiting for their next call.

Director Gros touched on "See Something, Say Something" as he recently went to a friend's house and noticed five days' worth of newspapers outside the door. He called Security and the Orange County Sheriff's Department to respond. If someone would have said something, maybe the outcome could have been different.

Director English stated that she enjoyed hearing Chief Moy speak about the Disaster Preparedness exercise.

Director Parsons has been watching people running the stop sign by Gate 10 and also stated that there are some vehicle parked around the Gate 10 area that have a For Sale sign on them.

DATE OF THE NEXT MEETING

The next meeting is scheduled for Monday, December 23, 2019, at 1:30 p.m. in the Laguna Woods Village Community Center, Board Room.

ADJOURNMENT

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 2:48 p.m.



Don Tibbetts, Chair