



**OPEN SESSION**

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

**Tuesday, December 17, 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 – President Parsons**
- 2. Pledge of Allegiance – Director Wayne**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
  - a. November 19, 2019 – Regular Open Meeting
- 6. Report of the Chair**
- 7. Third Mutual Board Director Candidate Appointment (Term Ending 2020)**

Candidate Nomination Period has been extended to January 15, 2020. Applications and Candidate Statements are due to the Corporate Secretary by 5:00 p.m. on January 15, 2020.
- 8. 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.*
- 9. Responses to Open Forum Speakers**
- 10. CEO/COO Report**
  - a. Update on Strategic Planning Objectives

Please silence your cell phones.

**11. Consent Calendar** - *All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. In the event that an item is removed from the Consent Calendar by members of the Board, such item(s) shall be the subject of further discussion and action by the Board.*

**a. Landscape Committee Recommendations:**

- (1) Recommend to Approve a Request to Retain Non-/Standard Landscape (3456-B Bahia Blanca W.) at the expense of requestor and subject to specified conditions
- (2) Recommend to Approve Landscape Alteration Request (3226-B Via Carrizo) for installation of artificial turf at expense of requestor and subject to specified conditions
- (3) Receive and File -- Updated Landscape Manual

**b. Finance Committee Recommendations:**

- (1) Recommendation to Approve a Resolution to Record Lien against Member ID# 931-630-83
- (2) Recommendation to Approve a Resolution to Record Lien against Member ID# 934-902-51
- (3) Recommendation to Approve a Resolution to Record Lien against Member ID# 933-611-77
- (4) Recommendation to Approve a Resolution to Record Lien against Member ID# 932-200-23
- (5) Recommendation to Approve a Resolution to Record Lien against Member ID# 933-200-62

**c.** Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual financials for the month of October 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.

**d.** Resolution to Update the Third Mutual and GRF Committee Appointments

**12. Unfinished Business**

- a.** Entertain a Motion to Adopt a Resolution to Revise the Alterations Fee Schedule (**OCTOBER initial notification—November revised notification: 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 for Revised Alteration Standard 28: Soft Water Units (**NOVEMBER initial notification: 28-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied**)

- c. Entertain a Motion to Adopt a Resolution for Revised Alteration Standard 42: Ramps **(NOVEMBER initial notification: 28-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied)**
- d. Entertain a Motion to Adopt a Resolution for Garden Villa Mailroom Flooring Replacement Material **(DECEMBER initial notification: 28-day for Member comments and suggestions to conform to Civil Code §4360 has been satisfied)**

### 13. New Business

- a. Recommendation to Deny Off Schedule Tree Trimming Request (5358-O Algarrobo) One Red Ironbark, Three Indian Laurel Fig and One Carrotwood tree and to trim on schedule due to fact view obstruction is not a reason for trimming and trees are scheduled for trimming next fiscal year.
- b. Entertain a Motion to Introduce a Resolution to Approve a Species-Based Tree Trimming Program **(DECEMBER initial notification: must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360)**
- c. Entertain a Motion to Approve a Resolution for Resident Policy and Compliance Task Force to Committee Charter
- d. Entertain a Motion to Introduce a Resolution for Nuisance Policy **(DECEMBER initial notification: must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360)**
- e. Entertain a Motion to Introduce a Resolution for Harassment Policy **(DECEMBER 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 Internal Dispute Policy **(DECEMBER initial notification: must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360)**
- g. Entertain a Motion to Approve Street Light Fixtures for the LED Conversion Project.

### 14. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Pearlstone. The Committee met on December 3, 2019; next meeting January 7, 2020, 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 December 3, 2019; next meeting January 27, 2020, 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 and had a Special Meeting on December 11, 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 met on December 5, 2019; next meeting January 2, 2020, at 9:30 a.m. in the Board Room.
- f. Report of the Water Subcommittee – President Parsons. 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 Jarrett. The Task Force met on December 2, 2019; next meeting January 15, 2020 at 1:30 p.m. in the Board Room
- h. Report of the Village Energy Task Force – Director Frankel. The Task Force met on September 4, 2019; next meeting January 10, 2020 at 1:30 p.m. in the Board Room.

## **15. 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 Enghahl. The Committee met on December 4, 2019; next meeting February 12, 2020, at 1:30p.m. in the Board Room.

- d. Maintenance & Construction Committee – Director Frankel – The Committee met on October 9, 2019; next meeting February 12, 2020, at 9:30 a.m. in the Board Room
    - PAC Renovation Ad Hoc Committee – Pearlstone. The Committee met on December 12, 2019.
  - e. Media and Communications Committee – Director McCary. The Committee met on December 16, 2019; next meeting January 21, 2020, at 1:30 p.m. in the Board Room
  - f. Mobility and Vehicles Committee-Director Frankel – The Committee met on November 27, 2019; next meeting February 5, 2020, at 1:30 p.m. in the Board Room
  - g. Security and Community Access Committee – Director Mutchnick. The Committee met on October 28, 2019; next meeting January 20, 2020, at 1:30 p.m. in the Board Room
    - Disaster Preparedness Task Force – Director McCary. The Task Force met on November 26, 2019; next meeting January 28, 2020, 9:30 a.m. in the Board Room
  - h. Report of the Laguna Woods Village Traffic Hearings – Director Frankel. The hearings were held on November 20, 2019; next hearings December 18, 2019, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Sycamore Room
- 16. 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. Member in Good Standing Policy (September initial notification)
  - e. Alternative Heat Source Policy (August initial notification—September postponed)
  - f. Resident Suggestion Program
  - g. Businesses owning property within Laguna Woods Village
  - h. Smoke Free Building Program

**17. Director's Comments**

- 18. 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 22, 2019—Special Closed Session*

*(b) November 7, 2019—Special Closed Session*

*(c) November 19, 2019—Regular Closed Session*

*Discuss and Consider Member Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Litigation Matters*

**19. Adjourn**



**MINUTES OF THE 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**

Directors Present: Steve Parsons, Annie McCary, Cush Bhada, Lynn Jarrett, Jon Pearlstone, John Frankel, Reza Karimi, Craig Wayne, Ralph Engdahl and Robert Mutchnick

Directors Absent: None

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

Others Present:

**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 Frankel 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 made a motion to approve the agenda as presented. Director Bhada seconded the motion.

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

**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)

Director Bhada made a motion to approve the October 4, 2019—Special Open Meeting, October 15, 2019—Regular Open Meeting and October 29, 2019, Special Open Meeting minutes, as presented. Director Jarrett seconded the motion.

President Parsons called for the vote, and the motion passed by a vote of 9-0-1 (Director Mutchnick abstained).

## **6. Report of the Chair**

President Parsons asked everyone to pay attention to the meeting because the Board has some important information to share. He asked the new director, Robert Mutchnick, to introduce himself. The Third Board is accepting applications for the vacancy on the Third Board. Nominations close December 11, 2019 at 5:00 p.m.

## **Open Forum**

Several Members spoke about various issues:

- A Member commented about the Laguna Woods Foundation and the benefits of the Foundation. The Foundation has partnered with the Alzheimer's Orange County to help residents dealing this disease. Residents are encouraged to contact the Laguna Woods Foundation if they need assistance;
- A Member commented about the street light pilot program;
- Members commented about the Village Energy Task Force;
- A Member commented about the construction around their street and asked about the maintenance schedule.
- A Member commented about the minutes.

## **8. Responses to Open Forum Speakers**

Board Members responded to the Members' concerns and requests:

- Director Parsons responded about the street lighting;
- Several Directors responded about the maintenance schedule;
- Jeff Parker, CEO, responded about the maintenance schedule which is posted on the website;
- Director Parsons asked staff to look into the minutes.

## **9. CEO Report**

Jeff Parker, CEO, and Siobhan Foster, COO, reported on the following subjects:

- City of Laguna Woods El Toro Road median upgrades;
- OCTA I-5/El Toro Road Interchange project update;
- Caltrans is working on two other projects to create more capacity;
- Streetlight pilot testing continues;
- SCE drones will appear overhead soon to inspect their equipment;
- Pool maintenance continues at pools 1, 2, 4, and 5. The pools will remain open during construction;
- New search tool function has been updated on the website;



- VMS Holiday hours for Thanksgiving is available on the website;
- The Annual Village Holiday Festival will be held on Friday, December 7<sup>th</sup>.
- Laguna Hills Mall rehabilitation update;
- CEO is working with Chris Macon, City Manager of Laguna Woods, to expedite the permit process for manor alterations;
- Toy donations can be dropped off at the Community Center in in the Clubhouse lobbies for Camp Pendleton Marine families;
- New bus system will be implemented January 2020.

President Parsons asked the residents for their feedback about the street lighting pilot program by December 2.

## **10. Consent Calendar**

### **10a. 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

#### **RESOLUTION 03-19-110**

#### **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.

- (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

**RESOLUTION 03-19-111**  
**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.

- (3) Recommend to Approve Request for Removal or One Indian Laurel Fig (3186-D Via Buena Vista) due to surface rooting

**RESOLUTION 03-19-112**  
**APPROVE THE REQUEST FOR REMOVAL 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.

**10b. Finance Committee Recommendations:**

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

**RESOLUTION 03-19-113**  
**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.

- 10c.** 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.

Director McCary made a motion to approve the consent calendar as presented. Director Jarrett seconded the motion and the motion passed unanimously.

#### **11. Unfinished Business**

- 11a.** Entertain a Motion to Adopt a Resolution to Revise Alteration Standard 22: Patio & Balcony Covers

Director Jarrett presented a summary of the following resolution:

**RESOLUTION 03-19-114**  
**REVISE ALTERATION STANDARD 22: PATIO & BALCONY COVERS**

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

Director Jarrett made a motion to Approval of a resolution to revise alternation standard 22: patio & balcony covers. Director Karimi seconded the motion.

Discussion ensued among the Directors.

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

**11b. Entertain a Motion to Adopt a Resolution to Revise the Co-occupancy Policy**

Director Jarrett presented a summary of the following Resolution:

**RESOLUTION 03-19-115**  
**REVISE THE CO-OCCUPANCY POLICY**

**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 mutuals 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](http://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](mailto:compliance@vmsinc.org).

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 adopt a resolution to revise the Co-occupancy policy.  
Director Karimi seconded the motion.

Discussion ensued among the Directors.

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

## **12. New Business**

### **12a. Recommend to Deny Request for Removing Existing Landscape Adjacent to Manor and Place Pavers in its Stead (3415-A Punta Alta) Alteration Request**

Director Jarrett presented a summary of the following Resolution:

#### **RESOLUTION 03-19-116 DENY 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.

Director Jarrett made a motion to deny the request for removing existing landscape adjacent to manor and place pavers in its stead for 3415-A Punta Alta. The motion was seconded by Director Mutchnick.

Discussion ensued among the Directors.

President Parsons called for the vote, and the motion passed by a vote of 8-2-0 (Director Bhada and Wayne opposed).

- 12b.** Recommend to Approve Request to Retain Non-Standard Landscape with the Exception of the Stepping Stones (3364-1G Punta Alta) – Retain Non-Standard Landscaping

Director Jarrett presented a summary of the following Resolution:

**RESOLUTION 03-19-117**  
**APPROVE THE REQUEST TO RETAIN LANDSCAPE REVISIONS,  
WITH THE 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.

Director Jarrett made a motion to approve request to retain non-standard landscape with the exception of the stepping stones 3364-1G Punta Alta. The motion was seconded by Director Karimi.

Discussion ensued among the Directors.

President Parsons called for the vote, and the motion passed by vote of 9-0-1 (Director Bhada abstained).

- 12c.** Recommend to Deny Off-Schedule Tree Trimming (5515-2G Paseo Del Lago W.)  
-- Two Cajeput Trees

Director Jarrett presented a summary of the following resolution:

**RESOLUTION 03-19-118**  
**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 Cajepu 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 Cajepu 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 Cajepu 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.

Director Jarrett made a motion to deny the request for off-schedule tree trimming of two Cajepu trees at 5515-2G Paseo del Lago W. Motion was seconded by Director Karimi.

Discussion ensued among the Directors.

President Parsons called for the vote, and the motion passed by a vote of 8-2-0 (Directors Bhada and Wayne opposed).

**12d.** Entertain a Motion to Introduce a Resolution to Revise the Alternative Fee Schedule

Director Jarrett presented a summary of the following Resolution:

**RESOLUTION 03-19-XX**  
**REVISED ALTERNATIVE FEE SCHEDULE**

**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.

Director Jarrett made a motion, seconded by Director Pearlstone, to introduce a resolution for the revised alternative fee schedule and place it on 28-day review.

Discussion ensued among the Directors.

President Parsons called for the vote and the motion passed to introduce the resolution for 28-day review by a vote of 9-0-1 (Director Mutchnick abstained).

- 12e.** Entertain a Motion to Introduce a Resolution for Revised Alteration Standard 28: Soft Water Units

Director Jarrett presented a summary of the following Resolution:

**RESOLUTION 03-19-XX**  
**REVISED ALTERATION STANDARD 28: SOFT WATER UNITS**

**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**, November 19, 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.

Director Jarrett made a motion, seconded by Director Bhada, to introduce a resolution for the revised alteration standard 28: soft water units and place it on 28-day review.

Discussion ensued among the Directors.

President Parsons called for the vote and the motion passed unanimously to introduce the resolution for 28-day review.

- 12f.** Entertain a Motion to Introduce a Resolution for Revised Alteration Standard 42: Ramps

Director Jarrett presented a summary of the following Resolution:

**RESOLUTION 03-19-XX**  
**ALTERATION STANDARD 42: RAMPS**

**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**, November 19, 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.

Director Jarrett made a motion, seconded by Director McCary, to introduce a resolution for the revised alternative standard 42: ramps and place it on 28-day review.

Discussion ensued among the Directors.

President Parsons called for the vote and the motion passed unanimously to introduce the resolution for 28-day review.

- 12g.** Entertain a Motion to Approve a Resolution for Garden Villa Mailroom Flooring Replacement Material

**RESOLUTION 03-19-XXX**

**GARDEN VILLA MAILROOM FLOORING REPLACEMENT MATERIAL**

**WHEREAS**, the flooring in all 53 Garden Villa mailrooms were evaluated and were found to have varying degrees of wear and damage; and

**WHEREAS**, the Mutual does not have a reserve replacement program for mailroom tile flooring and currently only performs repairs as needed; and

**WHEREAS**, the Third Mutual Maintenance & Construction Committee of this Corporation is recommending the Board approve ceramic tile as the replacement flooring material in Garden Villa mailrooms; and

**WHEREAS**, glazed ceramic tile is an ideal material for use as mailroom flooring, which are high traffic areas; ceramic tile is water-resistant, durable, easy to maintain, affordable, and their resistance to allergens make it an appropriate material for use in an area with humid conditions.

**NOW THEREFORE BE IT RESOLVED**, November 19, 2019 that the Board of Directors of this Corporation hereby authorize glazed ceramic tile as the replacement flooring material in Garden Villa mailrooms; and

**RESOLVED FURTHER**, replacement of the floor tiles in the mailrooms will be completed in conjunction with the mailroom renovations as needed using a glazed ceramic tile similar in color and design so as to match existing flooring & paint colors in both the elevators and lobbies; and

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

Director Jarrett made a motion, seconded by Director Bhada, to introduce a resolution for the Garden Villa mailroom flooring replacement material and place it on 28-day review.

Discussion ensued among the Directors.

President Parsons called for the vote and the motion passed unanimously to introduce the resolution for 28-day review.

**12h. Entertain a Motion to Approve Supplemental Funding for the Replacement of LH-21 Enclosed Bulletin Board Cabinets**

Director Jarrett presented a summary of the following Resolution:

**RESOLUTION 03-19-119**  
**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.

Director Jarrett made a motion to approve supplemental funding for the replacement of LH-21 enclosed bulletin board cabinets. Director Bhada seconded the motion

Discussion ensued among the Directors.

President Parsons called for the vote and the motion passed by a vote of 9-0-1 (Director Mutchnick abstained).

- 12i.** Entertain a Motion to Approve Third Investment Policy Revisions and Direct Sageview to Transition to Index Fund Portfolio

Director Jarrett presented a summary of the following Resolution:

**RESOLUTION 03-19-120**  
**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.

Director Karimi made a motion to approve Third investment policy revisions and direct Sageview to transition to index fund portfolio. Director Bhada seconded the motion

Discussion ensued among the Directors.

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

### **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 November 5, 2019; next meeting December 3, 2019, at 1:30 p.m. in the Board Room
- 13b.** Report of the Architectural Controls and Standards Committee – Director Parsons reported on the last meeting. The Committee continues to update Third's Architectural Standards. The Committee met on October 28, 2019; next meeting December 3, 2019, at 9:30 a.m. in the Sycamore Room
- 13c.** Report of the Communications Committee – Director McCary reported that the Committee meets quarterly. 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 reviewed the project log. 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 is looking at additional parking in the wedding cake area. The Task Force met on July 9, 2019 and July 17, 2019 and they identified eight sights for additional parking. Next meeting will be in January 6, 2020 at 9:30 a.m. in the Sycamore Room.
- 13e.** Report of the Landscape Committee – Director Jarrett reported from the last meeting. The Committee did not meet in November 2019; next meeting December 5, 2019, at 9:30 a.m. in the Board Room
- 13f.** 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.
- 13g.** Report of the Resident Policy and Compliance Task Force – Director Jarrett gave an update from the last meeting. The Task Force is investigating unoccupied units and other compliance violations. The Task Force met on October 31, 2019; next meeting December 2, 2019 at 1:30 p.m. in the Board Room.
- 13h.** Report of the Village Energy Task Force – Director Parsons gave an update from the last meeting. The Task Force met on September 4, 2019. Introduced the new Research Work Groups
- 14. GRF Committee Highlights**
- 14a.** Community Activities Committee – Director Bhada reported on highlights from the last Committee meeting. The Committee met on November 14, 2019; next meeting January 8, 2020 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 October 23, 2019; next meeting December 18, 2019 at 1:30 p.m. in the Board Room.
- 14c.** Landscape Committee – Director Jarrett reported on highlights from the last Committee meeting. The Committee met on August 14, 2019; next meeting will be on December 4, 2019 at 9:30 a.m. in the Board Room .
- 14d.** Maintenance & Construction Committee – Director Frankel reported on highlights from the last Committee meeting. 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. The Committee met on October 17, 2019.
- 14e.** Media and Communications Committee – Director McCary reported on highlights from the last Committee meeting. Two Fox Sports Channels will go away

beginning January, 2020. The Committee met on November 18, 2019; next meeting December 16, 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 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 October 28, 2019; next meeting December 23, 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 January 28, 2020, 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 Traffic Hearings were held on October 16, 2019; next hearing will be 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 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.** HOA Election Law Update

**15d.** Member in Good Standing Policy (September initial notification)

**15e.** Smoke Free Building Program

**15f.** Resolution for an Alternative Heat Source Policy

**16. Director's Comments**

- Director Karimi reminded residents to conserve water;
- Director Frankel asked the CEO about the Energy Committee;
- Director Pearlstone congratulated Bunny Carpenter on her election to GRF Board;
- Director McCary and Bhada commented that the City of Laguna Woods is sponsoring a document shredding day this Friday 11:30 a.m. to 2:30 p.m. at Nicholas Church.
- Director Jarrett commented that the Board is working together.
- Director Wayne commented about the new park.

**17. Recess**

The Board recessed at 11:32 a.m. and reconvened in Executive Session at 12:15 p.m.

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

*During the October, 2019, Regular Executive Session, the Board:*

*Approved the Agenda*

*Approved the Following Meeting Minutes;*

*(a) September 6, 2019 – Special Closed Meeting*

*(b) September 17, 2019 -- Regular Executive Session*

*(c) September 24, 2019 – Special Closed Session*

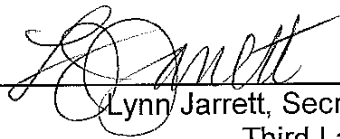
*Discussed and Considered Member Matters*

*Discussed and Considered Legal and Litigation Matters*

*Discussed and Considered Contractual Issues*

**18. Adjourn**

With no further business to come before the Board of Directors, the meeting was adjourned at 2:18 p.m.



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Lynn Jarrett, Secretary of the Board  
Third Laguna Hills Mutual



# RESOLUTION ATTACHMENTS

## Attachment 2

# Alteration Fee Schedule

## Mutual Consent for alteration(s) fee schedule

[alterations@vmsinc.org](mailto:alterations@vmsinc.org)

Visit [www.lagunawoodsvillage.com](http://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 |
|-----------------------------|-------|

|                         |       |
|-------------------------|-------|
| 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)<br>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 |

Attachment 2

**STANDARD SECTION 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 ~~approved~~ 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 5/8x3/8" 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.

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 ¼ 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~~9~~44mm). -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 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 7260 inches (18291524 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**

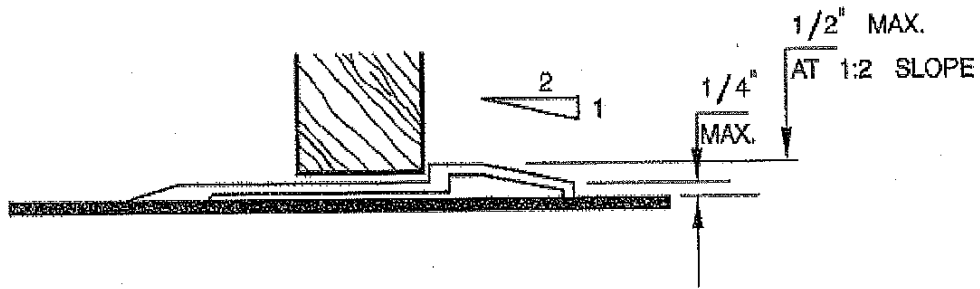
**3.7.1. Headroom clearance.** Ramps that are a part of a dwelling's primary egress system shall have a minimum clear headroom of 84 inches (2134 mm).

**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).



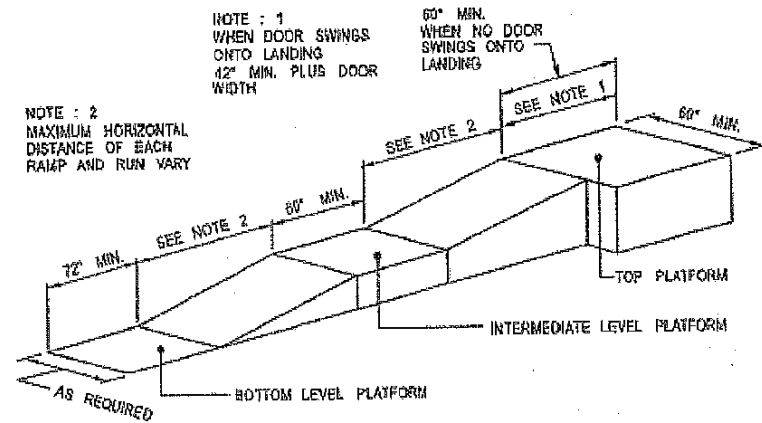
### 3.8. Figures



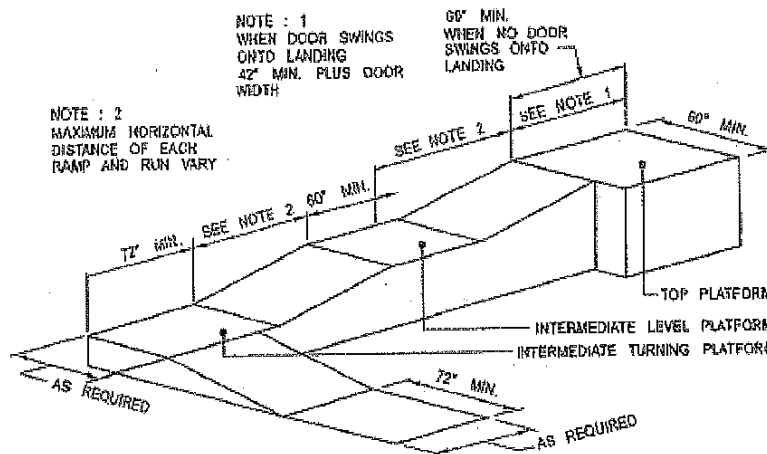
THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS  
OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID  
FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 1

Thresholds



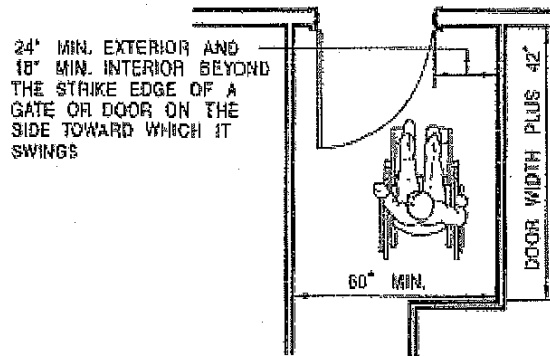
(a) STRAIGHT RAMP RUN



(b) RAMP WITH TURNING PLATFORM

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

Figure 2  
Ramp Dimensions



(b) RAMP LANDING AT DOORWAY

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

Figure 3

### Ramp Landing and Doorway

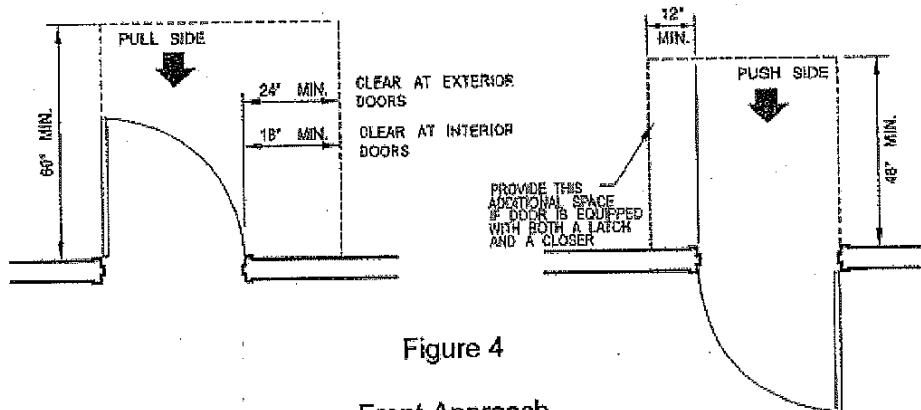


Figure 4

### Front Approach Swinging Doors

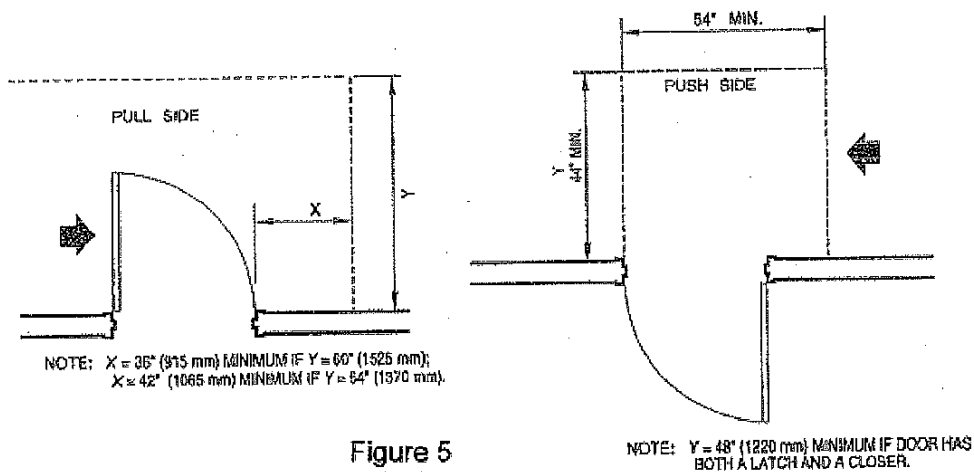


Figure 5  
Hinge Side Approach Swinging Doors

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

LEVEL MANEUVERING CLEARANCE AT DOORS

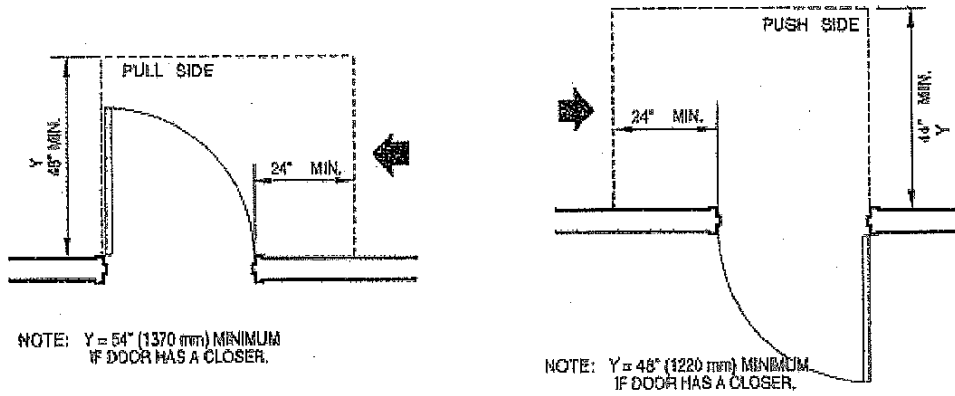
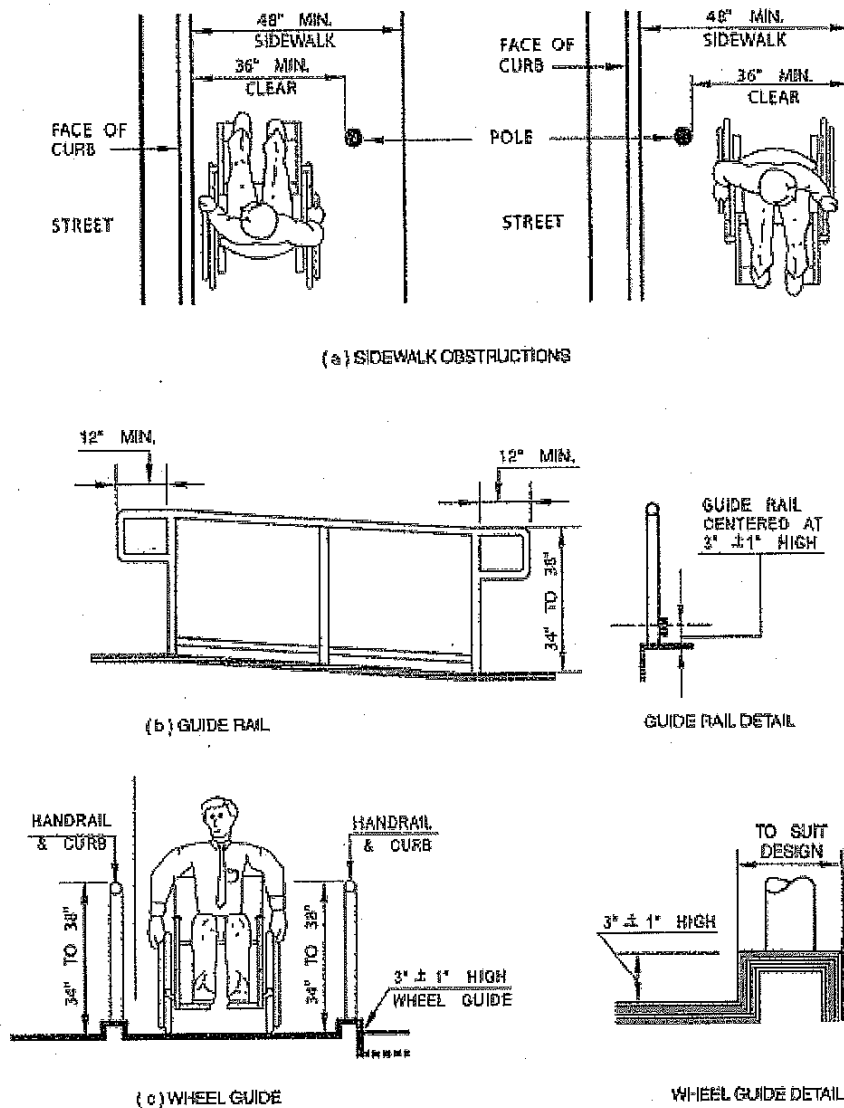


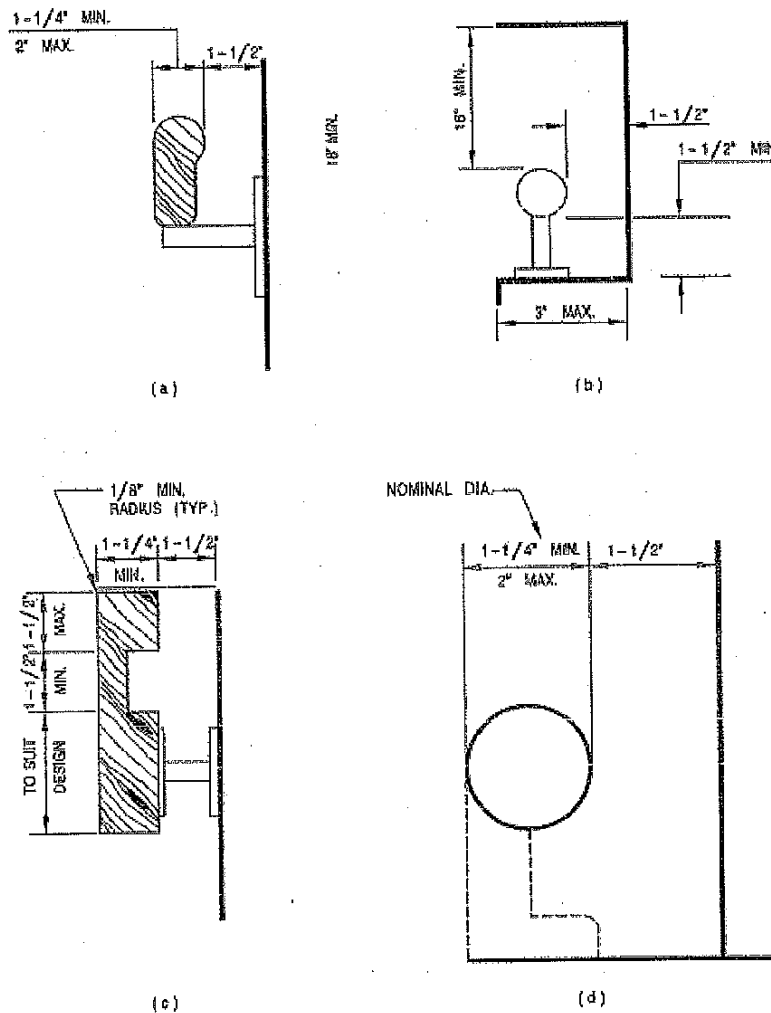
Figure 6  
Latch Side Approach  
Swinging Doors



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

Figure 7

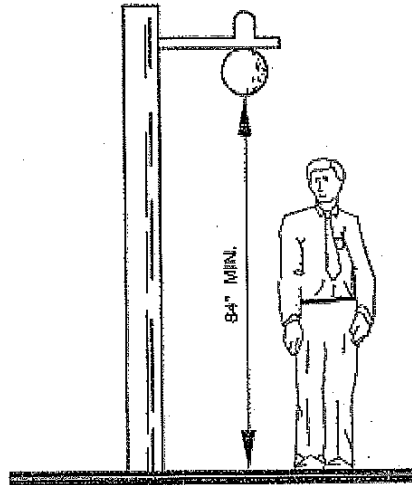
## Ramps and Sidewalks



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

Figure 8

Handrails



THIS DIAGRAM ILLUSTRATES THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND IS INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

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).

Agenda Item # 12f  
Page 16 of 27

Agenda Item # 5a  
Page 43 of 54

- 3.2.5. **Cross slope.** The cross slope of ramp surfaces shall be no greater than  $\frac{1}{4}$  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  $\frac{1}{2}$  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 1 1/4 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).

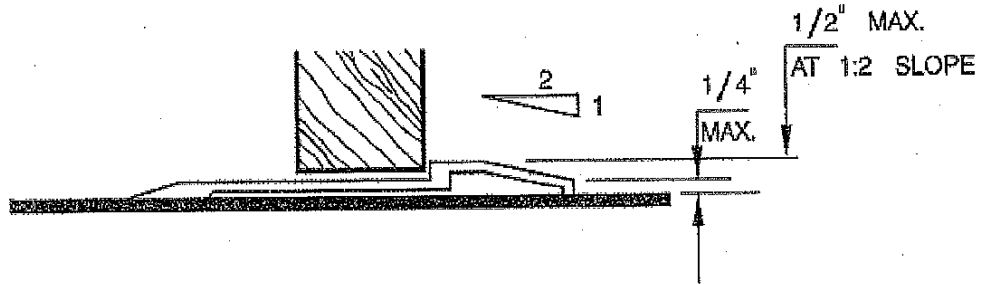
### **3.6. Curbs and wheel guides.**

- 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**

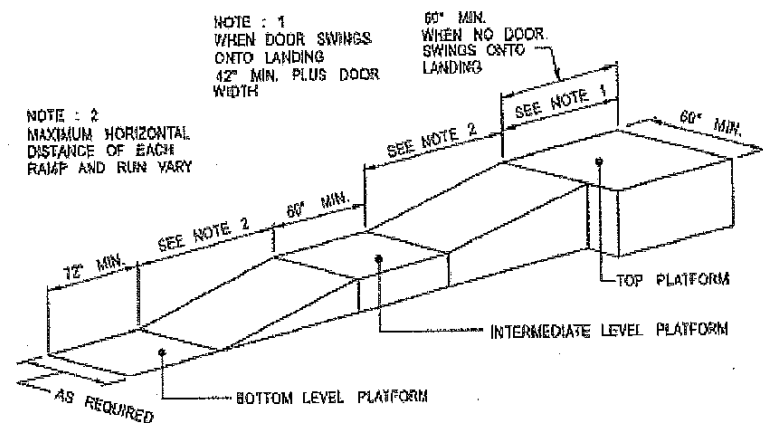
- 3.7.1. Headroom clearance.** Ramps that are a part of a dwelling's primary egress system shall have a minimum clear headroom of 84 inches (2134 mm).
- 3.7.2. Exception:** Doorways and archways less than 24 inches (610mm) in depth may have a minimum clear headroom of 80 inches (2032 mm).
- 3.7.3. Overhanging 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

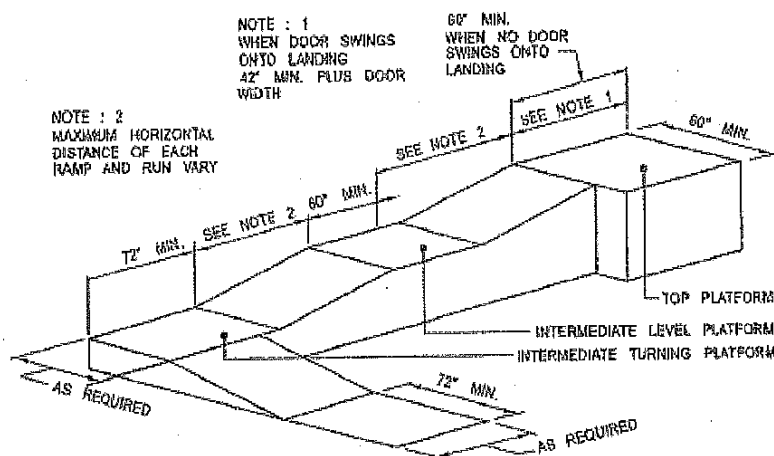


THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS  
OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID  
FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 1  
Thresholds



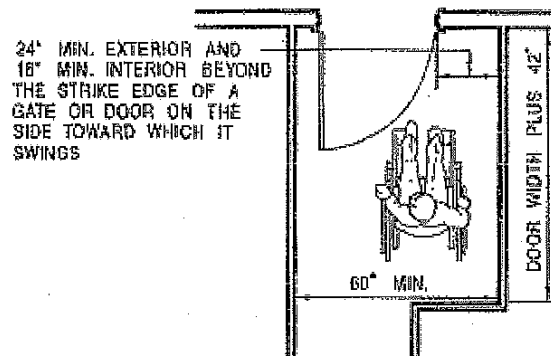
(a) STRAIGHT RAMP RUN



(b) RAMP WITH TURNING PLATFORM

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

Figure 2  
Ramp Dimensions



(b) RAMP LANDING AT DOORWAY

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

Figure 3

### Ramp Landing and Doorway

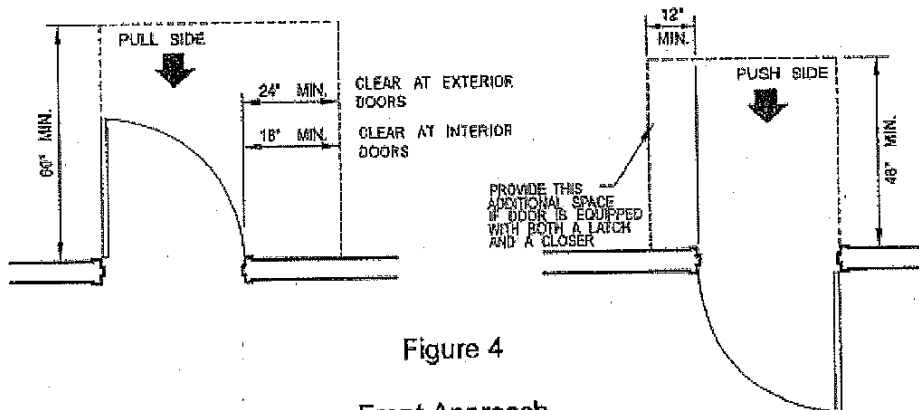


Figure 4  
Front Approach  
Swinging Doors

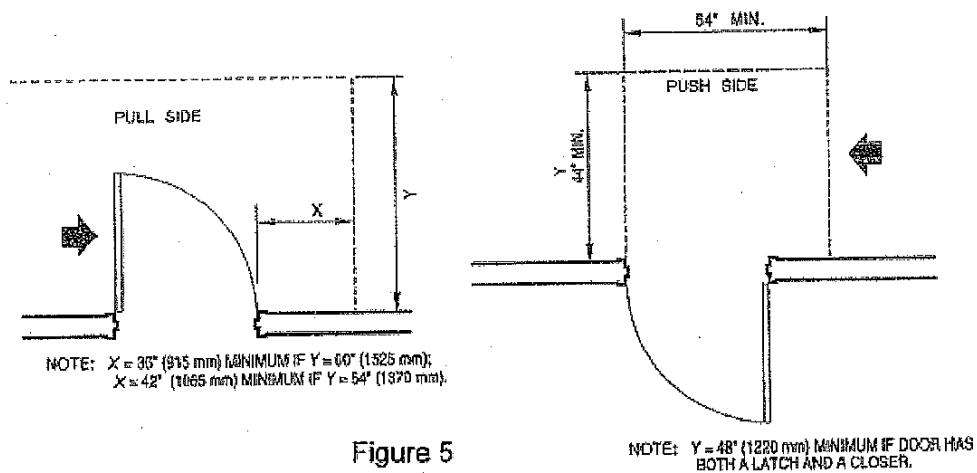


Figure 5  
Hinge Side Approach  
Swinging Doors

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

LEVEL MANEUVERING CLEARANCE AT DOORS



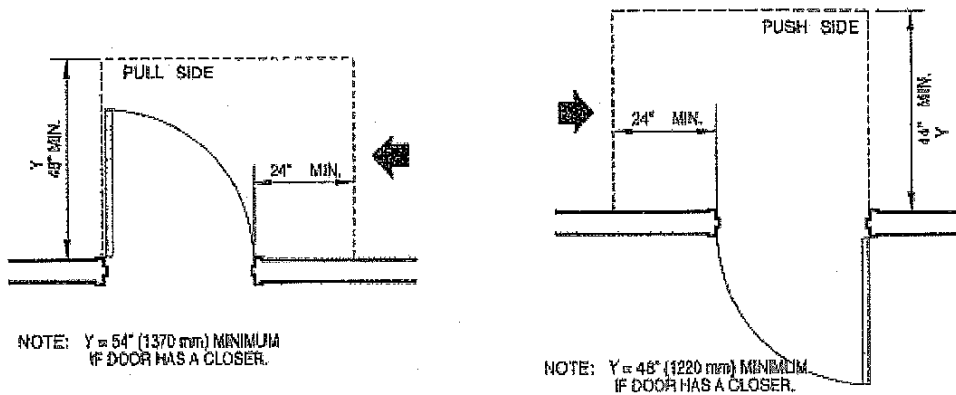
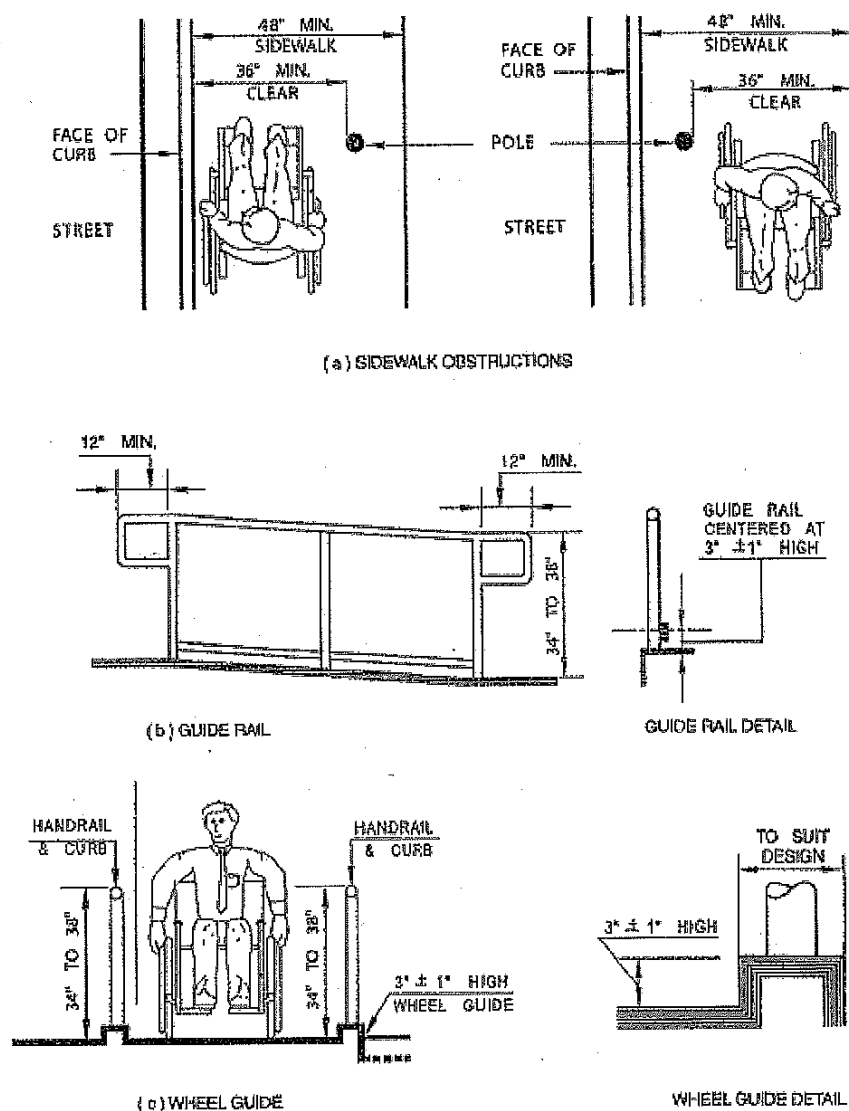
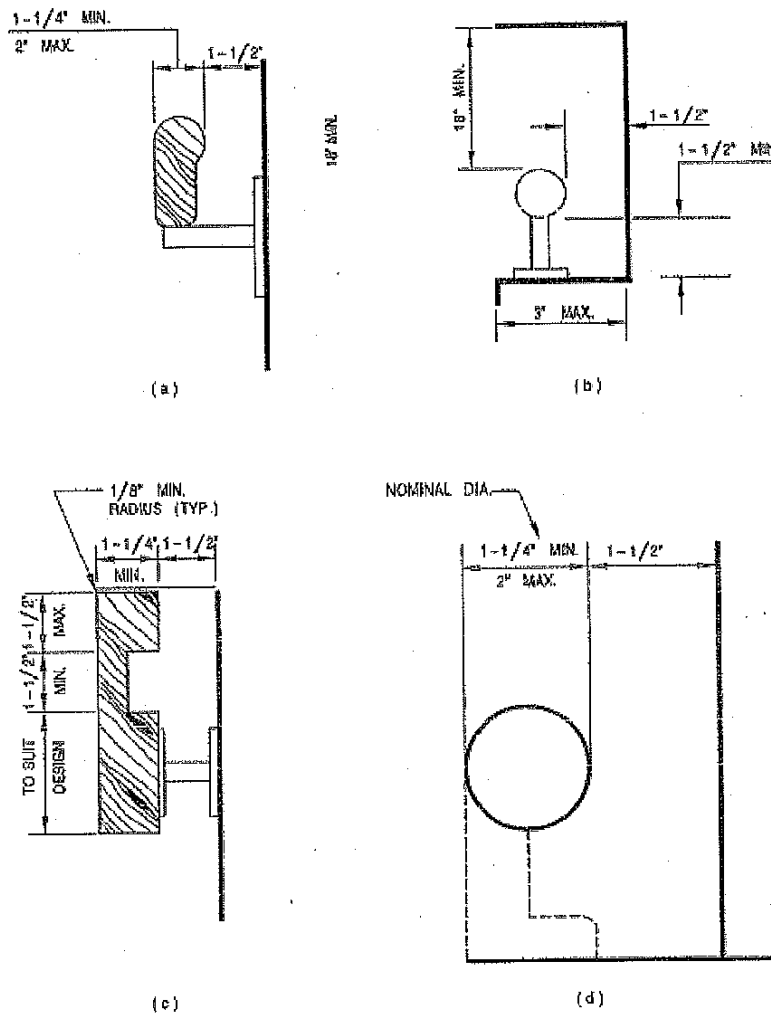


Figure 6  
Latch Side Approach  
Swinging Doors



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

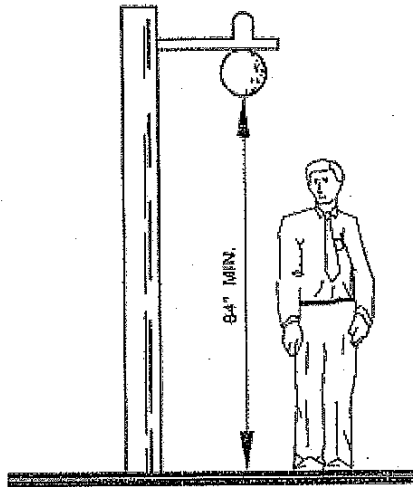
Figure 7  
Ramps and Sidewalks



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

Figure 8

Handrails



THIS DIAGRAM ILLUSTRATES THE SPECIFIC REQUIREMENTS OF  
THESE REGULATIONS AND IS INTENDED ONLY AS AN AID FOR  
BUILDING DESIGN AND CONSTRUCTION.

Figure 9  
Overhanging Obstruction



### **RESOLUTION 03-19-XX**

#### **Approve the Request to Retain Non-Standard Landscape 3456-B Bahia Blanca W.**

**WHEREAS**, on December 5, 2019, the Landscape Committee reviewed a request from the Members at 3456-B for permission to retain, after the fact, non-standard landscape in an area adjacent to the manor, at the expense of the requestor and;

**WHEREAS**, the Committee recommended approving the request to retain the non-standard landscaping located in an area adjacent to 3456-B Bahia Blanca W. with the following conditions:

- All costs for design, construction, and maintenance of the improvement are the responsibility of the Property's Member Owners at 3456-B.
- Requesting Members understand that the area will remain Common Area subject to the use and passage of all members of Third Mutual.
- Compliance Division is informed of this decision.

**NOW THEREFORE BE IT RESOLVED**, December 17, 2019, the Board of Directors approves the request to retain, after the fact, non-standard landscape in an area adjacent to the manor, at the expense of the requestor, 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**

#### **Approve the Request for Landscape Revision 3226-B Via Carrizo**

**WHEREAS**, on December 5, 2019, the Landscape Committee reviewed a request from the Member at 3226-B, to revise the standard landscape. The request is to install artificial turf adjacent to the manor, at the expense of the requestor and;

**WHEREAS**, the Committee recommended approving the request to install artificial turf located in an area adjacent to 3226-B Via Carrizo 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 3226-B.
- The requesting Members understand that the area will remain Common Area subject to the use and passage of all members of Third Mutual.
- Staff will return the sprinklers to a small planter area adjacent to the manor.

**NOW THEREFORE BE IT RESOLVED**, December 17, 2019, the Board of Directors approves the request for a revision to the landscaping to install artificial turf adjacent to the manor, at the expense of the requestor, 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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Laguna Woods Village®



# **Landscape Maintenance Manual Third Laguna Hills Mutual**

Revised December 2019

## TABLE OF CONTENTS

|   |    |
|---|----|
| VILLAGE LANDSCAPE OVERVIEW .....  | 3  |
| THE ROLE OF THE LANDSCAPE DIVISION .....                                    | 4  |
| LANDSCAPE MAINTENCE PROGRAM .....   | 5  |
| THE ROLE OF THE RESIDENT.....   | 7  |
| THE YELLOW STAKE PROGRAM.....   | 8  |
| USE OF PRIVATE GARDENERS, LANDSCAPERS AND PEST CONTROL OPERATORS.....       | 8  |
| THE TREE PROGRAM.....   | 9  |
| CHARGEABLE SERVICE PROGRAM .....  | 11 |
| WATER MANAGEMENT.....   | 11 |
| SAFETY.....   | 11 |
| REQUEST FORMS AND APPEAL PROCESS.....                                       | 11 |
| MUTUAL LANDSCAPE REQUEST FORM .....   | 14 |
| EXHIBIT A: THIRD MUTUAL RESOLUTIONS .....                                   | 16 |
| TREE TOPPING .....  | 16 |
| TREE REMOVAL GUIDELINES.....  | 16 |
| FRUIT TREES .....   | 17 |
| CARE AND MAINTENANCE OF PATIOS, BALCONIES, BREEZEWAYS AND WALKWAYS .....    | 18 |
| STEPPING STONES .....   | 23 |
| INSTALLATION OF PAVERS, GRAVEL, DECOMPOSED GRANITE AND STEPPING STONES..... | 23 |
| DRY ROT.....  | 24 |
| PLANTS AND LIMITED COMMON AREA WALLS POLICY .....                           | 24 |
| APPEAL POLICY.....  | 27 |

## **VILLAGE LANDSCAPE OVERVIEW**

Laguna Woods Village is an active senior residential community of 3.8 square miles with more than 640 acres of maintained landscape. The urban forest within the Village includes nearly 33,000 trees, of which more than 30,000 are maintained by the mutual. All landscaped areas are maintained by Village Management Services Inc. (Managing Agent). Irrigation water for the landscape is provided by El Toro Water District, which delivers both potable and recycled water to the Village irrigation systems.

Maintenance of turf areas is performed on a seasonally adjusted cycle, which varies every week to every three weeks, depending on the time of year. Slopes and shrubs typically are pruned annually, with more frequent light trimming performed on a quarterly cycle. During summer months, crews focus on turf maintenance with only light maintenance of shrub beds being performed. In the cooler months, the focus returns to shrub beds with crews visiting the residential buildings more often.

Clubhouses and other community facilities receive more frequent landscape and grounds maintenance to maintain the appearance of these high-use facilities.

Trees are inspected and trimmed on a five-year species-based cycle. Some tree species require more frequent trimming than others, e.g. Carrotwood and mulberry are trimmed every two years and magnolias and some pines every five.

Computer-controlled irrigation systems use an on-site weather station to adjust watering to meet plant needs based on current weather conditions. Water conservation has become a way of life in the Village, with many turf reduction projects completed each year and high water-using plantings converted to water-efficient and/or California-friendly plant choices. Planters and open areas are topped with mulch to improve the soil, reduce moisture loss and to return nutrients back to the environment.

All of the green waste generated from the maintenance of Village landscaped areas and trees is composted on-site and returned as mulch, resulting in nearly 100% recycling.

This landscape manual is an informative guide meant to provide information to residents on how landscape and related programs are managed in the Village. It is a resource to assist residents in understanding how the landscape is managed and what each of the mutuals permits residents to do around their residences. Schedules, scope of work and maintenance methods are subject to change.

### **Landscape Division Contact Information**

For landscape requests or concerns, or to contact a member of staff:

949-597-4600 or e-mail [residentservices@vmsinc.org](mailto:residentservices@vmsinc.org)

For scheduling information go to:

<https://www.lagunawoodsvillage.com/news/category/landscape>

## **THE ROLE OF THE LANDSCAPE DIVISION**

### **Common area maintenance responsibilities include the following:**

1. Communicate schedules for various landscape maintenance activities for each mutual on the Village website: <https://www.lagunawoodsvillage.com/news/category/landscape>
2. Provide periodic mowing and edging of turf, based on seasonal needs.
3. Provide periodic pruning of shrubs and trees in planters and on slopes in common areas.
4. Fertilize turf and shrub areas.
5. Manage pests through Integrated Pest Management techniques and the application of the least toxic materials available to control insects, weeds, diseases and rodents.
6. Address trees, shrubs or other plant materials that are not performing well. Remove and replace trees and shrubs as needed.
7. Schedule and maintain irrigation systems to provide sufficient moisture for plant health, reduce water waste and meet state and/or local water conservation mandates.
8. Collect and process green waste into mulch or compost for use in common-area landscape.
9. Removal of debris from walkways, cyclic mowing and landscape maintenance programs.

### **The Landscape Division does not perform the following services:**

1. Substitute, rearrange or change the basic landscaping at a resident's request.
2. Change the irrigation system by adding or altering equipment at a resident's request.
3. Set irrigation system schedules to comply with requests from individual residents.
4. Maintain or help maintain any plantings in a private patio or other exclusive-use common area.
5. Permit any member of a landscape maintenance crew to provide personal gardening services to residents.

## **LANDSCAPE MAINTENANCE PROGRAM**

### **TURF MAINTENANCE**

Turf maintenance responsibilities consist of approximately 138 acres in United Mutual, 165 acres in Third Mutual and 8.8 acres in GRF.

Turf maintenance consists of the following:

- Grass is cut using mulching mowers, which cuts the grass into fine particles and leaves them in place.
- Grass mulching reduces fertilizer requirements by recycling the nutrients stored within the clippings, reducing labor and materials costs. Grass mulching also greatly reduces costs by eliminating the need to bag and dispose of waste.
- Mowing all turf areas, scheduled per seasonal growth requirements.
- Edging sidewalks and trimming turf edges every other mowing cycle.
- Blowing debris off of hardscape that is generated by mowing operation.
- Turf repair, reseed as needed and/or requested and perform mostly in cooler months due to water requirements of new plantings.
- Responding to nonchargeable resident requests pertaining to turf maintenance such as leaf clean up, reseeding, etc.

The mowing cycle follows a schedule that is adjusted seasonally throughout the year to respond to growing conditions. During summer growing months, the mowing cycle may be completed every seven to nine days. During spring and fall, slower turf growth allows for a cycle approximately every nine to 14 days. During winter, intervals of 14 to 21 days are common. During periods that mowing cycles are extended, staff time is directed to other tasks that are more appropriate for that season, such as planting and turf repairs, or tasks that may not be seasonally driven, such as mulch application. Turf repair is slowed in the summer months and usually done only in emergency situations due to the increased water and care that is needed to establish new growth during the heat of summer.

### **SHRUB-BED MAINTENANCE**

The shrub-bed maintenance cycle is performed on approximately 75 shrub-bed acres in United Mutual, 83 shrub-bed acres in Third Mutual, and 10.7 shrub-bed acres in GRF.

Shrub-bed maintenance consists of:

- Pruning; selective pruning is practiced, rather than shearing, on most woody perennials, which leaves the plant with more blossoms and a more natural appearance with less new growth.
- Raking and removal of trimming debris and dead plant material.
- Weeding, both chemically and mechanically, using mutual-approved safe herbicides. No Roundup is used in the community.
- Mulching; using mulch made on site with green waste produced within the community. Using mulch produced from waste generated onsite, in addition to the big cost savings in waste hauling and mulch purchases, reduces the introduction of new weeds and pests into the community.

- Replanting of unhealthy and dead plant material with plant stock grown in our own on-site nursery.
- Edging of the turf adjacent to the planters is done in alternate weeks coinciding with the turf maintenance program.

The landscape crews are scheduled to visit each building four times a year. The service level for the maintenance cycle performed by grounds maintenance is based as closely as possible to seasonal requirements; less shrub-bed maintenance is done during the summer months while staff focuses on the turf maintenance. Shrub-bed maintenance frequency increases during the cooler months, especially for tasks such as replanting and reseeding.

Grounds maintenance staff is responsible for the installation of replacement plantings due to failure of the existing material, overgrowth of existing plants or damage to plants during painting or building repair work.

## **IRRIGATION**

The irrigation work center oversees 10,449 community watering zones controlled by 163 irrigation controllers in United Mutual, 223 in Third Mutual and 21 in GRF. These controllers are managed by a central irrigation computer that determines and transmits all of the necessary scheduling information to the irrigation controllers in the community through the use of radio and telephone communication transmission technologies. The system is weather sensitized and adjusts watering schedules based on daily fluctuations in plant evapotranspiration rates. Adjustments are also made to accommodate water conservation and water supply shortage ordinances, and grounds maintenance work.

System checks of the entire community are performed regularly to evaluate the operation of the system and to troubleshoot and repair any damaged or failed irrigation equipment discovered. Residents are encouraged to call Resident Services during working hours at 949-597-4600 or e-mail [residentservices@vmsinc.org](mailto:residentservices@vmsinc.org) to report irrigation leaks or dry spots.

Portions of the irrigation system are still the original design that was installed when the community was developed. Due to the age of those portions of the original system, areas of poor coverage and low water pressure still exist. The purpose of spot retrofitting is to replace and improve areas of the original irrigation system by redesigning and replacing irrigation system hardware, including piping, sprinklers and valves. Shrub-bed maintenance spot-retrofit work is most often completed after old plants are removed and before new plants are planted in areas where the renovation program has not been completed or to prevent irrigation run off to storm drains.

## THE ROLE OF THE RESIDENT

Landscape throughout the Village is common area. All grounds outside the walls of a building, a contiguous patio or in the atriums of the Garden Villa buildings, are common landscape property and fall under the rules and regulations stated herein, unless they are an approved alteration.

To assist residents in understanding their role and responsibility in helping to keep the Village landscape looking its best, it is required that residents:

- Submit a Landscape Request Form with a planting plan, including plant species, for any proposed planting or any alteration of any common area to the Landscape Division for review and written approval prior to any changes being made. Failure to do so may result in citation, fines and financial reimbursement of any costs associated with the restoration of mutual landscaping. Do not submit a Landscape Request Form for maintenance requests or plant replacement. Contact Resident Services during normal business hours at 949-597-4600 or e-mail [residentservices@vmsinc.org](mailto:residentservices@vmsinc.org).
- Obtain signatures on the Landscape Request Form indicating approval from all the neighbors directly affected by your request for all proposed changes to the existing landscape. Common areas belong to everyone.
- Maintain any plantings that have been accepted as nonstandard landscape, including fruit trees. Residents are responsible to maintain all such landscape materials.
- Notify the Landscape Division if you cannot or do not wish to continue to maintain nonstandard landscape. The nonstandard landscaping may be removed and replaced as a chargeable service.
- Notify the Landscape Division if you cannot maintain any fruit trees for which you are responsible. These can be removed at no cost to the member.
- Notify the Landscape Division if you do not wish to have specific plants, shrubs or small patio trees adjacent to your manor cultivated, pruned or maintained by the Landscape Division. The program is initiated through Resident Services as a request to meet with a landscape supervisor to evaluate the practicality of the request.
- Do not plant/alter or have your gardener plant/alter any common area. This includes slopes, clear areas around trees or in the turf of the common area. These areas are not available for private maintenance. Fencing, rocks, art or other items shall not be placed in common areas without written approval.
- Do not remove plantings without approval from the Landscape Division.
- Do not place materials such as stepping stones, edging materials, potted plants, statuary, or any other item (including hoses, hose reels, patio furniture, etc.) in common areas. These items interfere with landscape maintenance operations and may create a safety hazard. The Landscape Division will remove them as a chargeable service to the member responsible for their unauthorized placement.

If you would like to request services outside the routine maintenance provided, the Landscape Division may be able assist you. If you are unsure whether your request falls into this category, please contact Resident Services during working hours at 949-597-4600 or e-mail [residentservices@vmsinc.org](mailto:residentservices@vmsinc.org) to initiate the process.

## **THE YELLOW STAKE PROGRAM**

The former Yellow Stake Program, which ended for Third Mutual in September 2018, provided an option for residents to install and maintain the planting areas immediately adjacent to their manor, either personally or through an outside maintenance service. Although the program has ended, residents are still required to maintain the plantings. Full responsibility includes, but is not limited to, fertilizing, pruning and the removal of plant waste/debris.

The mutual may intercede if the appearance or level of care of the private plantings is considered below standard, or if any dispute between residents arises. The landscape continues to be considered common property and yellow stake approval may be revoked by the committee. Failure to maintain private plantings will be subject to removal and replanting with standard landscape material. This work will be accomplished after notice to the member and will be completed as a chargeable service.

All new requests for approval of personal plantings require approval by the landscape committee via the Landscape Request Form.

This responsibility does not end upon transfer of a unit. The seller must disclose the yellow stake or private plantings as an alteration and formally obtain acceptance from the buyer prior to close of escrow. If the buyer does not accept responsibility, the seller must restore the area to standard planting prior to close of escrow. If the buyer accepts the yellow stake area, they will be bound by all the rules governing the previous owner with regard to the Yellow Stake Program.

If you have questions regarding the care of or changes to the landscape, please contact the Landscape Division by calling 949-597-4600 or email [residentservices@vmsinc.org](mailto:residentservices@vmsinc.org).

## **USE OF PRIVATE GARDENERS, LANDSCAPERS AND PEST CONTROL OPERATORS**

Members/shareholders are responsible to maintain the landscaping within their exclusive-use common area. Members/shareholders may elect to have their exclusive use common area cared for by an outside service provider (gardener, landscaper, etc.). If a member/shareholder hires an outside provider for any authorized work, they must confirm that the person or company is insured for workers' compensation, liability, and auto insurance prior to the initiation of work. They must also have a City of Laguna Woods business license. It is recommended that residents considering the use of private gardeners check references to insure they are reliable and experienced.

Only authorized employees or contractors of the Managing Agent may access, alter or operate the mutual-owned irrigation systems or any water source that is not metered directly by the affected unit. No gardeners, landscapers or other vendors hired by the resident may access water sources or make any changes to mutual owned sprinklers. Unauthorized use of water or alterations made to irrigation systems is prohibited and may result in citation, fines and financial reimbursement of any costs associated with the repair or restoration of mutual irrigation equipment.

Similarly, no privately hired vendor may apply any fertilizers or pesticides (insecticides, snail bait, rodent bait, ant control materials, fungicides, etc.), or treat any area on the exterior portion of a unit, or the landscape around it without written permission from the Managing Agent. All proposed pest control operators and/or gardeners must provide copies of all licenses and insurance required by law when requesting approval, prior to any application of materials.



## THE TREE PROGRAM

Laguna Woods Village has a wide variety of large mature trees. These are a tremendous asset to the community and improve the quality of life for all residents. All tree maintenance is performed by the Landscape Division under the direction of a certified arborist.

### **OUTSIDE CONTRACTORS AND PRIVATE GARDENERS WHO PERFORM WORK FOR MEMBERS/SHAREHOLDERS WITHIN THE COMMUNITY MAY NOT PLANT OR PRUNE ANY TREE IN COMMON AREAS WITHOUT THE PRIOR WRITTEN APPROVAL OF THE MUTUAL LANDSCAPE COMMITTEE.**

The inspection and trimming of Village trees are performed on a regular five-year species-based schedule, per International Society of Arboriculture standards. Trees are pruned whether they are original plantings or approved resident plantings. Former Yellow Stake Program trees are not pruned or maintained.

Trees are removed by the Landscape Division only if they are dead, diseased, dying, pose a foreseeable risk of damage to property or injury to persons or are actively causing damage to buildings, structures or underground utilities, excluding irrigation. Trees will not be removed due to dropping excessive litter (leaves, needles, flowers, fruit, cones, etc.). Trees will not be topped or removed to establish, increase or preserve views (see Exhibit B – Tree Topping Resolution on page 23).

Members may request the removal of a tree by contacting Resident Services to obtain a Landscape Request Form or through the Laguna Woods Village website (see sample form, Mutual Landscape Request Form, Page 14). The form must be completed in its entirety, including the signatures of surrounding manor owners affected by the potential removal of the tree. If the removal request does not meet the criteria outlined above, it will be sent to the mutual landscape committee for determination. If a tree removal is approved, it is typically removed within 60 days. Emergency situations are handled on a case-by-case basis.

The landscape committees are made up of appointed directors from the governing board of the affected mutual. They will review the resident's request and work to find a solution (see Forms and Appeal Process for more information on page 12).

### **FAQs**

Frequently asked questions about the Tree Program:

- What is the trimming cycle?
  - *Beginning in 2020, all trees will be trimmed on a rotating five-year species-based protocol. This protocol is in place to properly maintain both the beauty and health of the tree stock in the community. It is designed to initially reduce the size of the trees by 25%, thereby reducing off schedule trimming requests and reducing storm damage to overgrown trees.*
- What is the procedure for tree removals?
  - *Members/shareholders may request tree removal by submitting a Landscape Request Form. Keep in mind, per the Resolution, "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."*

- Who pays to remove the tree?
  - *The landscape committee may approve the removal of a tree at the expense of the Mutual or at the expense of the requesting party.*
- Will the tree be replaced?
  - *Following removal, a tree may be replaced if there is sufficient space and need. The landscape affected by the removal will be repaired and a replacement tree (if appropriate) will be replanted within 90 days of the removal of the tree. The cost would be borne by mutual or the member/shareholder as determined by the landscape committee.*
- Do I need to wait five years to have the tree by my unit trimmed?
  - *Although the program is referred to as a five-year program, the majority of the trees are trimmed every two to three years. Off-schedule trimming may be provided if there is an emergency or urgent need; otherwise trees are not trimmed until they are scheduled.*
- Can I have the tree by my unit trimmed as a chargeable service?
  - *Typically, tree trimming is not provided as a chargeable service. Unique situations will be considered by the arborist and the landscape committee on a case-by-case basis.*

### **CHARGEABLE SERVICE PROGRAM**

The Chargeable Service Program provides very limited additional specialized services to residents of the community upon request that are nonstandard in nature and supplement the routine maintenance provided by the Landscape Division (see "The Role of the Landscape Division" on page 4).

To request services in addition to those already listed, residents should call Resident Services at 949-597-4600 for a landscape supervisor to review the requested work and develop a cost quotation for resident approval.

Residents should not ask any member of a landscape maintenance crew for individual service. All requests shall be made through Resident Services. Staff time is to be used for the benefit of all residents. Employees are not allowed to accept tips or to perform work during or after hours for individual residents.

## **WATER MANAGEMENT**

Water is a limited resource and should be used wisely and sparingly. In the Village, landscaped areas are irrigated with potable water (drinking water quality) or recycled water (not suitable for consumption). Irrigation water should not be consumed or fed to pets. Watering plants by hose is discouraged; use of a watering can is permitted. State law prohibits the use of water to wash patios, sidewalks or other hard surfaces. Please make sure that you have a nozzle on your hose that automatically shuts off to conserve water.

Residents shall comply with all legal directives from the State of California, El Toro Water District, Laguna Woods Village or other agencies with authority to impose water conservation mandates or restrictions imposed during periods of drought. Any water use restrictions will be posted on the Village website at [www.lagunawoodsvillage.org](http://www.lagunawoodsvillage.org).

Residents should not tamper with sprinklers, irrigation controllers (timers), or access mutual water sources. To report dry landscape, water leaks, damaged sprinklers or other problems with irrigation systems, please contact Resident Services at 949-597-4600. For emergency service after 4:30 p.m. on weekdays or on weekends, call Security at 949-580-1400.

Patios are exclusive use common areas, but occasionally may be the only source of water for Landscape Division staff to use when installing new plants. Crews are instructed to be considerate of residents' privacy and property. However, when necessary, staff must be allowed access to all exterior water sources, which may include those in exclusive use common areas.

## **SAFETY**

Safety is our number-one priority in the Village. Assistance from residents is vital to keeping the areas around manors free of hazards. Participate in keeping your neighborhood safe by reporting problems such as:

- Raised or broken concrete walkways or driveways
- Holes in turf areas
- Low-hanging or broken tree branches
- Foliage or branches close to fireplace chimneys or brushing against windows, eaves or roofs
- Inappropriately placed objects on sidewalks, balconies or patio walls, such as statuary, pots, hanging plants or vines
- Excessively wet areas or persistent ponding water
- Any item blocking an exit, stairwell or other pedestrian path of travel

If you become aware of any potential safety hazard, please notify the Landscape Division at 949-597-4600.

For emergency service after 4:30 p.m. or on weekends, call Security at 949-580-1400.

## **REQUEST FORMS AND APPEAL PROCESS**

If you would like to request a change to the plants around your manor, please request assistance from your landscape supervisor by contacting Resident Services at 949-597-4600 or emailing [residentservices@vmsinc.org](mailto:residentservices@vmsinc.org).

Your area supervisor will either authorize the changes, or advise you that your request will require approval from your mutual's landscape committee and supply the necessary forms.

The committee may visit your unit prior to making a decision on your request. Following their decision, it will be presented to the board of directors of your mutual for action. You will be notified in advance of such meetings. You may appear in person at that time, should you wish to speak on your behalf. Appeal of a decision is based on Resolution 03-149-79 (page 27).

## MUTUAL LANDSCAPE REQUEST FORM

**PLEASE NOTE: THIS FORM IS NOT INTENDED FOR ROUTINE MAINTENANCE REQUESTS**

For all nonroutine requests, please fill out this form. Per the policy of your mutual, if your request falls outside the scope of the Managing Agent's authority, it will be forwarded to the mutual's landscape committee for review. If you are unsure whether your request falls into this category, please contact Resident Services at 949-597-4600 for assistance in making that determination.

**PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.**

### Resident/Member/Shareholder Information

You must be an owner to request nonroutine Landscape requests.

Manor Number \_\_\_\_\_

Today's Date \_\_\_\_\_

Resident/Member Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

### Non-Routine Request

Please checkmark the item that best describes your request. If none apply, please checkmark "Other" and explain.

☐ Tree removal

☐ New landscape

☐ Off-schedule trimming

☐ Other (explain): \_\_\_\_\_

### Reason for Request

*Please checkmark the item(s) that best explain the reason for your request.*

☐ Structural damage ☐ Sewer damage ☐ Overgrown ☐ Poor condition ☐ Personal preference

☐ Other (explain): \_\_\_\_\_

#### GUIDELINES:

- Structural/Sewer damage: Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
- Overgrown/Crowded: Trees or plants that have outgrown the available space may justify removal.
- Damaged/Declining health: Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.
- Litter and debris: Because all trees shed litter seasonally, generally this is not an adequate reason to justify removal. However, if granted, removal/replacement may be at the resident's expense.
- Personal preference: Because one does not like the appearance or other characteristics of the tree or plant generally does not justify its removal. However, if granted, removal/replacement is usually at the resident's expense.

### Description and Location of Request

Briefly describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of manor #1234 are lifting the sidewalk"). Attach pictures if applicable.

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### Signatures of All Neighbors Affected by this Request

Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

| Signature | Manor No. | For | Undecided | Against |
|-----------|-----------|-----|-----------|---------|
|           |           |     |           |         |
|           |           |     |           |         |
|           |           |     |           |         |
|           |           |     |           |         |
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|           |           |     |           |         |

(Please attach a separate sheet if more signatures are necessary.)

### Acknowledgement - Owner

By signing, you are acknowledging this request.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Name

### OFFICE USE ONLY

MOVE-IN DATE \_\_\_\_\_ DATE \_\_\_\_\_ INITIALS \_\_\_\_\_  
530 \_\_\_\_\_ 540 \_\_\_\_\_ 570 \_\_\_\_\_ LAST TRIMMED \_\_\_\_\_  
RELANDSCAPED \_\_\_\_\_ NEXT TRIM \_\_\_\_\_  
TREE SPECIES \_\_\_\_\_  
COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
TREE VALUE \_\_\_\_\_ TREE REMOVAL COST \_\_\_\_\_

## Exhibit A



**Please note:** Any changes to landscaping must be approved by the board prior to the start of any work.

The first step is to fill out a Landscape Request Form which may be obtained from Resident Services at 949-597-4600 or e-mail [residentservices@vmsinc.org](mailto:residentservices@vmsinc.org).

**RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.**

## **RESOLUTION – Tree Topping**

Resolution 03-18-58 – Adopted May 4, 2018 – Third Laguna Hills Mutual

This corporation established the following “No Tree Topping” Policy for trees in Third Mutual, with the following exceptions:

1. Staff would be authorized to ‘top’ a tree to treat or eliminate an insect or disease infestation.
2. Staff would be authorized to ‘top’ a tree that has already been topped and is deemed to not be a candidate for restoration trimming.
3. Staff would be authorized to evaluate stands of trees in selected areas and recommend to the Landscape Committee for consideration, the selective removal of certain trees within the grouping while still preserving the overall look and intent of the grouped plantings.

## **RESOLUTION – Tree Removal Guidelines**

Resolution 03-11-149 – Adopted September 20, 2011 – Third Laguna Hills Mutual

This corporation established the following 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.**

## **RESOLUTION – Fruit Tree and Vegetables Policy**

Resolution 03-19-94 – Revised September 17, 2019 – Third Laguna Hills Mutual

WHEREAS, fruit trees in the Common Area were planted by or at the request of Members as part of the discontinued “Yellow Stake” program;

WHEREAS, fruit trees are not maintained or trimmed by the Mutual and are the responsibility of the Member to maintain;

WHEREAS, the maintenance of fruit trees is passed on to new Members with the purchase of the residence;

WHEREAS, fruit trees and vegetable gardens are a known attractant and food source for wildlife and rodents, and unmaintained fruit trees exacerbate the problem and;

WHEREAS, two Garden Centers have been provided by the Golden Rain Foundation for the purpose of providing a place for residents to grow tomatoes or other crops.

WHEREAS, there has been a consistent increase in rodent activity over the past six years.

NOW THEREFORE BE IT RESOLVED, effective January 1, 2020, that the Board of Directors of this Corporation hereby prohibits the planting of any fruit trees in Common Area and requires Members to maintain existing fruit trees on Common Area and in Exclusive Use Common Areas;

RESOLVED FURTHER, the planting of vegetables in Common Area is prohibited;

RESOLVED FURTHER, to maintain the health and safety of the Members, fruit trees found to be unmaintained will be removed, with notice, by the Mutual.;

RESOLVED FURTHER, existing fruit trees in Common Area are to be removed in the resale process;

RESOLVED FURTHER, Resolution 03-11-30, revised March 15, 2011, and Resolution M3-84-122, revised November 15, 1984, are hereby superseded in their entirety and no longer in effect;

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

Two Garden Centers have been provided by the Golden Rain Foundation of Laguna Hills for the purpose of providing a place for residents to grow tomatoes, or other vegetables, and other crops.

## **RESOLUTION – Care and Maintenance of Patios, Balconies, Breezeways and Walkways**

Resolution 03-16-117 – Revised November 18, 2016 – Third Laguna Hills Mutual

The walkway, breezeway, patio and balcony areas are “common areas” or “limited common areas” with by-laws and CC&R provisions for their management and care under the direction of the Third Laguna Hills Mutual Board (TLHM).

Common areas are for the use and enjoyment of all residents and while limited common areas permit exclusive use of the area, it is essential that all residents be aware of the need for the safety, attractiveness and the prevention of damage to the building by items placed by the residents in or on the common or limited common areas of the Mutual’s multistory buildings and where applicable to other residential buildings.

The following rules for residents address the safety, attractiveness and prevention of damage issues. Residents should take whatever corrective action is necessary to manage those items they have placed outside their manor. The TLHM Board of Directors is authorized to take disciplinary action against a Member found to be in violation of this policy. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action. Refer to the Member Disciplinary Process for further information.

All plants must be suitably potted with adequately sized saucers to collect excess water and elevated by substantial caster or sturdy platforms with casters. Care must be used to control the amount of water given to these plants so as not to run over the saucer and collect on the floor surface or fall to a lower level of the building on people, windows, or other objects belonging to neighbors.

Plantings and growing of herbs, tomatoes, vegetables, or any other crops in the patios, balconies, breezeways, and walkways is prohibited; whether in pots or planted in the ground.

Planting of Fruit trees must be of a dwarf variety and adhere to the Landscape “Yellow Stake” program.

Items, including plants, statues, furniture, etc., may be placed outside a manor’s front door on the floor and shall be limited. Adequate clearance is required to allow for easy walkway access along the area (at least in number and size to allow for a 48-inch clearance as required by law).

Potting supplies and gardening equipment such as garden tools, empty pots, dirt, fertilizer, etc., must not be stored on breezeways. They must be kept inside the Manor or their storage area.

Items, including Plants, statues, furniture, etc., are prohibited from being attached to Mutual wood and stucco walls. Certain plants are allowed on block walls and must adhere to the "Plants and Limited Common Area Walls Policy"

Every Nails, screws or hooks must be checked to be sure that they are not rusting and are solidly mounted and cannot cause dry rot.

In 3-Story Buildings, hanging plants must have sturdy mounts and cables. There must not be any danger that they may fall and cause injury or damage to the next level. Hanging plants or hanging objects are prohibited in breezeway and walkways. Wind chimes are prohibited.

Furniture and items designed for indoor use are not allowed.

All plants shall be attractive and shall be maintained by the resident in a healthy, well cared for condition, properly watered and pruned. Non-plant items shall be maintained clean and in good repair.

Potted plants are not to be placed on railings in common or limited common areas.

Items that constitute a nuisance to one's neighbors should not be placed in common areas or limited common areas. Examples are intrusive wind chimes, food or water, which will attract birds, insects, or other animals. Residents are encouraged to resolve amicably differences or disputes involving such items. Wind chimes are prohibited at all 3-Story Buildings.

A resident's balcony and patio area adjoining a manor is limited common area. This area needs the same care and protection as our walkways and breezeways to prevent dry rot, decay and mold of surfaces. Therefore only a limited number of potted plants on the balconies of multistory buildings is allowed, without the prior approval of the Third Mutual Board. No more than 15% of the total floor area of a balcony may be used for potted plants.

Landscape crews will not care for a resident's personal items placed in common areas unless arranged through the Resident Services Department as a chargeable service.

Any building, by majority decision, may establish additional rules for its own use, providing the rules are not in conflict with the above guidelines. The TLHM Board of Directors shall resolve any disputes or misunderstandings relating to common areas and limited common areas.

We ask each resident to read these guidelines and take whatever corrective action is necessary for the care and protection of property where plants and items have been placed outside manors.

## **RESOLUTION – Care and Maintenance of Patios, Balconies, Breezeways and Walkways in Garden Villa Style Three Story Building**

Resolution 03-18-38 – Revised March 23, 2018 – Third Laguna Hills Mutual

WHEREAS, the Board created a Garden Villas Breezeway Task Force to outline a communications program for the renovation of the buildings walkways;

WHEREAS, the renovation program includes replacement of the carpeted areas in the Garden Villa Breezeways recessed areas with concrete and other materials to match the existing walkways;

WHEREAS, Garden Villas Breezeway Task Force has recommended adoption of the Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Three Story Buildings Policy, to include specific language regarding personal items in the newly renovated buildings; and,

WHEREAS, the Garden Villa policy compliments the existing Care & Maintenance of Patios, Balconies, Breezeways & Walkways Policy (Resolution 03-16-117).

NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Board of Directors of this Corporation hereby introduces the “Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Garden Villa Style Three Story Buildings Policy,” as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that this policy applies to Garden Villa Buildings that have been renovated; and

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

### **I. Purpose**

The purpose of this policy is to set forth guidelines by Third Laguna Hills Mutual (TLHM) for the safety, attractiveness and prevention of damage to Garden Villa Style Three Story Buildings from items placed by the residents in “Common Area” and “Exclusive Use Common Area” that are resurfaced and color coded.

The policy applies to Garden Villa Buildings that have gone through the renovation program which includes replacement of the carpeted areas in the breezeways recessed areas with concrete and other materials to match the existing walkways.

### **II. Definition**

- a. Building Social Areas – are color coded areas designated at each first floor breezeway.
- b. Breezeway – Common Areas on the first floor used as a passageway by

- all residents.
- c. Color-Coded Common Areas - areas located at the entrance of the manor where the Resident of the manor, may place plants, furniture and statues within the color-coded area. This includes striped areas designated for a manor's plants and furniture.
  - d. Common Area - areas for the use and enjoyment of all residents, and may not be used for the private use of residents. The walkways, breezeways and building social areas are considered Common Areas. These areas are controlled and administered by TLHM.
  - e. Exclusive Use Common Area – area designated on the original floor plan of the unit for the exclusive use of resident of the manor. Patios and balconies are considered Exclusive Use Common Areas.
  - f. Governing Documents - the Articles of Incorporation, Bylaws, Covenants, Conditions, and Restrictions (CC&R's), and any rules and regulations adopted by the Board.
  - g. Manor – a residential condominium unit in TLHM.
  - h. Member – a person who has been approved by TLHM as being entitled under the Governing Documents of TLHM to membership in TLHM and has an appurtenant right of membership in the Golden Rain Foundation.
  - i. Resident – person who has been approved by the Board of Directors for occupancy.
  - j. Staff - Employees authorized to act on behalf of TLHM.
  - k. Walkway – Common Areas on the second and third floors used as a passageway by all residents.

### **III. Terms & Conditions**

- a. All plants must be “suitably potted” to not create a nuisance. Pots must be of appropriate size, strength and aesthetically compatible with guidelines set by TLHM. Pots must have adequately sized saucers to collect excess water, and elevated by sturdy platforms with casters. Care must be used to control the amount of water given so as not to run over the saucer and collect on the floor surfaces or fall to a lower level of the building on people, windows, or other objects belonging to neighbors.
- b. The planting and growing of tomatoes, vegetables, fruit, or any other crops on patios, balconies, breezeways, walkways and in Common Areas is prohibited; whether in pots or planted in the ground. These types of plants draw vermin and insects, making them unsuitable for the wellbeing of building residents.

- c. Item such as plants, statues, and furniture may be placed outside a manor's front door, on the floor and shall be limited, so as to not create a hazard or impede walkway and breezeway access. Adequate clearance is required to allow for access through the area with a minimum of 48-inch clearance as required by law. Pots must be placed at least 18 inches away from all walls, or as determined by the Compliance Division. For manors on the first floor, the items mentioned above may only be placed within the color coded designated areas in the breezeways.
- d. Potting supplies and gardening equipment such as garden tools, empty pots, dirt, and fertilizer must not be stored on breezeways or walkways. They must be kept inside the Manor or an enclosed storage area.
- e. Nothing may be attached to TLHM walls. Hangings on the front door of a manor are permitted.
- f. Furniture and items designed for indoor use are not allowed to be placed in the Common Areas.
- g. All plants shall be maintained by the resident in a healthy, well cared for condition, properly watered and pruned. Non-plant items shall be maintained clean and in good condition.
- h. Items that constitute a nuisance to one's neighbors should not be placed in Common Areas or Exclusive Use Common Areas. Examples are: food or water which will attract birds, insects, or other animals. Residents are encouraged to resolve amicably differences or disputes involving such items. Wind chimes are prohibited at all 3-Story Buildings.
- i. A resident's balcony and patio area adjoining a manor is Exclusive Use Common area.  
This area needs the same care and protection as walkways and breezeways to prevent dry rot, decay and mold of surfaces. Therefore only a limited number of potted plants on the balconies of multistory buildings are permitted, without the prior approval of TLHM. No more than 15 percent of the total floor surface area of a balcony may be used for potted plants.
- j. Landscape crews will not care for a resident's personal items placed in Common Areas or in Exclusive Use Common Areas unless arranged through the Resident Services Department as a chargeable service.
- k. Residents are responsible for the removal and replacement of items such as; plants, furnishings, and statues that have been placed in Common Areas and in Exclusive Use Common Areas when requested to be moved for cleaning and/or maintenance/construction. TLHM may offer staff to move such plants, furnishings and statues as a chargeable service.

- l. TLHM shall be responsible for landscaping and maintaining the breezeways in a manner that enhances the living space for the benefit of all building residents.
- m. Building Social Areas will have landscape provided and maintained by TLHM. Building residents may collectively decide on furnishings for these areas, at the expense of the building residents within approved guidelines.
- n. Use of the Building Social Areas may not create a nuisance to neighbors.
- o. Any building, by majority, may establish additional rules, providing the rules are not in conflict with the above guidelines.

The TLHM Board of Directors shall resolve any disputes or misunderstandings relating to Common Areas.

#### **IV. Enforcement**

TLHM is authorized to take disciplinary or suspension action against a Member found to be in violation of this Policy. The Board of Directors has the authority to impose monetary fines, suspend privileges, and/or bring forth legal action upon Member who is in violation of the Governing Documents and rules.

Member is personally responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the community. This includes any co-occupant, lessee, guest, care provider, vendor, invitee or contractor.

A complaint may be registered by calling the Security Department at 949-580- 1400 or anonymously via the Compliance Division at 949-268-CALL or [compliance@vmsinc.org](mailto:compliance@vmsinc.org).

### **RESOLUTION – Standard Revoked for Stepping Stones**

Resolution 03-07-02 – Revised January 16, 2007 – Third Laguna Hills Mutual

As a result of this resolution, it is required that the installation of stepping stones must be approved by the Mutual's Board of Directors through the Variance Request process prior to installation. Please fill out a Landscape Request Form with your request and return it to Resident Services.

### **RESOLUTION – Installation of Pavers, Gravel, Decomposed Granite, and Stepping Stones**

Resolution 03-09-108 – Adopted September 15, 2009 – Third Laguna Hills Mutual

WHEREAS, the re-landscaping program is leading to the removal of narrow strips of grass between driveways, along some walkways, and between manors; and

WHEREAS, due to the slope of some of these areas, the perimeters require soil retention measures, which is mitigated by way of a standard low height mortarless block wall; and

WHEREAS, the current soil retention measures made necessary by the re-landscaping program are creating concerns about reduced accessibility on driveways, walkways, and between manors, and the Mutual does not have a policy addressing the reduced accessibility as a result of the re-landscaping program.

NOW THEREFORE BE IT RESOLVED, September 15, 2009, that the Board of Directors hereby adopts a policy to allow for the installation of pavers, gravel, decomposed granite, and stepping stones as part of the re-landscaping program for soil retention in areas not to exceed 300 square feet; 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.

### **RESOLUTION – Dry Rot**

Resolution M3-87-13 – Adopted March 17, 1987 – Third Laguna Hills Mutual

Out of concern that potted plants and other moisture retaining objects placed directly on decks, breezeways or balcony surfaces of buildings managed by this corporation contribute directly to dry rot and other damage, the board of directors hereby prohibits their placement on these surfaces unless these objects are placed on a water resistant surface designed to prevent moisture from reaching the decking, breezeway or balcony surface on which it is placed.

### **RESOLUTION - Plants and Limited Common Area Walls Policy**

RESOLUTION 03-14-106 – Adopted October 21, 2014 –Third Laguna Hills Mutual

WHEREAS, Mutual members have installed vines and plants that impede maintenance access to walls surrounding exclusive use patio areas; and

WHEREAS, the Mutual notifies Mutual members of the need to remove the plantings to facilitate maintenance of wood, stucco, and block walls in conjunction with various Maintenance programs; and

WHEREAS, the Mutual desires to establish a policy whereby Mutual members can be permitted to retain vines and plants only on block walls surrounding exclusive use patios, and not wood and stucco walls, with the condition the requesting Mutual members be responsible for all future maintenance and repairs of block walls necessitated by the plant/vine retention;



NOW THEREFORE BE IT RESOLVED, October 21, 2014, the Board of Directors of this Corporation hereby adopts a policy for Plants and Limited Common Area Walls (as attached to the official meeting minutes); and

RESOLVED FURTHER, the requesting Mutual member must sign and record an Agreement Regarding Permitted Maintenance of Exterior Ivy which assigns responsibility for the maintenance and/or repair of the subject walls to the member and to any subsequent member of the subject manor; and

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

## **RESOLUTION - Appeal Policy**

RESOLUTION 03-19-79 – Adopted August 20, 2019 –Third Laguna Hills Mutual

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

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

NOW THEREFORE BE IT RESOLVED; August 20, 2019, that the Board of Directors of this Corporation hereby adopts the amended Appeal Policy, as attached to the official minutes of this meeting; and

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

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

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

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

**For more information:**

<https://www.lagunawoodsvillage.com/residents/third-laguna-hills-mutual/documents>



**RESOLUTION 03-19-XX**

**Recording of a Lien**

**WHEREAS**, Member ID 931-630-83; 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**, December 17, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-630-83 and;

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

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**RESOLUTION 03-19-XX**

**Recording of a Lien**

**WHEREAS**, Member ID 934-902-51; 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**, December 17, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 934-902-51 and;

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

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### **RESOLUTION 03-19-XX**

#### **Recording of a Lien**

**WHEREAS**, Member ID 933-611-77; 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**, December 17, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 933-611-77 and;

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

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### **RESOLUTION 03-19-XX**

#### **Recording of a Lien**

**WHEREAS**, Member ID 932-200-23; 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**, December 17, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-200-23 and;

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

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**RESOLUTION 03-19-XX**

**Recording of a Lien**

**WHEREAS**, Member ID 933-200-62; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, December 17, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-200-62 and;

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

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**RESOLUTION 03-19-xxx**  
**Third Mutual Committee Appointments**

**RESOLVED**, December 17, 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

~~Robert Mutchnick~~

Craig Wayne, Alternate

Annie McCary, Alternate

Voting Advisors: Mike Butler and Mike Plean

Staff Advisor: Siobhan Foster

**Communications Committee**

Annie McCary, Chair

~~Bunny Carpenter~~

Lynn Jarrett

Reza Karimi

~~Robert Mutchnick~~

Craig Wayne, Alternate

Advisor: Burt Baum, ~~Rosemarie diLorenzo~~

**Executive Hearing Committee**

Annie McCary, Chair

Reza Karimi

Ralph Engdahl

~~Robert Mutchnick~~

Cush Bhada, Alternate

~~Bunny Carpenter, Alternate~~

Craig Wayne, Alternate

John Frankel, Alternate

**Finance (Committee of the Whole)**

Jon Pearlstone, Chair

Steve Parsons, Co-Chair

Craig Wayne

Non-Voting Advisors: John Hess, Wei-Ming Tao

- **Investment Task Force**

Jon Pearlstone  
Wei-Ming Tao  
Craig Wayne, Alternate

**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: **Vacant, Cindy Baker**

**Maintenance and Construction**

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

**New Resident Orientation**

Per Rotation List

**Water Conservation Committee (Quarterly)**

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

**Parking & Golf Cart Task Force**

Steve Parsons, Chair

John Frankel

~~Bunny Carpenter~~

Lynn Jarrett

Ralph Engdahl

Craig Wayne, Alternate

Advisors: Hal Horne

**Resident Policy and Compliance Task Force**

Lynn Jarrett, Chair

Reza Karimi, Co-Chair

~~Annie McGary~~

~~Bunny Carpenter~~

Steve Parsons

~~Robert Mutchnick~~

Ralph Engdahl, ~~Alternate~~

Cush Bhada, Alternate

Voting Advisors: Stuart Hack, ~~Cindy Baker~~

**Energy Task Force**

John Frankel

Cush Bhada

Ralph Engdahl, Alternate

Reza Karimi, Alternate

Craig Wayne, Alternate

Advisors: Sue Stephens, Bill Walsh

**RESOLVED FURTHER**, that Resolution 03-19-105, adopted October 15, 2019, is hereby superseded and canceled; and,

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

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**RESOLUTION 03-19-xxx**  
**GRF Committee Appointments**

**RESOLVED**, December 17, 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  
Lynn Jarrett, Alternate

**Community Activities Committee**

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

**Finance Committee**

Jon Pearlstone  
~~Steve Parsons~~  
Robert Mutchnick, Alternate  
~~Bunny Carpenter, Alternate~~  
Reza Karimi, Alternate

Purchasing Ad Hoc Committee (new)

Jon Pearlstone  
Cush Bhada  
Robert Mutchnick, Alternate

**Landscape Committee**

Lynn Jarrett  
Reza Karimi  
Ralph Engdahl, Alternate

**Maintenance and Construction Committee**

Cush Bhada  
Jon Pearlstone  
John Frankel, Alternate  
Craig Wayne, Alternate  
Bunny Carpenter, Alternate  
Robert Mutchnick, Alternate

**PAC Task Force**

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

**Media and Communication Committee**

Annie McCary  
Lynn Jarrett  
Craig Wayne, **Alternate**

**Mobility and Vehicles Committee**

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

**Security and Community Access Committee**

Reza Karimi, **Alternate**  
**Robert Mutchnick**  
~~John Frankel~~  
Ralph Engdahl, **Alternate**  
Steve Parsons, Alternate

**Disaster Preparedness**

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

**Laguna Woods Village Traffic Hearings**

Craig Wayne  
**Robert Mutchnick**  
~~John Frankel~~  
Annie McCary, Alternate  
Ralph Engdahl, **Alternate**

**RESOLVED FURTHER**, that Resolution 03-19-106, adopted October 15, 2019, is hereby superseded and canceled; and

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



## STAFF REPORT

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**DATE:** November 5, 2019  
**FOR:** Finance Committee  
**SUBJECT:** Revised Alteration Fee Schedule

---

### **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

**RESOLVE FURTHER**, that the officers and agents of this Corporation

**OCTOBER initial notification-NOVEMBER revised notification – 28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.**

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## Attachment 2

# Alteration Fee Schedule

## Mutual Consent for alteration(s) fee schedule

[alterations@vmsinc.org](mailto:alterations@vmsinc.org)

Visit [www.lagunawoodsvillage.com](http://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 |
|-----------------------------|-------|

|                         |       |
|-------------------------|-------|
| 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)<br>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

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

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### 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 ~~ed~~ 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 ~~O~~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**

#### **REVISED ALTERATION STANDARD 28: SOFT WATER UNITS**

**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**, December 17, 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

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

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## Attachment 2

### STANDARD SECTION 28: SOFT WATER UNITS

JANUARY 1982

REVISED APRIL 1996, RESOLUTION M3-96-28

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

REVISED DECEMBER 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 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 x 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.
- 2.4 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 DECEMBER 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

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**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**

**REVISED ALTERATION STANDARD 42: RAMPS**

**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**, December 17, 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

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

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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 DECEMBER 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 ¼ 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~~<sup>36</sup> inches. (~~1219~~<sup>914</sup>mm). 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 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~~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**

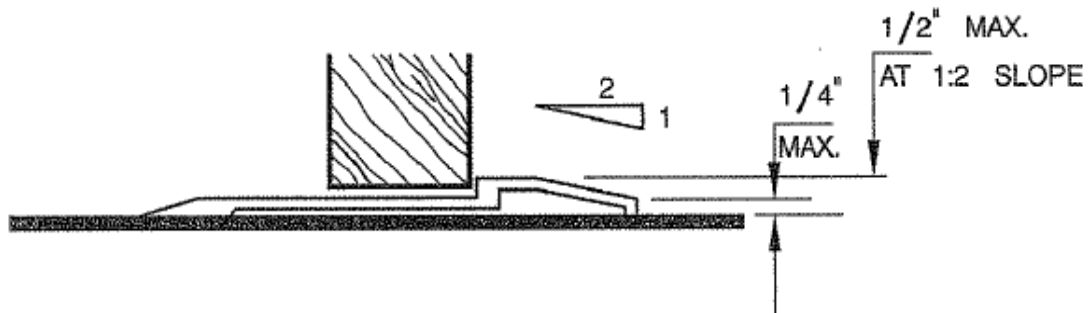
**3.7.1. Headroom clearance.** Ramps that are a part of a dwelling's primary egress system shall have a minimum clear headroom of 84 inches (2134 mm).

**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).



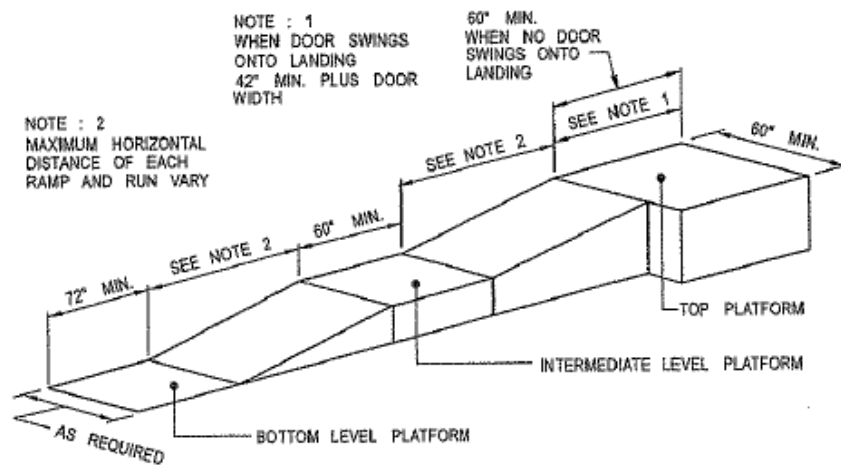
### 3.8. Figures



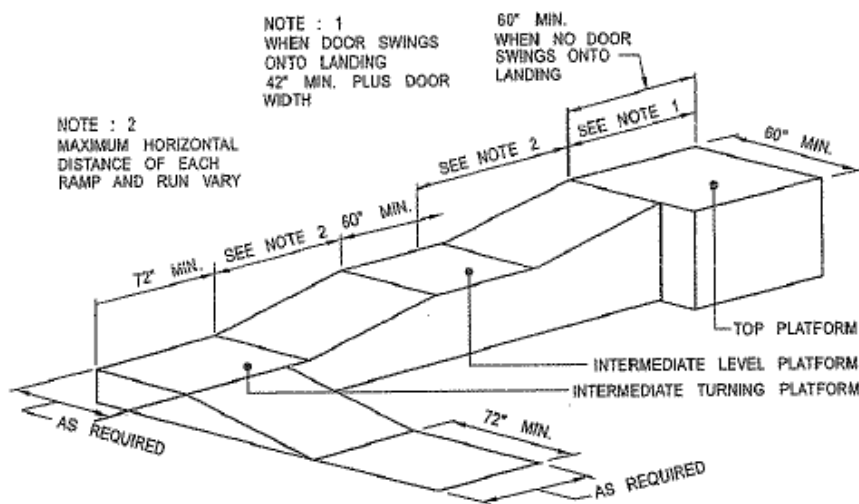
THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 1

Thresholds



(a) STRAIGHT RAMP RUN

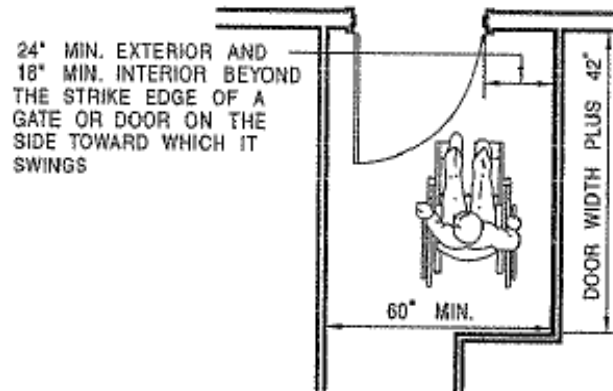


(b) RAMP WITH TURNING PLATFORM

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

Figure 2

## Ramp Dimensions



(b) RAMP LANDING AT DOORWAY

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

Figure 3

### Ramp Landing and Doorway

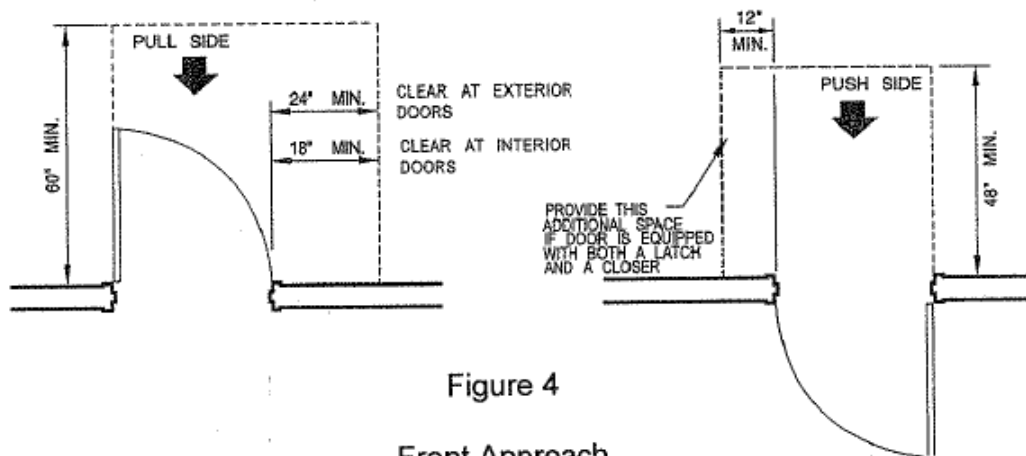


Figure 4

### Front Approach Swinging Doors

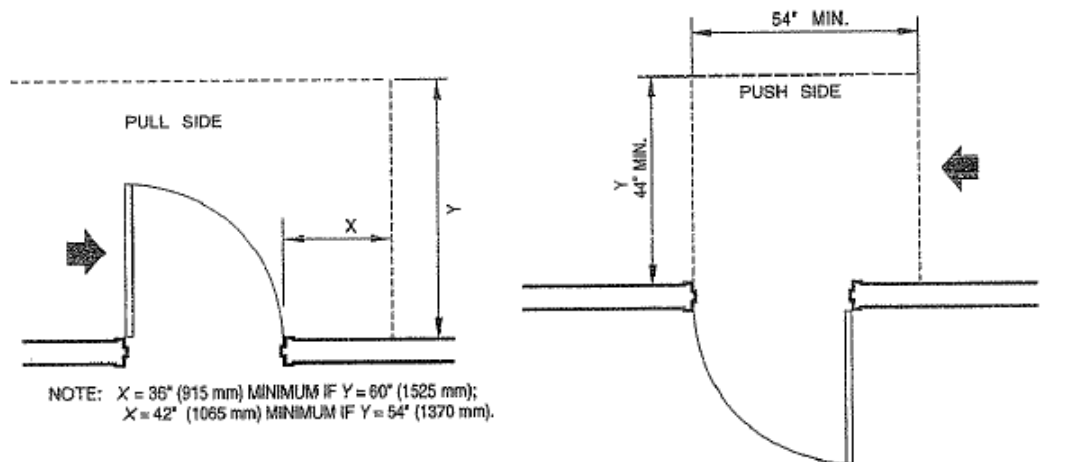
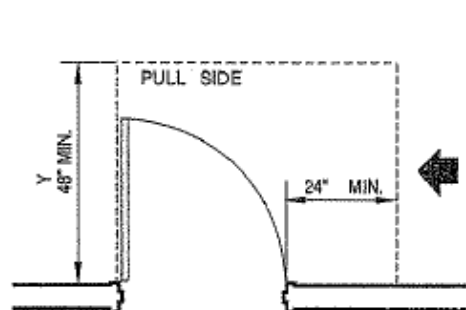


Figure 5

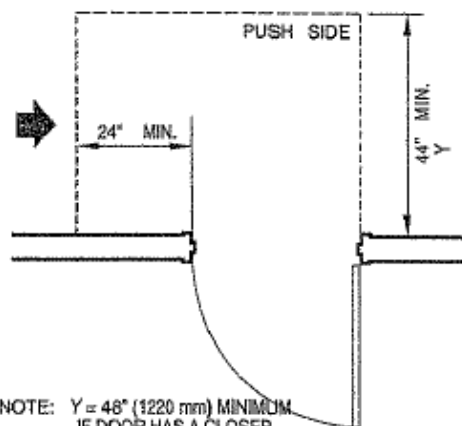
### Hinge Side Approach Swinging Doors

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#### LEVEL MANEUVERING CLEARANCE AT DOORS

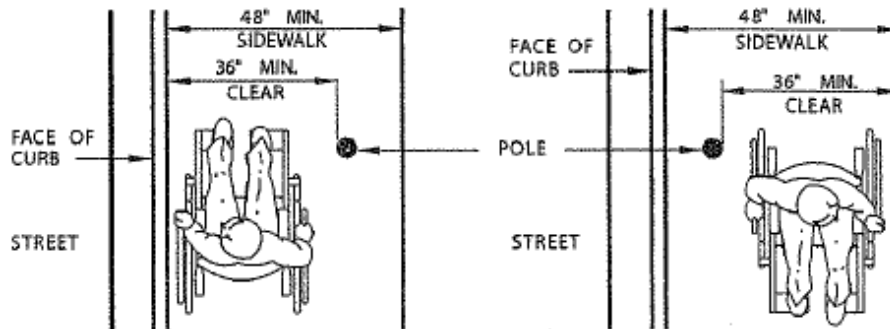


NOTE: Y = 54" (1370 mm) MINIMUM  
IF DOOR HAS A CLOSER.

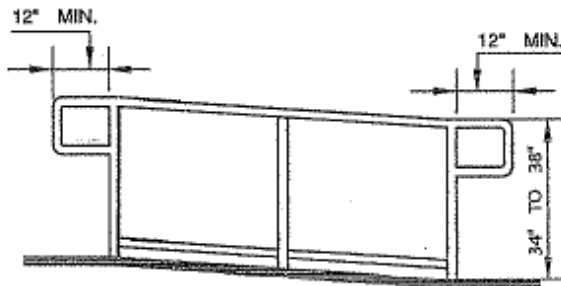


NOTE: Y = 48" (1220 mm) MINIMUM  
IF DOOR HAS A CLOSER.

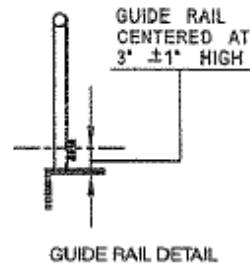
Figure 6  
Latch Side Approach  
Swinging Doors



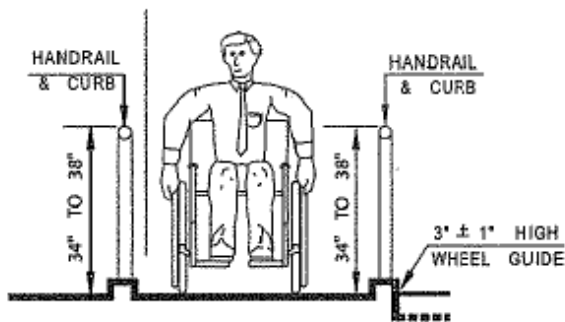
(a) SIDEWALK OBSTRUCTIONS



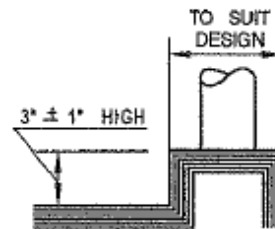
(b) GUIDE RAIL



GUIDE RAIL DETAIL



(c) WHEEL GUIDE

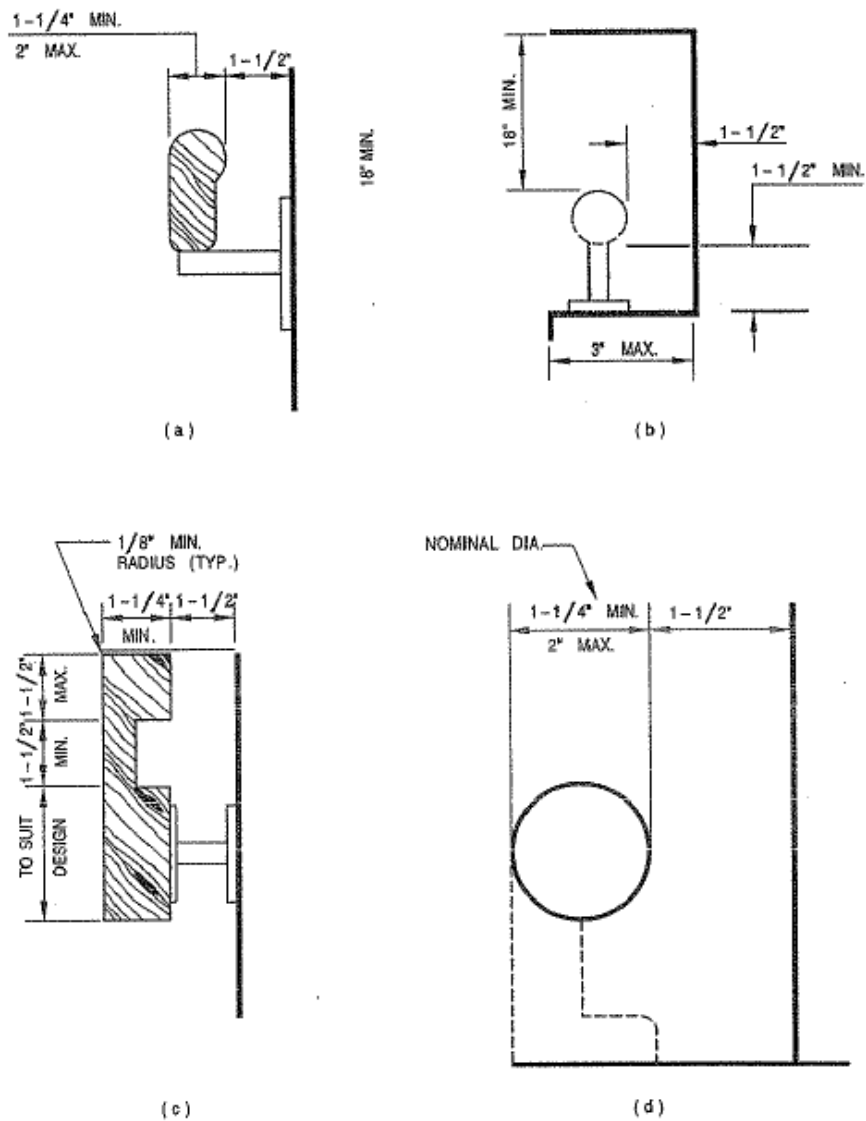


WHEEL GUIDE DETAIL

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

Figure 7

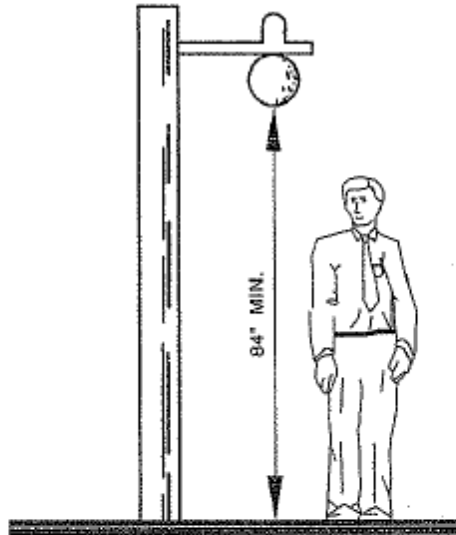
## Ramps and Sidewalks



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

Figure 8

## Handrails



THIS DIAGRAM ILLUSTRATES THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND IS INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

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 DECEMBER 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  $\frac{1}{4}$  inch (6.4 mm) in 1 foot (305 mm) from the horizontal (2.083 gradient).

### **3.0 SPECIFICATIONS**

**3.1. Materials** Concrete 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  $\frac{1}{2}$  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  $\frac{1}{2}$  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.

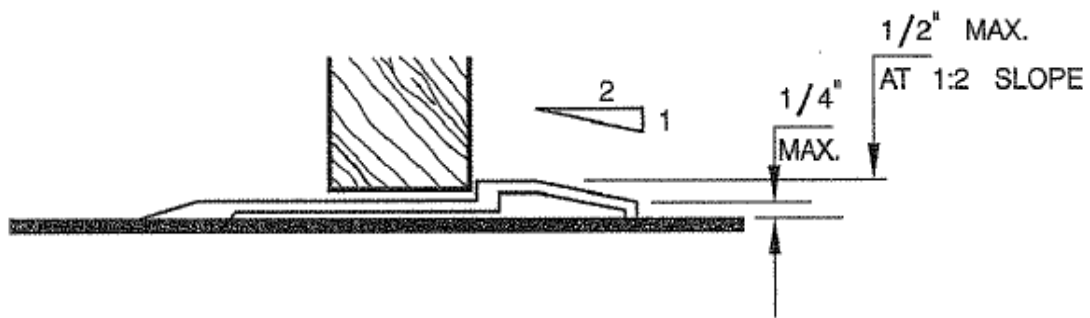
### **3.7. Hazards on accessible routes**

**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).

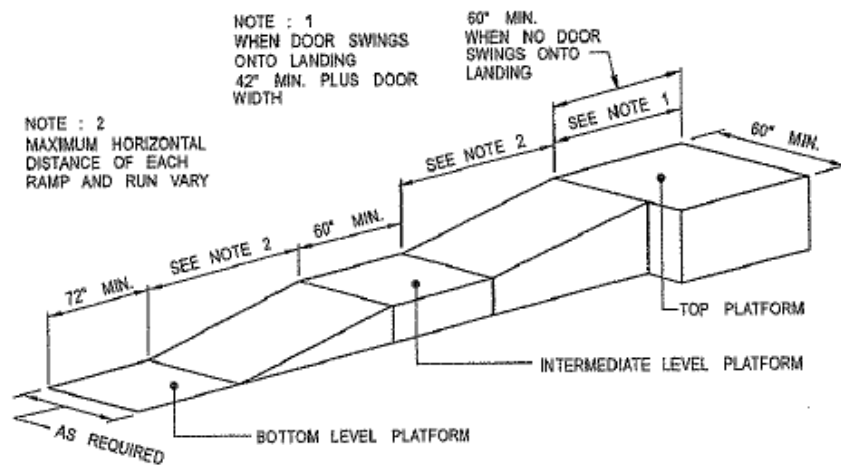
### 3.8 Figures



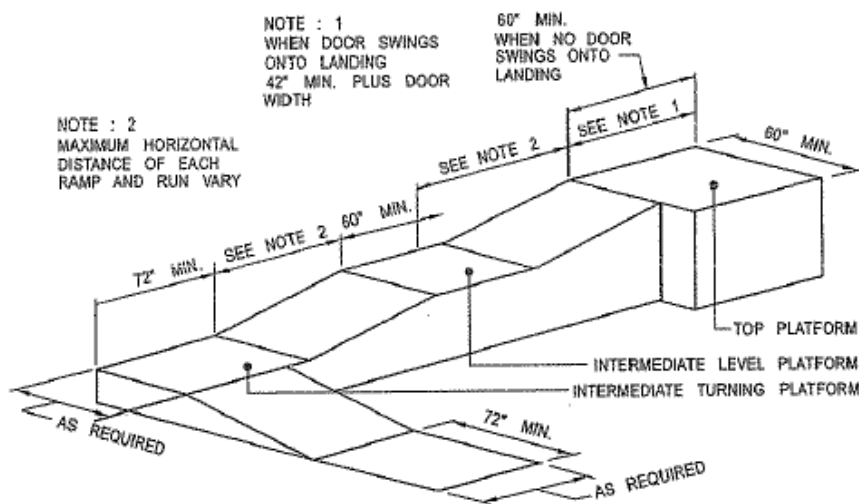
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Figure 1

Thresholds



(a) STRAIGHT RAMP RUN

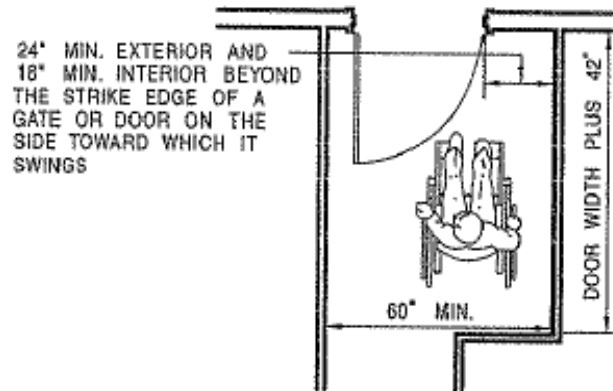


(b) RAMP WITH TURNING PLATFORM

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Figure 2

## Ramp Dimensions



(b) RAMP LANDING AT DOORWAY

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Figure 3

### Ramp Landing and Doorway

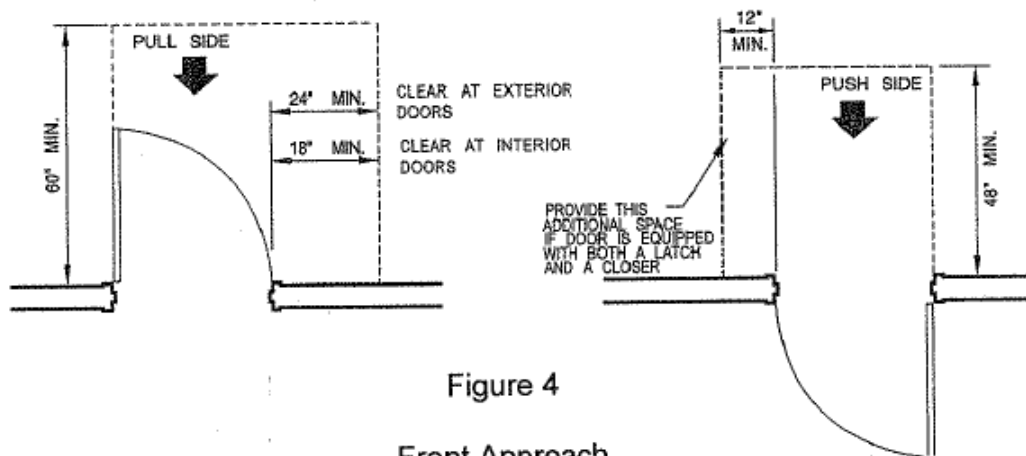


Figure 4

### Front Approach Swinging Doors

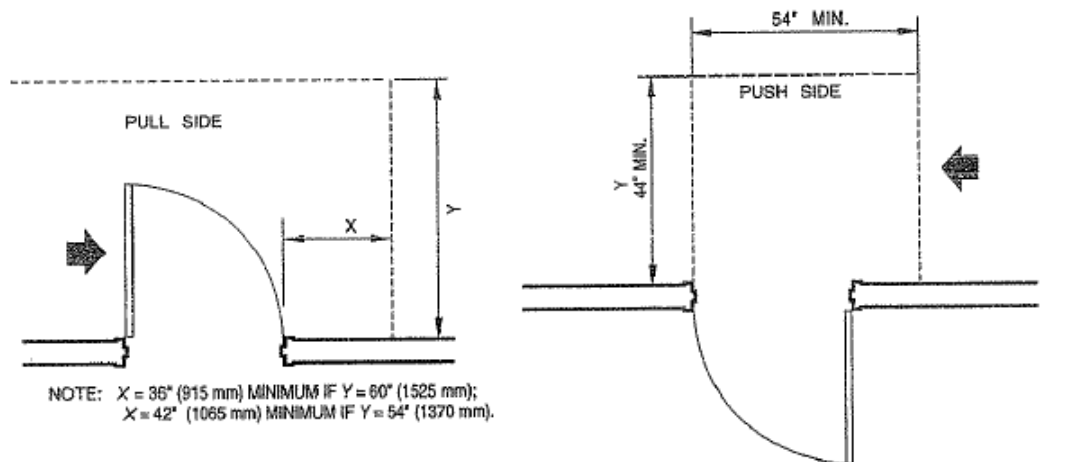
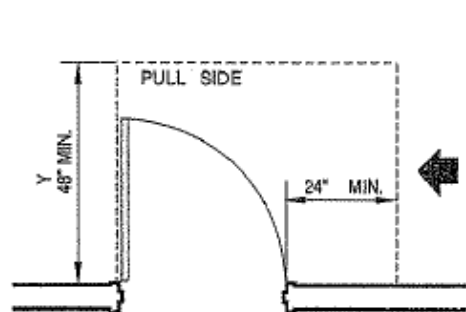


Figure 5  
Hinge Side Approach Swinging Doors

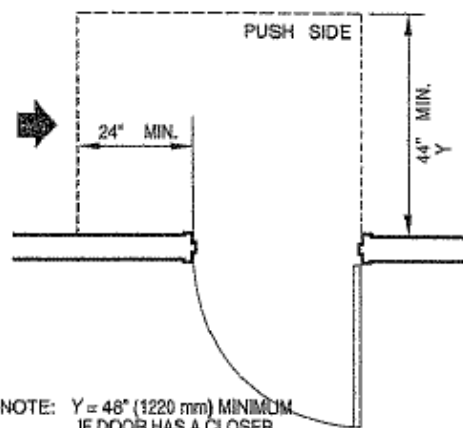
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### LEVEL MANEUVERING CLEARANCE AT DOORS



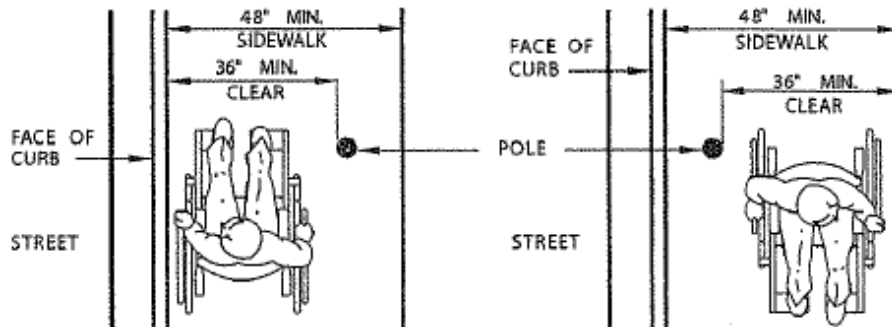


NOTE: Y = 54" (1370 mm) MINIMUM  
IF DOOR HAS A CLOSER.

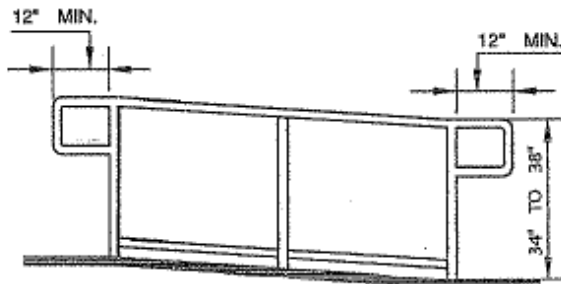


NOTE: Y = 48" (1220 mm) MINIMUM  
IF DOOR HAS A CLOSER.

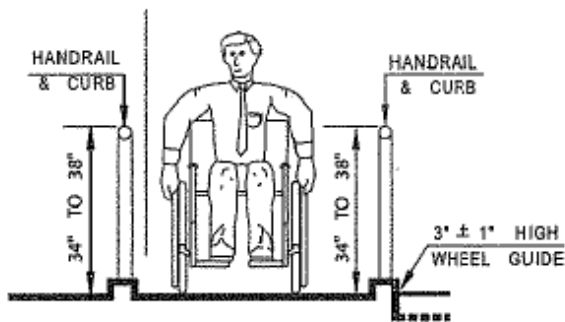
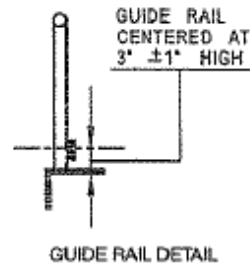
Figure 6  
Latch Side Approach  
Swinging Doors



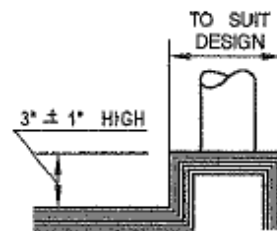
(a) SIDEWALK OBSTRUCTIONS



(b) GUIDE RAIL



(c) WHEEL GUIDE

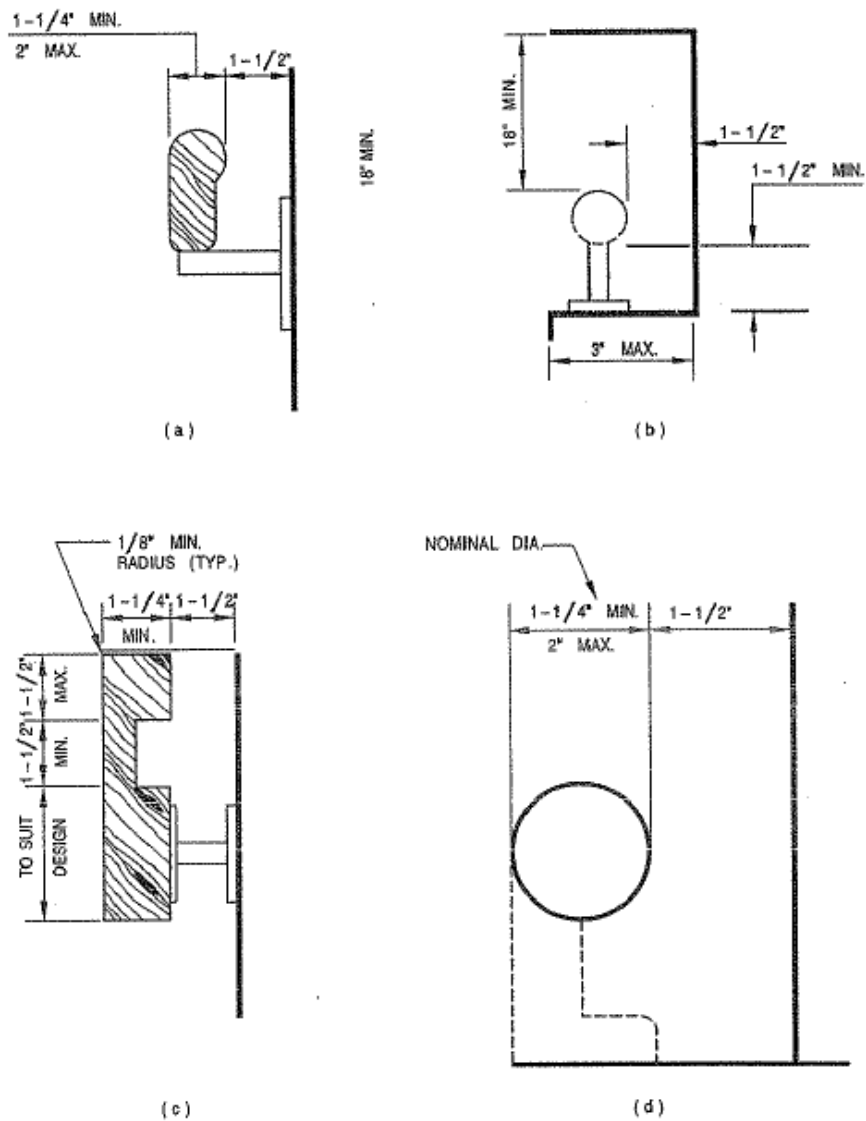


WHEEL GUIDE DETAIL

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Figure 7

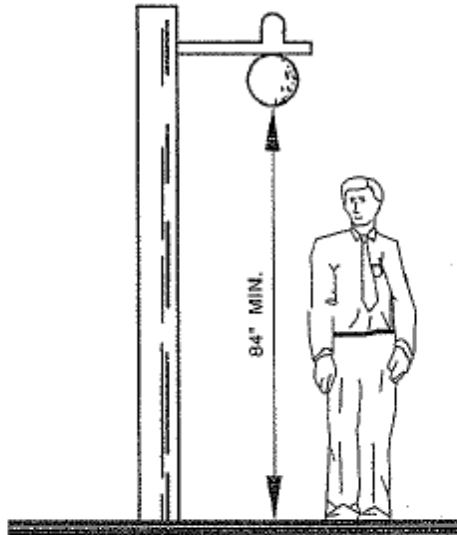
## Ramps and Sidewalks



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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



Third Board Maintenance & Construction Committee  
November 4, 2019

### **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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### **RESOLUTION 03-19-XXX**

#### **Garden Villa Mailroom Flooring Replacement Material**

**WHEREAS**, the flooring in all 53 Garden Villa mailrooms were evaluated and were found to have varying degrees of wear and damage; and

**WHEREAS**, the Mutual does not have a reserve replacement program for mailroom tile flooring and currently only performs repairs as needed; and

**WHEREAS**, the Third Mutual Maintenance & Construction Committee of this Corporation is recommending the Board approve ceramic tile as the replacement flooring material in Garden Villa mailrooms; and

**WHEREAS**, glazed ceramic tile is an ideal material for use as mailroom flooring, which are high traffic areas; ceramic tile is water-resistant, durable, easy to maintain, affordable, and their resistance to allergens make it an appropriate material for use in an area with humid conditions.

**NOW THEREFORE BE IT RESOLVED**, December 17, 2019 that the Board of Directors of this Corporation hereby authorize glazed ceramic tile as the replacement flooring material in Garden Villa mailrooms; and

**RESOLVED FURTHER**, replacement of the floor tiles in the mailrooms will be completed in conjunction with the mailroom renovations as needed using a glazed ceramic tile similar in color and design so as to match existing flooring & paint colors in both the elevators and lobbies; and

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

NOVEMBER Initial Notification

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

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### **RESOLUTION 03-19-XX**

#### **Deny the Off-Schedule Trimming Request of One Red Ironbark, Three Indian Laurel Figs, and one Carrotwood 5358-O Algarrobo**

**WHEREAS**, on December 5, 2019, the Landscape Committee reviewed a request from the Member at 5358-O for the off schedule trimming of one Red Ironbark tree, three Indian Laurel Fig trees, and one Carrotwood tree. The request cited the reasons as overgrown, view obstruction, blocks sunlight, and interference with the balcony;

**WHEREAS**, the Committee recommended denying the request for the off schedule trimming of one Red Ironbark tree, three Indian Laurel Fig trees, and one Carrotwood tree located at 5358-O Algarrobo and to trim them on schedule due to the fact that view obstruction is not a reason for trimming and these trees are scheduled for trimming in the next fiscal year;

**NOW THEREFORE BE IT RESOLVED**, December 17, 2019, the Board of Directors hereby denies the off schedule trimming of one Red Ironbark tree, three Indian Laurel Fig trees, and one Carrotwood tree located at 5358-O, and;

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

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## STAFF REPORT

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**DATE:** December 17, 2019  
**FOR:** Third Board  
**SUBJECT:** Species-Based Tree Maintenance Program

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### **RECOMMENDATION**

Approve the Species-Based Tree Maintenance Program.

### **BACKGROUND**

Current tree trimming policy calls for inspection and or trimming on a 34-month cycle. Third Mutual maintains more than 12,000 trees representing 224 different species. Under this program, trees are inspected for overgrowth, damage, disease and overall health. If the certified arborist determines that the tree needs trimming, the tree is placed on the schedule for trimming. This methodology is difficult to budget as the labor needs cannot be determined in advance and crew time is limited. This has left many trees unmaintained for years and caused unnecessary damage to Mutual property.

### **DISCUSSION**

While climate and precipitation amounts affect tree growth, growth is generally consistent within species. With species-based trimming, trees are scheduled for trimming based solely upon the known growth rate of each tree. This allows for simpler budgeting and management of labor needs and results in regular trimming, reducing damage, and promoting healthy growth.

### **FINANCIAL ANALYSIS**

The Species-Based Tree Maintenance Program is initially expected to reduce the annual costs for service request trimming and the long-term costs for scheduled tree trimming. Actual cost savings have yet to be determined.

**Prepared By:** Kurt Wiemann, Senior Field Services Manager

**Reviewed By:** Eve Morton, Landscape Coordinator

### **ATTACHMENT(S)**

**Attachment 1:** Example of Five-Year Trimming Rotation

**Attachment 2:** Proposed Resolution Regarding Species-Based Tree Trimming Program

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Landscape Division  
Third Mutual Trees by Trim Cycle by Species

| 2019<br>Last<br>Trim | 2018<br>Last<br>Trim | 2017<br>Last<br>Trim | To be<br>Trimmed | *Planned<br>Trim<br>(Fiscal<br>Year) | Botanical Name                 | Common Name                            | Quantity | Annual<br>Trim<br>Cycle | 2020<br>Estimated<br>Next Trim | 2021<br>Estimated<br>Next Trim | 2022<br>Estimated<br>Next Trim | 2023<br>Estimated<br>Next Trim |
|----------------------|----------------------|----------------------|------------------|--------------------------------------|--------------------------------|--|----------|-------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 0                    | 36                   | 3                    | 369              | 2020                                 | Archontophoenix cunninghamiana | King Palm                              | 408      | 4                       | 408                            | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Archontophoenix mylensis       | King Palm                              | 1        | 4                       | 1                              | 0                              | 0                              | 0                              |
| 105                  | 105                  | 8                    | 151              | 2019                                 | Syagrus romanzoffianum         | Queen Palm                             | 369      | 1                       | 369                            | 369                            | 369                            | 369                            |
| 105                  | 141                  | 11                   | 521              |                                      |                                | Total Palm Trees:                      | 778      |                         | 778                            | 369                            | 369                            | 369                            |
|                      |                      |                      |                  |                                      |                                | Total Contracted Costs for Palm Trees: |          |                         | \$38,900                       | \$18,450                       | \$18,450                       | \$18,450                       |
| 0                    | 27                   | 0                    | 14               | 2020                                 | Rhus lancea                    | African Sumac                          | 41       | 2                       | 41                             | 0                              | 41                             | 0                              |
| 0                    | 54                   | 0                    | 72               | 2020                                 | Geliera parviflora             | Australian Willow                      | 126      | 2                       | 126                            | 0                              | 126                            | 0                              |
| 1                    | 73                   | 8                    | 287              | 2020                                 | Schinus terebinthifolius       | Brazilian Pepper                       | 369      | 2                       | 369                            | 0                              | 369                            | 0                              |
| 0                    | 74                   | 0                    | 127              | 2021                                 | Schinus molle                  | California Pepper                      | 201      | 2                       | 201                            | 0                              | 201                            | 0                              |
| 1                    | 40                   | 0                    | 163              | 2020                                 | Platanus racemosa              | California Sycamore                    | 204      | 2                       | 204                            | 0                              | 204                            | 0                              |
| 1                    | 490                  | 5                    | 260              | 2020                                 | Cupaniopsis anacardioides      | Carrotwood                             | 756      | 2                       | 756                            | 0                              | 756                            | 0                              |
| 0                    | 3                    | 1                    | 23               | 2020                                 | Koeleruteria bipinnata         | Chinese Flame Tree                     | 27       | 2                       | 27                             | 0                              | 27                             | 0                              |
| 0                    | 0                    | 0                    | 3                | 2020                                 | Chionanthus retusus            | Chinese Fringe Tree                    | 3        | 2                       | 3                              | 0                              | 3                              | 0                              |
| 0                    | 0                    | 0                    | 2                | 2020                                 | Pistacia chinensis             | Chinese Pistache                       | 2        | 2                       | 2                              | 0                              | 2                              | 0                              |
| 0                    | 2                    | 0                    | 0                | 2020                                 | Ficus species                  | Ficus Species                          | 2        | 2                       | 2                              | 0                              | 2                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Ficus rubiginosa 'Florida'     | Florida Rustyleaf Fig                  | 1        | 2                       | 1                              | 0                              | 1                              | 0                              |
| 0                    | 3                    | 0                    | 11               | 2020                                 | Cassia leptophylla             | Gold Medallion Tree                    | 14       | 2                       | 14                             | 0                              | 14                             | 0                              |
| 0                    | 1                    | 0                    | 52               | 2020                                 | Brahea edulis                  | Guadalupe Palm                         | 53       | 2                       | 53                             | 0                              | 53                             | 0                              |
| 1                    | 119                  | 0                    | 101              | 2020                                 | Ficus microcarpa 'Nitida'      | Indian Laurel Fig                      | 221      | 2                       | 221                            | 0                              | 221                            | 0                              |
| 0                    | 79                   | 0                    | 221              | 2020                                 | Jacaranda mimosifolia          | Jacaranda                              | 300      | 2                       | 300                            | 0                              | 300                            | 0                              |
| 0                    | 5                    | 0                    | 9                | 2020                                 | Harpephyllum caffrum           | Kafir Plum                             | 14       | 2                       | 14                             | 0                              | 14                             | 0                              |
| 0                    | 5                    | 0                    | 9                | 2020                                 | Washingtonia robusta           | Mexican Fan Palm                       | 14       | 2                       | 14                             | 0                              | 14                             | 0                              |
| 0                    | 30                   | 0                    | 26               | 2020                                 | Agonis flexuosa                | Peppermint Tree                        | 56       | 2                       | 56                             | 0                              | 56                             | 0                              |
| 0                    | 47                   | 0                    | 41               | 2020                                 | Corymbia ficifolia             | Red-Flowering Gum                      | 88       | 2                       | 88                             | 0                              | 88                             | 0                              |
| 0                    | 147                  | 4                    | 145              | 2020                                 | Ficus rubiginosa               | Rustyleaf Fig                          | 296      | 2                       | 296                            | 0                              | 296                            | 0                              |
| 0                    | 1                    | 0                    | 10               | 2020                                 | Tipuana tipu                   | Tipu                                   | 11       | 2                       | 11                             | 0                              | 11                             | 0                              |
| 1                    | 55                   | 5                    | 124              | 2020                                 | Ficus benjamina                | Weeping Fig                            | 185      | 2                       | 185                            | 0                              | 185                            | 0                              |
| 0                    | 27                   | 2                    | 52               | 2020                                 | Morus alba                     | White Mulberry                         | 81       | 2                       | 81                             | 0                              | 81                             | 0                              |
| 0                    | 0                    | 0                    | 3                | 2020                                 | Spathodea campanulata          | African Tulip Tree                     | 3        | 3                       | 3                              | 0                              | 0                              | 3                              |
| 0                    | 60                   | 0                    | 180              | 2020                                 | Pinus halepensis               | Aleppo Pine                            | 240      | 3                       | 240                            | 0                              | 0                              | 240                            |
| 0                    | 12                   | 0                    | 37               | 2020                                 | Platanus occidentalis          | American Sycamore                      | 49       | 3                       | 49                             | 0                              | 0                              | 49                             |
| 0                    | 1                    | 0                    | 2                | 2020                                 | Salix lasiolepis               | Arroyo Willow                          | 3        | 3                       | 3                              | 0                              | 0                              | 3                              |
| 0                    | 0                    | 0                    | 6                | 2020                                 | Acacia baileyana               | Bailey Acacia                          | 6        | 3                       | 6                              | 0                              | 0                              | 6                              |
| 0                    | 2                    | 0                    | 3                | 2020                                 | Robinia pseudacacia            | Black Locust                           | 5        | 3                       | 5                              | 0                              | 0                              | 5                              |
| 0                    | 0                    | 0                    | 16               | 2020                                 | Pittosporum tenuifolium        | Blackstem Pittosporum                  | 16       | 3                       | 16                             | 0                              | 0                              | 16                             |
| 0                    | 0                    | 0                    | 18               | 2020                                 | Acacia melanoxylon             | Blackwood Acacia                       | 18       | 3                       | 18                             | 0                              | 0                              | 18                             |
| 0                    | 0                    | 0                    | 3                | 2020                                 | Lycianthes rantonnetii         | Blue Potato Bush                       | 3        | 3                       | 3                              | 0                              | 0                              | 3                              |
| 0                    | 46                   | 2                    | 131              | 2020                                 | Brachychiton populneus         | Bottle Tree                            | 179      | 3                       | 179                            | 0                              | 0                              | 179                            |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Melaleuca armillaris           | Bracelet Honeymyrtle                   | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 1                    | 68                   | 0                    | 52               | 2020                                 | Lophostemon confertus          | Brisbane Box                           | 121      | 3                       | 121                            | 0                              | 0                              | 121                            |
| 0                    | 132                  | 6                    | 295              | 2020                                 | Melaleuca quinquenervia        | Cajuput Tree                           | 433      | 3                       | 433                            | 0                              | 0                              | 433                            |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Washingtonia filifera          | California Fan Palm                    | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 2                    | 0                    | 5                | 2020                                 | Phoenix canariensis            | Canary Island Date Palm                | 7        | 3                       | 7                              | 0                              | 0                              | 7                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Calodendrum capense            | Cape Chestnut                          | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 4                    | 0                    | 4                | 2020                                 | Pittosporum viridiflorum       | Cape Pittosporum                       | 8        | 3                       | 8                              | 0                              | 0                              | 8                              |
| 4                    | 30                   | 0                    | 14               | 2020                                 | Ceratonia siliqua              | Carob                                  | 48       | 3                       | 48                             | 0                              | 0                              | 48                             |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Lyonothamnus floribundus       | Catalina Ironwood                      | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Cedrus libani                  | Cedar-of-Lebanon                       | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Magnolia champaca              | Champak                                | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 0                    | 0                    | 3                | 2020                                 | Annona cherimola               | Chirimoya                              | 3        | 3                       | 3                              | 0                              | 0                              | 3                              |
| 0                    | 1                    | 0                    | 8                | 2020                                 | Radermachera sinica            | China Doll                             | 9        | 3                       | 9                              | 0                              | 0                              | 9                              |
| 0                    | 1                    | 0                    | 0                | 2020                                 | Melia azedarach                | Chinaberry                             | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 57                   | 0                    | 57               | 2020                                 | Ulmus parvifolia               | Chinese Elm                            | 114      | 3                       | 114                            | 0                              | 0                              | 114                            |
| 0                    | 0                    | 0                    | 10               | 2020                                 | Ziziphus jujuba                | Chinese Jujube                         | 10       | 3                       | 10                             | 0                              | 0                              | 10                             |
| 0                    | 0                    | 0                    | 7                | 2020                                 | Ligustrum sinense              | Chinese Privet                         | 7        | 3                       | 7                              | 0                              | 0                              | 7                              |
| 0                    | 1                    | 0                    | 9                | 2020                                 | Triadica sebifera              | Chinese Tallow Tree                    | 10       | 3                       | 10                             | 0                              | 0                              | 10                             |

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| 2019<br>Last<br>Trim | 2018<br>Last<br>Trim | 2017<br>Last<br>Trim | To be<br>Trimmed | *Planned<br>Trim<br>(Fiscal<br>Year) | Botanical Name                   | Common Name               | Quantity | Annual<br>Trim<br>Cycle | 2020<br>Estimated<br>Next Trim | 2021<br>Estimated<br>Next Trim | 2022<br>Estimated<br>Next Trim | 2023<br>Estimated<br>Next Trim |
|----------------------|----------------------|----------------------|------------------|--------------------------------------|----------------------------------|---------------------------|----------|-------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 0                    | 12                   | 0                    | 26               | 2020                                 | Chitalpa tashkentensis           | Chitalpa                  | 38       | 3                       | 38                             | 0                              | 0                              | 38                             |
| 0                    | 0                    | 0                    | 2                | 2020                                 | Erythrina crista-galli           | Cockspur Coral Tree       | 2        | 3                       | 2                              | 0                              | 0                              | 2                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Ficus microcarpa                 | Cuban Laurel              | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 0                    | 0                    | 7                | 2020                                 | Phoenix dactylifera              | Date Palm                 | 7        | 3                       | 7                              | 0                              | 0                              | 7                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Chilopsis linearis               | Desert Willow             | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 12                   | 4                    | 107              | 2020                                 | Eriobotrya japonica              | Edible Loquat             | 123      | 3                       | 123                            | 0                              | 0                              | 123                            |
| 1                    | 2                    | 0                    | 28               | 2020                                 | Betula pendula                   | European White Birch      | 31       | 3                       | 31                             | 0                              | 0                              | 31                             |
| 2                    | 200                  | 3                    | 230              | 2020                                 | Azadirachta indica               | Fern Pine                 | 435      | 3                       | 435                            | 0                              | 0                              | 435                            |
| 0                    | 0                    | 0                    | 2                | 2020                                 | Ficus lyrata                     | Fiddle Leaf Fig           | 2        | 3                       | 2                              | 0                              | 0                              | 2                              |
| 0                    | 0                    | 0                    | 2                | 2020                                 | Pyracantha coccinea              | Firethorn                 | 2        | 3                       | 2                              | 0                              | 0                              | 2                              |
| 0                    | 0                    | 0                    | 2                | 2020                                 | Caryota urens                    | Fishtail Wine Palm        | 2        | 3                       | 2                              | 0                              | 0                              | 2                              |
| 0                    | 1                    | 0                    | 0                | 2020                                 | Brachyctenon acerifolius         | Flame Tree                | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 114                  | 0                    | 163              | 2020                                 | Melaleuca linariifolia           | Flaxleaf Paperbark        | 277      | 3                       | 277                            | 0                              | 0                              | 277                            |
| 0                    | 8                    | 0                    | 10               | 2020                                 | Cela speciosa                    | Floss Silk Tree           | 18       | 3                       | 18                             | 0                              | 0                              | 18                             |
| 0                    | 0                    | 0                    | 3                | 2020                                 | Cercis canadensis 'Forest Pansy' | Foxtail Palm              | 3        | 3                       | 3                              | 0                              | 0                              | 3                              |
| 0                    | 0                    | 0                    | 2                | 2020                                 | Koeleruteria paniculata          | Goldenrain Tree           | 2        | 3                       | 2                              | 0                              | 0                              | 2                              |
| 0                    | 3                    | 0                    | 4                | 2020                                 | Fraxinus pennsylvanica           | Green Ash                 | 7        | 3                       | 7                              | 0                              | 0                              | 7                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Acacia decurrens                 | Green Wattle              | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Pithecellobium dulce             | Guamuchil                 | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Psidium guajava                  | Heath Melaleuca           | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 3                    | 0                    | 1                | 2020                                 | Robinia x ambigua 'Idahoensis'   | Idaho Locust              | 4        | 3                       | 4                              | 0                              | 0                              | 4                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Rhamnus alaternus                | Italian Buckthorn         | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 0                    | 0                    | 4                | 2020                                 | Prunus serrulata                 | Japanese Flowering Cherry | 4        | 3                       | 4                              | 0                              | 0                              | 4                              |
| 0                    | 0                    | 1                    | 15               | 2020                                 | Ligustrum japonicum              | Japanese Privet           | 16       | 3                       | 16                             | 0                              | 0                              | 16                             |
| 0                    | 2                    | 0                    | 10               | 2020                                 | Erythrina caffra                 | Kaffirboom Coral Tree     | 12       | 3                       | 12                             | 0                              | 0                              | 12                             |
| 0                    | 8                    | 0                    | 34               | 2020                                 | Platanus x acerifolia            | London Plane Tree         | 42       | 3                       | 42                             | 0                              | 0                              | 42                             |
| 0                    | 0                    | 1                    | 50               | 2020                                 | Ginkgo biloba                    | Maidenhair Tree           | 51       | 3                       | 51                             | 0                              | 0                              | 51                             |
| 0                    | 0                    | 0                    | 3                | 2020                                 | Maytenus boaria                  | Mayten                    | 3        | 3                       | 3                              | 0                              | 0                              | 3                              |
| 0                    | 2                    | 0                    | 20               | 2020                                 | Chamaecyparis humilis            | Mediterranean Fan Palm    | 22       | 3                       | 22                             | 0                              | 0                              | 22                             |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Brahea armata                    | Mexican Blue Palm         | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 0                    | 0                    | 8                | 2020                                 | Magnolia doltsopa                | Michelia                  | 8        | 3                       | 8                              | 0                              | 0                              | 8                              |
| 0                    | 2                    | 0                    | 27               | 2020                                 | Albizia julibrissin              | Mimosa: Silk Tree         | 29       | 3                       | 29                             | 0                              | 0                              | 29                             |
| 0                    | 2                    | 0                    | 3                | 2020                                 | Fraxinus velutina 'Modesto'      | Modesto Ash               | 5        | 3                       | 5                              | 0                              | 0                              | 5                              |
| 0                    | 4                    | 0                    | 90               | 2020                                 | Myoporum laetum                  | Myoporum                  | 94       | 3                       | 94                             | 0                              | 0                              | 94                             |
| 0                    | 1                    | 0                    | 0                | 2020                                 | Myoporum laetum                  | Mysore Fig                | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Erythrina americana              | Naked Coral Tree          | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 22                   | 1                    | 29               | 2020                                 | Olea europaea                    | Olive                     | 52       | 3                       | 52                             | 0                              | 0                              | 52                             |
| 0                    | 0                    | 0                    | 3                | 2020                                 | Howea forsteriana                | Paradise Palm             | 3        | 3                       | 3                              | 0                              | 0                              | 3                              |
| 0                    | 1                    | 0                    | 9                | 2020                                 | Melaleuca nesophila              | Pink Melaleuca            | 10       | 3                       | 10                             | 0                              | 0                              | 10                             |
| 0                    | 1                    | 2                    | 75               | 2020                                 | Handroanthus impeliginosus       | Pink Trumpet Tree         | 78       | 3                       | 78                             | 0                              | 0                              | 78                             |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Beaucarnea recurvata             | Ponytail Palm             | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 0                    | 0                    | 3                | 2020                                 | Melaleuca styphelioides          | Prickly-leaf Paperbark    | 3        | 3                       | 3                              | 0                              | 0                              | 3                              |
| 0                    | 2                    | 0                    | 1                | 2020                                 | Paulownia fortunei               | Princess Tree             | 3        | 3                       | 3                              | 0                              | 0                              | 3                              |
| 0                    | 0                    | 0                    | 2                | 2020                                 | Dodonaea viscosa 'Purpurea'      | Purple Hopseed            | 2        | 3                       | 2                              | 0                              | 0                              | 2                              |
| 0                    | 10                   | 0                    | 62               | 2020                                 | Bauhinia variegata               | Purple Orchid Tree        | 72       | 3                       | 72                             | 0                              | 0                              | 72                             |
| 0                    | 0                    | 0                    | 11               | 2020                                 | Robinia x ambigua 'Purple Robe'  | Purple Robe Locust        | 11       | 3                       | 11                             | 0                              | 0                              | 11                             |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Salix discolor                   | Pussy Willow              | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Brachyctenon rupestris           | Queensland Bottle Tree    | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 1                    | 0                    | 21               | 2020                                 | Schefflera actinophylla          | Queensland Umbrella Tree  | 22       | 3                       | 22                             | 0                              | 0                              | 22                             |
| 0                    | 1                    | 1                    | 7                | 2020                                 | Taxodium distichum               | Rubber Plant              | 9        | 3                       | 9                              | 0                              | 0                              | 9                              |
| 0                    | 0                    | 0                    | 34               | 2020                                 | Pittosporum crassifolium         | Seaside Pittosporum       | 34       | 3                       | 34                             | 0                              | 0                              | 34                             |
| 0                    | 48                   | 0                    | 91               | 2020                                 | Fraxinus uhdei                   | Shamel Ash                | 139      | 3                       | 139                            | 0                              | 0                              | 139                            |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Ulmus pumila                     | Siberian Elm              | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 72                   | 0                    | 178              | 2020                                 | Grevillea robusta                | Silk Oak                  | 250      | 3                       | 250                            | 0                              | 0                              | 250                            |
| 0                    | 0                    | 0                    | 8                | 2020                                 | Psidium cattleianum              | Strawberry Guava          | 8        | 3                       | 8                              | 0                              | 0                              | 8                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Laurus nobilis                   | Sweet Bay                 | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |



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| 2019<br>Last<br>Trim | 2018<br>Last<br>Trim | 2017<br>Last<br>Trim | To be<br>Trimmed | *Planned<br>Trim<br>(Fiscal<br>Year) | Botanical Name                   | Common Name                      | Quantity | Annual<br>Trim<br>Cycle | 2020<br>Estimated<br>Next Trim | 2021<br>Estimated<br>Next Trim | 2022<br>Estimated<br>Next Trim | 2023<br>Estimated<br>Next Trim |
|----------------------|----------------------|----------------------|------------------|--------------------------------------|----------------------------------|----------------------------------|----------|-------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 0                    | 1                    | 0                    | 1                | 2020                                 | Hymenosporum flavum              | Sweetshade                       | 2        | 3                       | 2                              | 0                              | 0                              | 2                              |
| 0                    | 0                    | 0                    | 2                | 2020                                 | Gleditsia triacanthos f. inermis | Thornless Honey Locust           | 2        | 3                       | 2                              | 0                              | 0                              | 2                              |
| 0                    | 0                    | 0                    | 34               | 2020                                 | Pittosporum tobira               | Tobira, Mock Orange              | 34       | 3                       | 34                             | 0                              | 0                              | 34                             |
| 0                    | 0                    | 0                    | 2                | 2020                                 | Ailanthus altissima              | Tree of Heaven                   | 2        | 3                       | 2                              | 0                              | 0                              | 2                              |
| 0                    | 0                    | 0                    | 4                | 2020                                 | Dyopsis decaryi                  | Triangle Palm                    | 4        | 3                       | 4                              | 0                              | 0                              | 4                              |
| 0                    | 2                    | 1                    | 27               | 2020                                 | Pittosporum undulatum            | Victorian Box                    | 30       | 3                       | 30                             | 0                              | 0                              | 30                             |
| 0                    | 91                   | 0                    | 286              | 2020                                 | Callistemon viminalis            | Weeping Bottlebrush              | 377      | 3                       | 377                            | 0                              | 0                              | 377                            |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Morus alba 'Pendula'             | Weeping White Mulberry           | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Salix babylonica                 | Weeping Willow                   | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 3                    | 1                    | 23               | 2020                                 | Alnus rhombifolia                | White Alder                      | 27       | 3                       | 27                             | 0                              | 0                              | 27                             |
| 0                    | 0                    | 0                    | 2                | 2020                                 | Eucalyptus leucosylon            | White Ironbark                   | 2        | 3                       | 2                              | 0                              | 0                              | 2                              |
| 0                    | 0                    | 0                    | 2                | 2020                                 | Casimiroa edulis                 | White Sapote                     | 2        | 3                       | 2                              | 0                              | 0                              | 2                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Salix species                    | Willow Species                   | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Handroanthus umbellatus          | Yellow Trumpet Tree              | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Taxus species                    | Yew Species                      | 1        | 3                       | 1                              | 0                              | 0                              | 1                              |
| 1                    | 30                   | 0                    | 83               | 2020                                 | Liquidambar styraciflua          | American Sweet Gum               | 114      | 4                       | 114                            | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Pyrus calleryana 'Aristocrat'    | Aristocrat Pear                  | 1        | 4                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Acer palmatum 'Bloodgood'        | Bloodgood Japanese Maple         | 1        | 4                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 13                   | 0                    | 60               | 2020                                 | Eucalyptus globulus              | Blue Gum                         | 73       | 4                       | 73                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 4                | 2020                                 | Acacia saligna                   | Blue-Leaf Wattle, Willow Wattle  | 4        | 4                       | 4                              | 0                              | 0                              | 0                              |
| 0                    | 19                   | 0                    | 26               | 2020                                 | Eucalyptus lehmannii             | Bushy Yate                       | 45       | 4                       | 45                             | 0                              | 0                              | 0                              |
| 0                    | 91                   | 11                   | 395              | 2020                                 | Pinus canariensis                | Canary Island Pine               | 497      | 4                       | 497                            | 0                              | 0                              | 0                              |
| 0                    | 5                    | 1                    | 52               | 2020                                 | Prunus caroliniana               | Carolina Laurel Cherry           | 58       | 4                       | 58                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 2                | 2020                                 | Manihot esculenta                | Cassava                          | 2        | 4                       | 2                              | 0                              | 0                              | 0                              |
| 0                    | 3                    | 0                    | 23               | 2020                                 | Eucalyptus globulus 'Compacta'   | Compact Bluegum                  | 26       | 4                       | 26                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 2                | 2020                                 | Eucalyptus torquata              | Coral Gum                        | 2        | 4                       | 2                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 2                | 2020                                 | Populus deltoides                | Cottonwood                       | 2        | 4                       | 2                              | 0                              | 0                              | 0                              |
| 0                    | 6                    | 0                    | 25               | 2020                                 | Eucalyptus rudis                 | Desert Gum                       | 31       | 4                       | 31                             | 0                              | 0                              | 0                              |
| 0                    | 3                    | 0                    | 1                | 2020                                 | Hibiscus mutabilis 'Flore Pleno' | Double Confederate Rose          | 4        | 4                       | 4                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Dracaena draco                   | Dragon Tree                      | 1        | 4                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Catalpa bignonioides             | Eastern Catalpa                  | 1        | 4                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Quercus ilex                     | Holly Oak                        | 1        | 4                       | 1                              | 0                              | 0                              | 0                              |
| 1                    | 21                   | 0                    | 92               | 2020                                 | Pinus pinea                      | Italian Stone Pine               | 114      | 4                       | 114                            | 0                              | 0                              | 0                              |
| 0                    | 50                   | 1                    | 616              | 2020                                 | Callistemon citrinus             | Lemon Bottlebrush                | 667      | 4                       | 667                            | 0                              | 0                              | 0                              |
| 0                    | 37                   | 0                    | 132              | 2020                                 | Corymbia citriodora              | Lemon-Scented Gum                | 169      | 4                       | 169                            | 0                              | 0                              | 0                              |
| 0                    | 10                   | 0                    | 31               | 2020                                 | Eucalyptus viminalis             | Manna Gum                        | 41       | 4                       | 41                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Taxodium mucronatum              | Montezuma Cypress                | 1        | 4                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 1                    | 0                    | 21               | 2020                                 | Leptospermum scoparium           | Nichols Willow-Leaved Peppermint | 22       | 4                       | 22                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 6                | 2020                                 | Platyclusus orientalis           | Oriental Arborvitae              | 6        | 4                       | 6                              | 0                              | 0                              | 0                              |
| 0                    | 1                    | 0                    | 16               | 2020                                 | Pyrus calleryana                 | Ornamental Pear                  | 17       | 4                       | 17                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 4                | 2020                                 | Butia capitata                   | Pindo Palm                       | 4        | 4                       | 4                              | 0                              | 0                              | 0                              |
| 0                    | 1                    | 8                    | 48               | 2020                                 | Brachychiton discolor            | Pink Flame Tree                  | 57       | 4                       | 57                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 2                | 2020                                 | Calliandra haematocephala        | Pink Powderpuff                  | 2        | 4                       | 2                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 8                | 2020                                 | Cotoneaster lacteus              | Red Clusterberry                 | 8        | 4                       | 8                              | 0                              | 0                              | 0                              |
| 1                    | 5                    | 0                    | 24               | 2020                                 | Eucalyptus camaldulensis         | Red Gum                          | 29       | 4                       | 29                             | 0                              | 0                              | 0                              |
| 1                    | 149                  | 0                    | 110              | 2020                                 | Eucalyptus sideroxylon           | Red Ironbark                     | 260      | 4                       | 260                            | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Eucalyptus globulus              | River She-Oak                    | 1        | 4                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 1                    | 1                | 2020                                 | Howea belmoreana                 | Sentry Palm                      | 2        | 4                       | 2                              | 0                              | 0                              | 0                              |
| 1                    | 157                  | 0                    | 130              | 2020                                 | Eucalyptus polyanthemos          | Silver Dollar Gum                | 288      | 4                       | 288                            | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Acer saccharum                   | Silver Maple                     | 1        | 4                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 2                    | 0                    | 0                | 2020                                 | Eucalyptus pulverulenta          | Silver Mountain Gum              | 2        | 4                       | 2                              | 0                              | 0                              | 0                              |
| 0                    | 1                    | 0                    | 5                | 2020                                 | Macadamia integrifolia           | Smooth-Shell Macadamia           | 6        | 4                       | 6                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 9                | 2020                                 | Cocculus laurifolius             | Snailseed                        | 9        | 4                       | 9                              | 0                              | 0                              | 0                              |
| 0                    | 14                   | 0                    | 50               | 2020                                 | Corymbia maculata                | Spotted Gum                      | 64       | 4                       | 64                             | 0                              | 0                              | 0                              |
| 0                    | 2                    | 0                    | 11               | 2020                                 | Arbutus unedo                    | Strawberry Tree                  | 13       | 4                       | 13                             | 0                              | 0                              | 0                              |
| 2                    | 12                   | 1                    | 17               | 2020                                 | Eucalyptus cladocalyx            | Sugar Gum                        | 32       | 4                       | 32                             | 0                              | 0                              | 0                              |

Landscape Division  
Third Mutual Trees by Trim Cycle by Species

| 2019<br>Last<br>Trim | 2018<br>Last<br>Trim | 2017<br>Last<br>Trim | To be<br>Trimmed | *Planned<br>Trim<br>(Fiscal<br>Year) | Botanical Name                    | Common Name                      | Quantity | Annual<br>Trim<br>Cycle | 2020<br>Estimated<br>Next Trim | 2021<br>Estimated<br>Next Trim | 2022<br>Estimated<br>Next Trim | 2023<br>Estimated<br>Next Trim |
|----------------------|----------------------|----------------------|------------------|--------------------------------------|-----------------------------------|----------------------------------|----------|-------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 0                    | 0                    | 0                    | 1                | 2020                                 | Heteromeles arbutifolia           | Toyon                            | 1        | 4                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 2                | 2020                                 | Schefflera pueckleri              | Valley Oak                       | 2        | 4                       | 2                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Tristanopsis laurina              | Weeping Blue Atlas Cedar         | 1        | 4                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 2                    | 1                    | 114              | 2020                                 | Ilex attaclarensis 'Wilsonii'     | Wilson Holly                     | 117      | 4                       | 117                            | 0                              | 0                              | 0                              |
| 0                    | 12                   | 3                    | 16               | 2020                                 | Trachycarpus fortunei             | Windmill Palm                    | 31       | 4                       | 31                             | 0                              | 0                              | 0                              |
| 0                    | 1                    | 0                    | 6                | 2020                                 | Pinus brutia var. eldarica        | Afghan Pine                      | 7        | 5                       | 7                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 7                | 2020                                 | Cunonia capensis                  | African Red Alder                | 7        | 5                       | 7                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 2                | 2020                                 | Thuja occidentalis                | American Arborvitae              | 2        | 5                       | 2                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Brugmansia versicolor             | Angel's Trumpet                  | 1        | 5                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Dyopsis lutescens                 | Areca Palm                       | 1        | 5                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Tamara aphylla                    | Athel Tree                       | 1        | 5                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 1                    | 0                    | 14               | 2020                                 | Cedrus atlantica                  | Atlas Cedar                      | 15       | 5                       | 15                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 10               | 2020                                 | Leptospermum laevigatum           | Australian Tea Tree              | 10       | 5                       | 10                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 11               | 2020                                 | Hyophorbe lagenicaulis            | Bottle Palm                      | 11       | 5                       | 11                             | 0                              | 0                              | 0                              |
| 0                    | 9                    | 0                    | 49               | 2020                                 | Eriobotrya deflexa                | Bronze Loquat                    | 58       | 5                       | 58                             | 0                              | 0                              | 0                              |
| 0                    | 4                    | 0                    | 46               | 2020                                 | Syzygium paniculatum              | Brush Cherry                     | 50       | 5                       | 50                             | 0                              | 0                              | 0                              |
| 0                    | 110                  | 3                    | 149              | 2020                                 | Cinnamomum camphora               | Camphor                          | 262      | 5                       | 262                            | 0                              | 0                              | 0                              |
| 1                    | 15                   | 2                    | 135              | 2020                                 | Prunus lyonii                     | Catalina Cherry                  | 153      | 5                       | 153                            | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 2                | 2020                                 | Ilex cornuta                      | Chinese Holly                    | 2        | 5                       | 2                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 17               | 2020                                 | Juniperus chinensis               | Chinese Juniper                  | 17       | 5                       | 17                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Photinia serratifolia             | Chinese Photinia                 | 1        | 5                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Photinia serulata                 | Chinese Photinia                 | 1        | 5                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Wisteria sinensis (Standard)      | Chinese Wisteria (Standard)      | 1        | 5                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Phoenix rupicola                  | Cliff Date Palm                  | 1        | 5                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 2                    | 0                    | 17               | 2020                                 | Quercus agrifolia                 | Coast Live Oak                   | 19       | 5                       | 19                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Sequoia sempervirens              | Coast Redwood                    | 1        | 5                       | 1                              | 0                              | 0                              | 0                              |
| 1                    | 47                   | 6                    | 686              | 2020                                 | Lagerstroemia indica              | Crape Myrtle (Including hybrids) | 740      | 5                       | 740                            | 0                              | 0                              | 0                              |
| 0                    | 2                    | 0                    | 5                | 2020                                 | Cedrus deodara                    | Deodar Cedar                     | 7        | 5                       | 7                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Schefflera arboricola             | Dwarf Schefflera                 | 1        | 5                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 2                    | 0                    | 61               | 2020                                 | Cercis canadensis                 | Eastern Redbud                   | 63       | 5                       | 63                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 6                | 2020                                 | Ilex aquifolium                   | English Holly                    | 6        | 5                       | 6                              | 0                              | 0                              | 0                              |
| 0                    | 67                   | 0                    | 56               | 2020                                 | Pyrus kawakamii                   | Evergreen Pear                   | 123      | 5                       | 123                            | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 28               | 2020                                 | Cercis canadensis 'Forest Pansy'  | Forest Pansy Redbud              | 28       | 5                       | 28                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 13               | 2020                                 | Photinia fraseri                  | Fraser Photinia                  | 13       | 5                       | 13                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 22               | 2020                                 | Ligustrum lucidum                 | Glossy Privet                    | 22       | 5                       | 22                             | 0                              | 0                              | 0                              |
| 0                    | 1                    | 0                    | 17               | 2020                                 | Dodonaea viscosa                  | Hollywood Juniper                | 18       | 5                       | 18                             | 0                              | 0                              | 0                              |
| 0                    | 17                   | 15                   | 275              | 2020                                 | Juniperus chinensis 'Torulosa'    | Hollywood Juniper                | 307      | 5                       | 307                            | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 7                | 2020                                 | Calocedrus decurrens              | Incense Cedar                    | 7        | 5                       | 7                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 27               | 2020                                 | Cupressus sempervirens            | Italian Cypress                  | 27       | 5                       | 27                             | 0                              | 0                              | 0                              |
| 0                    | 3                    | 0                    | 44               | 2020                                 | Pinus thunbergiana                | Japanese Black Pine              | 47       | 5                       | 47                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 8                | 2020                                 | Acer palmatum                     | Japanese Maple                   | 8        | 5                       | 8                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 5                    | 48               | 2020                                 | Juniperus species                 | Juniper Species                  | 53       | 5                       | 53                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 1                    | 17               | 2020                                 | Cupressocyparis leylandii         | Leyland Cypress                  | 18       | 5                       | 18                             | 0                              | 0                              | 0                              |
| 0                    | 3                    | 3                    | 121              | 2020                                 | Magnolia grandiflora 'Little Gem' | Little Gem Magnolia              | 127      | 5                       | 127                            | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 87               | 2020                                 | Podocarpus henkei                 | Long-Leafed Yellowwood           | 87       | 5                       | 87                             | 0                              | 0                              | 0                              |
| 0                    | 19                   | 0                    | 50               | 2020                                 | Pinus radiata                     | Monterey Pine                    | 69       | 5                       | 69                             | 0                              | 0                              | 0                              |
| 0                    | 37                   | 2                    | 152              | 2020                                 | Metrosideros excelsa              | New Zealand Christmas Tree       | 191      | 5                       | 191                            | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Leptospermum scoparium            | New Zealand Tea Tree             | 1        | 5                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 1                    | 1                    | 15               | 2020                                 | Araucaria heterophylla            | Norfolk Island Pine              | 17       | 5                       | 17                             | 0                              | 0                              | 0                              |
| 0                    | 1                    | 0                    | 6                | 2020                                 | Other Tree                        | Other Tree                       | 7        | 5                       | 7                              | 0                              | 0                              | 0                              |
| 0                    | 2                    | 0                    | 123              | 2020                                 | Prunus cerasifera                 | Purple-Leafed Plum               | 125      | 5                       | 125                            | 0                              | 0                              | 0                              |
| 0                    | 2                    | 0                    | 13               | 2020                                 | Aurantifolia x rhombifolia        | Queensland Pittosporum           | 15       | 5                       | 15                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 4                | 2020                                 | Magnolia x soulangeana            | Saucer Magnolia                  | 4        | 5                       | 4                              | 0                              | 0                              | 0                              |
| 0                    | 4                    | 0                    | 48               | 2020                                 | Xylocopa congestum                | Shiny Xylosma                    | 52       | 5                       | 52                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 18               | 2020                                 | Cotinus coggygria                 | Smoke Tree                       | 18       | 5                       | 18                             | 0                              | 0                              | 0                              |
| 0                    | 78                   | 1                    | 353              | 2020                                 | Magnolia grandiflora              | Southern Magnolia                | 432      | 5                       | 432                            | 0                              | 0                              | 0                              |

Landscape Division  
Third Mutual Trees by Trim Cycle by Species

| 2019<br>Last<br>Trim | 2018<br>Last<br>Trim | 2017<br>Last<br>Trim | To be<br>Trimmed | *Planned<br>Trim<br>(Fiscal<br>Year) | Botanical Name                  | Common Name           | Quantity | Annual<br>Trim<br>Cycle | 2020<br>Estimated<br>Next Trim | 2021<br>Estimated<br>Next Trim | 2022<br>Estimated<br>Next Trim | 2023<br>Estimated<br>Next Trim |
|----------------------|----------------------|----------------------|------------------|--------------------------------------|---------------------------------|-----------------------|----------|-------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 0                    | 0                    | 2                    | 36               | 2020                                 | Yucca gloriosa                  | Spanish Dagger        | 38       | 5                       | 38                             | 0                              | 0                              | 0                              |
| 0                    | 6                    | 4                    | 110              | 2020                                 | Araucaria columnaris            | Star Pine             | 120      | 5                       | 120                            | 0                              | 0                              | 0                              |
| 0                    | 1                    | 0                    | 17               | 2020                                 | Acacia longifolia               | Sydney Golden Wattle  | 18       | 5                       | 18                             | 0                              | 0                              | 0                              |
| 0                    | 1                    | 1                    | 50               | 2020                                 | Cercis canadensis var. texensis | Texas/Oklahoma Redbud | 52       | 5                       | 52                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 1                | 2020                                 | Aralia elegantissima            | Threadleaf Aralia     | 1        | 5                       | 1                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 1                    | 2                | 2020                                 | Schefflera pueckleri            | Tupidanthus           | 3        | 5                       | 3                              | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 52               | 2020                                 | Tristanopsis laurina            | Water Gum             | 52       | 5                       | 52                             | 0                              | 0                              | 0                              |
| 0                    | 0                    | 0                    | 3                | 2020                                 | Cercis occidentalis             | Western Redbud        | 3        | 5                       | 3                              | 0                              | 0                              | 0                              |
| 0                    | 3                    | 0                    | 7                | 2020                                 | Podocarpus macrophyllus         | Yew Pine              | 10       | 5                       | 10                             | 0                              | 0                              | 0                              |
| 20                   | 3,262                | 114                  | 9,250            |                                      | Totals without Palm Trees:      |                       | 13,182   |                         | 13,182                         | 0                              | 2,529                          | 3,736                          |
| 126                  | 3,557                | 133                  | 10,144           |                                      | Total with Palm Trees:          |                       | 13,960   |                         | 13,960                         | 369                            | 2,898                          | 4,105                          |

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**RESOLUTION 03-19-XXX**

**Species-Based Tree Trimming Policy**

**WHEREAS**, the Board of Directors recognizes that many policies and services have been implemented by way of practice over the years but not formally documented;

**WHEREAS**, the current tree trimming schedule is based on an inspection based rotation in which trees are inspected every 34 months to determine the necessity of trimming on an individual tree basis;

**WHEREAS**, some tree species require trimming more frequently than every 34 months and some less frequently, which has led to inefficiencies and an increased amount of service requests and storm damage;

**WHEREAS**, Third Mutual maintains over 12,000 trees with 224 different species, each having different growth rates;

**WHEREAS**, Staff has determined that using a species basis to determine the tree trimming schedule would reduce the inefficiencies and service request trims;

**NOW THEREFORE BE IT RESOLVED**, [DATE], that the Board of Directors hereby adopts the species-based trimming cycles 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.

DECEMBER Initial Notification

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

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## **STAFF REPORT**

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**DATE:** December 2, 2019  
**FOR:** Resident Policy and Compliance Task Force  
**SUBJECT:** Resident Policy and Compliance Committee Charter

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### **RECOMMENDATION**

Staff recommends that the Resident Policy and Compliance Task Force be established as a Committee and adoption of a charter outlining the roles and responsibilities.

### **BACKGROUND**

In August 2016, a Resident Policy and Compliance Ad Hoc Committee was established in conjunction with United Laguna Woods Mutual to address aligning governing documents when possible to create a streamline process. Later in the year, Third Laguna Hills Mutual broke off from the joint Ad Hoc Committee and established a Resident Policy and Compliance Task Force to review policies and process for consistency. On August 15, 2017, the Board of Directors approved members for the Resident Policy and Compliance Task Force (Resolution 03-17-87).

### **DISCUSSION**

The charter includes limit on directors and advisors that may be assigned to the committee and specifies if the advisors have voting privileges.

### **FINANCIAL ANALYSIS**

There is no financial impact.

**Prepared By:** Blessilda Wright, Compliance Supervisor

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

### **ATTACHMENT(S)**

Attachment 1: Proposed Resident Policy and Compliance Committee Charter

## **ENDORSEMENT (to Board)**

### **Discuss & Consider the Resident Policy and Compliance Charter**

In August 2016, a Resident Policy and Compliance Ad Hoc Committee was established in conjunction with United Laguna Woods Mutual to address aligning governing documents when possible to create a streamline process. Later in the year, Third Laguna Hills Mutual broke off from the joint Ad Hoc Committee and established a Resident Policy and Compliance Task Force to review policies and process for consistency. On August 15, 2017, the Board of Directors approved members for the Resident Policy and Compliance Task Force (Resolution 03-17-87).

Director Bhada made a motion approve the Resident Policy and Compliance Charter included in the official report of the meeting and rename the Task Force to Committee. Director Parsons seconded the motion.

By unanimous vote, the motion carried.





## **RESOLUTION 03-20-XX**

### **RESIDENT POLICY AND COMPLIANCE COMMITTEE CHARTER**

**WHEREAS**, pursuant to Bylaws, Article VII, Section 1, the Resident Policy and Compliance Committee is established as a standing committee of this Corporation for the purpose of reviewing the governing documents for clarity, legality and current applicability; and

**WHEREAS**, pursuant to Bylaws, Article VII, Section 7.1.3.1, Committee Advisors shall have voting rights;

**NOW THEREFORE BE IT RESOLVED**, January [XX], 2020 that the Board of Directors of this Corporation hereby assigns the following procedures for this Committee as follows:

#### **I. Committee Members**

1. The Board of Directors shall appoint the Resident and Compliance Committee Chair;
2. The Committee shall consist of no more than 5 directors and 3 advisors, all will be voting members appointed by the Board of Directors upon recommendation of the Committee Chair;
3. A Committee Member absent from three consecutive, regularly scheduled meetings shall no longer qualify for the Committee, unless excused by the Chair.

#### **II. Responsibilities**

This Committee shall serve at the direction of and at the pleasure of the Board of Directors. The primary responsibility of the Committee is to recommend general and specific actions related to the governing documents for the Boards approval and implementation.

1. The Committee's scope includes assuring that the governing documents are consistent with the Bylaws, CC&Rs and other governing documents, as well as current federal, state and local laws;
2. Review all governing documents and make recommendations to the Board of Directors regarding proposed revisions to the governing documents;
3. Consult, as appropriate and upon Committee approval, with Corporate Counsel;
4. Perform such additional functions as may be assigned or referred to this Committee by the President as well as those

that are necessary and prudent to fulfill the Committee's duties and responsibilities;

5. Function as an advisory and liaison body to the managing agent in matters pertaining to governing document changes/implementation and coordinate these matters with other standing committee having related concerns.

**RESOLVED FURTHER**, the Resident Policy and Compliance Task Force will now be known as the Resident Policy and Compliance Committee from henceforth;

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



## **STAFF REPORT**

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**DATE:** December 17, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Nuisance Policy

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### **RECOMMENDATION**

Staff recommends adoption of the Nuisance Policy.

### **BACKGROUND**

The member-discipline process is coordinated by the Compliance Division. Upon notice of an alleged violation, staff investigates and should staff identify objective evidence of a violation by a member or their guests, staff will send a courtesy notice to the offending party describing the allegation(s) and the disciplinary action that may ensue if not corrected. Staff then monitors the situation and if compliance is not achieved, will send a final notice requesting compliance. Additionally, the matter is scheduled for a disciplinary hearing with the Board of Directors to determine if member-discipline is merited. If the alleged violation has been resolved, no further action is required.

If a disciplinary hearing is necessary, staff will notice the member for a hearing before the Board of Directors in Executive Session. If the Board finds the member to be in violation of the governing documents, the Board may impose a fine based on the Monetary Fee Schedule, suspend member privileges, and/or consider legal action.

Violations may include but not be limited to behavior/disturbance, noise, odors and neighbor disputes.

On December 2, 2019, the Resident Policy and Compliance Task Force approved adoption of the Nuisance Policy.

### **DISCUSSION**

The purpose of the Nuisance Policy (Attachment 1) is to set forth guidelines to address alleged violations of nuisance behavior that occurs in Third Mutual.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Blessilda Wright, Compliance Supervisor

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

### **ATTACHMENT(S)**

Attachment 1: Nuisance Policy

## **ENDORSEMENT (to Board)**

### **Discuss & Consider the Nuisance Policy**

The member-discipline process is coordinated by the Compliance Division. Upon notice of an alleged violation, staff investigates and should staff identify objective evidence of a violation by a member or their guests, staff will send a courtesy notice to the offending party describing the allegation(s) and the disciplinary action that may ensue if not corrected. staff then monitors the situation and if compliance is not achieved, staff will send a final notice requesting compliance. Additionally, the matter is scheduled for a disciplinary hearing with the Board of Directors to determine if member-discipline is merited. If the alleged violation has been resolved, no further action is required.

If a disciplinary hearing is necessary, staff will notice the member for a hearing before the Board of Directors in Executive Session. If the Board finds the member to be in violation of the governing documents, the Board may impose a fine based on the Monetary Fee Schedule, suspend member privileges, and/or consider legal action.

Director Parsons made a motion to approve the Nuisance Policy with corrections. Director Bhada seconded the motion.

By unanimous vote, the motion carried.



## **Nuisance Policy**

### **I. Purpose**

The purpose of this policy is to set forth guidelines for nuisance complaints received by Third Laguna Hills Mutual (Third).

### **II. Definitions**

- a. Community – Laguna Woods Village.
- b. Golden Rain Foundation (GRF) – the Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation.
- c. Governing Documents – all of the following, collectively, the Articles of Incorporation; the Bylaws; CC&Rs; the Rules and Regulations; and any Resolutions or Policies of the Board; all the same may be lawfully amended or modified from time to time.
- d. Member – is defined as any person who is an owner of a Unit in Third's development who has been approved for membership in Third.
- e. Nuisance – see details under Conditions.
- f. Resident - is defined as any person who has been approved by the Board of Directors for occupancy.
- g. Staff - Employees of Village Management Services, Inc. authorized to act on behalf of Third.
- h. 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. Also known as Corporation. Also known as the Mutual.

### **III. Conditions**

**Nuisance in General:** Anything which is injurious to health, indecent or offensive to the senses, causes an unreasonable disturbance or annoyance, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property, is a nuisance. (Civ. Code § 3479.)

**Public Nuisance:** A public nuisance is a condition or activity that interferes with the health or well-being of the entire community or a considerable number of persons in the neighborhood. (Civ. Code §§3479-3480.)

**Private Nuisance:** A private nuisance is a condition or activity that interferes with an individual's use or enjoyment of their property. (Civ. Code §§3479, 3481.)

**Governing Documents:** “No Owner or Resident shall permit or suffer anything to be done or kept within the Project which will increase insurance rates on any Building or contents thereof, or which will obstruct or interfere with the rights of other persons in the Project or annoy them by unreasonable noises or otherwise, nor shall any Owner or Resident commit or permit any nuisance or commit or permit any illegal act within the Project. An Owner and each Resident shall comply with the requirements of all governmental authorities. If by reason of any act of any Owner insurance rates should be increased, the Owner shall be personally liable for the additional premium” (CC&Rs Article III, Section 6, Use Restrictions.)

Below are examples of activities that fall into a nuisance category:

1. **Noise:** Things that interfere with quiet enjoyment such as improperly installed hardwood floors, neighbors playing their music or TV too loud, loud conversation, barking dogs, etc.
2. **Odors:** This includes second-hand smoke (cigarettes, cigars and marijuana), strong cooking odors, smoke from a BBQ grill entering other units, etc.
3. **Visual:** Draping articles over balcony rails, storing inoperable vehicles in parking spaces, etc.
4. **Health/Safety:** Hoarders who allow unsanitary conditions to exist that attract insects and rodents, or residents who wash feces and urine off their balcony onto the property below them.
5. **Violation of Laws:** A violation of federal or state laws or local ordinances. An example would be public nudity or a resident engaged in drug dealing or prostitution.

#### IV. Enforcement

Third is authorized to take disciplinary action against a Member(s) whose manor 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 and impose, if appropriate, discipline as set forth in the Governing Documents.

The Board has the authority to impose monetary fines, suspend Member(s) privileges, and/or bring forth legal action. The Member(s) are entirely responsible for ensuring that the Governing Documents are followed by anyone they allow into the Community. This includes any Co-occupant, Lessee, Guest, Care Provider, Vendor, invitee or contractor.

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](mailto:compliance@vmsinc.org).

Investigating Nuisance: To determine if nuisance is taking place, Staff evaluates the behavior and determines if the behavior or noise transferring to other units is

deemed reasonable or unreasonable to an average reasonable person. Staff will inform the reporting parties to call the Security Department for documentation.

For hard surface flooring complaints: Staff will perform informal sound tests that include two Staff members in the downstairs unit at the same time that two Staff members are in the upstairs unit, with an attempt to replicate the alleged noise.

For odor complaints: Staff will perform an informal odor test that includes two Staff members in the suspects' unit at the same time that two Staff members are in the reporting parties unit, with an attempt to replicate the alleged odors. Staff also seeks assistance from the Maintenance Department to determine if the building structure is a factor that can be remedied.

For neighbor-to-neighbor disputes: Staff will offer informal mediation performed by the Compliance and Social Services Division. Staff will also recommend professional mediation services offered by the County of Orange.

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**Resolution 03-20-XX**  
**Nuisance Policy**

**WHEREAS**, the Resident Policy and Compliance Task Force has recognized the need to adopt a Nuisance Policy to set forth guidelines for nuisance complaints received by the Board;

**NOW THEREFORE BE IT RESOLVED**, [DATE], 2020, that the Board of Directors of this Corporation hereby adopts the Nuisance Policy, as attached to the official minutes of this meeting; and

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

DECEMBER Initial Notification

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

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## **STAFF REPORT**

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**DATE:** December 17, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Harassment Policy

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### **RECOMMENDATION**

Staff recommends adoption of the Harassment Policy.

### **BACKGROUND**

The member-discipline process is coordinated by the Compliance Division. Upon notice of an alleged violation, staff investigates and should staff identify objective evidence of a violation by a member or their guests, staff will send a courtesy notice to the offending party describing the allegation(s) and the disciplinary action that may ensue if not corrected. Staff then monitors the situation and if compliance is not achieved, will send a final notice requesting compliance. Additionally, the matter is scheduled for a disciplinary hearing with the Board of Directors to determine if member-discipline is merited. If the alleged violation has been resolved, no further action is required.

If a disciplinary hearing is necessary, staff will notice the member for a hearing before the Board of Directors in Executive Session. If the Board finds the member to be in violation of the governing documents, the Board may impose a fine based on the Monetary Fee Schedule, suspend member privileges, and/or consider legal action.

Violations may include but not be limited to behavior/disturbance, noise, odors and neighbor disputes.

On December 2, 2019, the Resident Policy and Compliance Task Force approved adoption of the Harassment Policy.

### **DISCUSSION**

The purpose of the Harassment Policy (Attachment 1) is to set forth guidelines to address alleged violations of harassment behavior that occurs in Third Mutual.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Blessilda Wright, Compliance Supervisor

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

### **ATTACHMENT(S)**

Attachment 1: Harassment Policy

## **ENDORSEMENT (to Board)**

### **Discuss & Consider the Harassment Policy**

The member-discipline process is coordinated by the Compliance Division. Upon notice of an alleged violation, staff investigates and should staff identify objective evidence of a violation by a member or their guests, staff will send a courtesy notice to the offending party describing the allegation(s) and the disciplinary action that may ensue if not corrected. Staff then monitors the situation and if compliance is not achieved, staff will send a final notice requesting compliance. Additionally, the matter is scheduled for a disciplinary hearing with the Board of Directors to determine if member-discipline is merited. If the alleged violation has been resolved, no further action is required.

If a disciplinary hearing is necessary, staff will notice the member for a hearing before the Board of Directors in Executive Session. If the Board finds the member to be in violation of the governing documents, the Board may impose a fine based on the Monetary Fee Schedule, suspend member privileges, and/or consider legal action.

Director McCary made a motion to approve the Harassment Policy. Director Parsons seconded the motion.

By unanimous vote, the motion carried.



## **Harassment Policy**

### **I. Purpose**

The purpose of this policy is to set forth guidelines for harassment complaints received by Third Laguna Hills Mutual (Third).

### **II. Definitions**

- a. Community – Laguna Woods Village.
- b. Golden Rain Foundation (GRF) – the Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation.
- c. Governing Documents – all of the following, collectively, the Articles of Incorporation; the Bylaws; the CC&Rs; the Rules and Regulations; and any Resolutions or Policies of the Board; all the same may be lawfully amended or modified from time to time.
- d. Harassment – see details under Conditions.
- e. Member – is defined as any person who is an owner of a Unit in Third's development who has been approved for membership in Third.
- f. Resident - is defined as any person who has been approved by the Board of Directors for occupancy.
- g. Staff - Employees of Village Management Services, Inc. authorized to act on behalf of Third.
- h. 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. Also known as Corporation. Also known as the Mutual.

### **III. Conditions**

**Federal Law:** Under federal law, "harassment" is defined to mean "a serious act or a course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose." (18 U.S.C.A. §1514(d)(1)(B).)

**California Law:** California defines "harassment" as unlawful violence; a credible threat of violence; or a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, or harasses the person, and that serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, and must actually cause substantial emotional distress to the petitioner. (Code Civ. §527.6(b)(3).)

"Course of Conduct" is defined as a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose, including following or stalking an individual, making harassing telephone calls to an individual, or sending harassing correspondence to an individual by any means, including, but not limited to, the use of public or private mails, interoffice mail, facsimile, or computer email. (Code Civ. §527.6(b)(1).)

"Credible threat of violence" is a knowing and willful statement or course of conduct that would place a reasonable person in fear for his or her safety, or the safety of his or her immediate family, and that serves no legitimate purpose. (Code Civ. §527.6(b)(2).)

**Department of Housing and Urban Development (HUD) "Final Rule":** New guidelines were enacted in an effort to further define housing discrimination in the form of harassment. In that regard HUD's new guideline, adopted in August 2016 and referred to as the Final Rule, now deem harassment in housing a form of illegal discrimination. Based on HUD's guidelines the Board must now evaluate alleged harassment from a perspective of a housing provider, which HUD deems homeowners association Boards as just that, and to investigate whether a resident is being subjected to harassment to the extent that it, under the Final Rule, amounts to illegal housing discrimination. (24 CFR 100.600.)

**Governing Documents:** The Member shall not permit or suffer anything to be done or kept in or about the dwelling unit or other premises of the Corporation which will increase the rate of insurance on any building or other property of the Corporation or on the contents thereof or which will obstruct or interfere with the rights of other members of the Corporation or annoy them by unreasonable noises or otherwise nor will it commit or permit any nuisance in or about the dwelling unit or other premises of the Corporation or commit or suffer any immoral or illegal act to be committed thereon. The Member shall comply with all of the requirements of governmental authorities with respect to the dwelling unit and all other premises of the Corporation. The Member shall not permit or suffer anything to be done or kept in or about the dwelling unit or other premises of the Corporation which will increase the rate of insurance on any building or other property of the Corporation or annoy them by unreasonable noises or otherwise nor will it commit or permit any nuisance in or about the dwelling unit or other premises of the Corporation (CC&Rs Article III, Section 6, Use Restrictions.)

#### **IV. Enforcement**

Third is authorized to take disciplinary action against a Member(s) whose dwelling 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 and impose, if appropriate, discipline as set forth in the Governing Documents.

The Board has the authority to impose monetary fines, suspend Member(s) privileges, and/or bring forth legal action. The Member(s) are entirely responsible for ensuring that the Governing Documents are followed by anyone they allow into the Community. This includes any Co-occupant, Lessee, Guest, Care Provider, Vendor, invitee or contractor. (Amended and Restated Bylaws, Article IV, Dispute Resolution)

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](mailto:compliance@vmsinc.org).

Investigating Harassment: to determine if harassment is taking place, Staff evaluates the nature of the unwelcome conduct, the context in which the incidents occur, the severity, scope, frequency, duration, and location of the conduct, and the relationships of the people involved. Staff will inform the reporting parties to call the Orange County Sheriff's Department if and when the behavior occurs and the persons subjected to this type of harassment and threats of violence can seek a restraining order.

The Board will address if the harassment is of the type that will require Third to intervene versus deem the matter a neighbor to neighbor dispute that must be resolved between the two residents.

Any reports of harassment will be evaluated by Staff and Legal Counsel to ensure that the Board complies with the Final Rule.

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**Resolution 03-20-XX**  
**Harassment Policy**

**WHEREAS**, the Resident Policy and Compliance Task Force has recognized the need to adopt a Harassment Policy to set forth guidelines for harassment complaints received by the Board;

**NOW THEREFORE BE IT RESOLVED**, January [XX], 2020, that the Board of Directors of this Corporation hereby adopts the Harassment Policy, as attached to the official minutes of this meeting; and

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

DECEMBER Initial Notification

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

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## **STAFF REPORT**

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**DATE:** December 2, 2019  
**FOR:** Resident Policies and Compliance Task Force  
**SUBJECT:** Internal Dispute Resolution

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### **RECOMMENDATION**

Staff recommends revising the Internal Dispute Resolution to include a time frame to complete the matter.

### **BACKGROUND**

On September 8, 2015, the Board adopted an Internal Dispute Resolution to meet requirements that align with Civil Code §4360 (Resolution 03-15-86).

### **DISCUSSION**

The current policy provides a process and procedure for addressing Internal Dispute Resolution requests from owners. However, there is no resolution timeline set in the current policy. The proposed revision includes a time frame of two (2) months for a resolution.

### **FINANCIAL ANALYSIS**

There is no financial impact.

**Prepared By:** Blessilda Wright, Compliance Supervisor

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

### **ATTACHMENT(S)**

Attachment 1: Proposed Amended Internal Dispute Resolution  
Attachment 2: Resolution

## **ENDORSEMENT (to Board)**

### **Discuss & Consider the Internal Dispute Resolution**

On September 8, 2015, the Board adopted an Internal Dispute Resolution to meet requirements that align with Civil Code §4360 (Resolution 03-15-86).

The current policy provides a process and procedure for addressing Internal Dispute Resolution requests from owners. However, there is no timeline set in the current policy. The proposed revision includes a time frame of two (2) months for a resolution.

Director McCary made a motion to approve the Internal Dispute Resolution. Director Parsons seconded the motion.

By unanimous vote, the motion carried.



**Internal Dispute Resolution**  
**Resolution 03-20-XX; Adopted [Date]**

The Internal Dispute Resolution (“IDR”) process provides Third Laguna Hills Mutual (“Third”) as well as all Owners an alternative to the filing of any litigation related to a dispute involving their respective rights, duties or liabilities under the governing documents, the Davis-Stirling Common Interest Development Act; and/or the nonprofit mutual benefit corporation law; or any other state or federal law (a “CID Dispute”). An owner should be permitted to request IDR for a disputed assessment or charge (not a delinquency or a request for a payment plan.) The IDR process is available not only to disputes between Third and an Owner, but can also be used to help resolve disputes between Owners. It does not relate to any collection of assessments unless Third determines it needs to pursue litigation to collect same.

1. Either party (Third or an Owner) to a CID Dispute may invoke the following procedure:
  - a. The party may request the other party to meet and confer, in an effort to resolve the CID Dispute. The request shall be in writing.
  - b. An Owner may refuse a request to meet and confer. Third may not refuse an Owner’s request to meet and confer.
  - c. In response to a CID Dispute involving Third, the Board will designate two Directors (“Board Designees”) to represent Third and meet and confer with the Owner. The Board Designees shall also have the right to request the Chairperson of any applicable Committee involved in the CID Dispute to assist Third and attend the meet and confer session with the Owner.
  - d. IDR meetings between Owners and not involving Third should be held at a “neutral” location. To the extent conference rooms are available, and if the requesting Owners provide a minimum of ten (10) business days’ advance written notice, Third will provide a conference room in the Laguna Woods Village Community Center for the purpose of the IDR meeting. IDR meetings involving Third will be held in the Laguna Woods Village Community Center.
  - e. IDR meetings will be one hour in length. By requesting or agreeing to participate in IDR, the parties agree to commit one hour to the effort to resolve the dispute.
2. An Owner participating in IDR may be assisted by an attorney or another person in explaining their positions at the Owner’s cost, as also Third may be so assisted at Third’s cost. Although an Owner is permitted to bring Owner’s attorney or other representative to the IDR meeting, Third encourages direct discussions between Third representative and the Owner, without legal counsel, to further the goal of resolution through an amicable, no cost, and expeditious process.
3. If an Owner desires to bring Owner’s attorney to the IDR meeting, the Owner shall give ten (10) business days’ advance written notice to the other parties, including Third, so that the other parties may determine if they wish their respective legal

counsel to attend. Failure of Owner to advise if Owner is bringing legal counsel will require a postponement of the IDR meeting to a date at which Third counsel or the counsel of any other party is able to participate. If an Owner appears at the IDR meeting with previously unannounced counsel, the IDR will be rescheduled and will not proceed.

4. In an IDR meeting, the parties will meet promptly at a mutually convenient time and place, explain their positions to each other and confer in good faith in an effort to resolve the CID Dispute. If all parties to the IDR are not present, and no one has called to indicate a problem with arrival, the IDR will be cancelled after 15 minutes of waiting.
5. A resolution of the CID Dispute agreed to by the parties shall be memorialized in writing and signed by all participating parties, including, if Third is involved, the Board Designees on behalf of Third.
6. The Agreement reached by the Owners or the Owners and the Board Designees will bind the parties and be judicially enforceable if the following conditions are satisfied.
  - a. The Agreement is in writing and signed by all parties to the IDR process;
  - b. The Agreement is not in conflict with law or the governing documents; and
  - c. If the IDR involves Third as a participant, the Agreement is consistent with the authority granted in advance to the Board Designees by the Board or is ratified by the Board of Directors within thirty (30) days of the date that the Agreement is executed by the Owner and the Board Designees.
7. The Owner participating in the IDR Process shall not be charged a fee to participate in the IDR Process.
8. All parties participating in the IDR process should note that the goal of the meeting is not to determine who is right or who is wrong, nor does IDR determine a "winner." The purpose of the IDR meeting is to try to find a compromise between the disputing parties, and thereby enhance neighborliness and harmony. Therefore, parties participating should come to the IDR meeting with an open mind and prepared to be flexible in dealing with other parties to the IDR.
9. Resolution must be reached within two (2) months from the IDR request.



**RESOLUTION 03-20-XXX**  
**Internal Dispute Resolution**

**WHEREAS**, Civil Code §5910 establishes requirements for Internal Dispute Resolution meetings; and

**WHEREAS**, the Board recognizes the need to revise the Internal Dispute Resolution to include a time frame for reaching a resolution; and

**NOW THEREFORE BE IT RESOLVED**; [DATE], 2020, that the Board of Directors of this Corporation hereby approves the revised Internal Dispute Resolution, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-15-85 adopted June 16, 2015 is hereby superseded in its entirety and cancelled;

**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.

**DECEMBER Initial Notification**

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

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## STAFF REPORT

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**DATE:** December 11, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Review of Street Light Fixtures for LED Conversion Pilot #2

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### **RECOMMENDATION**

Authorize Siemens to proceed with the implementation of the street light fixture conversion from high pressure sodium (HPS) fixtures to light emitting diode fixtures (LED) on 759 Third Mutual owned street light poles with Siemens' recommended King K427 top mounted fixture and Acuity cobra head fixture in the amount of \$745,000.

### **BACKGROUND**

In March 2018, Siemens was awarded a contract to assist Third Laguna Hills Mutual with acquiring the street light infrastructure (759 Street Light Poles/781 Light Fixtures) from Southern California Edison, replacing the aging, high pressure sodium fixtures with LED technology, and providing street light maintenance after the acquisition. As part of the contract, Siemens was asked to provide light fixture recommendations and pricing for a pilot program to assist Third Mutual with lighting upgrades for the community.

In October 2018, Siemens provided a fixture analysis of several light fixtures, which included a total of five options; a **King K427**, a **Simply LED Retrofit** kit, a **GE Cobra Head**, an **Acuity Cobra Head** fixture and a **Truly Green LED Lamp** (bulb only, no fixture). Based on their analysis, Siemens recommended consideration be given to the installation of the three best rated options for the first pilot program; the King K427, the Simply LED Retrofit kit and the GE Cobra Head.

As part of their recommendations Siemens strongly advised against simply replacing the bulb in the mushroom-style light fixtures for the following reasons:

1. LED lamp replacements retain heat, causing the bulbs to fail prematurely.
2. LED lamp replacements do not address the aging fixtures which are showing signs of various stages of disrepair, leaving them to continue to breakdown, requiring full replacement in future years (Attachment 1).
3. LED lamp replacements do not support new technology.
4. LED bulb only replacements have poor optical control and limited coverage of the light output.

At the January 7, 2019 Third M&C Committee meeting, discussion ensued regarding photometric studies, cost of trimming trees for the pilot, pole spacing, "Kelvins" (colors), and the possibility of running multiple pilots at one time. A motion was made and unanimously

approved to authorize staff to deploy a pilot project (Pilot 1) for the retrofit of street light fixtures along Avenida Sosiega utilizing Siemens' recommended fixtures.

After Pilot 1 was conducted, a special Board meeting was held on April 8, 2019 to discuss the pilot results and to receive feedback from the Members. At the meeting Siemens reiterated their recommendation to use the King K427 fixture to replace the mushroom-style lights due to their overall excellent performance, value to the Mutual, and positive feedback received. Siemens also provided a detailed and complete photometric analysis of the King K427, and indicated that the recommended fixture offered four types of light dispersion selections that could fit a variety of locations and lighting needs for the Mutual. Siemens also pointed out that included in the standard design price is the engineering analysis that will be performed based on pole height and specific location, in other words, the price includes fine-tuning the fixture for the specific location and situation.

Staff was also directed to obtain pricing from Siemens to conduct an additional pilot (Pilot 2), to include other locations, varying pole heights, different Kelvins, and different street configurations, including intersections, and cul-de-sacs.

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

Member and Board comments were received and both expressed the need for an additional pilot to be installed at other streets, at an intersection, and in a cul-de-sac, with light fixtures that offered more directional light dispersion, and included different pole heights.

By consensus, staff was directed to provide Siemens with updated criteria and a scope of work for an additional pilot to address all the voiced concerns. Siemens was also directed to recommend additional fixtures which may be included in the new pilot to provide the best possible lighting.

Staff developed a scope of work for Pilot #2, and requested Siemens to provide a cost proposal to execute the new pilot which took into consideration Board direction and addressed all voiced concerns. Siemens provided a proposal to meet the scope of work and also included a selection of four additional, highly efficient fixtures, meeting the highest light performance with the best light dispersion characteristics and fixture options.

At the July 18, Special Open Workshop the Board reviewed a second presentation from Siemens regarding alternate fixtures available for the second Street Light LED Fixture Conversion pilot project. Staff was directed to proceed to implement the second pilot using the Siemen's recommended King K427 fixture in order to determine if this fixture provides adequate lighting under all conditions.

## **DISCUSSION**

On November 20, 2019 the second street light pilot was implemented and advertised for Third Mutual residents to review and provide a fixture selection and comments. Several comments from the community were received on December 2, however, no definitive selection was received (Attachment 1).

Siemens provided updated fixture costs for the recommended fixtures (Acuity 31 watt cobra type II, 3,780 lumens, 4000K and King K427 40 watt post top, type III, 4,311 lumens, 3000K) in the amount of \$745,000. Because each of the 63 cobra head locations may require additional items such as higher or lower wattage and lumens and refractor attachments, Siemens provided an estimated budget amount of \$310 each, which has been factored into the overall costs. Additionally, there has been a slight cost increase for the light fixtures since the original estimate was provided in 2017.

Staff is recommending the full implementation of the street light conversion from HPS fixtures to new LED fixtures as recommended by Siemens at a cost of \$745,000.

In addition, there is an estimated average cost savings of \$101,000 in energy use over the life of the Siemens' recommended LED fixture conversions (Attachment 2).

## **FINANCIAL ANALYSIS**

This project is fully funded in the amount of \$745,000 from the Exterior Lighting Replacement Fund.

**Prepared By:** Guy West, Projects Division Manager

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

## **ATTACHMENT(S)**

Attachment 1 – Resident Fixture Preference and Comments

Attachment 2 – Projected Savings Analysis



Third Laguna Hills Mutual  
Maintenance & Construction Committee  
December 11, 2019

## **ENDORSEMENT (to Board)**

### **1. Street Light LED Conversion Pilot #2**

Staff Officer Ernesto Munoz provided a brief history on the street light acquisition project; summarized the staff report and answered questions from the Committee. He then gave a brief PowerPoint presentation and discussed the LED lighting pilot options for the various streets, pole heights, intersections and cul-de-sacs in the Community.

On November 20, 2019 the second street light pilot was implemented and advertised for Third Mutual residents to review and provide a fixture selection and comments. Several comments from the community were received on December 2, 2019 however, no definitive selection was received.

Siemens provided updated fixture costs for the recommended fixtures (Acuity 31 watt cobra type II, 3,780 lumens, 4000K and King K427 40 watt post top, type III, 4,311 lumens, 3000K) in the amount of \$745,000. Because each of the 63 cobra head locations may require additional items such as higher or lower wattage and lumens and refractor attachments, Siemens provided an estimated budget amount of \$310 each, which has been factored into the overall costs. Additionally, there has been a slight cost increase for the light fixtures since the original estimate was provided in 2017.

After the presentation, discussion ensued regarding lighting wattages, cost savings, and diffusers.

Staff is recommending the full implementation of the street light conversion from HPS fixtures to new LED fixtures as recommended by Siemens at a cost of \$745,000.

A motion was made and unanimously approved to recommend that the Board authorize Siemens to proceed with the implementation of the street light fixture conversion from high pressure sodium (HPS) fixtures to light emitting diode fixtures (LED) on 759 Third Mutual owned street light poles with Siemens' recommended King K427 top mounted fixture and Acuity cobra head fixture in the amount of \$745,000, funded from the Exterior Lighting Replacement Fund.

### Attachment 1 – Resident Fixture Preference and Comments

| LIGHT LOCATIONS & FIXTURE PREFERENCE |                 |                    |               |
|--------------------------------------|-----------------|--------------------|---------------|
| FIXTURE ID                           | SELECTION TOTAL | FIXTURES           | LOCATION TYPE |
| 1A                                   | 1               | GE Cobra 3000K     | Street        |
| 1B                                   | 1               | GE Cobra 4000K     | Street        |
| 1C                                   | 1               | Acuity Cobra 3000K | Street        |
| 1D                                   | 0               | Acuity Cobra 4000K | Intersection  |
| 2A                                   | 1               | King K427 3000K    | Street        |
| 2B                                   | 1               | King K427 4000K    | Cul de Sac    |
| 3A                                   | 0               | King K427 3000K    | Street        |
| 3B                                   | 2               | King K427 4000K    | Street        |
| 4A                                   | 3               | GE Cobra 3000K     | Intersection  |
| 4B                                   | 2               | Acuity Cobra 3000K | Intersection  |
| 4C                                   | 2               | King K427 3000K    | Intersection  |
| 4D                                   | 1               | King K427 4000K    | Intersection  |

#### RESIDENTS SELECTIONS

| NAME      | 1A | 1B | 1C | 1D | 2A | 2B | 3A | 3B | 4A | 4B | 4C | 4D | COMMENTS                          |
|-----------|----|----|----|----|----|----|----|----|----|----|----|----|-----------------------------------|
| Hoyt      |    | X  |    |    |    | X  |    | X  | X  |    |    |    | Liked the brightest one the best. |
| Aquino    |    |    |    |    |    |    |    |    |    |    |    | X  |                                   |
| Bob       |    |    |    |    |    |    |    |    |    | X  | X  |    |                                   |
| Mc Donald |    |    | X  |    | X  |    |    |    |    |    |    |    | Don't like the bright lights.     |
| Taylor    |    |    |    |    |    |    |    | X  |    |    |    |    |                                   |
| Poole     |    |    |    |    |    |    |    |    |    | X  | X  |    |                                   |
| Horanyes  |    |    |    |    |    |    |    |    | X  |    |    |    |                                   |
| Legler    | X  |    |    |    |    |    |    |    | X  |    |    |    |                                   |

#### RESIDENTS COMMENTS ONLY - NO FIXTURE SELECTION PROVIDED

| NAME      | 1A | 1B | 1C | 1D | 2A | 2B | 3A | 3B | 4A | 4B | 4C | 4D | COMMENTS                                |
|-----------|----|----|----|----|----|----|----|----|----|----|----|----|---|
| Lim       |    |    |    |    |    |    |    |    |    |    |    |    | Add more street lights.                 |
| Young     |    |    |    |    |    |    |    |    |    |    |    |    | No bright lights.                       |
| Stellino  |    |    |    |    |    |    |    |    |    |    |    |    | Street light needed by B3057 entrance.  |
| Reese     |    |    |    |    |    |    |    |    |    |    |    |    | Thank you for making our area brighter. |
| Rowland   |    |    |    |    |    |    |    |    |    |    |    |    | Like the new better lights.             |
| T. Wright |    |    |    |    |    |    |    |    |    |    |    |    | Ambiance of a baseball stadium.         |
| D. Wright |    |    |    |    |    |    |    |    |    |    |    |    | Not a fan of baseball lighting.         |

## Attachment 2 – Projected Savings Analysis

| Street Pole ID               | Original Bulb            | New Bulb                                       | Difference in Watts | Estimated hours per year of operation | Savings kWh per Year | Multipplied by SCE's LS-2 kWh rate of \$0.07806 | Estimated Lifespan of 50,000 hours = replacement in 11.64 years | Saving Percentage |
|------------------------------|--------------------------|--|---------------------|---------------------------------------|----------------------|---|---|-------------------|
| 1A-1873965E - Cobra Head     | 100 watt HPS Cobra       | GE 31w cobra, type II, 3,900 lmms, 3000K       | 59                  | 4294                                  | 253.35               | \$19.78   | \$230.19  | 38%               |
| 1B-4380834E - Cobra Head     | 100 watt HPS Cobra       | GE 31w cobra, type II, 4,000 lmms, 4000K       | 59                  | 4294                                  | 253.35               | \$19.78   | \$230.19  | 38%               |
| 1C-1873967E - Cobra Head     | 100 watt HPS Cobra       | Acuity 31w cobra, type II, 3,620 lmms, 3000K   | 59                  | 4294                                  | 253.35               | \$19.78   | \$230.19  | 38%               |
| 1D-1873968E - Cobra Head     | 100 watt HPS Cobra       | Acuity 31w cobra, type II, 3,780 lmms, 4000K   | 59                  | 4294                                  | 253.35               | \$19.78   | \$230.19  | 38%               |
| 2A-2070321E - Cul de sac     | 70 watt HPS Mushroom Top | King 40w post top, type III, 4,311 lmms, 3000K | 30                  | 4294                                  | 128.82               | \$10.06   | \$117.05  | 43%               |
| 2B-2070320E - Cul de sac     | 50 watt HPS Mushroom Top | King 40w post top, type III, 4,165 lmms, 4000K | 10                  | 4294                                  | 42.94                | \$3.35  | \$39.02   | 20%               |
| 3A-1974312E - Through Street | 50 watt HPS Mushroom Top | King 60w post top, type III, 5,895 lmms, 3000K | -10                 | 4294                                  | -42.94               | -\$3.35   | -\$39.02  | 17%               |
| 3B-4468415E - Through Street | 70 watt HPS Mushroom Top | King 60w post top, type III, 5,665 lmms, 4000K | 10                  | 4294                                  | 42.94                | \$3.35  | \$39.02   | 14%               |
| 4A-1873958E - Intersection   | 150 watt HPS Cobra       | GE 82w cobra, type III, 3000K; 9,600 lmms      | 78                  | 4294                                  | 334.93               | \$26.14   | \$304.33  | 45%               |
| 4B-1974313E - Intersection   | 150 watt HPS Cobra       | Acuity 68w cobra, type III, 3000K; 9,366 lmms  | 82                  | 4294                                  | 352.11               | \$27.49   | \$319.93  | 55%               |
| 4C-1974608E - Intersection   | 50 watt HPS Mushroom Top | King 60w post top, type III, 5,895 lmms, 3000K | -10                 | 4294                                  | -42.94               | -\$3.35   | -\$39.02  | 17%               |
| 4D-2008742E - Intersection   | 50 watt HPS Mushroom Top | King 60w post top, type III, 5,665 lmms, 4000K | -10                 | 4294                                  | -42.94               | -\$3.35   | -\$39.02  | 17%               |

| LS-2                | SCE       |
|---------------------|-----------|
| Generation Rate     | \$0.04491 |
| SCE Delivery Rate   | \$0.03315 |
| Surcharges          | \$0.00000 |
| Total Costs per kWh | \$0.07806 |

| New Bulb                                       | Difference in Watts | Estimated hours per year of operation | Savings kWh per Year | Multipplied by SCE's LS-2 kWh rate of \$0.07806 | Estimated Lifespan of 50,000 hours = replacement in 11.64 years | # of Units | Total Savings |
|--|---------------------|---------------------------------------|----------------------|---|---|------------|---------------|
| Acuity 31w cobra, type II, 3,780 lmms, 4000K   | 69                  | 4294                                  | 296.29               | \$23.13   | \$269.21  | 63         | \$16,960.29   |
| King 40w post top, type III, 4,311 lmms, 3000K | 30                  | 4294                                  | 128.82               | \$10.06   | \$117.05  | 713        | \$84,040.62   |

## Financial Report

As of October 31, 2019



| INCOME STATEMENT<br>(in Thousands) | ACTUAL   |
|------------------------------------|----------|
| Assessment Revenue                 | \$26,856 |
| Non-assessment Revenue             | \$2,266  |
| Total Revenue                      | \$29,122 |
| Total Expense                      | \$27,083 |
| Net Revenue/(Expense)              | \$2,039  |

1

## Financial Report

As of October 31, 2019



| OPERATING ONLY<br>INCOME STATEMENT<br>(in Thousands) | ACTUAL   |
|--|----------|
| Assessment Revenue                                   | \$15,639 |
| Non-assessment Revenue <sup>1</sup>                  | \$1,382  |
| Total Revenue  | \$17,021 |
| Total Expense <sup>2</sup>                           | \$17,128 |
| Operating Deficit                                    | (\$107)  |

1) excludes unrealized gain

2) excludes depreciation

2



## Financial Report

As of October 31, 2019

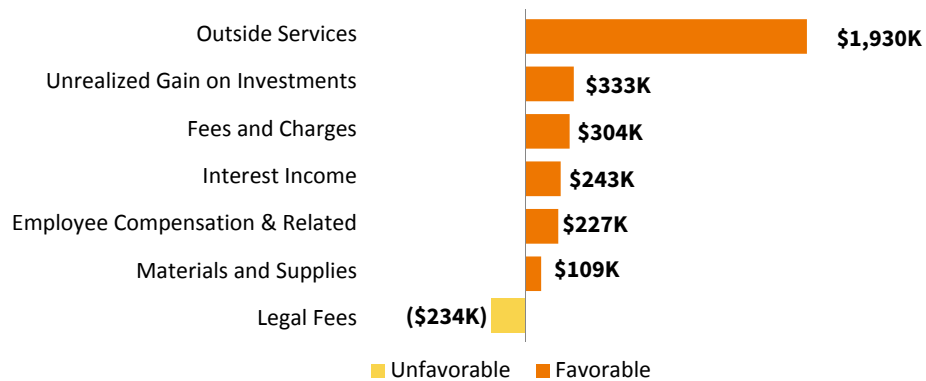


| INCOME STATEMENT<br>(in Thousands) | ACTUAL   | BUDGET   | VARIANCE<br>B/(W) |
|------------------------------------|----------|----------|-------------------|
| Assessment Revenue                 | \$26,856 | \$26,856 | \$0               |
| Non-assessment Revenue             | \$2,266  | \$1,390  | \$876             |
| Total Revenue                      | \$29,122 | \$28,246 | \$876             |
| Total Expense                      | \$27,083 | \$28,984 | \$1,901           |
| Net Revenue/(Expense)              | \$2,039  | (\$738)  | \$2,777           |

3

## Financial Report

As of October 31, 2019



4

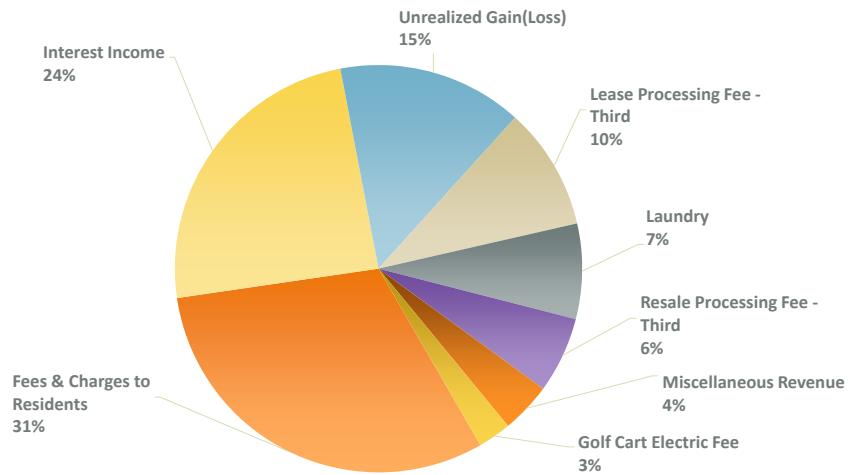


## Financial Report

As of October 31, 2019



### Total Non Assessment Revenues \$2,266,037



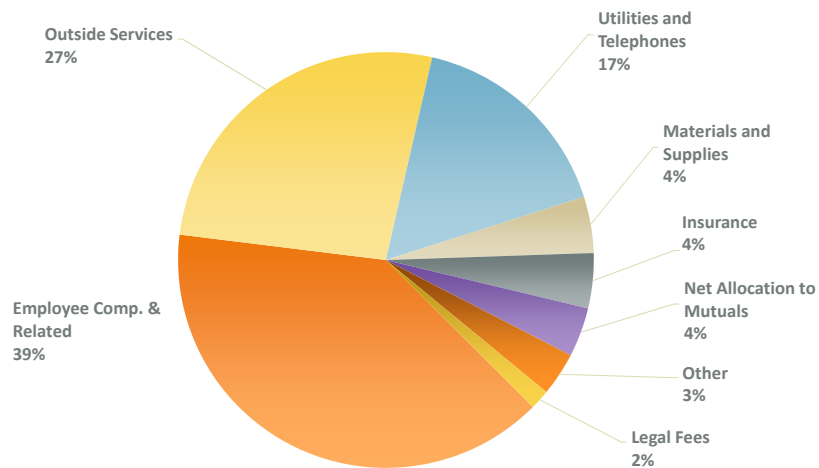
5

## Financial Report

As of October 31, 2019



### Total Expenses \$27,082,517



6

## Financial Report

As of October 31, 2019



| NON OPERATING FUND<br>BALANCES<br>(in Thousands) | Replacement<br>Funds* | Disaster<br>Fund | Unappropriated<br>Expenditures<br>Fund | Garden Villa<br>Fund | TOTAL    |
|--|-----------------------|------------------|--|----------------------|----------|
| Beginning Balances: 1/1/19                       | \$16,769              | \$9,217          | \$3,213                                | \$61                 | \$29,260 |
| Contributions & Interest                         | 9,289                 | 1,861            | 548                                    | 69                   | 11,767   |
| Expenditures                                     | 8,027                 | 1,536            | 202                                    | 70                   | 9,835    |
| Current Balances: 10/31/19                       | \$18,031              | \$9,542          | \$3,559                                | \$60                 | \$31,192 |

\* Includes Elevator and Laundry Funds

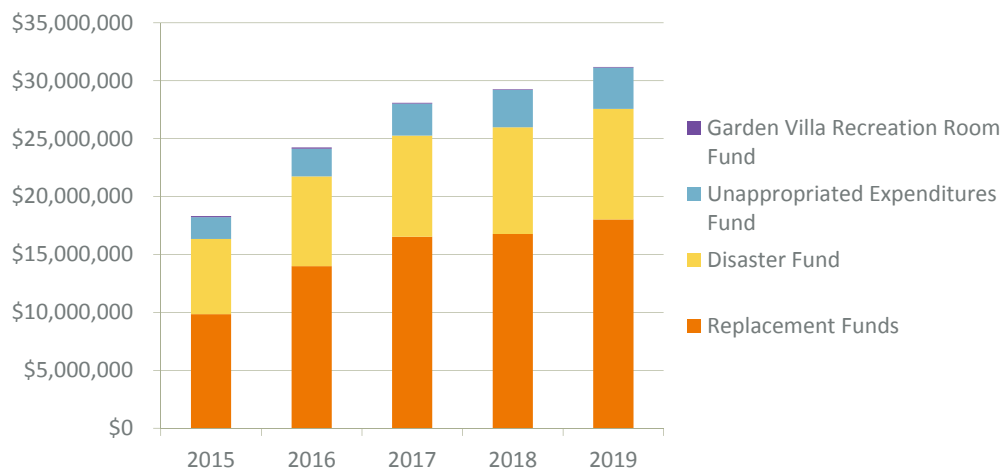
7

## Financial Report

As of October 31, 2019



### FUND BALANCES – Third Mutual



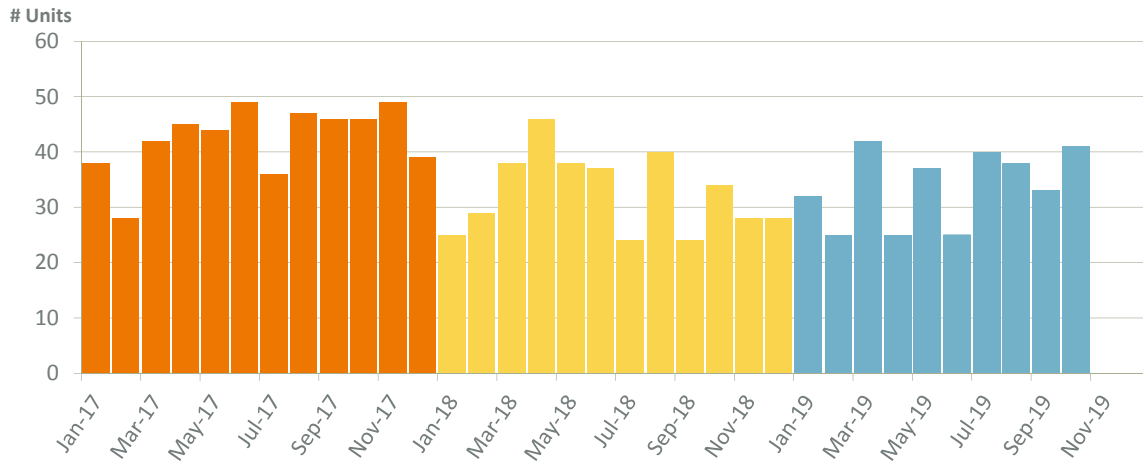
8

# Financial Report

As of October 31, 2019



## RESALE HISTORY – Third Mutual



**Third Laguna Hills Mutual**  
**Statement of Revenues & Expenses - Preliminary**  
**10/31/2019**  
(\$ IN THOUSANDS)

|                                 |  | CURRENT MONTH  |               |                | YEAR TO DATE   |                |                | PRIOR YEAR     | ANNUAL         |
|---------------------------------|--|----------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                 |  | ACTUAL         | BUDGET        | VARIANCE       | ACTUAL         | BUDGET         | VARIANCE       | ACTUAL         | BUDGET         |
| <b>Revenues:</b>                |  |                |               |                |                |                |                |                |                |
| <b>Assessments:</b>             |  |                |               |                |                |                |                |                |                |
| 1                               | Operating                                  | \$1,564        | \$1,564       |                | \$15,639       | \$15,639       |                | \$15,733       | \$18,767       |
| 2                               | Additions to restricted funds              | 1,122          | 1,122         |                | 11,217         | 11,217         |                | 10,962         | 13,460         |
| 3                               | <b>Total assessments</b>                   | <u>2,686</u>   | <u>2,686</u>  |                | <u>26,856</u>  | <u>26,856</u>  |                | <u>26,695</u>  | <u>32,227</u>  |
| <b>Non-assessment revenues:</b> |  |                |               |                |                |                |                |                |                |
| 4                               | Fees and charges for services to residents | 75             | 40            | 35             | 703            | 399            | 304            | 535            | 478            |
| 5                               | Laundry                                    | 17             | 18            | (1)            | 171            | 183            | (12)           | 110            | 220            |
| 6                               | Interest income                            | 56             | 31            | 25             | 551            | 307            | 243            | 401            | 369            |
| 7                               | Unrealized gain/(loss) on AFS investments  |                |               |                | 333            |                | 333            |                |                |
| 8                               | Miscellaneous                              | 54             | 50            | 4              | 508            | 501            | 7              | 531            | 601            |
| 9                               | <b>Total non-assessment revenue</b>        | <u>202</u>     | <u>139</u>    | <u>63</u>      | <u>2,266</u>   | <u>1,390</u>   | <u>876</u>     | <u>1,577</u>   | <u>1,668</u>   |
| 10                              | <b>Total revenue</b>                       | <u>2,887</u>   | <u>2,825</u>  | <u>63</u>      | <u>29,122</u>  | <u>28,246</u>  | <u>876</u>     | <u>28,272</u>  | <u>33,895</u>  |
| <b>Expenses:</b>                |  |                |               |                |                |                |                |                |                |
| 11                              | Employee compensation and related          | 1,110          | 1,104         | (6)            | 10,685         | 10,911         | 227            | 11,040         | 13,088         |
| 12                              | Materials and supplies                     | 151            | 129           | (21)           | 1,186          | 1,295          | 109            | 1,134          | 1,554          |
| 13                              | Utilities and telephone                    | 475            | 459           | (16)           | 4,468          | 4,447          | (21)           | 4,783          | 5,299          |
| 14                              | Legal fees                                 | 68             | 18            | (49)           | 418            | 183            | (234)          | 256            | 220            |
| 15                              | Professional fees                          | 18             | 11            | (7)            | 155            | 162            | 8              | 95             | 185            |
| 16                              | Equipment rental                           | 3              | 4             | 1              | 22             | 34             | 12             | 15             | 40             |
| 17                              | Outside services                           | 1,230          | 914           | (315)          | 7,213          | 9,143          | 1,930          | 6,047          | 10,972         |
| 18                              | Repairs and maintenance                    | 28             | 32            | 4              | 292            | 289            | (3)            | 274            | 345            |
| 19                              | Other Operating Expense                    | 15             | 15            |                | 120            | 151            | 31             | 116            | 181            |
| 20                              | Insurance                                  | 175            | 109           | (66)           | 1,161          | 1,094          | (67)           | 1,052          | 1,313          |
| 21                              | Investment expense                         | 11             | 4             | (7)            | 34             | 38             | 4              | 31             | 46             |
| 22                              | Uncollectible Accounts                     | 54             | 12            | (42)           | 168            | 115            | (53)           | 36             | 138            |
| 23                              | (Gain)/loss on sale or trade               |                |               |                | 3              |                | (3)            | 1              |                |
| 24                              | Depreciation and amortization              | 12             | 12            |                | 119            | 119            |                | 122            | 143            |
| 25                              | Net allocation to mutuals                  | 118            | 101           | (18)           | 1,040          | 1,001          | (38)           | 1,023          | 1,205          |
| 26                              | <b>Total expenses</b>                      | <u>3,467</u>   | <u>2,923</u>  | <u>(544)</u>   | <u>27,083</u>  | <u>28,983</u>  | <u>1,901</u>   | <u>26,026</u>  | <u>34,730</u>  |
| 27                              | Excess of revenues over expenses           | <u>(\$580)</u> | <u>(\$99)</u> | <u>(\$481)</u> | <u>\$2,039</u> | <u>(\$738)</u> | <u>\$2,777</u> | <u>\$2,246</u> | <u>(\$835)</u> |

**THIRD LAGUNA HILLS MUTUAL**  
**Statement of Revenues & Expenses - Preliminary**  
Variance Explanations as of October 31, 2019

## **SUMMARY**

For the year-to-date period ending October 31, 2019, Third Mutual was better than budget by \$2.8 million, of which \$1.3 million was due to the timing of programs performed by outside contractors and \$600K was due to savings in exterior lighting. The remaining \$900K was due to higher non-assessment revenues and lower expenses in employee compensation. Explanations for categories with significant variances are found below.

## **REVENUE**

### **Fees and Charges for Services to Residents – \$304K [Line 4](#)**

Favorable variance resulted from more chargeable services provided due to an expanded list of non-emergency chargeable maintenance services approved by the board on September 21, 2018. Water Heater Replacement is an expanded service that has generated more revenue than anticipated; offsetting expenses are included in compensation and materials, below. The variance was furthered by an increase in chargeable maintenance work being requested by residents for moisture intrusion events; offsetting expenses are included in outside services. The favorable variance was also partly due to an increase for Mutual Consent Processing Fees for demolition at the beginning of the year to offset administrative costs associated with processing requests.

### **Interest Income - \$243K [Line 6](#)**

Favorable variance resulted from higher reserve balances than anticipated at the time of budget preparation, yielding more interest income.

### **Unrealized gain/(loss) on AFS investments - \$333K [Line 7](#)**

Favorable variance resulted from reporting of Unrealized Gain (Loss) on Available for Sale Investments at quarter ending September 30, 2019. Unrealized Gain reflects favorable investment market conditions, which fluctuate.

## **EXPENSES**

### **Employee Compensation and Related – \$227K [Line 11](#)**

Favorable variance occurred in Carpentry. Upgraded methodology in dry rot remediation and better management practices have resulted in a reduction in general maintenance and dry rot service orders. Favorable variance was furthered by vacancies in Tree Trimming, Maintenance Operations, and Building Maintenance. The favorable 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 – \$109K [Line 12](#)**

Favorable variance resulted from the timing of the carpentry program. Although budgeted throughout the year, work began in June. Staff anticipates completing the program within the approved budget by the end of the year. The variance was furthered due to timing of Landscaping programs that began later in the year. Staff anticipates utilizing the budgeted funds by the end of the year. The variance was partially offset by more water heater replacements, which are funded in Chargeable Services, line 4 above.

**THIRD LAGUNA HILLS MUTUAL**  
**Statement of Revenues & Expenses - Preliminary**  
Variance Explanations as of October 31, 2019

**Legal Fees – (\$234K) [Line 14](#)**

Unfavorable variance resulted from more legal expenses than budgeted.

**Outside Services – \$1,930K [Line 16](#)**

Favorable variance is due to:

- **Exterior Lighting – \$629K**

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 began in November. The required fixtures have been installed in the beginning of November and residents in the area have begun their evaluations of the second pilot program. Since results of the pilot programs will not be available until the end of the year, the bulk of expenses will be incurred in 2020.

- **Landscape Modification – \$403K**

Timing; Slope Renovation Program began in July; Slope Maintenance began in November in the areas where the renovation was completed. Landscape Revitalization began in November; the budget was spread evenly throughout the year. The vendor agreed to increase their staff levels to meet completion by year end. Staff anticipates being on budget by the end of the year.

- **Paving – \$453K**

Timing; Asphalt Paving Program began in August and was 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 – \$390K**

Timing; 2019 Dry rot 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 dry rot damage than anticipated and an additional non-planned building needing immediate repair. Only 2 buildings remain, which are both currently being worked on with an expected completion date in December. Staff anticipates completing the program within the approved budget by the end of the year.

Offset:

- **Moisture Intrusion Rain Leaks – (\$234K)**

Heavy rainfalls in the beginning of the year drove the project actuals to exceed annual budget as of September, and will continue to cause a further unfavorable variance through year end.



## **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, Annie McCary, Lynn Jarrett, John Frankel, Cush Bhada, Robert Mutchnick, Ralph Engdahl, Craig Wayne, Advisor: Wei-Ming Tao, John Hess

**MEMBERS ABSENT:** Reza Karimi

**STAFF PRESENT:** Betty Parker, Steve Hormuth, Christopher Swanson

### **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 as presented.

### **Approval of Meeting Report for November 5, 2019**

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

### **Chair Remarks**

Director Pearlstone commented that the Sycamore Conference Room will be the alternate meeting room in the event that a GRF Board Meeting is still in progress at 1:30pm. Director Pearlstone also commented on the continuous monitoring of year-end projections.

### **Department Head Update**

Betty Parker, CFO, distributed the Department Head Update report, commented on the 2020 annual budget mailing, and provided an update on the successful transfer of investments from Merrill Lynch (BlackRock) to Fidelity (SageView).

### **Preliminary Financial Statements dated October 31, 2019**

The committee reviewed financials and questions were addressed.

### **Chargeable Service Analysis**

A handout was provided to the committee detailing 2019 chargeable services revenues and expenses by department and work center. The committee requested that this report be presented on a quarterly basis.

### **Overtime and Temp Help**

A handout was provided to the committee summarizing overtime and temporary help usage and justifications by department. The committee requested that this report be presented on a quarterly basis.

### **Insurance Program Update**

The committee reviewed a staff report on the 2020 insurance renewal and agreed with the timeline.

### **Future Agenda Items**

Increase Funds in Discretionary Investment Account (January)  
Chargeable Services Report – Q4 (February)  
Overtime/Temp Help/ Turnover – Q4 (February)  
Solar System Update – Q4 (February)

### **Date of Next Meeting**

Tuesday, January 7, 200 at 1:30 p.m. in the Board Room.

### **Recess to Closed Session**

The meeting recessed at 2:48 p.m.

**DRAFT**

---

Jon Pearlstone, Chair



# Monthly Resale Report

PREPARED BY

**Community Services Department**

MUTUAL

**All Mutuals**

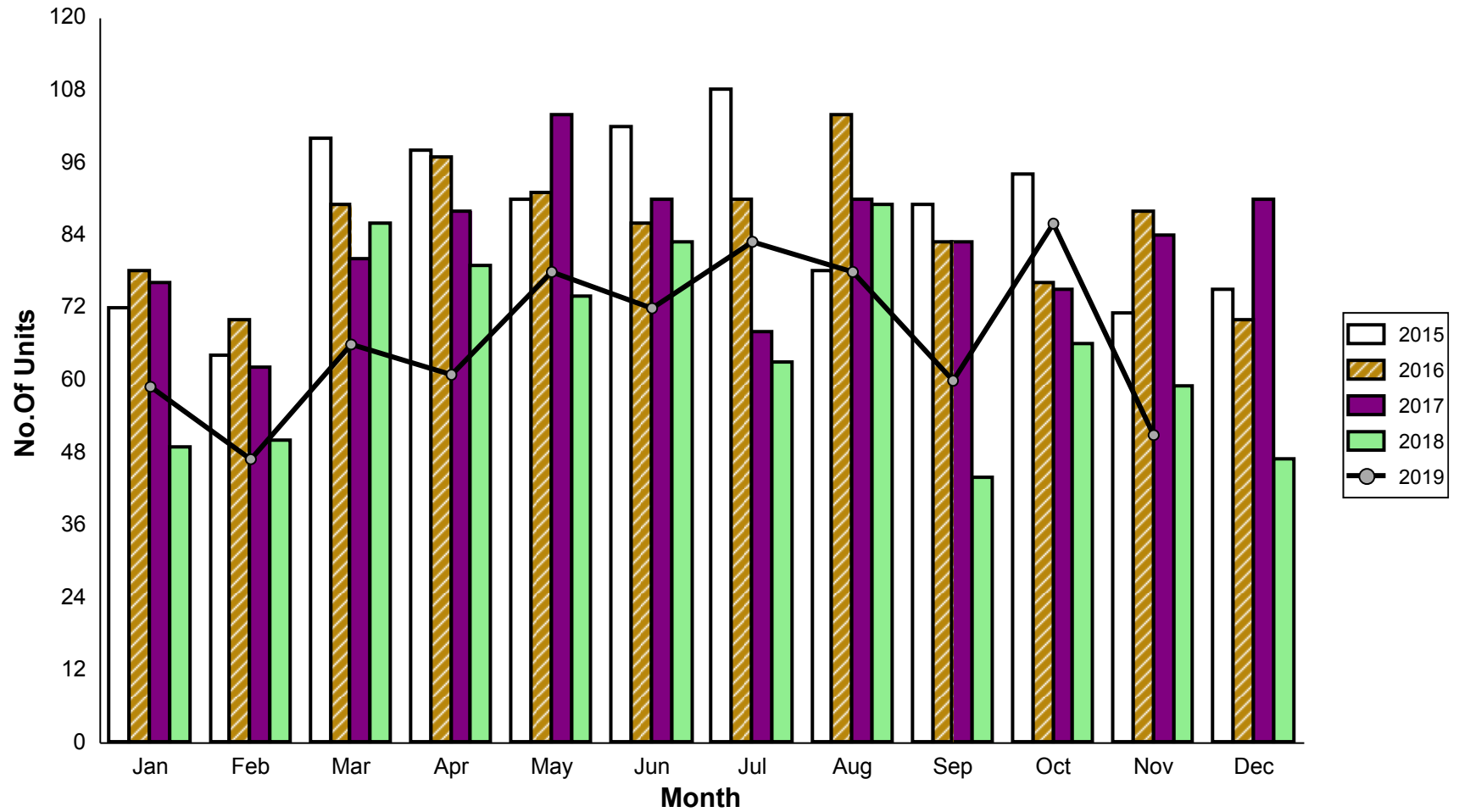
REPORT PERIOD

**November, 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               | \$28,097,538         | \$295,810        | \$374,634        |
| 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        | 86            | 66            | \$26,523,300               | \$22,702,400         | \$312,039        | \$366,168        |
| November       | 51            | 59            | \$18,586,450               | \$17,330,500         | \$364,440        | \$320,935        |
| December       |               | * 47          |                            | * \$17,262,399       |                  | * \$383,609      |
| <b>TOTAL</b>   | <b>741.00</b> | <b>743.00</b> | <b>\$239,637,792</b>       | <b>\$246,791,527</b> |                  |                  |
| <b>MON AVG</b> | <b>67.00</b>  | <b>67.00</b>  | <b>\$21,785,254</b>        | <b>\$22,435,593</b>  | <b>\$326,437</b> | <b>\$354,334</b> |

\* Amount is excluded from percent calculation

## Resales - 5 Year Comparison



# Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

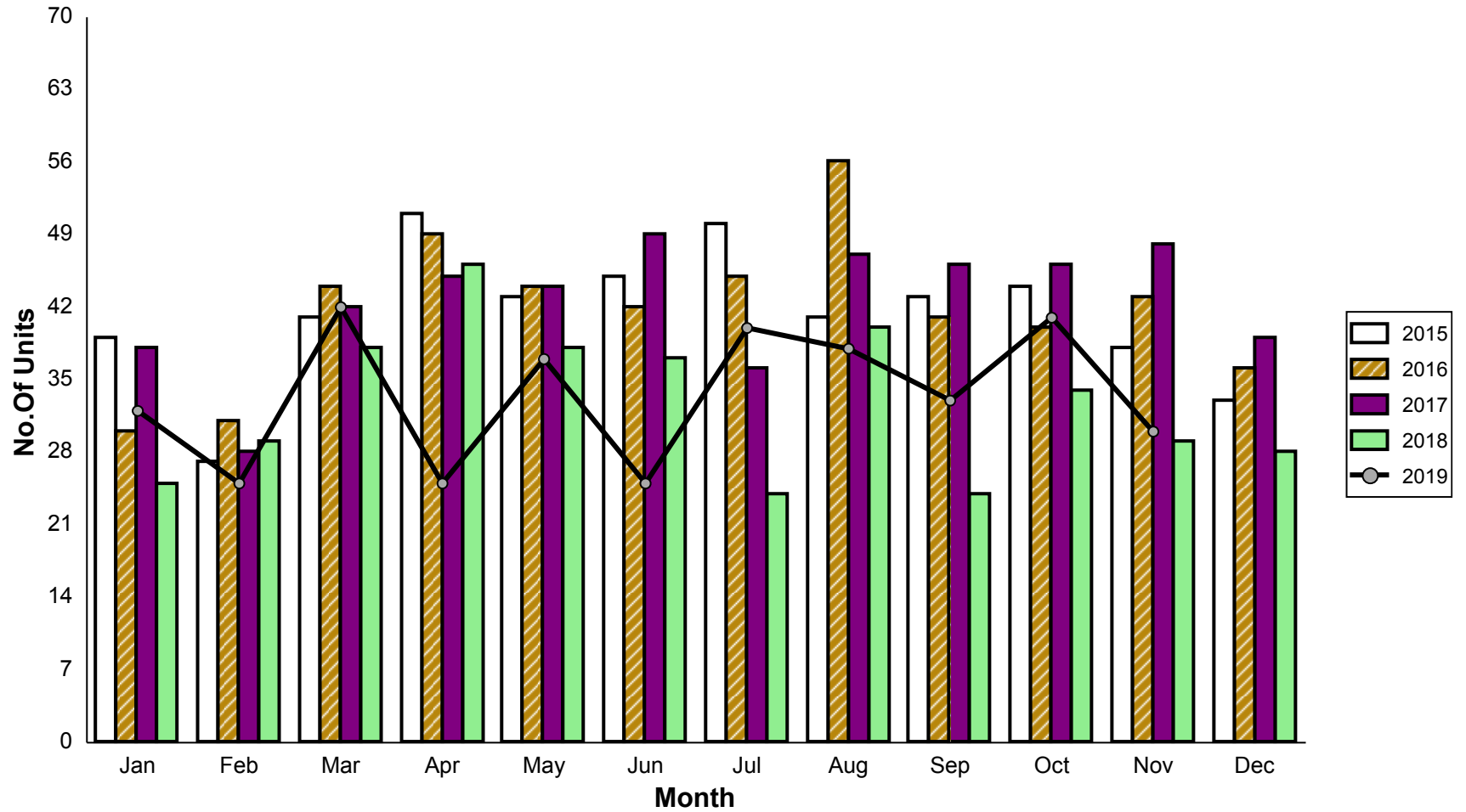
November, 2019

| 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              | 30             | 29        | \$13,520,950               | \$10,947,500  | \$450,698        | \$377,500   |
| December              |                | *         |                            | \$13,693,599  |                  | * \$489,057 |
| <b>TOTAL</b>          | 368.00         | 364.00    | \$151,957,648              | \$154,487,287 |                  |             |
| <b>MON AVG</b>        | 33.00          | 33.00     | \$13,814,332               | \$14,044,299  | \$413,187        | \$424,506   |
| <b>% CHANGE - YTD</b> | 1.1%           |           | -1.6%                      |               | -2.7%            |             |

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

## Resales - 5 Year Comparison



# **Resales Report** **Third Laguna Hills Mutual** **November, 2019**

| Close      | Manor   | Mutual | Price     | Model/Style   | Listing Realtor             | Buyer Realtor               | Escrow               |
|------------|---------|--------|-----------|---------------|-----------------------------|-----------------------------|----------------------|
| 11/08/2019 | 2206-B  | 3      | \$300,000 | Valencia      | Keller Williams Realty      | Century 21 Astro            | Granite Escrow       |
| 11/21/2019 | 2227-C  | 3      | \$242,000 | Casa Contenta | Legacy 15 Real Estate       | Re/Max Associated Realtors  | Platinum One         |
| 11/06/2019 | 2236-C  | 3      | \$260,000 | San Sebastian | Regency Real Estate         | Century 21 Masters          | Generations Escrow   |
| 11/07/2019 | 2267-B  | 3      | \$183,500 | Coronado      | Evergreen Realty            | Re/Max Select One           | Generations Escrow   |
| 11/21/2019 | 2269-Q  | 3      | \$385,000 | Castilla      | Keller Williams Realty      | Realty One Group            | Granite Escrow       |
| 11/06/2019 | 2277-A  | 3      | \$198,000 | Casa Linda    | Plan A Real Estate          | Mark Carlson, Broker        | Corner Escrow Inc.   |
| 11/01/2019 | 2289-B  | 3      | \$275,000 | Castilla      | Bullock Russell Real Estate | Dwell Well Realty           | Glen Oaks Escrow     |
| 11/13/2019 | 2293-B  | 3      | \$240,000 | Castilla      | Lantern Bay Realty          | One Group West              | The Escrow Source    |
| 11/13/2019 | 2315-B  | 3      | \$475,000 | La Jolla      | Surterre Properties, Inc.   | Laguna Premier Realty, Inc  | Granite Escrow       |
| 11/26/2019 | 2328-S  | 3      | \$180,000 | Coronado      | HomeSmart Evergreen         | Coldwell Banker             | Escrow Options Group |
| 11/08/2019 | 2370-2H | 3      | \$285,000 | Garden Villa  | RE/MAX Property Connection  | Mark Carlson, Broker        | Lighthouse Escrow    |
| 11/25/2019 | 2393-2A | 3      | \$345,000 | Garden Villa  | Berkshire Hathaway          | Redfin                      | Corner Escrow Inc.   |
| 11/22/2019 | 2400-1E | 3      | \$310,000 | Villa Capri   | Laguna Premier Realty, Inc  | Truss Realty Group          | Blue Pacific Escrow  |
| 11/15/2019 | 2401-3F | 3      | \$206,000 | Villa Capri   | Berkshire Hathaway          | J1 Realty Group             | Escrow Options Group |
| 11/18/2019 | 3309-O  | 3      | \$464,500 | Casa Vista    | Laguna Premier Realty, Inc  | RE/PRO Real Estate          | Blue Pacific Escrow  |
| 11/21/2019 | 3335-3D | 3      | \$265,000 | Sierra        | Village Real Estate         | Seniority Realty            | Granite Escrow       |
| 11/12/2019 | 3345-A  | 3      | \$556,450 | Malaga        | Berkshire Hathaway          | Re/Max Estate Properties    | Granite Escrow       |
| 11/27/2019 | 3369-B  | 3      | \$338,000 | Catalina      | Laguna Premier Realty, Inc  | Compass                     | Blue Pacific Escrow  |
| 11/21/2019 | 3501-3D | 3      | \$232,500 | Villa Nueva   | Surterre Properties, Inc.   | Robert Ganem, Broker        | Granite Escrow       |
| 11/21/2019 | 3528-B  | 3      | \$730,000 | Cabrillo      | Laguna Premier Realty, Inc  | Presidential Real Estate    | Blue Pacific Escrow  |
| 11/08/2019 | 4002-3G | 3      | \$360,000 | Villa Nueva   | Laguna Premier Realty, Inc  | Century 21 Rainbow          | Blue Pacific Escrow  |
| 11/08/2019 | 4012-2C | 3      | \$405,000 | Villa Nueva   | Century 21 Rainbow          | Coldwell Banker Residential | Corner Escrow Inc.   |
| 11/20/2019 | 5056    | 3      | \$757,500 | Villa Terraza | Redfin                      | LeMark Realty               | Escrow Experts       |

## Resales Report Third Laguna Hills Mutual November, 2019

| Close      | Manor   | Mutual | Price       | Model/Style  | Listing Realtor             | Buyer Realtor                     | Escrow             |
|------------|---------|--------|-------------|--------------|-----------------------------|-----------------------------------|--------------------|
| 11/12/2019 | 5122    | 3      | \$749,000   | Villa Serena | Century 21 Rainbow          | Century 21 Rainbow                | Corner Escrow Inc. |
| 11/08/2019 | 5162    | 3      | \$812,500   | Villa Serena | Laguna Woods Village Realty | RE/MAX Property Connection        | Granite Escrow     |
| 11/20/2019 | 5346-D  | 3      | \$565,000   | Las Flores   | Century 21 Rainbow          | Century 21 Rainbow                | Corner Escrow Inc. |
| 11/12/2019 | 5362-B  | 3      | \$385,000   | La Brisa     | Coldwell Banker             | Keller Williams OC Coastal Realty | Granite Escrow     |
| 11/27/2019 | 5515-2F | 3      | \$357,000   | El Mirador   | HomeSmart Evergreen         | HomeSmart Evergreen               | Corner Escrow Inc. |
| 11/07/2019 | 5575-A  | 3      | \$1,100,000 | Casa Siena   | Regency Real Estate         | Longwise Group                    | Corner Escrow Inc. |
| 11/19/2019 | 5596-B  | 3      | \$1,559,000 | Casa Monaco  | Century 21 Award            | HomeSmart Evergreen               | Corner Escrow Inc. |

Number of Resales: 30

Total Resale Price: \$13,520,950

Average Resale Price: \$450,698

Median Resale Price: \$351,000

## Community Services Department

Third

November

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  | 30                | 28     | 49   | 43   | \$13,520,950               | \$10,675,000  | \$19,847,200  | \$16,453,200  | \$450,698        | \$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        |           | 368               | 363    | 470  | 466  | \$151,957,648              | \$154,214,787 | \$183,768,060 | \$160,827,839 |                  |           |           |           |
| MON AVG      |           | 33.5              | 33.0   | 42.7 | 42.4 | \$13,814,332               | \$14,019,526  | \$16,706,187  | \$14,620,713  | \$413,187        | \$424,847 | \$389,525 | \$344,527 |
| % CHANGE-YTD |           | 1.4%              | -22.8% | 0.9% | 0.9% | -1.5%                      | -16.1%        | 14.3%         | 8.8%          | -2.7%            | 9.1%      | 13.1%     | 7.9%      |

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

Percent calculation only includes YTD figures in black.



**MONTHLY LEASING REPORT**

**Report Period:**  
**November-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  | 13               | 18       | 390       | 1260      | 1681            | 1705            | 44                | 50                       | 96       | 1          |
| December  |                  |          |           |           |                 | 1712            |                   |                          |          |            |

|                        |      |      |       |        |        |            |      |      |       |     |
|------------------------|------|------|-------|--------|--------|------------|------|------|-------|-----|
| <b>Monthly Average</b> | 12.9 | 25.2 | 375.8 | 1273.0 | 1686.9 | Nov 1660.4 | 68.5 | 59.6 | 116.6 | 1.8 |
|------------------------|------|------|-------|--------|--------|------------|------|------|-------|-----|

|                          |                   |  |  |  |  |
|--------------------------|-------------------|--|--|--|--|
| <b>Percentage Leased</b> | 1681 / 6102 = 28% |  |  |  |  |
|--------------------------|-------------------|--|--|--|--|





## **OPEN MEETING**

### **REPORT OF SPECIAL OPEN MAINTENANCE AND CONSTRUCTION COMMITTEE OF THIRD LAGUNA HILLS MUTUAL**

**Wednesday, December 11, 2019 – 2:00 PM  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**MEMBERS PRESENT:** Cush Bhada – Chair, John Frankel, Jon Pearlstone,  
Craig Wayne, Steve Parsons

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Ernesto Munoz – Staff Officer, Laurie Chavarria, Guy  
West

#### **1. Call to Order/Establish a Quorum**

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

#### **2. Approval of the Agenda**

The agenda was approved as written.

#### **3. Member Comments (Items Not on the Agenda)**

There were no member comments.

#### **4. Review of Street Light LED Conversion Pilot #2**

Staff Officer Ernesto Munoz provided a brief history on the street light acquisition project; summarized the staff report and answered questions from the Committee. He then gave a brief PowerPoint presentation and discussed the LED lighting pilot options for the various streets, pole heights, intersections and cul-de-sacs in the Community.

On November 20, 2019 the second street light pilot was implemented and advertised for Third Mutual residents to review and provide a fixture selection and comments. Several comments from the community were received on December 2, 2019 however, no definitive selection was received.

Siemens provided updated fixture costs for the recommended fixtures (Acuity 31 watt

cobra type II, 3,780 lumens, 4000K and King K427 40 watt post top, type III, 4,311 lumens, 3000K) in the amount of \$745,000. Because each of the 63 cobra head locations may require additional items such as higher or lower wattage and lumens and refractor attachments, Siemens provided an estimated budget amount of \$310 each, which has been factored into the overall costs. Additionally, there has been a slight cost increase for the light fixtures since the original estimate was provided in 2017.

After the presentation, discussion ensued regarding lighting wattages, cost savings, and diffusers.

Bert Moldow (3503-A) commented on lighting the slopes, wattage of lights, using lighting diffusers to reduce glare, cost of the project and temperature of the bulbs.

Various Committee members and Staff Officer Ernesto Munoz responded to the member comment.

Staff is recommending the full implementation of the street light conversion from HPS fixtures to new LED fixtures as recommended by Siemens at a cost of \$745,000.

A motion was made and unanimously approved to recommend that the Board authorize Siemens to proceed with the implementation of the street light fixture conversion from high pressure sodium (HPS) fixtures to light emitting diode fixtures (LED) on 759 Third Mutual owned street light poles with Siemens' recommended King K427 top mounted fixture and Acuity cobra head fixture in the amount of \$745,000, funded from the Exterior Lighting Replacement Fund.

**Adjournment** – The meeting was adjourned at 2:24 PM.

DRAFT

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Cush Bhada, Chair



**OPEN MEETING**

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

**Monday, November 4, 2019 – 1:30 PM**

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

**MEMBERS PRESENT:** Cush Bhada – Chair, Bunny Carpenter, John Frankel,  
Jon Pearlstone, Craig Wayne (left at 2:37 pm)

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Guy West – Staff Officer, Laurie Chavarria

**1. Call to Order/Establish a Quorum**

Chair Bhada called the meeting to order at 1:33 PM and stated that the meeting is being held pursuant to notice duly given and established that a quorum of the Committee was present.

**2. Acknowledgement of Media**

The media was not present.

**3. Approval of the Agenda**

Chair Bhada added Drying Time Settings to the agenda as Item #15.

The agenda was approved as amended.

**4. Approval of Meeting Report for September 9, 2019**

The meeting report from September 9, 2019 was approved as written.

**5. Chair's Remarks**

Chair Bhada remarked on the work being performed in his cul-de-sac. He thanked staff for getting this much needed work completed.

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

- Lorna Seung (5510-3C) commented on her petition to make this building a non-smoking building and for adding screening to prevent bird intrusion.
- Pong Paul Chao (3353-A) commented on the roof replacement schedule for his building.
- Barbara Monteiro (5510-1F) commented on the janitorial duties for cleaning the first floor breezeway.
- Bill Walsh (3162-C) commented on the solar production report; timers on 3-story buildings; epoxy flooring in laundry rooms; emergency lighting in 3-story buildings; laundry revenue; external landscape drains; wooden trellis removal; and chimney spark arrestors.
- Clive Gurwitz (2129-D) commented on the denial to repaint his building. Staff will reassess the building and bring back costs to see if this building can be added to an upcoming paint cycle.

Staff Officer Guy West and various Committee members replied to the Member Comments.

## **7. Department Head Update**

Staff Officer Guy West provided an update on the second street light LED fixture conversion pilot project. The lights have been received and will be installed this week. Staff will work with Marketing to inform the community.

### **Consent:**

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

Items 8 and 9 were pulled for discussion.

A motion was made to approve the remaining item on the Consent Calendar.

## **8. Programs Report**

By consensus, staff was directed to only provide this report three times a year – March, July and November.

Director Pearlstone asked about the expenditures versus the projected to date figures.

## **9. Maintenance Expenditures and Variance Explanations**

Director Pearlstone commented on operating expenditures.

## **10. Project Log**

**Reports:**

**11. Bulky Item Pick Up Solutions by General Services (oral discussion)**

The Senior General Services Manager, Chris Laugenour provided a handout then summarized the bulky item pick up process and answered questions from the Committee.

Chair Bhada will contact Mr. Laugenour to discuss the previous procedure for bulky item pick up.

**12. Walkway Lighting Request from 3034-P**

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

Discussion ensued regarding bulk lighting installations; lighting efficiencies; directional lighting; setting a precedence for installation requests and an overall lighting improvement project.

By consensus staff was directed to install a new walkway light at the transition from the wooden bridge to the concrete sidewalk in front of building 3034 Via Vista. This light installation work in the approximate amount of \$1,700 will be funded from the Exterior Lighting Reserve Replacement Fund.

**13. 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.

**14. 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.

## **15. Drying Time Settings**

Chair Bhada summarized the issues with the current drying time.

Discussion ensued commercial drying usage; what items to dry at one time; and how long it should take to dry a normal load of laundry.

By consensus, staff was directed to come back with a cost to reset all the new commercial dryers from 20 minutes per quarter, to 30 minutes of drying time per quarter.

### **Items for Future Agendas:**

- Building/Carport Lighting Timers
- Costs to Revise Dryer Settings


### **Concluding Business:**

#### **Committee Member Comments**

- There were no Committee Member Comments

**Date of Next Meeting – January 6, 2020**

**Adjournment** – The meeting was adjourned at 3:36 PM.

  
Cush Bhada, Chair



**OPEN MEETING**

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

**Thursday, December 5, 2019 – 9:30 a.m.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair - Lynn Jarrett, Annie McCary, John Frankel for Reza Karimi, Cush Bhada, Ralph Engdahl for Jon Pearlstone

**COMMITTEE MEMBERS ABSENT:** Reza Karimi, Jon Pearlstone, Advisor Cindy Baker

**OTHERS PRESENT:**

**ADVISORS PRESENT:**

**STAFF PRESENT:** Kurt Wiemann, Eve Morton

**1. Call to Order**

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

**2. Acknowledgement of Media**

No media was present.

**3. Approval of the Agenda**

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

**4. Approval of October 10, 2019 Report**

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

**5. Committee Chair Remarks**

Chair Jarrett welcomed everyone in attendance. She commended Mr. Wiemann for replying to all the questions from the residents at the last meeting.

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

Jan Infield (3421) There is a tree right up against her windows. She made a report and they said tree will be trimmed in 2020. There is no light in her home. She is afraid rodents may get in.

Joe Chung (3306-P) Trees are dropping berries and it is very loud. Please trim both trees.

Marian Woody (3306-O) She is Mr. Chung's neighbor and also wants these two berry trees trimmed. It sounds like large marbles falling. Berries are slippery when you step on them. They have made requests for the trees to be dramatically trimmed. Please cut these trees within the next month. They have been complaining since March.

Amy Ramaker (5370-1B) Slopes have been cleared at Algorrobo and Bahia Blanca. However, the bushes left there are just bare branches.

Eileen Lazar (5220) Thank you for doing the aeration. She asked some questions about the aeration process.

## **7. Response to Member Comments**

Mr. Wiemann responded to Member Comments:

Our tree trimming contract is on our agenda today. We should be working with a contractor in early January to help with our tree trimming. We expect to get a lot done. 5,000 trees are scheduled for 2020. We are doing a 25% reduction of the trees.

All slopes will be addressed by the end of this year.

Chair Jarrett is glad we are getting a head start on the contracts.

## **8. Department Head Update**

Mr. Wiemann reminded everyone that Staff will pick up Christmas trees each Friday after Christmas until the end of January. Please call Resident Services to schedule a pickup. Please place your tree at the curb and remove all tinsel, lights and decorations.

### Consent Calendar:

None.

### Reports:

## **9. Project Log**

Mr. Wiemann reviewed the project log with the committee.

## **10. Tree Work Status Report**

Mr. Wiemann reviewed this report with the committee.

## **11. Approve Species-Based Tree Trimming Schedule**

Director Bhada made a motion to approve the schedule. Director McCary seconded. The committee was in unanimous support.



Items for Discussion and Consideration:

**12. Request to Retain Non-Standard Landscape-3456-B Bahia Blanca W.**

Chair Jarrett made a motion is to approve this request and that Staff refer this issue to Compliance for unauthorized alterations. Director Frankel seconded. The committee was in unanimous support.

**13. Landscape Alteration Request – 3226-B Via Carrizo**

Chair Jarrett made a motion to approve this request. Director Frankel seconded. The committee was in unanimous support.

**14. Off Schedule Tree Trimming Request: 5358-O Algarrobo - One Red Ironbark, Three Indian Laurel Fig and One Carrotwood tree**

Chair Jarrett made a motion to deny this request. Director McCary seconded. The committee was in unanimous support.

This Member spoke to the committee about his request.

The committee requested that Staff contact this Member to let him know his area is will done at beginning of year.

Items for Future Agendas:

**None.**

Concluding Business

**15. Committee Member Comments**

Director McCary welcomed back Mr. Wiemann from his surgery and for working even when he was recovering. She let the residents know this committee meets monthly and the schedule is on the Village website.

**16. Date of Next Meeting – January 2, 2020**

**17. Adjournment at 10:28 a.m.**



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

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## **OPEN MEETING**

### **REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE**

Thursday, November 14, 2019 – 1:30 p.m.  
Board Room

**MEMBERS PRESENT:** Annette Sabol Soule-Chair, Andre Torng, Juanita Skillman, Joe Fitzekam, Bunny Carpenter, Ryna Rothberg, Annie McCary, Cush Bhada, Leon St. Hilaire, Shaun Tumpane

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Dick Rader, Beth Perak and Pat English were present in audience

**STAFF PRESENT:** Brian Gruner, Jennifer Murphy, Jackie Kupfert  
**Call to Order**

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

#### **Acknowledgement of Media**

There was no press present.

#### **Approval of Agenda**

A motion was made, and by consensus, the agenda was approved.

#### **Approval of Committee Report for September 12, 2019**

A motion was made, and by consensus, the report was approved.

#### **Chair's Remarks**

Chair Soule stated new GRF directors were voted in yesterday including Bunny Carpenter as the new president and Joe Fitzekam as second vice president. Yvonne Horton and Egon Garthoffner are also new to the GRF board as directors. Chair Soule recited a poignant poem from "Fulfilling Retirement Dreams" as this may be her last CAC meeting with new GRF directors. Chair Soule recognized a standing issue from the September CAC meeting regarding budget concerns from residents and hopes they will be addressed at future meetings. Chair Soule stated the Laguna Hills Mall redevelopment project mentioned in the Globe features an outdoor amphitheater which will have 6,309 parking spaces; this is wonderful news that a national mall developer worth millions of dollars will undertake this expensive project at no cost to members' assessments which will host concerts that all Laguna Woods Village members may attend by taking the bus. Chair Soule stated the following for Recreation events: a Health and Wellness Expo in March with over 1000 attendees; the Village Bazaar in April sold out at Clubhouse 5; Village Games wrapped up a week ago with 22 unique events, over 380 participants and over 800 medals distributed in total; Easter at Equestrian was well attended; the Kentucky Derby hosted a hat contest with over 100 attendees;

Cinco de Mayo sold out with approximately 200 attendees; the Monday night movie, Bohemian Rhapsody, was a sellout therefore Recreation booked another showing. Chair Soule stated the Landscape Department and Public Relations Department, in conjunction with Recreation, hosted Arbor Day at Clubhouse 1 with the planting of a Chinese pistache tree. Chair Soule stated the following facility enhancements: the current ActiveNet program has been updated to allow residents to view room availability online; etiquette signs are being posted at the facilities; the comprehensive staff training was hosted on August 14 as approved; the California Parks and Recreation Society (CPRS) installment banquet was held at Clubhouse 2 on April 4. Director Perak was in attendance at this banquet. Chair Soule stated the following operational improvements: include the implementation of a staff responsibility checklist (cleaning, walk-throughs, maintenance reporting, etc.); Emeritus survey results; Clubhouse 4 renaming survey complete; Mr. Gruner would like to invite CAC members to attend the 2020 CPRS Mini-Conference in Laguna Hills. Chair Soule stated GRF passed a motion to approve a resolution to authorize 27-Hole Golf Course Summer Closures in extreme temperature and humidity conditions. The stipulation will close 9 holes for one week when these conditions are present, permitting play on 18 holes.

### **Report of the Recreation and Special Events Director**

Mr. Gruner reported the Huey Lewis and the News Tribute Band outdoor concert and car show was very successful. Rain tried to tamper the event, but overall it was well attended with those dancing and having fun. The Harvest Hoedown was well received; the Village Bazaar sold out at Clubhouse 5; the Arts and Crafts Bonanza had over 2400 attendees which is record breaking; Veterans Day had over 140 attendees and included speakers Mayor Cynthia Conners, the American Legion Commander Joe Rainey and Colonel Clark from the 1st Marine Regiment of Camp Pendleton. Staff has done a great job organizing events as we have so many throughout the year.

Mr. Gruner stated the following facility enhancements: new banquet chairs have been received; Performing Arts Center renovation anticipated to begin in May, 2020; Clubhouse 4 jewelry room flooring has been repaired; new ventilation system in the woodshop has been installed and a new air filtration system in ceramics will be installed. Mr. Gruner stated the Garden Center 1 new community gathering area is complete with shade covers and benches to be added. Revised operating rules have been posted at the Garden Centers and a new Grandparents Garden Club has been started at a local high school. These students are volunteering at the Garden Centers to help those unable to fully maintain their plot. The Tennis Center renovation is on schedule with hopes of starting in January with construction.

Mr. Gruner stated the following operational improvements: staffing changes have been implemented at the Performing Arts Center restructuring operating procedures; staff will host a re-grand opening when construction is complete at the Performing Arts Center; staff is working closely with the Bridge Club to improve operations and to ensure fairness.

Ms. Murphy reported on the following upcoming events: Blue Thursday music event tonight at Restaurant 19, 5 to 7 p.m.; free Monday night movie is November 18 at the Performing Arts Center and will feature On the Basis of Sex; the Thanksgiving buffet is sold out at Clubhouse 2 and 5; the Holiday Festival at Clubhouse 2 will be on December 7 at 6 p.m. with music from Sugar Plums, a Spark of Love toy drive, hot cocoa, cookies; Timeless Melodies: 1930, the year in music, will be at Clubhouse 2 on December 3; the Annual Volunteer Luncheon will be at 11:30 a.m. on December 6 at Clubhouse 5; the Christmas Buffet will be held on December 25 at Clubhouse 5 at 1 p.m.; New

Year's Eve may be celebrated at the Performing Arts Center with Ricky Nelson Remembered tribute at 6 and 8:30 p.m. and at the Clubhouse 5 Rockin' New Year's Eve dance at 6:30 p.m.

Ms. Murphy reported the return of the themed dinners beginning in February with a Parisian menu. The Soup and Salad Buffet will be replaced with a Mexican Buffet beginning in January. Monday Night Football at the Village Greens will continue until December 23 and will host free chips and salsa and happy hour food specials. The Holiday Light Tour bus excursion will be held December 17, 18 and 19 at 7 p.m. each night. The lottery for this excursion will be on November 25. January 22 will be the Disneyland excursion with a \$10 bus fee. This new fee will be implemented for each excursion beginning in January, 2020. The free Hatha Yoga class with Kristine deYoung will be at Clubhouse 7 on Fridays from 1 to 2:15 p.m.

Director Bhada inquired about retaining the old banquet chairs, Bonanza advertising in OC Register and stated the gate ambassador was not aware of the event. Mr. Gruner stated the old banquet chairs will be sent to the warehouse for auction and the Video Club will receive 75 chairs as requested. Advertising in the OC Register is quite expensive, so electronic media was utilized for the Bonanza this year. This generated over 600 users of the shuttle from remote parking and allowed the gate ambassador to restrict non-residents entering Laguna Woods Village. Director Bhada inquired about the auction at the warehouse and may a club, facility, such as the Library, or an outside agency purchase the chairs. Mr. Gruner reported the Purchasing Department and warehouse staff will work together for the auction and if the chairs are not purchased by residents, they may be purchased by an outside agency. The Library received chairs that were being stored in the Community Center.

Ms. Olsen reported the following Equestrian Center updates: the center is currently understaffed and continue to recruit for valuable staff with minimal disruption to boarders; all water dishes are being inspected and replaced when necessary; the tamper machine has been repaired and work has resumed on stalls to level them as needed; improvements in the arena and hot walker grading schedules and processes; improvement in scheduling of regular trail maintenance; staff is currently preparing for the rainy season. Ridership is slowing down with consistent local riders instead of those visiting from out of town. The average number of riders per day is 42 with 26 young riders on the weekends. Only five horses are considered appropriate for this young age. Five riders are the average for trail riders. There has been positive feedback with regards to the new curriculum. The Harvest Hoedown had 300 attendees featuring the Silverados, BBQ food truck and kid activities. Upcoming events include Easter at Equestrian, Play Day and the Harvest Hoedown. Additional revenue will include an educational program, equestrian fitness and safety and etiquette classes once fully staffed. A marketing strategy of listing local equestrian centers was created for both non-residents and residents as we are private. A general equestrian informational list was also created for resident reference. Ms. Olsen was interviewed on Village TV and includes Globe write-ups to inform all residents of what the Equestrian Center offers. To keep communication open, boarder meetings are scheduled 6 times per year.

Chair Soule inquired as to the time of the November 16 Boarder meeting and stated Ms. Olsen does great job on Village TV. Ms. Olsen stated the meeting is at 11 a.m. and the 2020 schedule will be distributed to the boarders at that time.

### **Member Comments (*Items Not on the Agenda*)**

Members spoke on the following topics: Clubhouse 1 Main Lounge blinds; adjustment to the Community Center Fitness Center opening hours to 7 a.m. and closing hours to 5 p.m.; support of the rise of dues if properly spent; indoor heated pool for the community; soup and salad continuation for 2020 and a healthy meal option replacement; the Bonanza shuttle was a wonderful idea; the PAC renovation.

Director Torng inquired as to all Fitness Centers hours were to be adjusted. The resident stated only requesting the adjustment for the Community Center Fitness Center. Chair Soule stated an Emeritus class begins at 8 a.m. and thus encouraged the early group to meet for outdoor exercise.

Director Soule stated Goldfish Swim School is very successful. Director Skillman stated there is a heated pool at LA Fitness locally.

Mr. Gruner stated soup and salad was reviewed as the attendance has continually declined. The resident stated the attendance declined when the dinner location was changed.

Mr. Gruner stated the project will start May 1, not finish in May as Director English understood. Director English stated she would like Mr. Gruner to clarify what is meant by finished. Mr. Gruner stated to renovate, repair and address safety concerns. Chair Soule confirmed construction will start in May. Director Torng inquired as to using Clubhouse 5 for performance events. Mr. Gruner stated if available, events will be relocated.

Mr. Gruner will review the fitness center hours once again and stated staff will research new blind options for Clubhouse 1 with M & C as replacement cost is the main issue. A Fitness Center petition is not necessary at this time. Advisor Tumpane stated the Fitness Center is quite crowded from 8 to 10 a.m. and would like to see staff review an adjustment to the hours of operation. Mr. Gruner will update CAC at the January meeting. Chair Soule stated the plans for the Clubhouse 1 renovation will be available in February, 2020. Right now it's wait and see whether consideration given within those Clubhouse 1 plans for an indoor pool.

### **CONSENT**

A motion was made, and by consensus, the consent calendar was approved.

### **REPORTS**

**Off Season Kids Swim Hours Adjustment**– Mr. Gruner stated the staff recommendation to adjust the off-season Children's Swim program hours from noon to 2 p.m. to 2 to 4 p.m. at Pool 2 from October 1 to Memorial Day.

Discussion ensued.

Staff was directed to present statistics of Pool 2 attendance regarding this request as Chair Soule indicated this may disrupt lap swimmers and seniors using the pool extensively at the times requests. Staff will bring forth the requested statistics at next CAC meeting in January, 2020.

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

**Emeritus Ad Hoc Committee Update** – Mr. Gruner stated in July an Ad Hoc committee was formed to review a survey that Emeritus conducted. The analysis showed we are on track with class provisions and the committee decided that meetings were no longer necessary. Recreation is working with OLLI (UCI) to bring educational lectures to Laguna Woods Village in 2020. Chair Soule stated for it to be free and onsite is incredible as OLLI is currently approximately \$200 per person and hosted at the Irvine Train Station.

**Policy Review and Discussion (Clubs Conducting Business for Profit)** - Ms. Murphy stated at the September CAC meeting staff was directed to research those clubs that were connected to an outside organization. This review was to consider raising fees for those clubs. After review, it was discovered that many clubs would be affected thus no extra fees would be charged per the committee organized for this review. Director McCary inquired as to number of meetings each club may have with some holding more than others. Ms. Murphy stated a new policy was instated to encourage a lower number of club meetings for better room availability. Director Torng stated these club events are a benefit to our residents and for promoting Laguna Woods Village. Director Bhada stated this review was requested as organizations may have been sending monies collected within Laguna Woods Village to the outside agency.

## **ITEMS FOR FUTURE AGENDAS**

Director Carpenter requested staff to add review of guideline signs posted at all the clubhouses.

Director Torng requested staff to present the CAC charter for review in January. Director Soule indicated that reviewing the Charter is an annual occurrence.

Director McCary inquired as to a club update. Mr. Gruner stated there are 277 approved clubs, three clubs are on the wait list and 28 clubs are not compliant with current roster or forms. Notices are sent out to each club that is not compliant and will be disbanded if not responsive after three attempts. No further staff direction was given at this time.

## **CONCLUDING BUSINESS**

### **Committee Member Comments**

Mr. Gruner stated it has been a pleasure working with CAC and looks forward to another successful year in Recreation.

Ms. Murphy stated it has also been a pleasure working with CAC and with the holidays coming, please take good care of your health.

Director Bhada thanked staff and the committee and wished everyone happy holidays.

Director McCary thanked the committee for being patient with her being new, enjoys working with CAC and wished everyone happy holidays.

Director Fitzekam stated that Laguna Hills Board of Directors viewed the Laguna Hills Mall proposed plans. They seem to be upset as the revenue may not be as much as previous thought.

Director Skillman stated the double-sided sign-in sheets should remain one page instead of two.

Director Torng stated his enjoyment of working on this committee and congratulated Chair Soule for running the meetings efficiently.

Director Rothberg thanked staff and wished everyone a happy New Year.

Advisor St. Hilaire thanked everyone for letting him be on this committee.

Advisor Tumpene thanked staff and congratulated Chair Soule for running the meetings efficiently.

Chair Soule stated she is thrilled for the new GRF board and thanked staff and all committee members for their service. The next CAC meeting is January 9, 2020 at 1:30 p.m.

### **Date of Next Meeting**

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. at the Community Center in the Board Room on Thursday, January 9, 2019.

### **Adjournment**

There being no further business, the Chair adjourned the meeting at 3:07 p.m.

  
Annette Sabol Soule, Chair





**OPEN MEETING**  
**THE GOLDEN RAIN FOUNDATION**  
**MEDIA AND COMMUNICATIONS COMMITTEE**  
Monday, November 18, 2019, at 1:30 p.m.  
Laguna Woods Village Community Center, Board Room  
24351 El Toro Road, Laguna Woods, CA 92637

**REPORT**

**MEMBERS PRESENT:** Chair Annette Sabol Soule, Directors Pat English, Bunny Carpenter, Annie McCary, Elsie Addington, Lynn Jarrett, Juanita Skillman, Ryna Rothberg and Adviser Steve Carman.

**MEMBERS ABSENT:** Advisers Sheila Bialka and Lucy Parker.

**OTHERS PRESENT:** Beth Perak – GRF, Dick Rader – GRF, Cush Bhada – Third, Jon Pearlstone – Third and Joan Milliman – Former GRF Board Member

**STAFF PRESENT:** Eileen Paulin, Chuck Holland, Jackie Kupfert and Ellyce Rothrock

1. **Call to Order**  
Chair Annette Sabol Soule called the meeting to order at 1:30 p.m.
2. **Acknowledgement of Media**  
None.
3. **Approval of the Agenda**  
Agenda was approved.
4. **Approval of Meeting Report from September 16, 2019**  
Report was approved.
5. **Chair's Remarks**  
Chair Soule stated she is the acting chair of today's meeting. She recognized the service of the directors of all boards and committees. She thanked and honored Joan Milliman for her service as previous chair of the Media and Communications Committee; as a member of the Community and Activities Committee and for her service on GRF. Chair Soule stated Ms. Milliman was an integral part of many programs including, but not limited to, the Village Breeze, the Centenarian project and Thrive.
6. **Member Comments (Items not on the Agenda)**  
Dick Rader 270-D was called to speak regarding the nightly news program having pauses and becoming temporarily scrambled.

Director Annie McCary and Director Pat English reported having similar problems.

Mr. Holland will have staff look into the issue.

Joan Milliman 969-3E was called to speak requesting to be an advisor for Media and Communications Committee.

**7. Director's and Staff Forum**

None.

**REPORTS:**

**8. Broadband and Contracts Report - Chuck Holland**

Mr. Holland provided his monthly report on Contract Renewals, updating the committee on the removal of channels KCOP My 13 and KTTV Fox in December 2019. A reduction in assessments in 2019-\$19 to 2020-\$10.96 will occur. Mr. Holland reported on Subscriber Counts year to date including transition from SD to HD by the end of the first quarter, 2020. The report reflects the number of homes using the services and/or equipment. Mr. Holland mentioned if the committee wishes to discuss the financials of the contracts, it would have to be done in closed session. As of now there are 110 contracts.

Chair Soule stated the best way to communicate the savings in the removal of the Fox channels, would be to reduce columns using figures providing 2019 dollar cost and 2020 dollar cost. She inquired about financially helping residents who may not be able to afford the HD converter box. Mr. Holland deferred to the Foundation which would know of those that are need based.

Mr. Holland gave his monthly report on Proforma Broadband Services including:

- Merchandise Sales
- Broadband Services
- Miscellaneous Expenses
- Employee Compensation
- Compensation Related Expenses
- Materials and Supplies
- Utilities and Telephone
- Legal Fees
- Outside Services
- Repairs and Maintenance
- Other Operating Expenses
- Property and Sales Tax
- Cable Programing/Copyright/Franchise Fees
- Uncollectible Accounts

Chair Soule inquired as to change in the Worker's Compensation insurance. Mr. Holland stated it may have been due to reclassification with OSHA and referred questions to Human Resources.

Director Annie McCary inquired as to the overtime on weekends and is there a person available in the field. Mr. Holland stated a technician is on call for technical problems systematically, not for individual persons. Director McCary inquired as to scheduled technicians availability and long length of wait time. Mr. Holland stated many factors such as type of order, staff out of office and number of calls scheduled may hinder the availability of staff. Chair Soule inquired as to the budget line item labeled electricity. Mr. Holland answered staff is currently monitoring the usage of electricity.

Director Juanita Skillman requested staff research showing residents how to use streaming. Director Elsie Addington requested staff provide tutorials on Village TV. Advisor Steve Carman stated the Video Club is recording 30-second clips for clubs and offered help. Eileen Paulin would like the instructions of streaming to come from volunteers rather than Mr. Holland.

Director Pat English requested Mr. Holland attend a GRF meeting to inform the residents of the upcoming changes and cost savings.

Mr. Rader spoke regarding the education of streaming via the computer clubs on the third floor.

Chair Soule suggested using "savvy senior" moments on Village TV. Advisor Carman stated the monthly meeting of the Video Club is this Thursday at 6:30 p.m. at Clubhouse 2 Video Club lab with subject being the 30-second video offering.

**9. Marketing and Communications Report - Eileen Paulin**

Ms. Paulin provided her monthly report on Marketing and Communications stating October was very busy. This included workflow, iContact statistics, Docent Report, New Resident Orientations and significant projects. Ellyce Rothrock has been working on the website improvements. Ms. Paulin reported that Mr. Holland recently completed an excellent update to the search feature on the website. Ms. Paulin discussed the benefit of an all-board orientation program. The staff is recommending an orientation workshop for all board members after January 1.

The iContact database was reviewed. Open rates may be subjective as targeted audiences (pool users, gardeners) are more likely to open an email specific to their interest. Docent tours are going very well. Ms. Paulin had dais refer to the Docent Tour response card survey. Ms. Paulin stated Becky Jackson has been diligent in updating the CodeRED list as many emails are listed incorrectly in ICE. Mr. Holland has staff currently cleaning ICE database. Ms. Paulin stated new resident orientations are going well.

Director Skillman inquired as to adding basic mutual real estate information within the packet. Ms. Paulin stated the materials already cover this and attendees may ask for financial requirement documents at the end of the tour.

Chair Soule stated the iContact table may need modification and could there be a survey sent on what they would like to receive. Ms. Paulin stated there will be a sheet in the

annual package for those to indicate what they would like to receive. Chair Soule inquired as to the standard footer policy. Ms. Paulin stated a newer version will be available next year. Chair Soule pointed out the GRF End of Year Presentation did not occur this year.

Ms. Paulin stated this was the first year all the inserts have been standardized by MarComm. Director Skillman requested a table of contents. Ms. Paulin stated this would come from the Finance Department.

Director Rothberg would like the Towers included on future planning.

#### **ITEMS FOR DISCUSSION AND CONSIDERATION:**

##### **10. Presentation of Trash and Recycling Communication**

Ms. Paulin presented the Trash and Recycling Communication Project utilizing a PowerPoint presentation. She identified:

- Contamination by dumping
- Dumping in Third
- Contaminated recycling
- Dump and run
- Trash and recycling misinformation
- Waste Management
- Illegal dumping
- Communication barriers
- Flyers that meet the challenges
- Touchpoints: disposal sites, website, mail rooms, laundry rooms, racks, realtors, monitors, Village TV, hold messages, Sales and Leasing , Alterations and Social Services
- Wishful Recycler Campaign (quiz): Facebook, Village TV and board meetings
- Present campaigns at board meetings

Ms. Paulin reported the contract is confirmed with Memorial Care regarding the magazine. This magazine will result in enhanced communication and cost savings for Laguna Woods Village.

#### **ITEMS FOR FUTURE AGENDAS:**

None.

#### **CONCLUDING BUSINESS:**

##### **10. Committee Member Comments**

Advisor Carman stated this was a good meeting and enjoys them. He will be out of town for the next meeting.

Director Rothberg stated she feels as though the Towers are forgotten and would like to meet with Ms. Paulin regarding the Village Breeze and the upcoming magazine.

Director Skillman stated excellent meeting with lots of information disseminated.

Director Bunny Carpenter stated great meeting.

Director McCary stated Ms. Paulin presented a wonderful presentation.

Director Lynn Jarrett stated this was a great meeting and thanked Ms. Paulin for wonderful presentation which will be most valuable to the 3-story buildings.

Mr. Holland stated we are not forgetting the Towers and stated his team worked diligently to get phones working during the fires up north.

Ms. Paulin stated she is happy to meet with Director Rothberg as getting Towers content is difficult and would like to discuss what will work best to get the information to the residents at the Towers.

Chair Soule thanked all for their input and Mr. Holland and Ms. Paulin for their complete information.

**11. Date of Next Meeting - Monday, December 16, 2019, 1:30 p.m. in the Board Room**

**12. Adjournment**

Meeting was adjourned at 3:19 p.m.

  
Annette Sabol Soule, Interim Chair  
Media and Communications Committee

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**OPEN MEETING**

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

**Tuesday, October 29, 2019 – 1:30 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, Steve Parsons (filling in for Craig Wayne), John Frankel, Elsie Addington, John Dalis, Reza Bastani

**ADVISORS:**

**MEMBERS ABSENT:** Craig Wayne

**OTHERS PRESENT:** Diane Phelps, Juanita Skillman, Lynn Jarrett, Annette Soule, Beth Perak

**STAFF PRESENT:** Chris Laugenour, Francisco Perez, Tiffany Rivas, Elizabeth Cortez, Siobhan Foster, Eileen Paulin, Ellyce Rothrock, Jeff Parker, Tim Moy, Chuck Holland, Catherine Laster, Pamela Bashline

**1. Call to Order**

Chair Gros called the meeting to order at 1:30 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 October 2, 2019**

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

**5. Chair's Remarks**

Chair Gros read over the recommendation topics presented by consultants Fehr and Peers at the October 2<sup>nd</sup>, 2019 Mobility & Vehicle meeting. He stated staff has done a tremendous job working with the consultants. He believes the audience will be happy with staff recommendations. He suggested to the audience to give the recommendations a chance.

#### **6. Member Comments (Items Not on the Agenda)**

Several residents expressed concern and frustration regarding the Plan-A-Ride scheduling process and difficulty with getting an appointment when calling Transportation.

A resident suggested to the committee that bus excursions/tours should have a charge. Spoke about the bus drivers and their busy schedules.

A resident complimented the bus drivers and asked the committee about rules and regulations regarding scooters on the buses.

#### **7. Response to Member Comments**

Mr. Laugenour: Addressed that many of the upcoming recommendations will incorporate identified issues; once recommendations are approved it is important to educate the community and train the bus drivers on the new bus routes and transportation system.

Chair Gros: Stated the staff recommendations will still need to be approved by the GRF board.

Director Troutman: Thanked the members who spoke; apologized to those who have been inconvenienced by the transportation system software.

#### **Items for Discussion and Consideration**

#### **8. Transportation System Service Recommendations**

Mr. Laugenour summarized his report outlining staff recommendations to improve the Transportation Systems. Important recommendations include the following:

- A redesigned fixed route system that incorporates neighborhood, commercial and wellness routes with pick-ups every 30 minutes.
- Expand the Fixed Route service to include Saturdays.
- Re-prioritize Plan-A-Ride services to focus on those with medical disabilities.
- Negotiate with Lyft Rideshare to provide on-call services during the evening hours and all day Sunday.

Committee members and residents shared comments and a motion was made by Director Troutman and seconded by Director Dalis to approve staff recommendations. The motion was approved unanimously by the Committee.



**Items for Future Agendas:**

- 9. Bus Policy Updates – Use by Non-Profit Agencies**
- 10. ADA Policy Review**
- 11. Staff Turnover Report**

**Concluding Business:**

**12. Committee Member Comments**

The committee thanked staff for the report and for the work entailed in providing the recommendations.

**13. Date of Next Meeting – Wednesday December 4, 2019 - 1:30 PM**

**14. Adjournment**

The meeting was adjourned at 3:10 p.m.

  
\_\_\_\_\_  
Ray Gros, Chair  
GRF Mobility & Vehicles Committee

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