



**OPEN SESSION**

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

**Tuesday, January 21, 2020 - 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 Bhada**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
  - a. December 17, 2019 – Regular Open Meeting
- 6. Report of the Chair**
- 7. Third Mutual Board Director Candidate Appointment (Term Ending 2020)**

Candidate Introduction, Candidate Statements, Candidate Interview, Vote by Secret Ballot and Announcement of New Board Member. The Candidates are:

  - Doug Gibson
  - Gan Mukhopadhyay
  - Susan Smallwood
- 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**

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. Architectural Control and Standards Committee Recommendations:**

- (1) Recommend to Approve a Request to Retain Non-Standard Color on Two Exterior Entry Doors (3510-3G)
- (2) Recommend to Approve a Request to Retain Non-Standard Entry Door and Install Stacked Stone Veneer on Front Exterior Wall (5165)
- (3) Recommend to Approve a Request to Replace Planter with Wood Frame/Stucco Bathroom Extension on Original Exclusive Use Common Area (5589-A)

**b. Landscape Committee Recommendations:**

- (1) Ratify award of contract to West Coast Arborists, Inc. in the amount of \$503,121, which includes a ten percent contingency, to perform the tree maintenance services.
- (2) Ratify award of contract to Mission Landscape, Inc. in the amount of \$470,176 for slope landscape maintenance.
- (3) Recommend to Approve Tree Removal Request—3086-C Via Serena N. (Graham) – one Shamel Ash – as it meets guidelines established in Resolution 03-11-149

**c. Finance Committee Recommendations:**

- (1) Recommendation to Approve a Resolution to Record Lien against Member ID# 931-720-36

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

**12. Unfinished Business**

- a. Entertain a Motion to Adopt a Resolution to Approve a Species-Based Tree Trimming Program (**DECEMBER initial 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 Internal Dispute Policy (**DECEMBER initial notification: 28-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied**)

### **13. New Business**

- a. Entertain a Motion to Approve a Transfer of \$8,000,000 in Cash from Funds held at Bank of America to the Discretionary Investment Account held and Managed by SageView/Fidelity Investments

### **14. Committee Reports**

- a. Report of the Finance Committee / Financial Report – Director Parsons. The Committee met on January 7, 2020; next meeting February 4, 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 Jarrett. 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 TBA.
- d. Report of the Maintenance and Construction Committee – Director Bhada. The Committee met on January 6, 2020; next meeting March 2, 2020, at 1:30 p.m. in the Board Room.
  - (1) Report of the Parking and Golf Cart Task Force – President Parsons. The Task Force met on January 6, 2019; next meeting TBA.
- e. Report of the Landscape Committee – Director Jarrett. The Committee met on January 2, 2020; next meeting February 6, 2020, at 9:30 a.m. in the Board Room.
- f. Report of the Water Subcommittee – Director Jarrett. The subcommittee met on October 9, 2019; next meeting TBA.
- g. Report of the Resident Policy and Compliance Committee – Director Jarrett. The Task Force met on January 15, 2020; next meeting TBA
- h. Report of the Village Energy Task Force – Director Frankel. The Task Force met on January 10, 2020; next meeting TBA.

### **15. GRF Committee Highlights**

- a. Community Activities Committee – Director Bhada. The Committee met on January 9, 2020; next meeting March 12, 2020, at 1:30 p.m. in the Board Room.

- b. Finance Committee – Director Parsons. The Committee met on December 18, 2019; next meeting February 19, 2020, at 1:30 p.m. in the Board Room.
- c. Landscape Committee – Director Engdahl. 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 January 13, 2020, Special Meeting at 2:00 p.m. & February 12, 2020, Regular Meeting at 9:30 a.m. in the Board Room

(1) PAC Renovation Ad Hoc Committee – Director 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 22, 2020, at 9:30 a.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 January 20, 2020; next meeting February 24, 2020, at 1:30 p.m. in the Board Room

(1) 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 January 15, 2019; next hearings February 19, 2020, 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. Alternative Heat Source Policy (August initial notification—September postponed)
- d. Resident Suggestion Program



- e. Businesses Owning Property within Laguna Woods Village
- f. Smoke Free Building Program
- g. Nuisance and Harassment Policy

**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) December 17, 2019—Regular Closed Session*

*Discuss and Consider Member Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Litigation Matters*

**19. Adjourn**

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**MINUTES OF THE 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**

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

**Directors Absent:** Craig Wayne

**Staff Present:** Jeff Parker, CEO, Siobhan Foster, Eileen Paulin, Ernesto Munoz, Cheryl Silva, and Grant Schultz

**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 9:35 a.m.

**2. Pledge of Allegiance**

President Parsons led the Membership in the Pledge of Allegiance.

**3. Acknowledge Media**

President Parsons acknowledged the presence of the media.

**4. Approval of Agenda**

Director Engdahl made a motion to approve the agenda as presented. Director Mutchnick seconded the motion.

President Parsons requested to remove agenda items 13d. Nuisance Policy and 13e. Harassment Policy from the agenda and made revisions to agenda item 11d. Committee Appointments.

President Parsons called for the vote on the agenda as amended and the motion passed unanimously.

**5. Approval of Minutes**

a. November 19, 2019 – Regular Open Meeting

Director Karimi made a motion to approve the November 19, 2019—Regular Open Meeting as presented. Director Mutchnick seconded the motion.

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

**6. Report of the Chair**

President Parsons wished everyone Happy Holidays and thanked everyone involved with helping the Board and residents.

**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**

Several Members spoke about various issues:

- A Member commented about the letter sent to a Member by the attorney;
- A Member commented about the investigation of a Member's behavior;
- A Member commented about a problem with water backing-up in her sink. Requested reimbursement of her medical expenses;
- A Member encouraged Members to donate to the Village Community Fund for projects in the community;
- A Member commented about the Laguna Woods Foundation and the benefits that donations provide.

**9. Responses to Open Forum Speakers**

Board Members responded to the Members' concerns and requests:

- President Parsons responded about the Member discipline process, asked staff to schedule a meet and confer with the Member with the plumbing problem and thanked the Member for their contribution to the Village Community Fund.

**10. CEO Report**

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

- Update on Strategic Planning Goals and Objectives;
- Wished everyone happy holidays;
- Monthly Bulky Trash Item Collection Schedule is posted on the website. Bulky items can be placed by your nearest trash enclosure the night prior no later than

7:00 a.m. on the third Saturday of each month;

- Landscape picks up curbside live trees and recycles them into mulch for use throughout the Village. Trees will be picked up on Fridays starting December 27;
- The holiday hours at VMS and GRF facilities are posted on the website;
- Holiday transportation schedule is available on the website;
- Window decals for Village vehicles for 2020 will be mailed to residents soon;
- 31 RV parking spaces are available;
- Transportation enhancements will begin in January 2020. Two important informational meetings will be held in December for the new Transportation services coming to the Village in January: Tuesday, December 17, 1:00 p.m. at the Towers Lortscher Hall and Wednesday, December 18, 10:00 a.m. at Clubhouse 1 Main Lounge;

## **11. Consent Calendar**

### **11a. Landscape Committee Recommendations:**

- (1) Recommend to Approve a Request to Retain Non-/Standard Landscape (3456-B Bahia Blanca W.)

#### **RESOLUTION 03-19-122 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.

(2) Recommend to Approve Landscape Alteration Request (3226-B Via Carrizo)

**RESOLUTION 03-19-123**  
**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.

(3) Receive and File -- Updated Landscape Manual

**11b. Finance Committee Recommendations:**

(1) Recommendation to Approve a Resolution to Record Lien against Member ID# 931-630-83:

**RESOLUTION 03-19-124**  
**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.

- (2) Recommendation to Approve a Resolution to Record Lien against Member ID# 934-902-51:

**RESOLUTION 03-19-125**  
**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.

- (3) Recommendation to Approve a Resolution to Record Lien against Member ID# 933-611-77:

**RESOLUTION 03-19-126**  
**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.

- (4) Recommendation to Approve a Resolution to Record Lien against Member ID# 932-200-23:

**RESOLUTION 03-19-127**  
**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.



- (5) Recommendation to Approve a Resolution to Record Lien against Member ID# 933-200-62:

**RESOLUTION 03-19-128**  
**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.

- 11c. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual financials for the month of November 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.

- 11d. Resolution to Update Third Mutual and GRF Committee Appointments

**RESOLUTION 03-19-129**  
**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

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

**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, Co Chair  
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~~  
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 McCary~~  
~~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.

**RESOLUTION 03-19-130**  
**GRF Committee Appointments**

**RESOLVED**, October 15, 2019 that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

**Business Planning Committee**

Jon Pearlstone  
Steve Parsons  
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.

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

**12. Unfinished Business**

**12a. Entertain a Motion to Adopt a Resolution to Revise the Alterations Fee Schedule**

Director Jarrett presented a summary of the following resolution:

**RESOLUTION 03-19-131**  
**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 are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

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

Director Jarrett made a motion to approve a revised resolution and increase fees associated with manor alterations requests in order to partially offset the costs incurred for the services provided by the Manor Alterations Division. Director McCary seconded the motion.

Discussion ensued among the Directors.

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

**12b.** Entertain a Motion to Adopt a Resolution for Revised Alteration Standard 28: Soft Water Units

Director Jarrett presented a summary of the following Resolution:

**RESOLUTION 03-19-132**

**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.

Director Jarrett made a motion to adopt a resolution to revise Alteration Standard 28: Soft Water Units. Director Bhada seconded the motion.

Discussion ensued among the Directors.

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

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

**RESOLUTION 03-19-133**

**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.

Director Jarrett made a motion to adopt a resolution to revise Alteration Standard 42: Ramps. Director Karimi seconded the motion.

Discussion ensued among the Directors.

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

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

**RESOLUTION 03-19-134**  
**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.

Director Jarrett made a motion to adopt a resolution for Garden Villa Mailroom flooring replacements. Director Bhada seconded the motion.

Discussion ensued among the Directors.

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

### **13. New Business**

- 13a.** Recommendation to Deny Off Schedule Tree Trimming Request (5358-O Algarrobo) One Red Ironbark, Three Indian Laurel Fig and One Carrotwood Tree.

Director Jarrett presented a summary of the following Resolution:

**RESOLUTION 03-19-135**  
**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.

Director Jarrett made a motion to deny the off schedule tree trimming request. The motion was seconded by Director Mutchnick.

Discussion ensued among the Directors.

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

**13b. Entertain a Motion to Introduce a Resolution to Approve a Species-Based Tree Trimming Program**

Director Jarrett presented a summary of the following Resolution:

**RESOLUTION 03-20-XX**  
**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.

Director Jarrett made a motion to introduce a resolution for a species-based tree maintenance program for 28-day review. The motion was seconded by Director Pearlstone.

Discussion ensued among the Directors.

By consensus, the Board introduced the resolution for 28-day review.

**13c. Entertain a Motion to Approve a Resolution for Resident Policy and Compliance Task Force to Committee Charter**

Director Jarrett presented a summary of the following resolution:

**RESOLUTION 03-20-136**  
**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**, December 17, 2019 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.

Director Jarrett made a motion to approve a resolution changing the Resident Policy and Compliance Task Force to a Committee Charter. Motion was seconded by Director Bhada.

Discussion ensued among the Directors.

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

The following item was removed by the Board:

**13d.** Entertain a Motion to Introduce a Resolution for Nuisance Policy

The following item was removed by the Board:

**13e.** Entertain a Motion to Introduce a Resolution for Harassment Policy

**13f.** Entertain a Motion to Introduce a Resolution for Internal Dispute Policy

Director Jarrett presented a summary of the following Resolution:

**RESOLUTION 03-20-XX**  
**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.

Director Jarrett made a motion to introduce a resolution revising the Internal Dispute Resolution to include a time frame to complete the matter for 28-day review. The motion was seconded by Director Bhada.

Discussion ensued among the Directors.

By consensus, the Board introduced the resolution for 28-day review.

**13g. Entertain a Motion to Approve Street Light Fixtures for the LED Conversion Project.**

Director Jarrett made a motion, seconded by Director Pearlstone.

Discussion ensued among the Directors.

Ernesto Munoz, Director of Maintenance and Construction, answered questions from the Board.

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

**14. Committee Reports**

**14a.** 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

**14b.** 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 December 3, 2019; next meeting January 27, 2020, at 9:30 a.m. in the Board Room.

**14c.** Report of the Communications Committee – Director McCary -- The Committee met on October 9, 2019; next meeting will be held on April 8, 2020, at 1:30 p.m. in the Willow Room.

**14d.** Report of the Maintenance and Construction Committee – Director Bhada. The Committee has been working on street lighting. 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 has been working on parking in the Wedding Cake area. The Task Force met on July 9, 2019; next meeting January 6, 2020 at 9:30 a.m. in the Sycamore Room.
- 14e.** Report of the Landscape Committee – Director Jarrett reported from the last meeting. The Committee met on December 5 2019; next meeting January 2, 2020, at 9:30 a.m. in the Board Room.
- 14f.** Report of the Water Subcommittee – Director Karimi. The Subcommittee met on October 9, 2019; next meeting TBA.
- 14g.** 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.
- 14h.** 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. CEO Jeff Parker commented on the changes to the Task Force.
- 15. GRF Committee Highlights**
- 15a.** Community Activities Committee – Director Bhada reported on highlights from the last Committee meeting. The Committee met on November 14, 2019; next meeting January 9, 2020 at 1:30 p.m. in the Board Room.
- 15b.** 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.
- 15c.** Landscape Committee – Director Enghahl reported on highlights from the last Committee meeting. The Committee met on October 9, 2019; next meeting will be on February 12, 2020 at 9:30 a.m. in the Board Room.
- 15d.** Maintenance & Construction Committee – Director Frankel reported on highlights from the last Committee meeting. 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 – Director Pearlstone. The Committee met on December 12, 2019.
- 15e.** Media and Communications Committee – Director McCary reported on highlights from the last Committee meeting. The Committee met on December 16, 2019; next meeting January 21, 2020, at 1:30 p.m. in the Board Room.



**15f.** Mobility and Vehicles Committee – Director Frankel reported on highlights from the last Committee meeting. The Committee met on November 27, 2019; next meeting February 5, 2020, at 1:30 p.m. in the Board Room.

**15g.** Security and Community Access Committee – Director Mutchnick gave an update from the last Committee meeting. 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 reported on the last meeting. The Task Force met on November 26, 2019; next meeting January 28, 2020, at 9:30 a.m. in the Board Room.

**15h.** Report of the Laguna Woods Village Traffic Hearings – Director Frankel gave an update from the last meeting. The Traffic Hearings were held on November 20, 2019; next hearing will be 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. The Board will take action on these items at a future Board Meeting.*

**16a.** Parking Report

**16b.** Census Report

**16c.** HOA Election Law Update

**16d.** Member in Good Standing Policy (September initial notification)

**16e.** Alternative Heat Source Policy (August initial notification—September postponed)

**16f.** Resident Suggestion Program

**16g.** Businesses owning property within Laguna Woods Village

**16h.** Smoke Free Building Program

**16i.** Nuisance and Harassment Policies

**17. Director's Comments**

- Several Directors wished everyone Happy Holidays and Happy New Year;
- Director Frankel encouraged residents to apply to be on the Board;
- Several Directors thanked staff for their good work;

**18. Recess**

The Board recessed at 11:06 a.m. and reconvened in Executive Session at 12:00 p.m.

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

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

**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) October 22, 2019 – Special Closed Meeting*

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

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

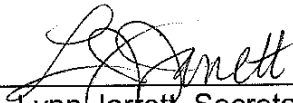
*Discussed and Considered Member Matters*

*Discussed and Considered Legal and Litigation Matters*

*Discussed and Considered Contractual Issues*

**19. Adjourn**

With no further business to come before the Board of Directors, the meeting was adjourned at 3:00 p.m.



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Lynn Jarrett, Secretary of the Board  
Third Laguna Hills Mutual



## **STAFF REPORT**

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**DATE:** January 21, 2020  
**FOR:** Board of Directors  
**SUBJECT:** Variance Request  
Ms. Sharon Evans of 3510-3G (Villa Nueva, LH21C)  
Request to Retain Non-Standard Color on Two Exterior Entry Doors

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### **RECOMMENDATION**

Staff recommends the Board approve the request to retain the non-standard color on two exterior doors with the conditions in Appendix A.

### **BACKGROUND**

During a resale inspection prior to the change of ownership of unit 3510-3G, the entry door to the unit was found to be a non-standard blue color. In order to close escrow in a timely manner, the new owner (Ms. Sharon Evans) signed a Responsibility Agreement for the entry door color correction, that would require the door do be brought into compliance or a variance to be submitted and approved to retain the alteration color within six months of escrow closing (April 2<sup>nd</sup>, 2019). A variance to retain the alterations was submitted on October 2, 2019, by the new owner Ms. Evans (see Attachment 1).

Due to selected color not meeting existing Mutual Standards, Staff requires Board approval prior to issuing a Mutual Consent.

The location of the alteration being requested by Variance is located on Exclusive Use Common Area.

Due to the new owner taking responsibility for the non-standard alteration that was installed by a previous owner, a disciplinary hearing was not scheduled.

### **DISCUSSION**

Ms. Evans is requesting to retain the blue color used on her entry door. The door is not directly visible from the street. Photos of the door and a map of the area are shown in Attachments 2 and 3.

Third Mutual Alteration Standards Section 10 - Doors, Exterior (Revised March 2018), paragraph 3.1 states, "All doors shall be of wood, fiberglass, or vinyl clad materials. Doors shall be the body or trim color of the building, or be white. Doors may have natural or stained wood finish".

The current color scheme for Building 3510 requires Shadow Box or White High Hiding to be used as the entry door paint color.

The alteration is not clearly visible from the surrounding units and is similar to the Krimson Lake blue color that had been an option for door colors on previous paint schemes. For these reasons, Staff recommends approval of the request.

The Board approved requests for non-standard entry door colors for Manors 3433-B in March 2013, 3377-A in June 2013, 3304-N in February 2014, 5365-C in July 2015, 5072 in September 2015, 3459-A in March 2016, 3415-B in June 2016, 3044-B in September 2017, 3421-3A in December 2017, 3386-B in February 2018 and 5398-A in December 2018.

At the time of preparing this report, there are no open Mutual Consents for unit 3510-3G.

A Neighbor Awareness Notice was posted in the mailroom of building 3510 on November 14, 2019, due to no neighbor having line of sight of the alteration or being effected by debris or noise.

At the time of writing, there has been no response to the Neighbor Awareness Notices.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 3510-3G.

**Prepared By:** Gavin Fogg, Inspections Supervisor

**Reviewed By:** Brett Crane, Permits, Inspections & Restoration Manager  
Alisa Rocha, Alterations Coordinator

#### **ATTACHMENT(S)**

Appendix A: Conditions of Approval  
Attachment 1: Variance Request, October 2, 2019  
Attachment 2: Photos  
Attachment 3: Map  
Attachment 4: Resolution 03-20-XX

## APPENDIX A

### CONDITIONS OF APPROVAL

Conditions of approval would be as follows:

1. No improvement shall be installed, constructed, modified or altered at unit **5**, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Variance for Unit Alterations has been granted at **3510-3G** for **Retain non-standard entry door color** subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at **3510-3G** and all future Mutual members at **3510-3G**.
4. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
5. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
6. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.

7. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
8. Member is responsible for following the gate clearance process in place to admit contractors and other invitees.
9. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
10. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
11. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
12. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
13. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
14. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.

15. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
16. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
17. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
18. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
19. The Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
20. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
21. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

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MANOR # 3510-3G☐ ULWM☒ TLHM

## Variance Request Form

SA 21426941

Model: <u>Villa Nueva</u>	Plan: <u>LH21C</u>	Date:
Member Name: <u>Sharon EVANS</u>	Signature: <u>Sharon Evans</u>	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/CO:	Phone: [REDACTED]	
Owner Mailing Address: (to be used for official correspondence) <u>3510 Bahia Blanca W 3g</u>		

## Description of Proposed Variance Request ONLY:

I want to keep the color of my dogs. I was told at the sale that I would be allowed to. I paid \$150 to do so.

## Dimensions of Proposed Variance Alterations ONLY:

SCANNED



## FOR OFFICE USE ONLY

 RECEIVED BY: [Signature] DATE RECEIVED: 10/2/19 Check# 246 BY: Sharon B Evans

<b>Alteration Variance Request</b>  Check Items Received: <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	<b>Complete Submittal Cut Off Date:</b> <u>10/25/19</u>  <b>Meetings Scheduled:</b> Third AC&S Committee (TACSC): <u>11/25/19</u> United M&C Committee: _____ Board Meeting: <u>12/17/19</u> <u>9:30 Am</u>  <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____
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Attachment: 2



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Attachment:3



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**RESOLUTION 03-20-XX**  
**Variance Request**

**WHEREAS**, Ms. Sharon Evans of 3510-3G, a Villa Nueva style unit, is requesting Board approval of a variance to retain non-standard color on two exterior entry doors; and,

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected units on November 25, 2019, notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on December 3, 2019.

**NOW THEREFORE BE IT RESOLVED**, on January 21, 2020, the Board of Directors hereby approves the request to retain non-standard color on two exterior entry doors;

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3510-3G and all future Mutual members at 3510-3G

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

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## STAFF REPORT

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**DATE:** January 21, 2020  
**FOR:** Board of Directors  
**SUBJECT:** Variance Request  
Ms. Hope H Miller of 5165 (Villa Paraisa, C13C\_1)  
Request to Retain Non-Standard Entry Door and Install Stacked Stone Veneer on Front Exterior Wall

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### **RECOMMENDATION**

Staff recommends the Board approve the request to retain the non-standard entry door and install stacked stone veneer on the front exterior wall with the conditions stated in Appendix A.

### **BACKGROUND**

Ms. Miller of 5165 Belmez, a Villa Paraisa style unit, was previously approved to extend the entry door by 7'-4" via Board approval of a variance in February 2019. At the time of the request, the existing door was proposed to be moved forward, however a different door with was installed during construction (see Attachments 1 and 2).

Due to selected color not meeting existing Mutual Standards, Staff requires Board approval prior to issuing a Mutual Consent

As per Committee's direction regarding Variance requests for retaining non-authorized alterations, Compliance was notified on July 7, 2019, of the unauthorized alteration; a disciplinary hearing is pending.

Ms. Miller is also requesting to install a stacked stone veneer wall cover on the front exterior wall of her unit. No work has been performed on this alteration at the time of writing the report.

Due to the existing Mutual Standard 12: Exterior Wall Attachments; Section 2.5, requiring all attachments to be limited to only those walls which face Exclusive Use Common Areas, such as patios or atriums, staff require Board approval for the alteration.

The cost of the proposed alteration would be borne by the Member.

### **DISCUSSION**

Ms. Miller is requesting to retain the factory painted 'steel blue' color entry door. The door is not directly visible from the street. Photos of the door and a map of the area are shown in Attachments 2 and 3.

Third Mutual Alteration Standards Section 10 - Doors, Exterior (Revised March 2018), paragraph 3.1 states, "All doors shall be of wood, fiberglass, or vinyl clad materials. Doors shall be the body or trim color of the building, or be white. Doors may have natural or stained wood finish".

The current color scheme for Building 5165 requires Basic Khaki or Woodruff or White High Hiding to be used as the entry door paint color.

Staff recommends approval of the request due to the alteration is not clearly visible from the surrounding units and is similar to the 'Night Sky' color that is available as a trim color under the current paint scheme.

The Board approved requests for non-standard entry door colors for Manors 3433-B in March 2013, 3377-A in June 2013, 3304-N in February 2014, 5365-C in July 2015, 5072 in September 2015, 3459-A in March 2016, 3415-B in June 2016, 3044-B in September 2017, 3421-3A in December 2017, 3386-B in February 2018 and 5398-A in December 2018.

Ms. Miller also proposes to install a stacked stone veneer on the front exterior wall of the unit measuring 2' tall and spanning). The stone veneer would accent the existing colors of the unit (Attachment 1).

Staff determined there would be no impairment of the structural integrity or mechanical systems of the surrounding buildings or lessening of its support and recommends approval of this request, as the styling of the alteration does not cause any negative effect on the surrounding units.

Previous examples of stacked stone veneer used to decorate the front of units are at 5283 in July 2007, 5202 in February 2011, 5305 in April 2015, 5232 in October 2015, 5284 in April 2016 and 5212 in December 2017.

Neighbor Awareness Notices were sent to affected Units 5160, 5161, 5162, 5163, 5164, 5166 and 5167 November 12, 2019; as of the writing of this report, no responses were received.

At the time of preparation of this report, there was one open Mutual Consent for a whole unit remodel, pending final approval once the door variance has received its decision:

Description	Received Date	Mutual Permit
Entry Extension (Variance)	4/1/2019	190297
Bedroom Extension (Variance)	4/1/2019	190297
Bedroom Extension (Variance)	4/1/2019	190297
Raise Living Room Ceiling (Variance)	4/1/2019	190297
Electrical Throughout	4/1/2019	190297
Remove Nook Window	4/1/2019	190297
Remove Dining Room Window	4/1/2019	190297
Shower to Shower	4/1/2019	190297
Entry Door Revision	4/1/2019	190297
Central HVAC (Changeout)	4/1/2019	190297
Entry Skylight	4/1/2019	190297
Living Room Skylight	4/1/2019	190297
Repipe	4/1/2019	190297
Water Heater Relocation	4/1/2019	190297
Laundry Sink	4/1/2019	190297

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 5165.

**Prepared By:** Gavin Fogg, Inspections Supervisor

**Reviewed By:** Brett Crane, Permits, Inspections & Restoration Manager  
Alisa Rocha, Alterations Coordinator

**ATTACHMENT(S)**

Appendix A: Conditions of Approval  
Attachment 1: Variance Request, October 25, 2019  
Attachment 2: Photos  
Attachment 3: Map  
Attachment 4: Resolution 03-20-XX

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## APPENDIX A

### CONDITIONS OF APPROVAL

Conditions of approval would be as follows:

1. No improvement shall be installed, constructed, modified or altered at unit **5165**, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Variance for Unit Alterations has been granted at **5165** for **Retain non-standard entry door and install stack stone veneer on front exterior wall**, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at **5165** and all future Mutual members at **5165**.
4. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
5. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
6. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Covenant to Run with the Land" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Unit Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
7. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules

and Regulations.

8. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
9. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
10. Member is responsible for following the gate clearance process in place to admit contractors and other invitees.
11. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
12. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
13. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
14. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance

Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.

15. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
17. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
18. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
19. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
20. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
21. The Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
22. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
23. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

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Laguna Woods Village

MANOR # 5165 Belmez☐ ULWM☒ TLHM

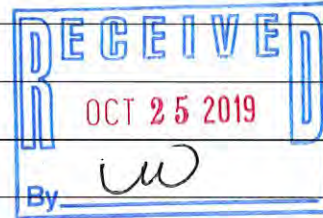
## Variance Request Form

SA SA21434788

Model: <u>Villa Paraisa</u>	Plan: <u>C13r</u>	Date: <u>9/20/19</u>
Member Name: <u>Hope Miller</u>	Signature <u>Hope Miller</u>	
Phone: [REDACTED]	Email: [REDACTED]	
Contractor Name/Co: <u>Richard Smith / West Coast Remodel</u>	Phone: [REDACTED]	Email: [REDACTED]

## Description of Proposed Variance Request ONLY:

- ① Install new front door with side lights with factory paint - (steal Blue)
- ② Install fake stacked stone to front of house only no higher than 2'. Same style as submitted photo



## Dimensions of Proposed Variance Alterations ONLY:

- ① 74" X 9"
- ② 2' high from one corner to the other out front (38')

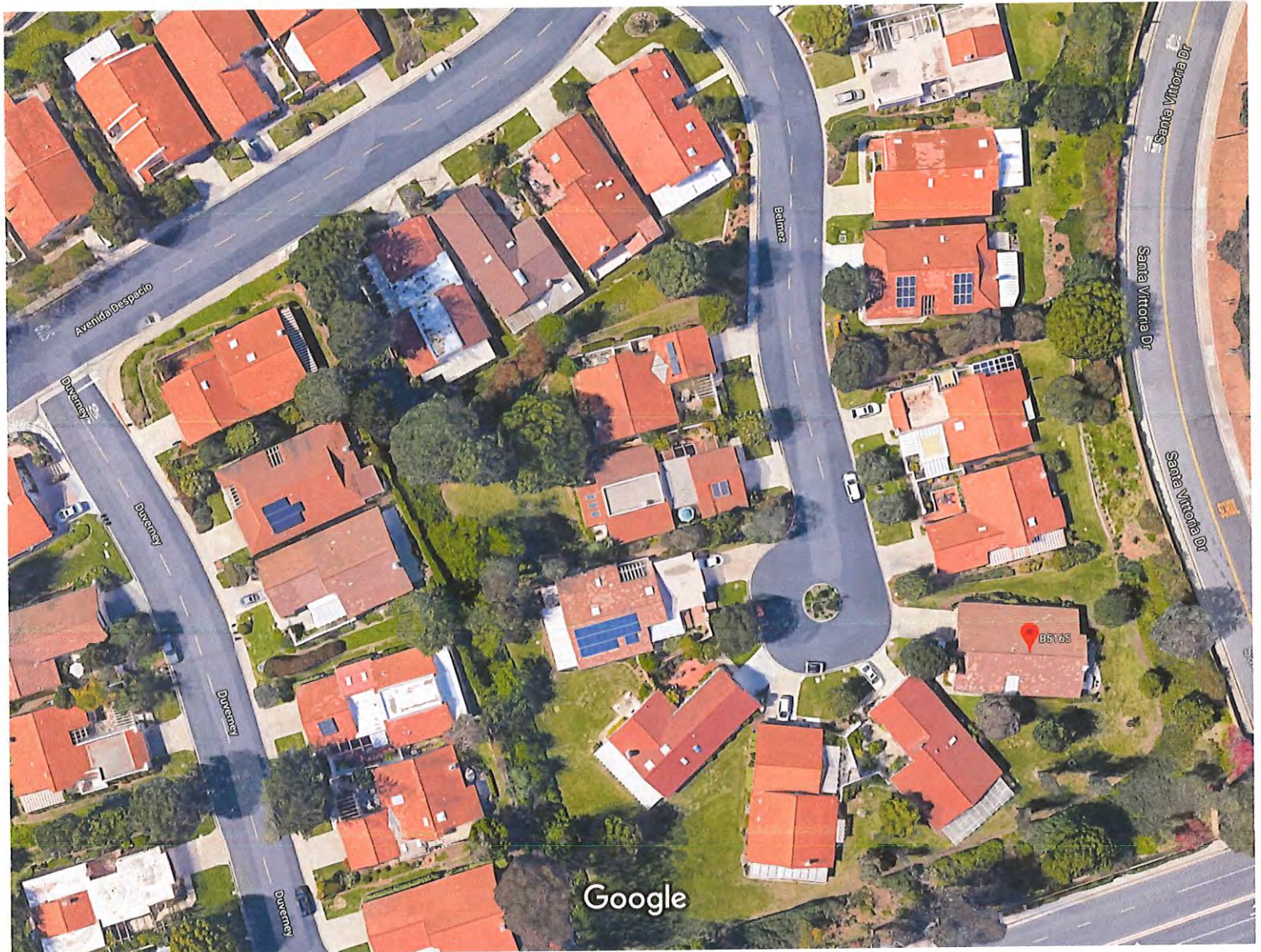
## FOR OFFICE USE ONLY

RECEIVED BY: W DATE RECEIVED: 10/25/19 Check# 78436 BY: WEST COAST REMODEL

<b>Alteration Variance Request</b>  Check Items Received: <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	<b>Complete Submittal Cut Off Date:</b> <u>10/25/19</u>  <b>Meetings Scheduled:</b> Third AC&S Committee: <u>11/25/19</u> United AC&S Committee: _____ Board Meeting: <u>12/17/19</u> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other: _____
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Google Maps B5165



Imagery ©2019 Google, Map data ©2019, Map data ©2019

20 ft

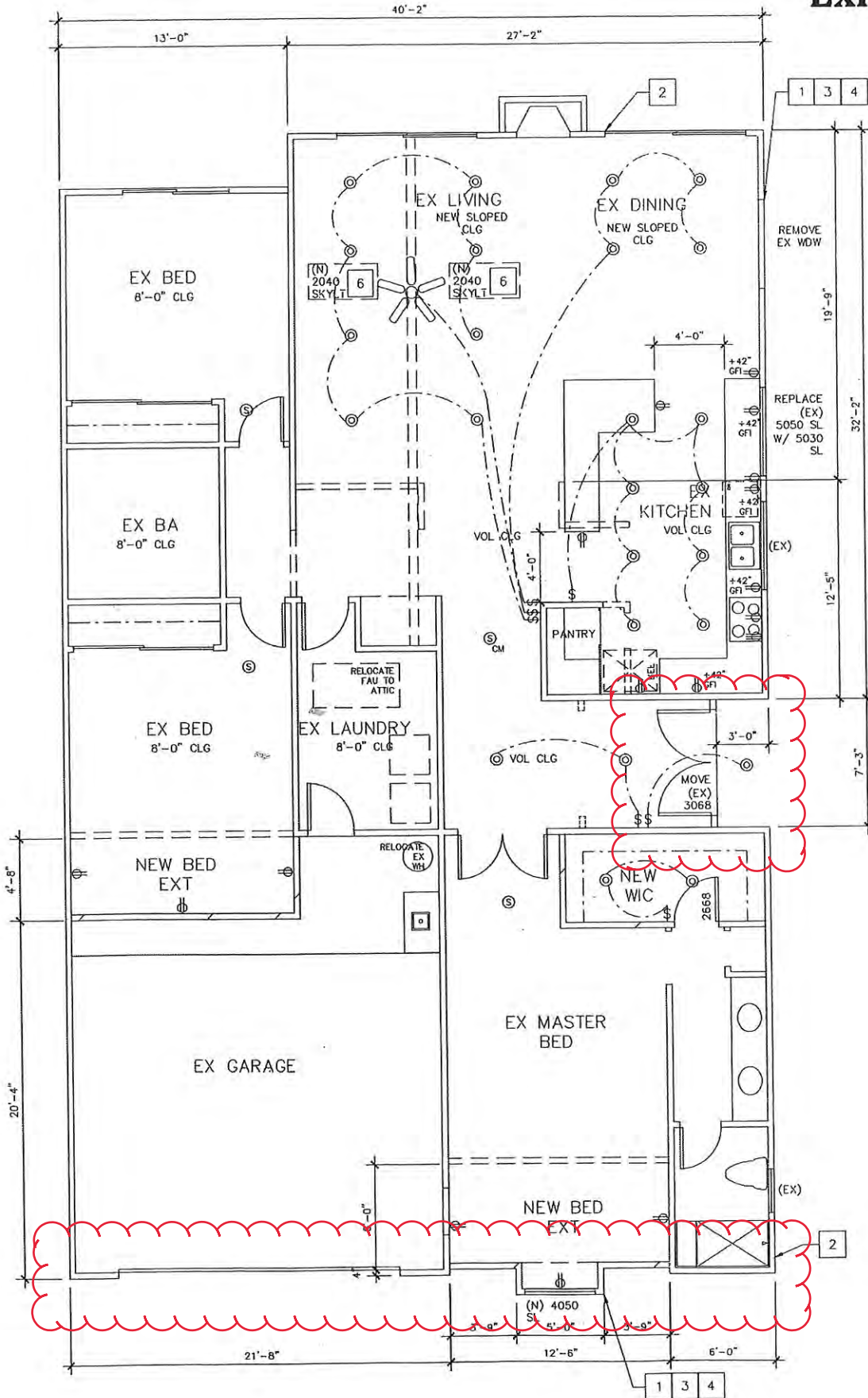
**B5165**

5165 Belmez

Laguna Woods, CA 92637



**MILLER PROJECT**  
**5165 Belmez**  
**Existing Floor Plan**









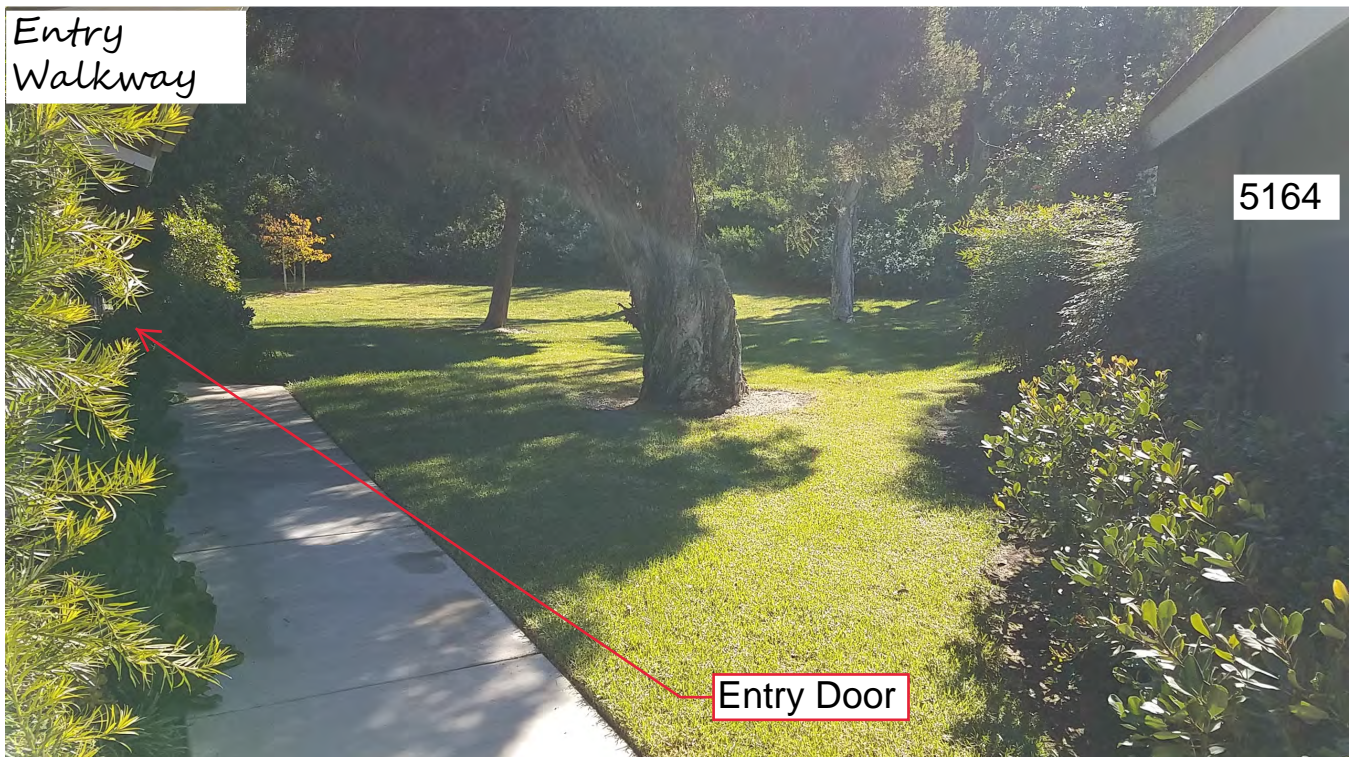








Attachment: 2

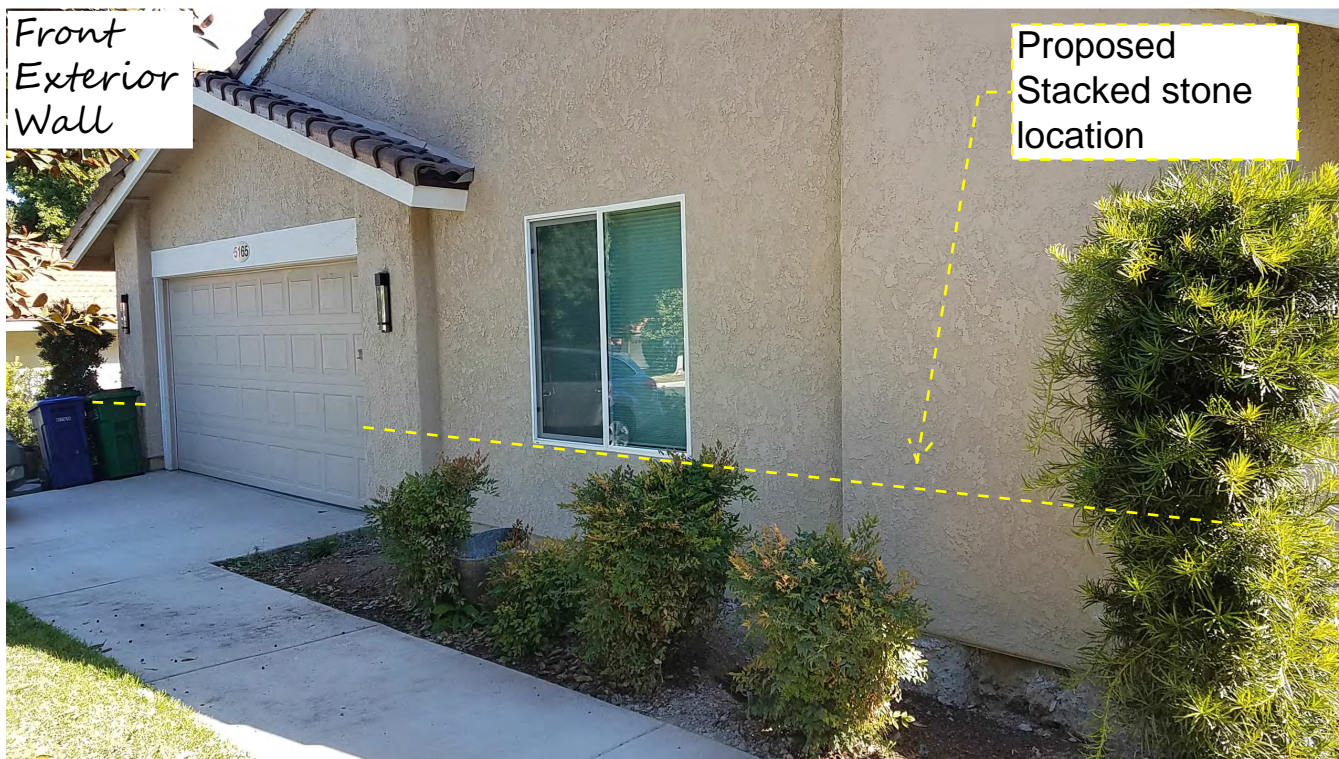




Street View



Front  
Exterior  
Wall





### Attachment: 3



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**RESOLUTION 03-20-XX**  
**Variance Request**

**WHEREAS**, Ms. Hope H. Miller of 5165 Belmez, a Villa Paraisa style unit, is requesting Board approval of a variance to retain non-standard entry door and install stacked stone veneer on front exterior wall; and,

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected units on November 25, 2019, notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on December 3, 2019.

**NOW THEREFORE BE IT RESOLVED**, on January 21, 2020, the Board of Directors hereby approves the request to retain non-standard entry door and install stacked stone veneer on front exterior wall;

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5165 and all future Mutual members at 5165.

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

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## STAFF REPORT

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**DATE:** January 21, 2020  
**FOR:** Board of Directors  
**SUBJECT:** Variance Request  
**Ms. Victoria S Pullman of 5589-A (Casa Palma, 10RC)**  
**Request to Replace Planter with Wood Frame/Stucco Bathroom Extension**  
**on Original Exclusive Use Common Area**

---

### **RECOMMENDATION**

Staff recommends the Board approve the request to replace the original exclusive use common area planter with a wood frame and stucco exterior bathroom extension with the conditions stated in Appendix A.

### **BACKGROUND**

Ms. Pullman of 5598-A Avenida Sosiega West, a Casa Palma style unit, is requesting Board approval of a variance to remove the existing block wall planter on the rear of the unit and extend the bathroom into that location (see Attachments 1 and 2).

Due to no standard plan existing, staff requires Board approval prior to issuing a Mutual Consent.

The cost of the proposed alteration would be borne by the Member.

### **DISCUSSION**

Ms. Pullman is proposing to remove the existing 4'-0' long by 9'-10" wide block wall planter with wooden gate and replace it with a wood framed and stucco finish enclosure that will use the existing roof. The current exterior wall and window between the bathroom and exterior planter area would also be demolished to create the extension. Since this proposal would take place under the existing roof and would not require any new roof tie-in.

The left and right elevations of the extension would be solid stucco finish, while the rear elevation would contain an 8'-0" wide by 3'-0" tall vinyl framed sliding window.

According to the condominium plan for the unit (Appendix B), the Planter is exclusive use common area.

Stamped structural drawings will be required as a Condition of Approval along with the requirement to obtain a City of Laguna Woods permit to ensure code compliance and that structural integrity requirements are met. Detailed architectural drawings along with a City permit that would ensure Title 24 is met will be required for Mutual approval of any and all proposals considered. A City of Laguna Woods building permit final would verify compliance with all applicable building codes.



Neighbor Awareness Notices were sent to affected Units 5589-B on November 12, 2019; as of the writing of this report, no responses were received.

There are no records of previous variance requests for similar alterations.

At the time of preparing this report, there are no open Mutual Consents for this unit.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 5589-A.

**Prepared By:** Gavin Fogg, Inspections Supervisor

**Reviewed By:** Brett Crane, Permits, Inspections & Restoration Manager

Alisa Rocha, Alterations Coordinator

**ATTACHMENT(S)**

Appendix A: Conditions of Approval  
Appendix B: Condo/Foundation Plan  
Attachment 1: Site Plan  
Attachment 2: Variance Request, October 25, 2019  
Attachment 3: Photos  
Attachment 4: Map  
Attachment 5: Resolution 03-20-XX

## APPENDIX A

### CONDITIONS OF APPROVAL

Conditions of approval would be as follows:

1. No improvement shall be installed, constructed, modified or altered at unit **5589-A**, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Variance for Unit Alterations has been granted at **5589-A** for **Replace Planter with Wood Frame/Stucco bathroom Extension**, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at **5589-A** and all future Mutual members at **5589-A**.
5. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
6. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
7. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Covenant to Run with the Land" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Unit Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.

8. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
9. Prior to the issuance of a Mutual Consent for Unit Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member Owner may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member Owner's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member Owner's expense during construction of the improvement.
10. Prior to the issuance of a Mutual Consent for Unit Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
11. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
12. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
13. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
14. Member is responsible for following the gate clearance process in place to admit contractors and other invitees.
15. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a



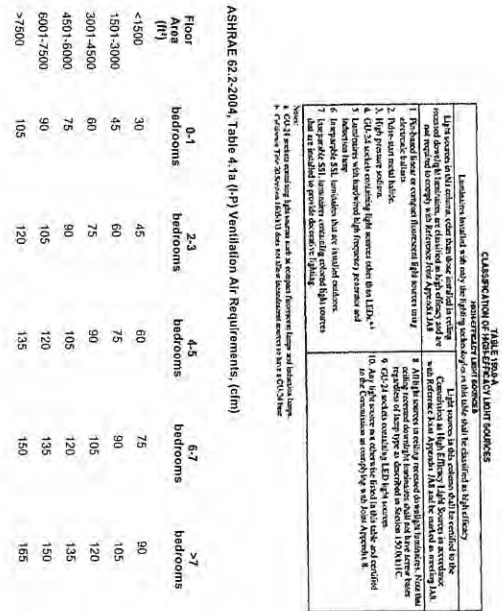
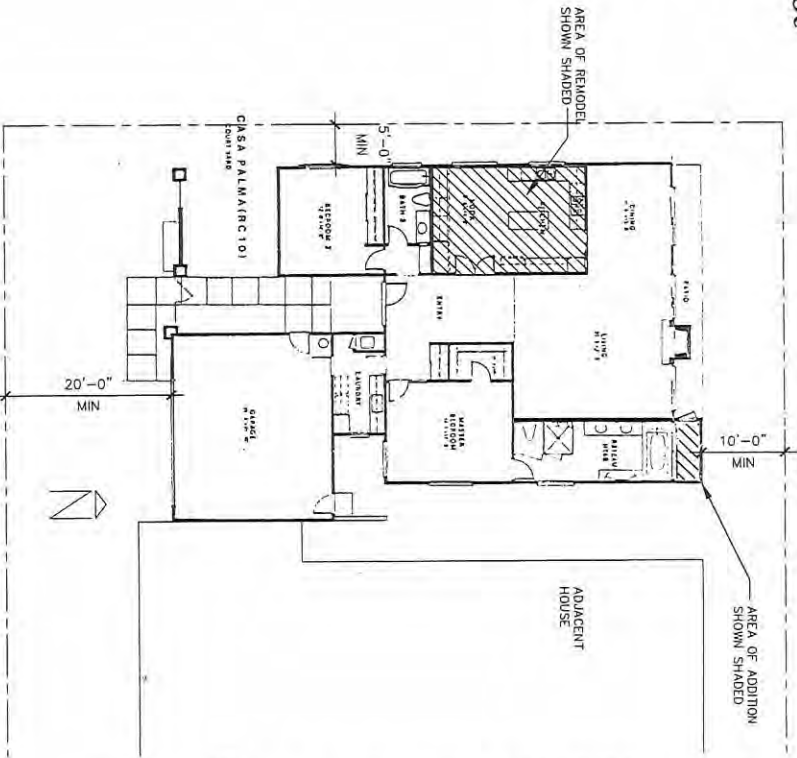
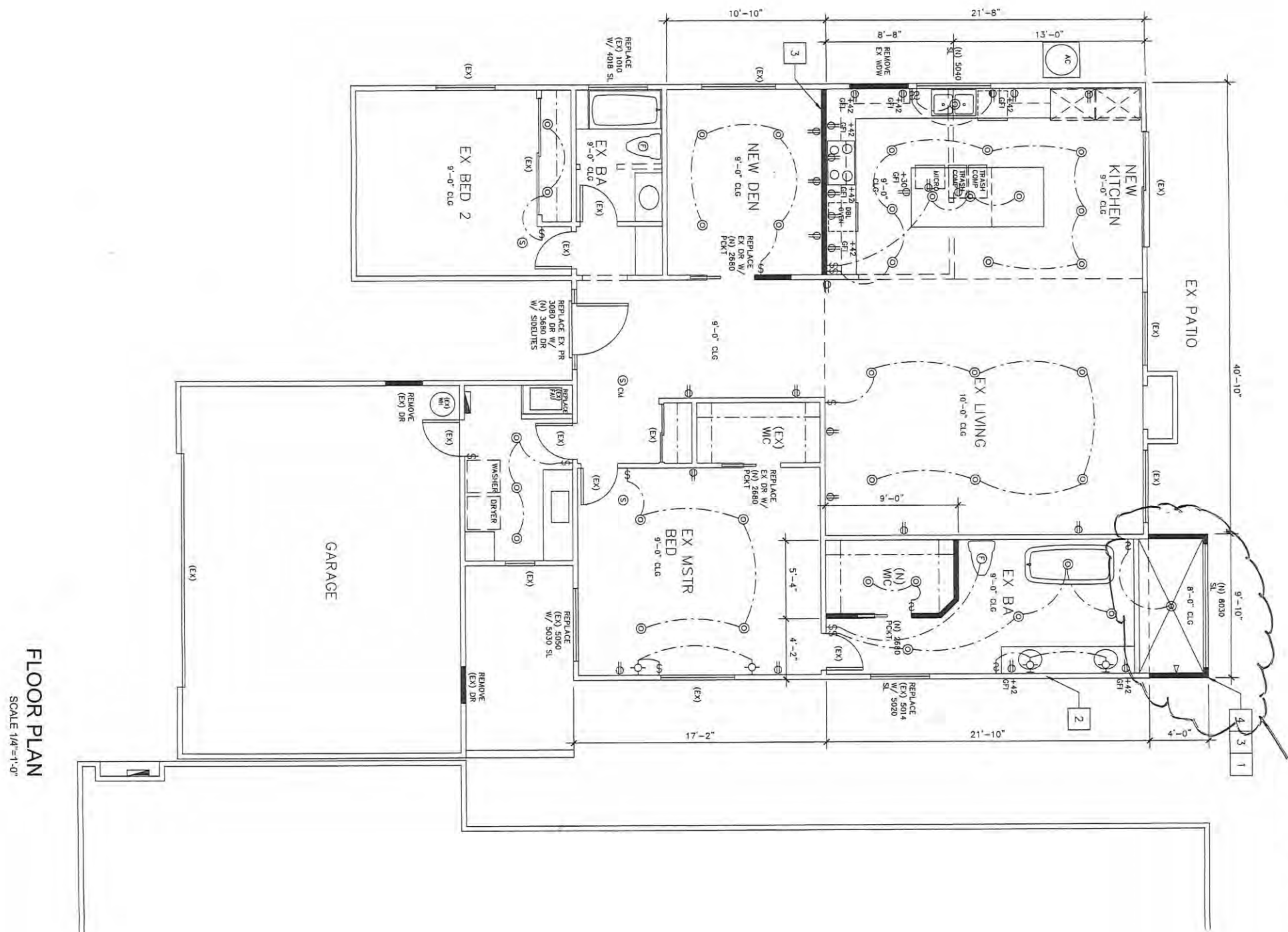
Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.

16. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
17. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
18. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
19. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
20. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
21. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
22. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.

23. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
24. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
25. The Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
26. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
27. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.



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### GENERAL NOTES:

- PERFECT SHALL COMPLY WITH THE 2015 CBC, CMC, GFC, ECC, CCL, CAL ENERGY CODE, CODE AND LOCAL ORDINANCES
- OCCUPANCY R-3 SINGLE FAMILY / U GARAGE. ADDITION CONSTRUCTION TYPE V8, ONE STORY, NON SPRINKLERED
- CONTRACTOR IS RESPONSIBLE TO FOLLOW BEST MANAGEMENT PRACTICES TO PREVENT POLLUTION AND TO PROTECT ANY EXISTING UTILITIES. NO SOLID WASTE, PETROLEUM BY PRODUCTS, SOIL PARTICULATE, CONSTRUCTION WASTE MATERIALS, OR WASTE WATER GENERATED ON CONSTRUCTION SITES OR BY CONSTRUCTION ACTIVITIES SHALL BE DISCHARGED OR DISPOSED OF OR DISCHARGED INTO THE STREET, DUTTER OR STORM DRAIN SYSTEM.
- SOIL BEARING VALUE 1,000 LBS
- LUMBER: DOUGLAS FIR LARCH, 4X #2, F8-850, E=1,6X10 TO 6TH POWER, UNLESS NOTED OTHERWISE ON PLANS
- CONCRETE: 2,500 PSI @ 28 DAYS, PROVIDE 4,500 PSI TYPE V CONC IN FOUNDATION
- CONCRETE SHALL BE 12" AT WALLS AND R-30 AT ROOF
- FRAMING SHALL COMPLY WITH CBC TABLE 2304.9.1
- WINDOWS: VINYL DUAL GLAZED TO MATCH EXISTING
- EXTERIOR LATH: PROVIDE 2 LAYERS OF GRADE D PAPER OVER ALL WOOD BASED SHEATHING, PROVIDE ONE LAYER AT AREAS WITHOUT SHEATHING.
- MECHANICAL CONTRACTOR TO PROVIDE DUCTING AND DIFFUSER FROM NEW VENTILATION SYSTEMS TO THE EXTERIOR
- ALL ELECTRICAL WORK SHALL BE IN ACCORDANCE WITH THE 2015 NEC, BEFORE PERMIT IS ISSUED
- ACTIVE PLAN CHECKS WILL EXPIRE IF PERMIT IS NOT PULLED WITHIN ONE YEAR OR AN INSPECTION OCCURS EXCEPT 180 DAYS AFTER SUBMITTAL TO THE CITY AND APPROVED BY THE CITY BUILDING DEPT.
- SITE DRAINAGE TO DRAIN SURFACE WATER AWAY FROM FOUNDATION
- WALLS: THE GRADE SHALL SLOPE A MIN OF 8" IN THE FIRST 10' SLOPE 5% MIN FOR REMAINDER AND 2% MIN FOR REMAINDER, PROVIDE SITE DRAINAGE TO STREET
- CONSTRUCTION AND DEMOLITION (C&D) PLAN IS REQUIRED PRIOR TO ISSUANCE OF PERMIT
- ASBESTOS EXPOSURE ASSESSMENT - PER CCR TITLE 8, 1529 EACH PROJECT SHALL BE REQUIRED TO HAVE AN ASBESTOS EXPOSURE ASSESSMENT AND PROVIDE A COPY TO THE CITY PRIOR TO PERMIT ISSUANCE AND THE SCAUD NOTIFICATION IF REQ'D

### SCOPE OF WORK:

REMODEL BATHROOM AND ADD NEW BATHROOM EXTENSION AT THE REAR OF HOUSE. REMOVE EXISTING BATHROOM AND WINDOW AND REMOVE 2 WALLS. EXISTING OFFICE, NEW FRONT DOOR, REPLACE HVAC, REMOVE 2 DOORS IN GARAGE, ADD ELECT

### FLOOR PLAN NOTES:

- SQUARE FOOTAGE:
  - NEW BATH EXTENSION 36 SF
  - ALL REMAINS SHALL HAVE AT LEAST ONE EMERGENCY ESCAPE, ESCAPE WINDOWS OPERABLE AREA OF 57 SQFT, WITH A MINIMUM CLEAR HEIGHT OF 24", A MINIMUM CLEAR WIDTH OF 20" AND A MINIMUM BOTTOM OF OPENING HEIGHT OF 44" ABOVE FINISHED FLOOR
- THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS SHOWN AND BRING ANY DISCREPANCIES TO THE ATTENTION OF THE ARCHITECT PRIOR TO COMMENCEMENT OF ACTION OR CLARIFICATION

### ELECTRICAL NOTES:

SINGLE/COMBIN MONOMER DETECTORS SHALL BE PERMANENTLY WIRED AND SHALL BE EQUIPPED WITH A BATTERY BATTERIES ARE LONG SMOKE DETECTORS SHALL BE INTERCONNECTED SO WHEN ONE ALARM SOUNDS, ALL ALARMS SOUND

- ALL DIMERS SHALL BE APC FAULT CIRCUIT
- PROTECT OPEN (NEC ART. 210-12(E))
- ALL NEW LIGHTS TO BE HIGH EFFICACY AND CONTROLLED BY A DIMMER OR VARIANCE SENSOR PER CEC TABLE 150A AND MEET CEC DIMMER SWITCH, BATHROOMS TO BE ON MOTION SENSORS BY A MANUAL ON/OFF SWITCH, PROVIDE DIMMER AND OCCUPANT MOTION SENSOR
- ALL OUTLETS TO BE TAMPER RESISTANT
- FANS SHALL HAVE SOUND RATING OF 1 SONE 1 CONTINUOUS AND 3 SONE 1 INTERMITTENT

### ELECTRICAL LEGEND:

\$	SINGLE POLE SWITCH
\$3	3-WAY SWITCH
\$10	SWITCH WITH DIMMER
\$10	110V DUPLEX CONVENIENCE OUTLET
\$10	110V DUPLEX CONVENIENCE OUTLET
\$10	110V HOT
\$10	TELEVISION CABLE JACK
\$10	CONVENIENCE OUTLET WITH PULL-OUT PLATE
\$10	CONVENIENCE OUTLET WITH PULL-OUT PLATE
\$10	ROUND RECESSED HIGH EFFICACY LIGHT FIXTURE
\$10	SMOKE DETECTOR, CUL INDICATES COMBO CARBON MONOXIDE/ SMOKE DETECTOR
\$10	DOOR CHIME
\$10	WALL MOUNTED HIGH EFFICACY FIXTURE
\$10	EXHAUST FAN W/ HUMIDITY CONTROL, VENT TO OUTSIDE
\$10	AT KITCHEN HOOD
\$10	220V OUTLET / VERIFY LOCATION
\$10	WHOLE HOUSE VENTILATION SYSTEM



ELEVATION NOTES

- 1 EXTERIOR PLASTER OVER BLDG PAPER WITH FINISH TO MATCH EXISTING-
- 2 WINDOW/DOOR PER PLAN
- 3 26 GAUGE (MIN) GALV WEEP SCREED

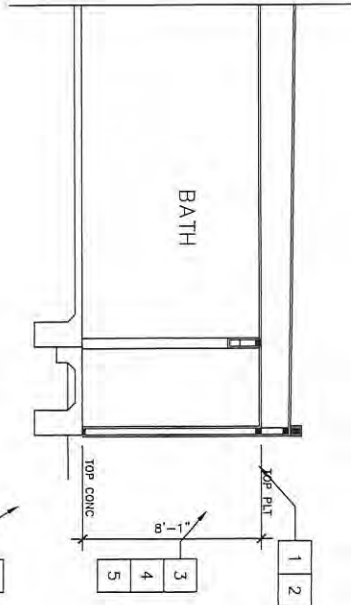
SECTION NOTES

- 1 ROOF SHEATHING PER STRUCTURAL DRAWINGS
- 2 ROOF RAFTERS PER STRUCTURAL DRAWINGS
- 3 2X STUD WALL
- 4 1/2" GYPBOARD (TYPICAL UNLESS NOTED OTHERWISE)
- 5 INSULATION- R30 AT ROOF, R13 AT WALLS
- 6 CONCRETE SLAB AND FOUNDATION PER STRUCTURAL DRAWINGS

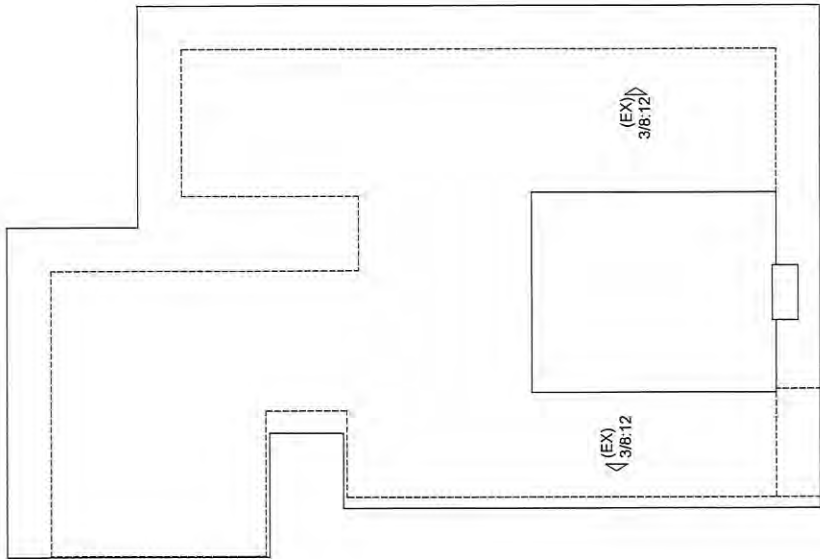
ROOF NOTES

- 1 ROOF MATERIAL-CLASS A BUILT-UP ROOFS AT FLAT
- 2 ROOF PER ASSOCIATION STANDARDS
- 3 PROVIDE UNWIND 26 GA GALV METAL FLASHING AT ALL ROOF EDGES, VALLES AND ROOF TO WALL CONDITIONS.
- 1 EXISTING ROOF

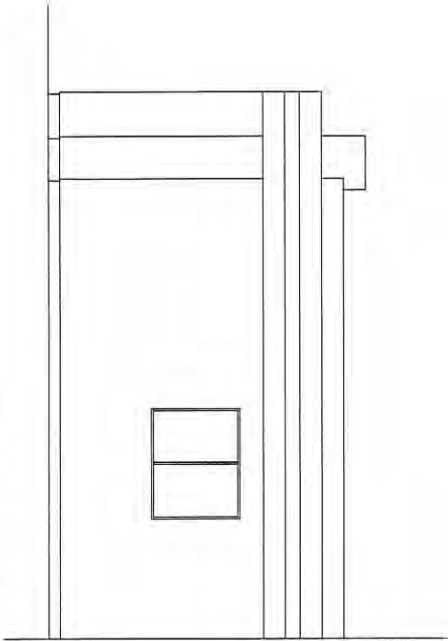
WESTCOAST  
REMODEL  
CONTACT:  
RICHARD SMITH



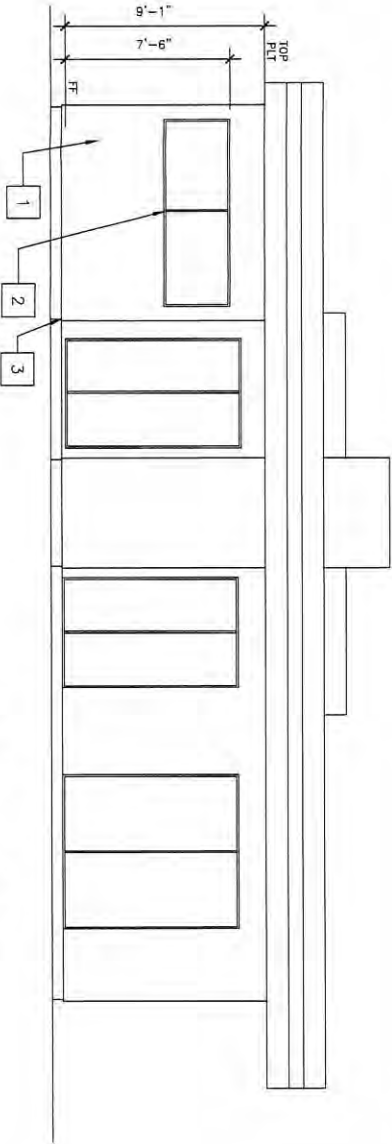
SECTION A  
SCALE 1/4"=1'-0"



ROOF PLAN  
SCALE 1/8"=1'-0"



LEFT ELEVATION  
SCALE 1/4"=1'-0"



REAR ELEVATION  
SCALE 1/4"=1'-0"

BROKAW RESIDENCE  
5589 A AVENIDA SOSEIGA  
LAGUNA WOODS, CA

DATE  
29 SEP 2019

REVISIONS



MANOR # 5589-A☐ ULWM☒ TLHM

## Variance Request Form

SA SA21434787

Model: <u>Casa Palma</u>	Plan:	Date: <u>9/23/19</u>
Member Name: <u>Victoria Pullman</u>	Signature: <u>Victoria Pullman</u>	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: <u>Richard Smith West Coast Remodel</u>	Phone: [REDACTED]	E-mail: [REDACTED]
Owner Mailing Address: (to be used for official correspondence) <u>5589-A Avenida Sosiega</u>		

## Description of Proposed Variance Request ONLY:

Enclose the atrium in the back and install a window on the back wall of same area as an extension to the master bathroom for a large shower



## Dimensions of Proposed Variance Alterations ONLY:

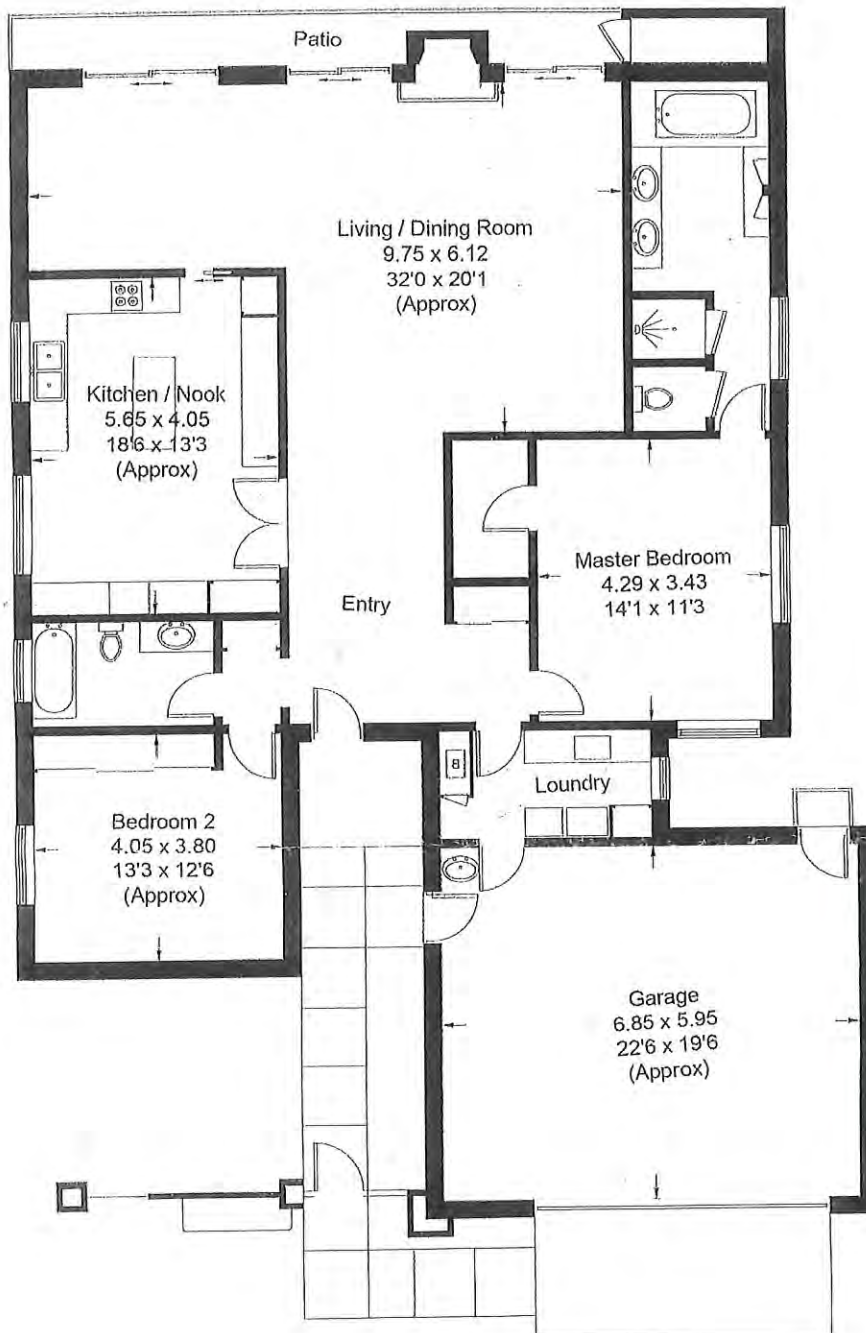
10' wide X 4' Deep X 9' high

## FOR OFFICE USE ONLY

RECEIVED BY: [signature] DATE RECEIVED: 10/25/19 Check# 78435 BY: WEST COAST REMODEL

<b>Alteration Variance Request</b>	<b>Complete Submittal Cut Off Date: <u>10-25-19</u></b>
<b>Check Items Received:</b> <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	<b>Meetings Scheduled:</b> Third AC&S Committee (TACSC): <u>11-25-19</u> United M&C Committee: _____ Board Meeting: <u>12/17/19</u> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other: _____

# Casa Palma

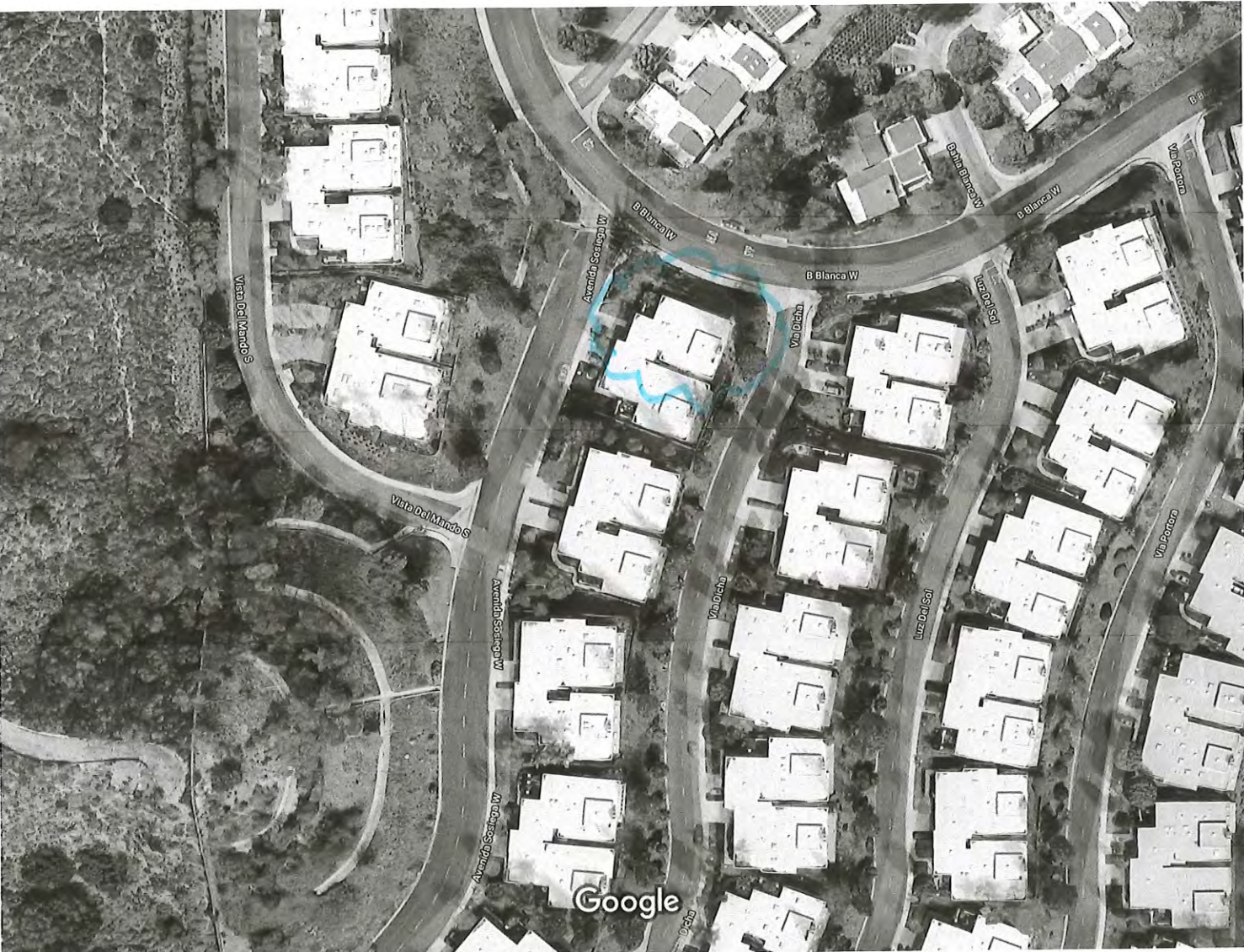


## BROKAW PROJECT 5589-A Avenida Sosiega Existing Floor Plan

Scope of work: Demo the stucco on the interior of the existing atrium and the exterior where the new window is going. Remove the existing gate, frame up to tie in with the existing room and enclose where the gate originally was. Build a new shower inside the atrium, install a new construction window and finish the stucco to match existing. Proposed window size would be 8' x 3', tempered & opaque double pane glass that has one side operable for ventilation. The frame would be white vinyl to match all other windows



Google Maps



Imagery ©2019 Google, Imagery ©2019 Maxar Technologies, U.S. Geological Survey, Map data ©2019 50 ft



5589 Avenida Sosiega

Laguna Woods, CA 92637

Agenda Item # 11a(3)

https://www.google.com/maps/place/5589+Avenida+Sosiega,+Laguna+Woods,+CA+92637/@33.6033894,-117.7494719,239m/data=!3m1!1e3!1s30dce... 1/2

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Attachment: 3





Rear Patio



Planter





Attachment: 4



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**RESOLUTION 03-20-XX**  
**Variance Request**

**WHEREAS**, Ms. Victoria S. Pullman of 5589-A Avenida Sosiega West, a Casa Palma style unit, is requesting Board approval of a variance to replace planter with wood frame/stucco bathroom extension on original exclusive use common area; and,

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected units on November 25, 2019, notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on December 3, 2019.

**NOW THEREFORE BE IT RESOLVED**, on January 21, 2020, the Board of Directors hereby approves the request to replace planter with wood frame/stucco bathroom extension on original exclusive use common area;

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5589-A and all future Mutual members at 5589-A.

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

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## STAFF REPORT

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**DATE:** January 21, 2020  
**FOR:** Third Board of Directors  
**SUBJECT:** Contract Award for Tree Maintenance Services

---

### **RECOMMENDATION**

Award a contract to West Coast Arborists, Inc. in the amount of \$503,121, which includes a ten percent contingency, to perform the tree maintenance services.

### **BACKGROUND**

Third Mutual owns and maintains 13,960 trees. Based on the proposed five-year Species-Based Tree Trimming Program, 4,000 trees must be trimmed annually to properly maintain the health and aesthetics of the trees. Staff tree trimmers have consistently only been able to trim 2,600 trees per Mutual annually. This has caused the trees within the Mutual to be consistently overgrown which has led to a large amount of resident complaints and damage to Mutual and private property.

This contract was reviewed and approved by the Landscape Committee on December 5, 2019.

### **DISCUSSION**

The tree inventory in Third Mutual is aging and the trees need to be trimmed more often than in the past due to their size and age. To effectively manage the tree inventory within Third Mutual, Staff has proposed a five year Species-Based Tree Maintenance Program. This program will efficiently manage and schedule tree trimming based upon the growth rates of the tree based on the species. Current Staff are not able to handle the number of trees that need to be maintained annually.

In an effort to reduce long term maintenance costs and reduce liability for employees, Staff proposes to outsource the tree maintenance. Request for proposals were sent to four contractors; three responded and West Coast Arborists, Inc. was the low bidder. Average Staff costs for routine annual tree trimming averages \$200 per tree. With this outsource contract, the unit price is \$100 per tree.

### **FINANCIAL ANALYSIS**

There are sufficient funds in the 2020 Business Plan for this contract.

**Prepared By:** Kurt Wiemann, Senior Field Services Manager  
**Reviewed By:** Eve Morton, Landscape Coordinator  
Siobhan Foster, COO  
Betty Parker, CFO

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## STAFF REPORT

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**DATE:** January 21, 2020  
**FOR:** Third Board  
**SUBJECT:** Contract Award for Slope Modification and Maintenance

---

### **RECOMMENDATION**

Award a contract to Mission Landscape, Inc. in the amount of \$470,176 for slope landscape maintenance.

### **BACKGROUND**

The 2020 Third Laguna Hills Mutual Business Plan provides \$470,176 for slope maintenance. This contract was reviewed and approved by the Landscape Committee on December 5, 2019.

### **DISCUSSION**

Third Mutual is responsible for the maintenance of 119 acres of slopes. Slope maintenance has traditionally been performed by Staff. In 2019 the Board decided to outsource slope maintenance due to many of the slopes within the Mutual exceeding 35 percent grade which are difficult and time consuming to navigate. Additionally, slope work was determined to be a leading cause of injuries to Staff. This contract will continue to relieve Staff of the most difficult slope work and allow them to focus on maintaining the landscaping adjacent to manors. The remaining slopes will be maintained by Staff in conjunction with the shrub bed maintenance cycles.

In 2019, Third Mutual sent Requests for Proposals to seven qualified contractors; Mission Landscape Inc. was the lowest bidder. In 2019, the Board awarded a renewable contract to Mission Landscape, Inc. in the amount of \$652,039, to perform slope modification and maintenance. The slope modification portion of the 2019 contract will be complete in December 2019. The 2019 contract allows for annual renewal. As Mission has successfully performed, Staff recommends renewing the 2019 contract through 2020.

### **FINANCIAL ANALYSIS**

The 2020 Business Plan provides sufficient funding for this contract.

**Prepared By:** Kurt Wiemann, Senior Field Services Manager  
**Reviewed By:** Eve Morton, Landscape Coordinator  
Siobhan Foster, COO  
Betty Parker, CFO

ATTACHMENT(S)

Attachment 1: List of Slopes for Repair

## Slope List

Map Section	Location (Bldg. #)	Sq.Ft.	Dimensions
5	4003-4005	80,500	100x805'
5	3085 Along Santa Maria to 3108	61,500	30'x2050'
5	4012-4015 Back Slope	60,480	40'x1512'
5	4003 Side Slope	42,000	60'x700'
5	Behind Carports 4001-4004	40,250	50x805'
5	4025-4026 Back Slope	35,520	40'x888'
5	4006-4010 Carports	34,000	50'x680'
5	4011 Front & 4025 Side	16,800	30x560'
5	3050-3053 Behind	10,500	30'x35'
5	3067-3073 Back	42,440	40'x1061'
5	3045-3049 Front	40,000	50'x800'
5	4001-4002	32,200	40'x805'
5	3084-3086 Behind	29,500	50'x590'
5	3205-3201 Behind	26,600	40'x664'
5	3059-3064 Behind	25,500	30'x850'
5	3085-3083	21,250	50'x425'
5	3119-3122 Back	19,500	30'x650'
5	3054-3055 Behind	16,415	35'x469'
5	3055-3086 Back	16,275	35'x465'
5	3210-3204 Back	25,725	35'x735'
5	3041-3044 Back Slope	22,000	40'x550'

5	3097-3101 Back Slope	16,800	30'x560'
5	3115-3117	12,000	40'x300'
6	3215-Gate 9 Slope along El Toro Rd.	176,700	60'x2945'
6	Gate 9 Slope around to San Amadeo	50,400	35'x1440'
6	5376-5378 Behind and Side of 5378	15,000	30'x500'
6	3210-3212 Slope along Carrizo	11,400	30'x380'
6	5396-5417 Behind	87,000	50'x1740'
6	5474-5484 Behind	60,000	50'x1200'
6	Slope along Paseo Del Logo East; Across from 5517-5518	39,600	60'x660'
6	3103-3104 Carports Slope behind	32,625	45'x725'
6	5391-5429 Behind	74,000	50'x1480'
6	CDS 374 Surrounding Slope	45,000	50'x900'
6	3281-3276 Slope along San Amadeo	41,440	35'x1184'
6	3312-3317 Slope behind Manors	22,000	50'x440'
6	3306-3308 Slope behind Carrizo	18,000	40'x450'
6	Behind 3302 & Carports 3098-3102	18,000	40'x450'
6	3241-3244 Slopes along San Amadeo	8,800	40'x220'
7	3487-3490	79,100	70'x1130'
7	5347-5358	69,344	32'x2167'
7	West Creek - 5290-5296	49,630	70'x709'
7	3421-3422	47,160	60'x786'
7	3425-3429	42,768	48'x891'
7	3419-3420	37,500	60'x625'

7	3493-3495	36,960	40'x924'
7	5162-5172, 5184-5190	35,640	30'x118'
7	5120-5139, 5076-5078, 5081-5082, 5071-5073	31,230	30'x1041'
7	3435-3436, 3440-3444	28,688	22'x1304'
7	3447-3448, 3454-3456, 3459-3460, 3465-3466	28,560	30'x952'
7	3482-3485	25,000	50'x500'
7	5519-5326	23,625	25'x945'
7	5316-5317, 5042-5049	22,775	25'x911'
7	5109-5117	21,070	35'x602'
7	3486	19,845	35'x567'
7	3423-3424	19,705	35'x563'
7	5269-5274	18,970	35'x542'
7	Building 3367 Back Slope	18,000	30'x600'
7	El Toro Water Tower/Bahia Blanca	17,850	50'x357'
7	5338-5343	11,750	25'x470'
7	5265-5268	7,840	28'x280'
7	3470-3471	7,500	20'x375'
7	3472-3474	6,875	25'x275'
7	5276-5278	6,480	20'x324'
7	3430-3431	5,500	25'x220'
7	3436-3438	3,200	20'x160'
7	5301-5309	15,314	38'x403'
8	On El Toro west of Gate 9	21,000	1100x19

8	3335-3337, 5318, 5370	91,350	70'x1305'
8	5544 -5556 Back Slope	77,445	45'x1721'
8	5569-5579 Back Slope	56,720	40'x1418'
8	5368	55,500	60'x925'
8	3412-3417	52,650	45'x1170'
8	5557-5568 Back Slope	49,385	35'x1411'
8	5368 Side Slope	41,400	45'x920'
8	5369	37,675	55x686'
8	3371 Side Slope	34,375	55'x625'
8	3334-3353	24,025	25'x961'
8	3327-3330	21,860	20'x1093'
8	3338	19,150	50'x383'
8	3405-3407 Side, Back	19,020	30'x654'
8	3354-3359	18,225	27'x675'
8	3367	18,080	40'x452'
8	3360-3362	14,625	25'x585'
8	3399 Back Slope	12,000	25'x480'
8	3395-3396	9,960	30'x332'
8	3382	9,640	20'x482'
8	5580-5588 Back Slope	43,120	35'x1232'
8	3508-3509 <3499>	34,000	40'x850'
8	3511 Monte Hermoso	32,880	40'x822'
8	5589-5595	31,650	30'x1055'



8	3524-3527	29,700	45'x660'
8	3501-3502, 3508-3509	28,500	30'x950'
8	3512-3516 <3517>	24,160	32'x755'
8	3518-3523	17,480	38'x460'
8	3363 & Carport 3119	11,865	35'x339'
8	CH 5 Side Slope	4,750	25'x190'
8	3503-3507	29,000	40'x725'
8	3364-3366	24,300	50'x486'
8	3511 Side of Unit	23,450	35'x670'
8	3528-3532	22,600	40'x565'
8	3363 Back Slope	13,560	30'x452'
<b>101</b>	<b>Total Locations</b>	<b>3,151,355</b>	

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**RESOLUTION 03-20-XX**  
**APPROVE THE REQUEST FOR REMOVAL OF**  
**OF ONE SHAMEL ASH TREE – 3086-C VIA SERENA N.**

**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 January 2, 2020, the Landscape Committee reviewed a request for removal of one Shamel Ash tree. The request was received from the Member at 3086-C who cited the reasons as overgrown, possible sewer damage, litter/debris, sidewalk damage, and a potential trip and fall hazard from fallen leaves onto the sidewalk and;

**WHEREAS**, the Committee determined that the tree meets the guidelines established in Resolution 03-11-149, and recommends approving the request for the removal of one Shamel Ash tree located at 3086-C Via Serena N.

**NOW THEREFORE BE IT RESOLVED**, January 21, 2020, the Board of Directors approves the request for the removal of one Shamel Ash tree located at 3086-C;

**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 03-20-XX**

### **Recording of a Lien**

**WHEREAS**, Member ID 931-720-36; 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**, January 21, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-720-36 and;

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

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## STAFF REPORT

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

---

### **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 Last Trim	2018 Last Trim	2017 Last Trim	To be Trimmed	*Planned Trim (Fiscal Year)	Botanical Name	Common Name	Quantity	Annual Trim Cycle	2020 Estimated Next Trim	2021 Estimated Next Trim	2022 Estimated Next Trim	2023 Estimated 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			<b>Total Palm Trees:</b>	<b>778</b>		<b>778</b>	<b>369</b>	<b>369</b>	<b>369</b>
						<b>Total Contracted Costs for Palm Trees:</b>			<b>\$38,900</b>	<b>\$18,450</b>	<b>\$18,450</b>	<b>\$18,450</b>
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	Kaffir 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 armilaris	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 silqua	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

Landscape Division  
Third Mutual Trees by Trim Cycle by Species

2019 Last Trim	2018 Last Trim	2017 Last Trim	To be Trimmed	*Planned Trim (Fiscal Year)	Botanical Name	Common Name	Quantity	Annual Trim Cycle	2020 Estimated Next Trim	2021 Estimated Next Trim	2022 Estimated Next Trim	2023 Estimated Next Trim
0	12	0	26	2020	Chitalpa tashkentensis	Chitalpa	38	3	38	0	0	38
0	0	0	2	2020	Erythrina crista-galli	Cocksbur 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	Koeleria 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

Landscape Division  
Third Mutual Trees by Trim Cycle by Species

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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	Callandra 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 polyanthenos	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

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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	0	1	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	Xylocma congestum	Shiny Xylocma	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  
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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 03-20-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**, January 21, 2020, 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

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

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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 January 21, 2020**

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**; January 21, 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

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

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## STAFF REPORT

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**DATE:** January 21, 2020  
**FOR:** Board of Directors  
**SUBJECT:** Transfer of Funds to Discretionary Investments

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### **RECOMMENDATION**

The Finance Committee recommends transferring \$8,000,000 in cash from funds held at Bank of America to the discretionary investment account held and managed by Fidelity/SageView.

### **BACKGROUND**

Third Laguna Hills Mutual investments are governed by a board-adopted Investment Policy, in which they are categorized as either Non-Discretionary or Discretionary Investments:

**Non-Discretionary Investments** are funds administered by the Managing Agent. These funds are intended to cover short-term obligations of the mutual but are invested to provide protection and interest earnings. Treasury bills or notes are purchased using the Bank of America treasury desk with trades initiated by the Controller and CFO. Funds are laddered to mature in months when the monies are needed. The term non-discretionary reflects policy restrictions that these investments are held to maturity unless otherwise directed by the Board.

**Discretionary Investments** are funds administered by an authorized investment manager. This investment policy gives the investment manager discretion to transact purchases and sales of investments consistent with provisions in the investment policy, including government-backed securities, government sponsored federal agencies, and investment grade corporate bonds. The balances maintained in the discretionary investment account are intended to fund long-term obligations of the mutual and have the potential for higher interest earnings.

Third Mutual opened an account with Merrill Lynch (ML) in 1999 by transferring treasuries with an initial balance close to \$2 Million. Over the years, periodic transfers have been made to shift funds from the non-discretionary account to the discretionary account to achieve higher returns. Historical transfer activity has included:

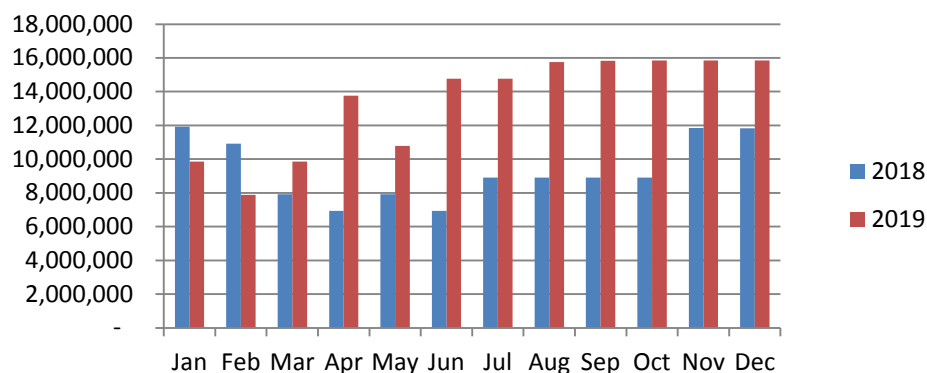
- 1999 \$2,000,000 treasury securities transferred to ML account
- 2001 \$1,000,000 treasury securities transferred to ML account
- 2004 \$460,000 wired out of ML account
- 2010 \$5,000,000 treasury securities transferred to ML account
- 2015 \$2,000,000 cash transferred to ML account
- 2019 All holdings transferred to Fidelity/SageView, liquidated, and reinvested

At the Third Finance Meeting on January 7, 2020, the committee recommended the Board approve a transfer of \$8 Million cash to the Fidelity account.

## **DISCUSSION**

As shown in the table below, Third Mutual has maintained a non-discretionary investment account balance ranging from a low of \$6.9 million to its current high of \$15.9 million over the past two years, far exceeding the needs for short-term operating cash. Transfers to the discretionary account have been delayed while the investment task force evaluated and the board adopted a new investment manager and strategy.

After evaluating forecasted expenditures, Staff recommends a transfer of \$8,000,000 cash to the discretionary account held by Fidelity and managed by SageView, building a higher investment balance in the newly formed index funds portfolio with potentially higher returns.



## **FINANCIAL ANALYSIS**

An additional \$8,000,000 invested by SageView may potentially earn 1% more than treasury bills, estimated at \$7,000 per month in revenue.

**Prepared By:** Steve Hormuth, Controller

**Reviewed By:** Betty Parker, Chief Financial Officer

## **ATTACHMENT(S)**

**Attachment 1:** Resolution





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

#### **Transfer of Funds to Discretionary Investments**

**WHEREAS**, the Corporation desires to maximize interest earnings on invested cash balances.

**RESOLVED**, January 21, 2020 that the Board of Directors of this Corporation hereby authorizes the transfer of \$8,000,000 in cash from funds held at Bank of America to the discretionary investment account held and managed by Fidelity/SageView; 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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## Financial Report

As of November 30, 2019



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$29,541
Non-assessment Revenue	\$2,544
Total Revenue	\$32,085
Total Expense	\$30,131
Net Revenue/(Expense)	\$1,954

1

## Financial Report

As of November 30, 2019



OPERATING ONLY INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$17,203
Non-assessment Revenue <sup>1</sup>	\$1,606
Total Revenue	\$18,809
Total Expense <sup>2</sup>	\$18,902
Operating Deficit	(\$93)

1) excludes unrealized gain

2) excludes depreciation

2

## Financial Report

As of November 30, 2019

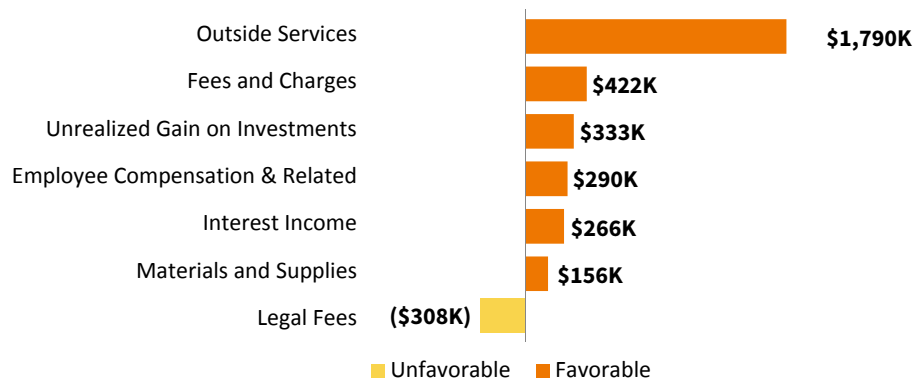


INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$29,541	\$29,541	\$0
Non-assessment Revenue	\$2,544	\$1,529	\$1,015
Total Revenue	\$32,085	\$31,070	\$1,015
Total Expense	\$30,131	\$31,857	\$1,726
Net Revenue/(Expense)	\$1,954	(\$787)	\$2,741

3

## Financial Report

As of November 30, 2019



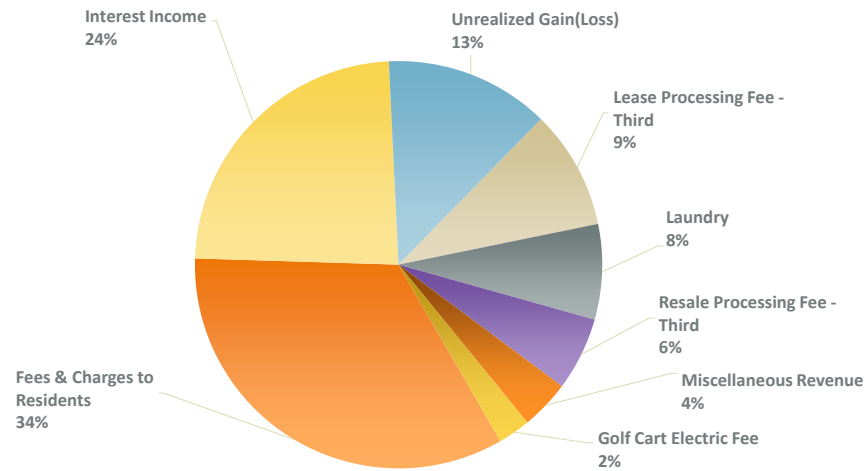
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## Financial Report

As of November 30, 2019



### Total Non Assessment Revenues \$2,543,589



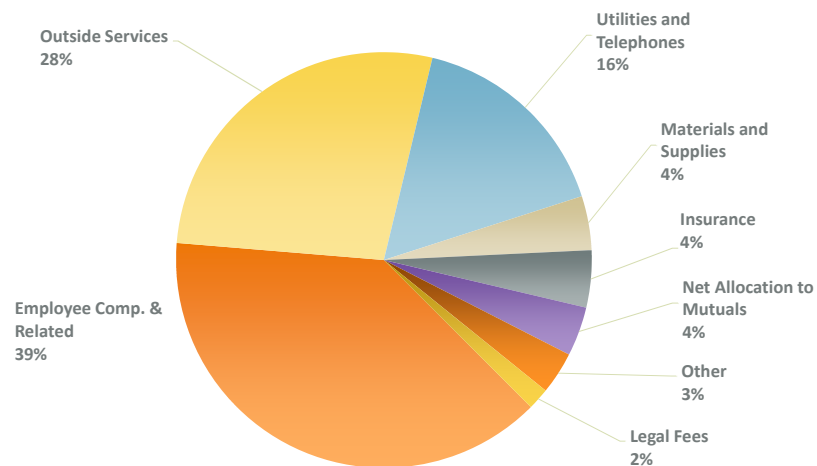
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## Financial Report

As of November 30, 2019



### Total Expenses \$30,131,378



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## Financial Report

As of November 30, 2019



NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Disaster Fund	Unappropriated Expenditures Fund	Garden Villa Fund	TOTAL
Beginning Balances: 1/1/19	\$16,769	\$9,217	\$3,213	\$61	\$29,260
Contributions & Interest	10,216	2,046	603	77	12,942
Expenditures	9,160	1,665	202	71	11,098
Current Balances: 11/30/19	\$17,825	\$9,598	\$3,614	\$67	\$31,104

\* Includes Elevator and Laundry Funds

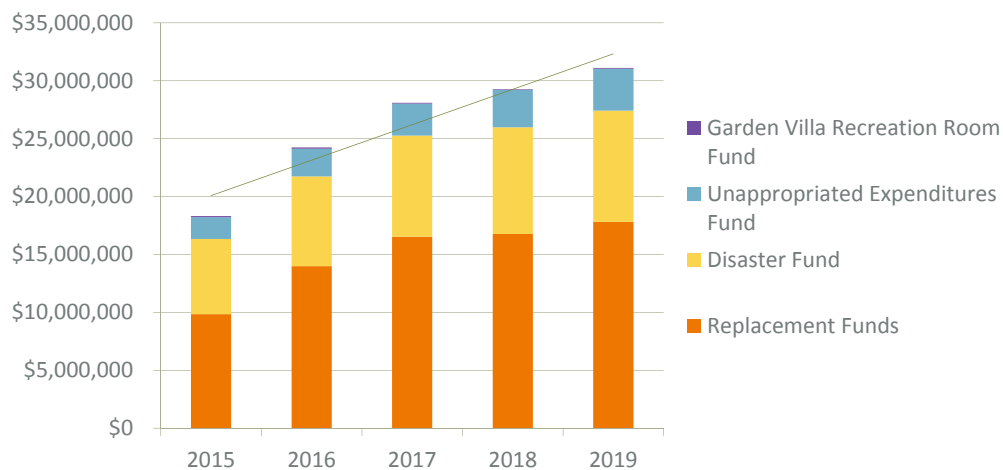
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## Financial Report

As of November 30, 2019



### FUND BALANCES – Third Mutual



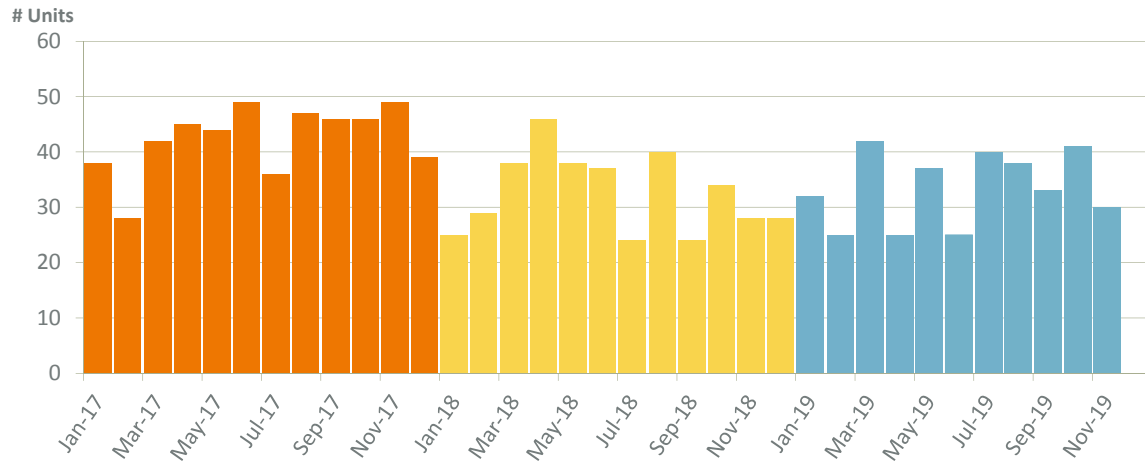
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# Financial Report

As of November 30, 2019



## RESALE HISTORY – Third Mutual



9

**Third Laguna Hills Mutual**  
**Statement of Revenues & Expenses - Preliminary**  
**11/30/2019**  
(\$ 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		\$17,203	\$17,203		\$17,306	\$18,767
2	Additions to restricted funds	1,122	1,122		12,338	12,338		12,058	13,460
3	<b>Total assessments</b>	<u>2,686</u>	<u>2,686</u>		<u>29,541</u>	<u>29,541</u>		<u>29,364</u>	<u>32,227</u>
<b>Non-assessment revenues:</b>									
4	Fees and charges for services to residents	157	40	118	860	438	422	603	478
5	Laundry	21	18	3	192	202	(9)	122	220
6	Interest income	53	31	23	604	338	266	444	369
7	Unrealized gain/(loss) on AFS investments				333		333		
8	Miscellaneous	46	50	(4)	554	551	3	597	601
9	<b>Total non-assessment revenue</b>	<u>278</u>	<u>139</u>	<u>139</u>	<u>2,544</u>	<u>1,529</u>	<u>1,015</u>	<u>1,767</u>	<u>1,668</u>
10	<b>Total revenue</b>	<u>2,963</u>	<u>2,824</u>	<u>139</u>	<u>32,085</u>	<u>31,070</u>	<u>1,015</u>	<u>31,131</u>	<u>33,895</u>
<b>Expenses:</b>									
11	Employee compensation and related	1,010	1,074	64	11,695	11,985	290	12,055	13,088
12	Materials and supplies	82	129	47	1,268	1,424	156	1,235	1,554
13	Cost of goods sold	13		(13)	13		(13)		
14	Utilities and telephone	440	439		4,908	4,886	(22)	5,099	5,299
15	Legal fees	93	18	(74)	510	202	(308)	314	220
16	Professional fees	2	12	10	156	174	18	112	185
17	Equipment rental	3	3		26	37	11	19	40
18	Outside services	1,054	914	(140)	8,267	10,057	1,790	7,017	10,972
19	Repairs and maintenance	32	28	(4)	324	317	(8)	298	345
20	Other Operating Expense	24	15	(10)	145	166	21	136	181
21	Insurance	176	109	(66)	1,336	1,203	(133)	1,158	1,313
22	Investment expense		4	4	34	42	8	42	46
23	Uncollectible Accounts	(7)	12	19	160	127	(34)	57	138
24	(Gain)/loss on sale or trade				3		(3)	1	
25	Depreciation and amortization	12	12		131	131		134	143
26	Net allocation to mutuals	115	104	(11)	1,155	1,105	(49)	1,112	1,205
27	<b>Total expenses</b>	<u>3,049</u>	<u>2,874</u>	<u>(175)</u>	<u>30,131</u>	<u>31,857</u>	<u>1,726</u>	<u>28,787</u>	<u>34,730</u>
28	Excess of revenues over expenses	<u>(\$86)</u>	<u>(\$50)</u>	<u>(\$36)</u>	<u>\$1,954</u>	<u>(\$787)</u>	<u>\$2,741</u>	<u>\$2,344</u>	<u>(\$835)</u>



## **Statement of Revenues & Expenses - Preliminary**

Variance Explanations as of November 30, 2019

### **SUMMARY**

For the year-to-date period ending November 30, 2019, Third Mutual was better than budget by \$2.7 million, of which \$2.4 million resulted from timing of reserve programs performed by outside contractors (lighting, landscape modification) and contingencies not required (building structures). The remaining \$0.3 million is primarily attributed to an unrealized gain on available for sale investments. Explanations for categories with significant variances are found below.

### **REVENUE**

#### **Fees and Charges for Services to Residents – \$422K [Line 4](#)**

An increase in chargeable services requested, particularly in Maintenance & Construction, resulted in a large favorable variance. This was due to an expanded list of non-emergency chargeable maintenance services, including water heater replacements, approved by the board in September 2018; 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. Also contributing was an increase for Mutual Consent Processing Fees (demolition) at the beginning of the year to offset administrative costs associated with processing requests.

#### **Interest Income - \$266K [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 – \$290K [Line 11](#)**

Favorable variances in compensation are due to vacancies in Resident Services, Landscape Services and Maintenance & Construction along with lower than anticipated union medical costs. Favorable variance was furthered in Carpentry due to upgraded methodology in dry rot remediation and better management practices which have resulted in a reduction in general maintenance and dry rot service orders. 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.



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

**Materials and Supplies – \$156K** [Line 12](#)

Favorable variance resulted in direct materials for certain programs: carpentry work for building structure repair began in June; garden villa breezeway program began in August; and fewer materials required in irrigation and grounds maintenance. The variance was partially offset by more water heater replacements, which are funded in Chargeable Services, line 4 above.

**Legal Fees – (\$308K)** [Line 14](#)

Unfavorable variance resulted from more legal expenses than budgeted.

**Outside Services – \$1,790K** [Line 18](#)

Favorable variance is due to:

- **Exterior Lighting – \$692K**

The project consists of purchasing the Southern California Edison street infrastructure, retrofitting existing lighting fixtures to more efficient LED technology, and performing the operations and maintenance of the asset for three years. The first pilot program to choose lighting fixtures was completed in March and with feedback gathered from the community, a second pilot program was completed in December 2019. Third M&C Committee voted unanimously in December to recommend the board authorize the purchase and installation of the chosen light fixtures for conversion on 759 street light poles; expenses will be incurred in 2020.

- **Paving – \$539K**

Asphalt Paving Program began in August and completed in November on budget; final payments will be reflected in December.

- **Landscape Modification – \$432K**

Favorable variance due to timing of work: Slope Renovation began in July and was completed by year end. Final payments were recorded in December. Slope Maintenance and Landscape Modification programs began in November (subsequent to renovation work) and were 33% and 18% complete respectively by year end, leading to a favorable variance.

- **Building Structures Replacement – \$418K**

2019 Dry rot work began in June and was completed by year end. The original scope of work was comprised of 10 buildings and 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 remained as of the reporting period, but were completed in December. The year will end with a favorable variance to budget due to less contingency building structure replacement needed than anticipated.





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

Offset:

- **Roof Replacements – (\$223K)**

This program is dedicated to address the maintenance and replacement of roofs. Due to heavy rainfall received in the beginning of the year, emergency roof repair requests for rain leaks were higher than budgeted.

- **Moisture Intrusion Rain Leaks – (\$216K)**

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

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## **FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION**

Tuesday, January 7, 2020 – 1:30 p.m.  
Laguna Woods Village Community Center Board 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

**MEMBERS ABSENT:** Reza Karimi, Advisor: John Hess

**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 December 3, 2019**

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

### **Department Head Update**

Betty Parker, Chief Financial Officer, provided updates on the 2020 Budget, Insurance and Investments. Director Pearlstone requested that the Request for Proposal for a property appraisal include an actuarial analysis of recommended insurance coverage. Advisor Tao requested additional information on the impact of the 8.5% Funding Rehabilitation Plan for Union retirement.

### **Preliminary Financial Statements dated November 30, 2019**

The committee reviewed financials and questions were addressed. The committee requested a more detailed compensation variance report at the next finance committee meeting.

### **Investment Update**

A handout was provided from SageView regarding the targeted allocations of investments between seven different funds. Semi-annual portfolio reviews will be scheduled.

### **Transfer of Funds to Discretionary Investments**

The committee reviewed a staff report regarding the transfer of funds to discretionary investments, representing cash that is not needed for near-term operations.

Director Bhada made a motion and was seconded by Director Mutchnick to transfer \$10,000,000 to the discretionary investment account held by Fidelity Investments. Discussion ensued.

Director Parsons made a motion and was seconded by Director Bhada to amend the original motion from \$10,000,000 to \$8,000,000, consistent with staff's recommendation. Discussion ensued and both the amendment and the motion passed unanimously.

Staff was directed to follow up with mid-year cash projections based to determine if any further funds are available for the discretionary account.

### **Committee Member Comments**

Director Pearlstone encouraged committee member participation and discussion.

Advisor Tao provided compliments about the continuous improvements in financial reporting.

### **Future Agenda Items**

Chargeable Services Report – Q4 (February)

Overtime/Temp Help/ Turnover – Q4 (February)

Solar System Update – Q4 (February)

### **Date of Next Meeting**

Tuesday, February 4, 2020 at 1:30 p.m. in the Board Room.

### **Recess to Closed Session**

The meeting recessed at 2:37 p.m.

**DRAFT**

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Jon Pearlstone, Chair

# Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

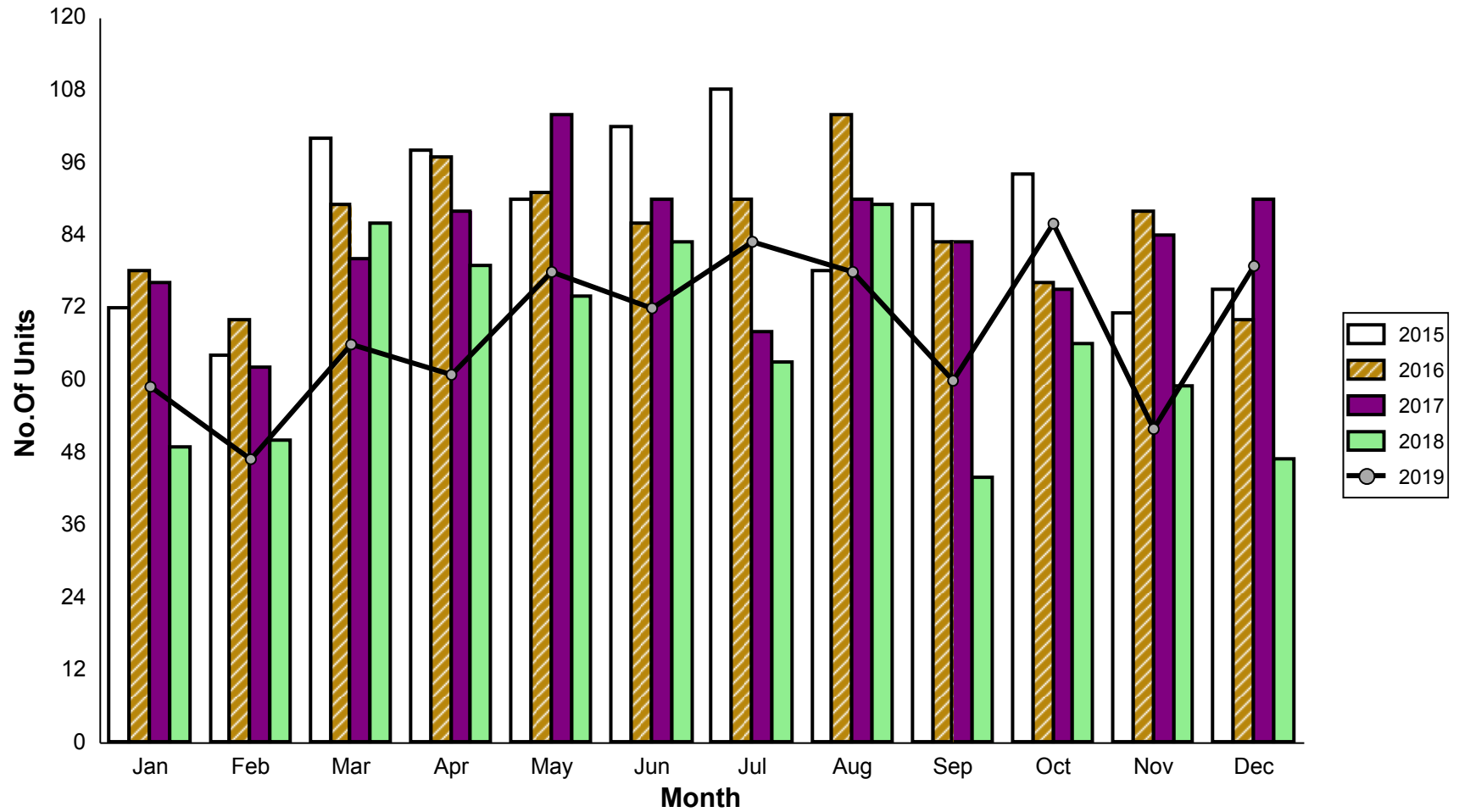
REPORT PERIOD

December, 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	\$18,540,250	\$14,821,540	\$314,242	\$308,782
February	47	50	\$14,770,050	\$18,660,142	\$314,256	\$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	\$26,648,300	\$22,702,400	\$309,864	\$366,168
November	52	59	\$18,653,350	\$17,330,500	\$358,718	\$320,935
December	79	47	\$27,495,600	\$17,262,399	\$348,046	\$383,609
TOTAL	821.00	790.00	\$268,042,292	\$264,053,926		
MON AVG	68.00	65.00	\$22,336,858	\$22,004,494	\$327,171	\$356,773

\* Amount is excluded from percent calculation

## Resales - 5 Year Comparison





# Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

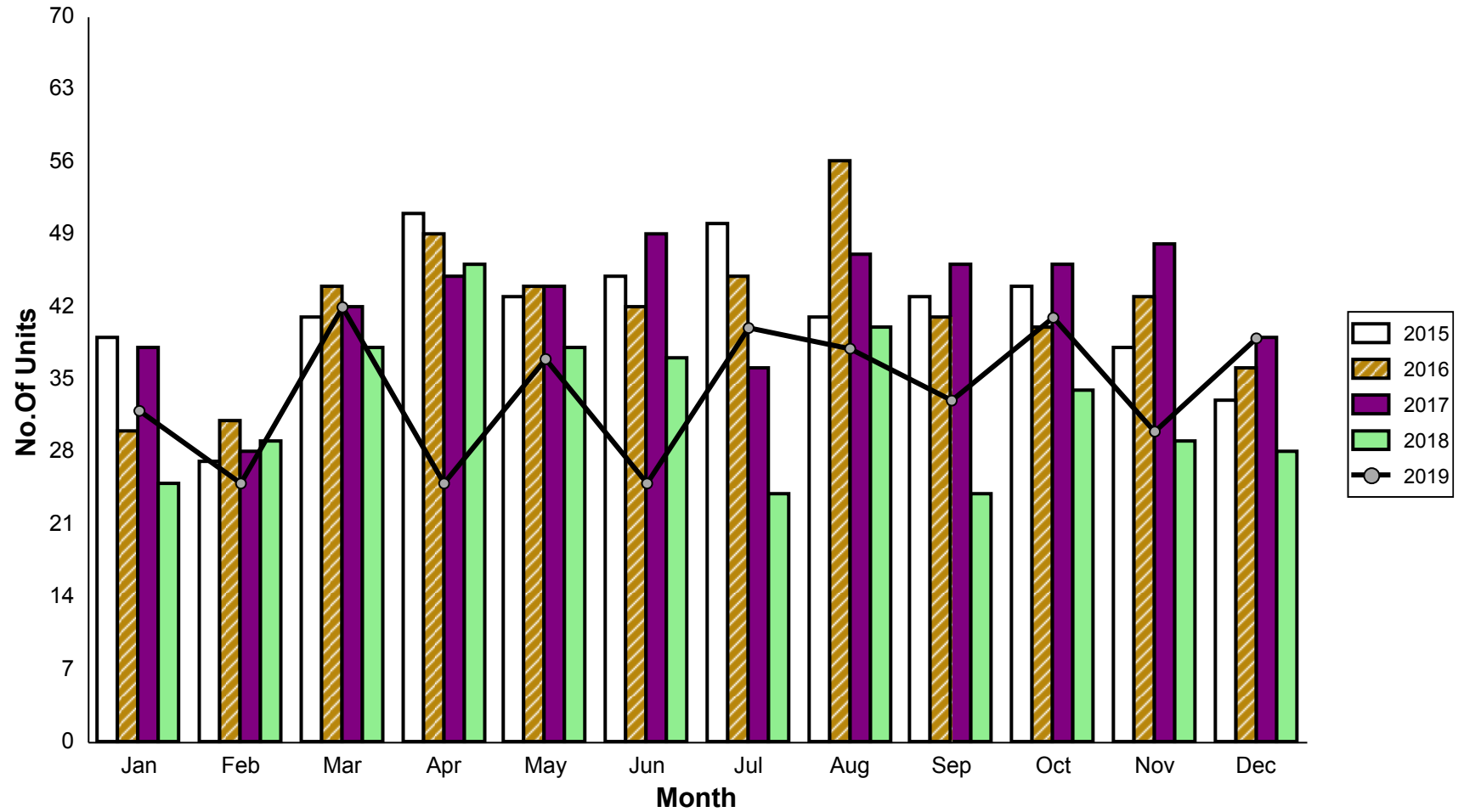
December, 2019

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	39	28	\$18,319,800	\$13,693,599	\$469,738	\$489,057
TOTAL	407.00	392.00	\$170,277,448	\$168,180,886		
MON AVG	33.00	32.00	\$14,189,787	\$14,015,074	\$417,900	\$429,885
% CHANGE - YTD	3.8%		1.2%		-2.8%	

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

## Resales - 5 Year Comparison



## Resales Report Third Laguna Hills Mutual December, 2019

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
12/23/2019	967-C	3	\$198,000	Castilla	Century 21 Rainbow	HomeSmart Evergreen	Granite Escrow
12/18/2019	969-2B	3	\$283,000	Villa Capri	Century 21 Rainbow	Century 21 Rainbow	Corner Escrow Inc.
12/17/2019	2119-A	3	\$190,000	Monterey	Laguna Woods Village Realty	Eonian Group	Granite Escrow
12/26/2019	2287-O	3	\$249,800	Castilla	Century 21 Masters	Keller Williams Realty Irvine	Corner Escrow Inc.
12/26/2019	2305-A	3	\$485,000	Valencia	Village Real Estate Services	Coldwell Banker	Granite Escrow
12/10/2019	2316-B	3	\$270,000	Casa Contenta	Century 21 Award	Douglas Elliman Real Estate	Corner Escrow Inc.
12/11/2019	2319-B	3	\$260,000	Casa Linda	HomeSmart Evergreen	HomeSmart Evergreen	Escrow Options Group
12/27/2019	2372-D	3	\$430,000	Valencia	Realty One Group West	Century 21 Astro	Glen Oaks Escrow
12/17/2019	2385-1D	3	\$370,000	Garden Villa	Dilbeck Real Estate	SoCal Life Realtors	Granite Escrow
12/10/2019	2391-1B	3	\$285,000	Garden Villa	ReMax Terrasol	ReMax Terrasol	Prominent Escrow Services
12/17/2019	2396-1D	3	\$400,000	Garden Villa	Marlene Thompson, Broker	Coldwell Banker	Granite Escrow
12/19/2019	3076-D	3	\$320,000	Ventura	Laguna Premier Realty, Inc	First Team Real Estate	Blue Pacific Escrow
12/26/2019	3105-Q	3	\$287,000	Casa Vista	Laguna Premier Realty, Inc	H & M Realty Group	Corner Escrow Inc.
12/20/2019	3143-P	3	\$300,000	Casa Vista	HomeSmart Evergreen	HomeSmart Evergreen	Escrow Options Group
12/06/2019	3211-C	3	\$532,500	La Reina	Sotheby's International Realty	Robert Ganem, Broker	Cardinal Escrow
12/23/2019	3212-D	3	\$649,000	La Reina	Laguna View Realty	Coldwell Banker Residential	Blue Pacific Escrow
12/17/2019	3241-1D	3	\$420,000	Villa Puerta	First Team Real Estate	Century 21 Rainbow	Corner Escrow Inc.
12/20/2019	3242-2B	3	\$200,000	Villa Puerta	Residential Agent Inc.	HomeSmart Evergreen	Granite Escrow
12/23/2019	3309-N	3	\$328,000	Casa Vista	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
12/20/2019	3352-A	3	\$559,000	Malaga	Laguna Premier Realty, Inc	HomeSmart Evergreen	Blue Pacific Escrow
12/02/2019	3500-1E	3	\$290,000	Villa Nueva	Laguna Premier Realty, Inc	Meritage Realty	Generations Escrow
12/02/2019	3510-1A	3	\$385,000	Villa Nueva	Century 21 Rainbow	Village Real Estate Services	Corner Escrow Inc.
12/23/2019	3510-1D	3	\$305,000	Villa Nueva	First Team Real Estate	RealtyQuest	Generations Escrow
12/02/2019	4002-1C	3	\$270,000	Villa Nueva	Balboa Real Estate	Dorothy Yeh	Blue Pacific Escrow

## Resales Report Third Laguna Hills Mutual December, 2019

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
12/06/2019	4011-3E	3	\$630,000	El Mirador	Realty Masters	Century 21 Rainbow	Arbor One Escrow
12/17/2019	4011-3C	3	\$450,000	El Mirador	Wave Crest Financial	Surterre Properties, Inc.	Granite Escrow
12/17/2019	4026-2D	3	\$250,000	Villa Nueva	Pacific Sotheby's International	Pacific Sotheby's International	Corner Escrow Inc.
12/19/2019	5197	3	\$885,000	Villa Paraisa	Century 21 Rainbow	Re/Max Masters	Corner Escrow Inc.
12/20/2019	5268	3	\$770,000	Villa Paraisa	Century 21 Rainbow	Century 21 Rainbow	Granite Escrow
12/17/2019	5270	3	\$1,015,000	Villa Paraisa	Seven Gables Real Estate	Curb Realty	Corner Escrow Inc.
12/27/2019	5304	3	\$775,000	Villa Paraisa	Laguna Premier Realty, Inc	Coldwell Banker Residential	Granite Escrow
12/20/2019	5360-P	3	\$255,000	La Brisa	First Team Real Estate	First Team Real Estate	Granite Escrow
12/02/2019	5394-B	3	\$525,000	Casa Rosa	Berkshire Hathaway	HomeSmart Evergreen	Corner Escrow Inc.
12/30/2019	5474-A	3	\$729,000	Cabrillo	Century 21 Rainbow	Century 21 Rainbow	Corner Escrow Inc.
12/06/2019	5508-B	3	\$600,000	Casa Rosa	Laguna Premier Realty, Inc	Presidential Real Estate	Blue Pacific Escrow
12/13/2019	5511-2E	3	\$483,000	El Mirador	New Star Realty & Investment	New Star Realty & Investment	Team Escrow, Inc.
12/31/2019	5515-3A	3	\$566,500	El Mirador	HomeSmart Evergreen	New Star Realty & Investment	Granite Escrow
12/23/2019	5560-A	3	\$1,020,000	Casa Lorenzo	Jonathan Whitesides, Broker	Redpoint Realty	Granite Escrow
12/12/2019	5569-B	3	\$1,100,000	Casa Siena	HomeSmart Evergreen	Century 21 Astro	Escrow Options Group

Number of Resales: 39

Total Resale Price: \$18,319,800

Average Resale Price: \$469,738

Median Resale Price: \$400,000

## Monthly Resale Report

PREPARED BY  
Community Services Department

MUTUAL  
Third

December

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	39	28	38	36	\$18,319,800	\$13,693,599	\$18,509,275	\$12,528,800	\$469,738	\$489,057	\$487,086	\$348,022
TOTAL		407	391	508	502	\$170,277,448	\$167,908,386	\$202,277,335	\$173,356,639				
MON AVG		33.9	32.6	42.3	41.8	\$14,189,787	\$13,992,366	\$16,856,445	\$14,446,387	\$417,900	\$430,198	\$397,655	\$344,818
% CHANGE-YTD		4.1%	-23.0%	1.2%	1.4%	1.4%	-17.0%	16.7%	8.8%	-2.9%	8.2%	15.3%	7.2%

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

Percent calculation only includes YTD figures in black.



# MONTHLY LEASING REPORT

Report Period:  
December-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	12	32	400	1267	1711	1712	73	48	86	3

Monthly Average	12.8	25.8	377.8	1272.5	1688.9	Dec 1664.7	68.8	58.7	114.1	1.9
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Percentage Leased	1711 / 6102 = 28%									
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**OPEN MEETING**

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

**Tuesday, December 3, 2019 – 9:30 a.m.  
Laguna Woods Village Community Center Sycamore Room  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair Steve Parsons, John Frankel, Lynn Jarrett, Ralph Engdahl, Robert Mutchnick

**COMMITTEE MEMBERS ABSENT:**

**OTHERS PRESENT:** Annie McCary

**ADVISORS PRESENT:** Mike Butler, Mike Plean

**STAFF PRESENT:** Brett Crane, Alisa Rocha

**1. Call to Order**

Chair Parsons called the meeting to order at 9:29 a.m.

**2. Acknowledgement of Media**

None.

**3. Approval of October 28, 2019 Report**

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

**4. Approval of the Agenda**

Director Frankel moved to accept the agenda. Advisor Plean seconded. The committee had no objection.

Director Frankel suggested an amendment to the agenda, add Di Minimis as item #15. Chair Parsons also added an item, update on variance request for 5598-A as agenda item #12. Chair Parsons also requested to add concrete slabs for exterior electrical panels to Future Agenda Items.

Director Frankel moved to accept the amended agenda. Director Parsons seconded. The committee had no objections.

## **5. Committee Chair Remarks**

Chair Parsons mentioned the Board temporarily dissolved the idea of a sub-committee for use of common area pending further research by the committee.

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

Chris Powers expressed his astonishment of the committee's approval of the use of common area task force last month and that there has been no mention of it previously. Mr. Powers also commented not having a concrete pad for electrical panels is not a safety hazard; otherwise it would be a code violation. Chair Parsons repeated his statement from earlier, the Board temporarily dissolved the idea of a sub-committee for use of common area. Chair Parsons also mentioned research is currently being done on if concrete pads for exterior electrical panels is a safety hazard or not, taking into consideration that city codes now require it for new construction.

Lynn Corboz requested Advisor Butler to explain as to what he meant by 'exclusive use of common area is indefensible' in last week's Board meeting. Advisor Butler responded that it would require a lengthy discussion to flush that out. Though he does not recall using the term indefensible in his comment last week, there are a number of prohibitions, that are not only nested in the CC&R's and Davis-Sterling Act, but also in the history of property law that goes back hundreds of years regarding ownership rights. Chair Parsons added though something may be in the Davis-Sterling Act, it does not mean that all case law is there because it is ever changing and there are exceptions.

Susan Smallwood mentioned that in our current standard for windows, the colors white and bronze are mentioned and if there is the possibility of updating the standard when it comes to the iron work for bronze windows. Mr. Crane mentioned it is something that can be looked at as a future agenda items.

Susan Smallwood also mentioned if the standard 5 foot wall height can be reviewed in the standard so that an additional 2 feet of iron work could be added to a wrought iron fence/gate. Mr. Crane commented that is also something that can be looked at as a future agenda item.

## **7. Division Manager Update**

Mr. Crane commented on the status of working side-by-side with the city to expedite our processes. He mentioned Director Pearlstone put together a Power Point presentation and provided to Jeff Parker for review and approval. Staff is currently looking at our more common alterations, to see if a set of plans could be developed to update our standard plans for approval. The city would have to approve the one-stop shop process.

### **Consent:**

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

None.

Items for Discussion and Consideration:

Variance Requests:

**8. 3510-3G (Villa Nueva, LH21C – Retain Non-Standard Color on Exterior Entry Door**

Director Mutchnick made a motion to accept staff's recommendation and approve this request. Director Frankel seconded. The committee was in unanimous support.

**9. 5165 (Villa Paraisa, C12C\_1) – Retain Non-Standard Entry Door and Install Stacked Stone Veneer on Front Exterior Wall**

Director Frankel made a motion to accept staff's recommendation and approve this request. Advisor Plean seconded. The vote was 6 in favour and 1 against. The motion passed.

**10. 5589-A (Casa Palma, 10 RC) – Replace Planter with Wood Frame/Stucco Bathroom Extension on Original Exclusive Use Common Area**

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

**11. 3288-B (El Doble, SB703A, P46) – Replace Existing 5' Gate/Fence with 7' Gate/Fence Previously Approved on Common Area**

Director Mutchnick made a motion to table this request pending amendment of the standard. Director Jarret seconded. The vote was 6 in favour and 1 against.

Director Jarret made a motion to amend Standard 13: Fences, Wrought Iron. Advisor Plean seconded. The committee was in unanimous support.

**12. 5598-A (Casa Palma, 10R) – Request to Extend Entryway onto Exclusive Use Common Area and to Replace Planter with Concrete Slab on Previously Extended Common Area**

Chair Parsons reviewed the variance request originally presented October 28, 2019 for the committee for further consideration and as a reminder that it is still currently pending. To remain on future agenda items.

Standards Discussion Items:

**13. Review Standard 11A: Interior Hard-Surface Flooring**

Mr. Crane reviewed the current standard. Director McCary explained her concerns with the noise level of hard-surface flooring her and her husband are currently dealing with since the resident upstairs changed from carpeting. Despite everything that has been asked of the resident upstairs to do by Compliance, this issue has now become a quality of life issue. Director Jarrett also expressed the problems she faced for several years with hard-surface flooring and the standard needs to be looked at very closely, she has heard of many other resident complaints. Mr. Crane explained that with the FIIC test that is done by a contractor, it would identify if the noise level exceeds the normal limits. Chair Parsons suggested hiring a consultant to look into this problem and that currently we have a situation with no clear solution. Research will continue with this issue.

## Reports

### **14. Status of Mutual Consents**

Mr. Crane reviewed this report with the committee. Chair Parsons requested staff add the total number of Mutual Consents to date.

## Future Agenda Items

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

Concrete slabs for exterior electrical panels

New building material information (on-going)

## Concluding Business:

### **15. De Minimis Rule**

Advisor Butler explained De Minimis Rule translates to the law does not concern itself with trifles. History goes back to 2002 in Laguna Woods Village in which the concept originally was that there were certain minor modifications to the common area that effectively created an exclusive use type situation for a manor owner. In 2015 the De Minimis Rule was rescinded by a new resolution and is no longer a part of our standards.

### **16. Committee Member Comments**

Director Jarret mentioned visiting the Permits Office and receiving very prompt service at the counter considering they are normally extremely busy.

Chris Powers commended Mr. Crane, Mr. Fogg, and Ms. Rocha on the attention they give to the committee during the meetings.

**17. Date of next meeting – Monday, January 27, 2020**

**18. Adjourned at 11:59 a.m.**



Chair, Steve Parsons  
Brett Crane, Staff Officer  
Alisa Rocha, Alterations Coordinator, 949-268-2301



**OPEN MEETING**

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

**Monday, January 6, 2020 – 1:30 PM**

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

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

**MEMBERS ABSENT:** None

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

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

Chair Bhada called the meeting to order at 1:35 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 postponed the discussion of Item #13 until the next meeting on March 2, 2020. The agenda was approved as amended.

**4. Approval of Meeting Report for November 4, 2019**

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

**5. Chair's Remarks**

Chair Bhada remarked on the Street Light LED Conversion project; and the percentage of the 2019 programs that are complete.

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

- Ed McGill (2390-2C) commented that he was happy about the major improvements in GV Buildings; and the water that leaks from the 1<sup>st</sup> floor breezeway into the garage.
- Randy Scott (5372-1G) commented on the need for a permanent ramp at the main entrance of 3244; and possible VA funding for ramps.
- Patricia Lewis (2393-3C/2390-2C) commented on the puddles of water that are in the garage of building 2390.

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

## **7. Department Head Update**

Staff Officer Ernesto Munoz had no update.

### **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.*

By consensus, all items on the Consent Calendar were approved.

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

## **9. Project Log**

### **Reports:**

## **10. Review of TEC's Energy Priority Work Plan and Deliverables**

Staff Officer Ernesto Munoz summarized the report and introduced a representative from The Energy Coalition.

The TEC representative presented the deliverables from Task 1 of the energy priority work plan. No further direction was provided to the energy consultant.

Discussion ensued regarding expected future loads; electrical infrastructure upgrades to handle the current load; independent EV charging stations; and parking garage circuits.

By consensus, staff was directed to bring back a report with an analysis for what it would take to provide independent EV charging stations throughout the Mutual, in order to reduce the current load on the existing infrastructure.

## **11. Building & Carport Lighting Timers**

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



Discussion ensued regarding the useful life of the equipment.

## **12. Dryer Timer Reset Costs**

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

Discussion ensued regarding projected revenue; number of expected loads; the amount of subsidized laundry costs; and time of use programming for dryers.

By consensus staff was directed to bring back a report for discussion when there has been a full year of revenue collected.

## **13. Painting of Building 2129**

This item was postponed until March 2, 2020.

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

- Programs Report (March, July, November)
- Painting of Building 2129 (March)
- Dryer Timer Reset Costs (May)
- EV Charging in GV Garages

### **Concluding Business:**

#### **Committee Member Comments**

- There were no Committee Member Comments

#### **Date of Next Meeting – March 2, 2020**

**Adjournment** – The meeting was adjourned at 3:04 PM.

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Cush Bhada, Chair

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## **OPEN MEETING**

### **MEETING REPORT OF THE THIRD LAGUNA HILLS MUTUAL PARKING AND GOLF CART TASK FORCE**

**Monday, January 6, 2020 – 9:30 A.M.  
Laguna Woods Village Community Center – Sycamore Room  
24351 El Toro Road**

#### **NOTICE and AGENDA**

*This Meeting May be Recorded*

**MEMBERS PRESENT:** Steve Parsons – Chair, John Frankel, Ralph Engdahl, Lynn Jarrett

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Cush Bhada, John Luebbe, Jeanne Zimmerman

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

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

Chair Parsons called the meeting to order at 9:30 AM and stated that the meeting is being held pursuant to notice duly given and established that a quorum of the Task Force was present.

#### **2. Acknowledgement of the Media**

No media were present.

#### **3. Approval of the Agenda**

The agenda was approved as written.

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

There were no member comments.

#### **5. Chairman Remarks**

Chair Parsons remarked that he asked resident Jeanne Zimmerman to attend this meeting and speak about parking concerns at her building.



## **6. Department Head Update**

Staff Officer Ernesto Munoz provided an update on the golf cart parking spaces that were added to CDS 216 in 2019. He suggested that the budget allocated for 2020 remain focused CDS 216. Staff will gather a list of possible golf cart parking locations and bring back a proposal for the Task Force to review. The Task Force will then make a recommendation to the M&C Committee.

Discussion ensued regarding how many golf cart parking spaces can be created this year; and the traffic concerns and blind corners in CDS 326.

Chair Parsons suggested that the Task Force work on a plan to add additional vehicle parking to the wedding cake area with the 2021 budget.

## **7. Unfinished Business**

### **a) None**

## **8. New Business – Oral Discussions**

### **a) Sidewalk Parking**

Discussion ensued about parking on flat sidewalks in the wedding cake area; and if the parking policy should be revised to mandate that garages and carports be used for cars, not storage.

### **b) ADA Accommodations**

Chair Parsons talked about a legal update regarding ADA accommodations, which will be provided to the Board on 1/7/20. Discussion ensued regarding curb cuts, ramp requests, slopes, and constructive notice.

### **c) Yellow Stripe for Temporary Parking**

Lessee Jeanne Zimmerman of Manor 3278-O requests that a yellow stripe be painted on the sidewalk directly adjacent to her carport space to designate temporary parking. By consensus staff was directed to contact Security to see if temporary parking can be enforced if the yellow stripe is painted on the sidewalk. If it can, staff is authorized to paint the sidewalk yellow in this location.

### **d) Wedding Cake Priorities**

Discussion ensued regarding priority areas for additional golf cart parking in the wedding cake area. The topics that the Task Force wants to focus on are: narrow streets; more vehicles parking in the area after 5pm; very few golf cart spaces; oversized vehicles; and no dedicated parking for caregivers.



**Items for Future Agendas:**

- New Golf Cart Parking Spaces for 2020

**Concluding Business:**

**Task Force Member Comments**

- Director Engdahl sympathized with the Task Force as he has similar parking issues near his building.
- Director Bhada commented on the parking concerns in CDS 326.
- Chair Parsons wants to start formulating a Task Force that will address parking concerns in Gate 14 in 2022.

**Date of Next Meeting: TBD – April 2020**

**Adjournment** – The meeting was adjourned at 10:39am.

  
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Steve Parsons, Chair

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**OPEN MEETING**

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

**Thursday, January 2, 2020 – 9:30 a.m.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair - Lynn Jarrett, Annie McCary, Cush Bhada, Ralph Engdahl, Jon Pearlstone

**COMMITTEE MEMBERS ABSENT:** Reza Karimi, 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 Bhada made a motion to approve the agenda. The motion passed with a unanimous vote.

**4. Approval of December 5, 2019 Report**

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

**5. Committee Chair Remarks**

Chair Jarrett welcomed everyone in attendance. She is happy with what this committee has accomplished for 2020, including approving the tree trimming contract and the slope maintenance contract.

## 6. Member Comments

Maxine Bassett (5276) Crews only came out two times all year. At end of December, they came out to trim the weeds and there was a metal rod laying in her yard that she had to remove herself. At corner of Pina and Del Sol, the weeds haven't been done and they are two feet tall. In October and November, staff repaired her roof but ruined some bushes in the process. They need to be replaced. She called Resident Services and a green truck came out to pick up two bushes she put into her trash can for pickup on Friday but they didn't take them.

Annette Sabol-Soule (3428-C) Behind her building, it looks like tinder for fire. Please look at that. She would like the Third Board to trim the weeds throughout the Village. Please increase weed trims to every other month, not just four times a year. We are doing our own weeding. Let's spend more money getting rid of the weeds. In front of 3427, it is always wet. Please have someone look at that.

Doug Gibson (5289) He put in a formal request to get weeding done. Gate 11, area is looking good now. But it took three months to get it done. Can we keep it looking good? 5208 and 5151 had 30-foot trees taken out. Stump is there. 5242 also had tree taken out three years ago and landscaping there doesn't look good.

Susan Smallwood (3456-B) The irrigation sprinklers show above ground. You can see them on the slopes and the flat ground. Is there a plan to hide those? The rebar to keep sprinklers up is sticking out of the ground. Also, are we going to go back to mulching flower beds?

Nancy Brown (3337-1G) The weeding is a considerable issue. She is on a slope so weeds come up the slope and into her flower beds. Is there a weeding schedule somewhere? Nestor told her they would be weeding this month. I commend the committee for making clubhouse areas look very nice. I would like the same care for our manors. Our dog and the neighbor's dog got sick with intestinal issues. Both are on ground floor.

## 7. Response to Member Comments

Mr. Wiemann responded to Member Comments:

- This month all of our crews are doing weeding and mulching only.
- We just signed two contracts so slopes and tree trimming will get done this year.
- The dead wood on slopes is what we did for OCFA. We need that to stay there now for slope stabilization. We will take those out in the spring.
- We are hoping to be completely staffed by end of February.
- We will be having a herbicide spray tech on each landscaping crew to keep up with the weeds.

- All maintenance schedules are on website and are updated every two weeks.
- Irrigation above ground is for shrubs. We will put mulch over the white piping showing above ground.
- We are getting a new tub grinder at the end of February.

Chair Jarrett reported that the Third Board has revised the Landscape Manual and it will be on the website on Monday.

Director Bhada wished everyone a Happy New Year. He reported that Mr. Wiemann has done a great job this year and he has been promoted to a Director.

## **8. Department Head Update**

None.

### Consent Calendar:

None.

### Reports:

## **9. Project Log**

Mr. Wiemann reviewed the projects with the committee.

Chair Jarrett thanked Director Pearlstone for keeping the Board within budget.

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

Mr. Wiemann reviewed this report with the committee.

### Items for Discussion and Consideration:

## **11. Discuss and Approve Additional Landscape Modernization Areas**

Eileen Lazar asked how dog tolerant these areas will be. Mr. Wiemann reported they will be dog friendly. Will staff keep the areas weeded? Mr. Wiemann reported that new projects are on a bi-weekly schedule initially to keep it looking nice.

Director Pearlstone stated that the committee has asked Mr. Wiemann many questions about these projects and asked him to get it done right. Director Pearlstone asked the Members to look at the Gate 14 pilot project. Staff and this committee are working out kinks and won't move forward until we know that pilot is a success. We will leave it up to Mr. Wiemann on timing of these additional projects. The ROI for these projects is excellent. There are some rebate possibilities.

Mr. Wiemann is recommending doing both of these new projects at the same time. We are in design phase right now.

Director Bhada feels areas will look better and we will have water savings.

John Banks (5090) He looked at Gate 14 area. He stated that the areas that aren't easy to maintain should also be looked at for these projects. Chair Jarrett let him know that big turf areas are used to save on watering that area.

Mr. Wiemann said staff will be looking at smaller, hard to maintain areas next.

Barbara Banks is concerned about project proposed for Gate 11. A new person just moved in by the proposed area. Will they be told about this? Mr. Wiemann stated that this is common area. Perhaps a grass buffer could be added, like at Gate 14.

Director Pearlstone made a motion to target these two proposed areas for the next phase of landscape modernization. Director McCary seconded. The committee was in unanimous support.

## **12. Tree Removal Request: 3086-C Via Serena N. (Graham) – One Shamel Ash**

Director Bhada made a motion to approve staff's recommendation and remove the tree. The committee was in unanimous support.

### Items for Future Agendas:

None.

### Concluding Business

## **13. Committee Member Comments**

Director McCary wished a happy new year to everyone. She thanked the Members in attendance for coming out today to give their feedback.

Director Pearlstone wished a happy new year to everyone. Gate 11 Members, this modernization project is an opportunity. Provide us with a priority list for projects you would like us to consider at Gate 11.

Chair Jarrett stated that the committee will have a meeting with Gate 11 group. She will contact Eileen Lazar.

Chair Jarrett thanked everyone for coming to the meeting and giving their input.

She stated that Mr. Wiemann has been a wonderful addition to the Landscaping Staff.

Mr. Wiemann said he is working with his supervisors and a lot should get done this year being fully staffed. We will be replanting dead plants and will have a dedicated crew for doing that. They will fill in any bare spots in the Village. We are training

new spray techs which will help with the weeds. Also growth regulators are used to slow down weed growth.

**14. Date of Next Meeting – February 6, 2020**

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

**DRAFT**

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

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**FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION**

Wednesday, December 18, 2019 – 1:30 p.m.  
Laguna Woods Village Community Center Board Room, 24351 El Toro Road

**MEMBERS PRESENT:** Annette Soule, Chair; Bunny Carpenter (for English), Judith Troutman, Robert Mutchnick, Jon Pearlstone, Juanita Skillman (for Addington), Alfred Amado

**MEMBERS ABSENT:** Pat English, Sue Margolis, Elsie Addington

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

**OTHERS:** GRF – Joe Fitzekam, Egan Garthoffner, Yvonne Horton,  
THIRD – Steve Parsons  
VMS – Diane Phelps, Dick Rader

**Call to Order**

Director Soule 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 the Regular Meeting Report of October 23, 2019**

A motion was made and carried by a vote of 6-0-1 (Director Mutchnick abstained) to approve the report as presented.

**Chair Remarks**

Director Soule welcomed the new GRF board members and officers.

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

Patricia Brady (466-B) commented on the need for an accessibility ramp at her carport. The committee requested she bring this topic up at the next ACSC on January 16, 2020.

SueEllen Zima (823-D) commented on the Alternative Revenue Cost Sharing subcommittee.

Georgeann Albano (40-S) commented on the 2020 annual assessment letter.

**Department Head Update**

Betty Parker, CFO, informed the committee that 2020 Assessment Coupon Books were mailed to residents who have not signed up for EZ Pay (auto payment service). Additionally, the 2020 Greenbooks have been placed in the mailboxes of all board members. A PDF file of the Greenbook is available to residents on the website or in Central Services with a copy fee.

### **Review Preliminary Financial Statements dated November 30, 2019**

The committee reviewed and commented on the financial statements dated November 30, 2019, issued under separate cover, and questions were addressed. The committee requested additional information for the following: proforma statement for Broadband, PAC expenditures, missed meal penalties, and security stand-by fees.

Ms. Parker provided an update on the investment transition from Merrill Lynch to SageView, noting that all holdings with BlackRock had been liquidated and reinvested with target allocations that include Fidelity and Vanguard index funds for U.S. treasuries, U.S. mortgaged backed securities, and investment grade corporate bonds. A handout was provided showing current positions. The committee requested a reconciliation of amounts sold vs. reinvested.

### **Insurance Program Update**

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

### **2020 GRF Finance Meeting Dates**

The committee reviewed the 2020 GRF Finance Meeting Schedule, which will be revised to reflect the December meeting scheduled for December 16, 2020.

### **Gate 11 Security Improvement Funding**

The committee reviewed a staff report on supplemental funding for Gate 11 Security Improvements. Tim Moy, Chief of Security, provided additional information on this topic and addressed questions. A motion was made and carried unanimously to recommend the board approve supplemental funding at their next open board meeting.

### **Future Agenda Items**

- GRF Finance Committee Charter
- Discuss Non-Voting Advisors

### **Committee Member Comments**

Director Skillman commented on investments and Gate 11 project approval. Director Pearlstone wished everyone happy holidays.

### **Date of Next Meeting**

Wednesday, February 19, 2020 at 1:30 p.m.

### **Recess to Closed Session**

The meeting recessed to closed session at 2:55 p.m.

**DRAFT**

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Annette Soule, Chair



**OPEN MEETING**

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
LANDSCAPE COMMITTEE**

**Wednesday, December 4, 2019 – 9:30 a.m.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**COMMITTEE MEMBERS PRESENT:** Chair - Bert Moldow, Annette Sabol Soule for Jim Matson, Lynn Jarrett, Manuel Armendariz, Yvonne Horton, Ralph Engdahl for Reza Karimi, Neda Ardani for Andre Torng

**COMMITTEE MEMBERS ABSENT:** Andre Torng, Reza Karimi, Jim Matson

**OTHERS PRESENT:** Bunny Carpenter, Juanita Skillman, John Frankel

**ADVISORS PRESENT:** None.

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

**REPORT**

**1. Call to Order**

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

**2. Acknowledgement of Media**

No press was present.

**3. Approval of the Agenda**

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

**4. Approval of Meeting Report of August 14, 2019**

Director Armendariz made a motion to approve the Meeting Report. Director Jarrett seconded. The committee was in unanimous support.

**5. Committee Chair Remarks**

Chair Moldow stated that Landscape staff is down 10 people or 11 percent. Mr. Wiemann is doing his best to find people. Mr. Wiemann did a fantastic job on the creek. There must have been 30 ducks enjoying themselves in the water and prior to work there were none.

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

Barbara Mescon(5557-A) The lawns are terrible. Upkeep of our community is terrible. I had people visiting and it looks awful. If we have a fire, it will spread through the whole area. Pine needles haven't been swept up. She has called the CEO and he said they will be trimming the trees in January and February.

Elizabeth Morris (581-O) She wanted to thank Mr. Wiemann for the creek and the park. They look fantastic. Ducks are everywhere and also a great blue heron. He visited twice in one week and she hasn't seen him in three years. A big egret was there too. Dead bushes by Sevilla were finally removed. Thank you.

Sharon O'Neil ( 581-P) Thanks also for work at the creek. Great to see wildlife.

Roberta Berk (933-B) Tree pruners cut down palm trees and stumps are in an open area and she feels it will be a liability. She feels there is not enough oversight. They mulched whole area but not down below. Routine things are not being handled. Why can't they use the blowers on the rocks; used to be covered with water but now everything falls on them.

Walt Herd (579-B) The creek is stunning compared to what it used to be. Thank you. The weeds/reeds are popping up again. Can someone cut them so they don't get out of control? Would be simple task at this point. Please clean up the pathway. A lot of mud and sand from the rain. A lot of leftover twigs and branches in the grass. Please remove those.

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

Director Armendariz stated people should come to this meetings or put in a service request for any needs. Mr. Wiemann will be using an outside vendor to help with some of the work.

Director Engdahl said thank you for the favorable comments.

Director Jarrett thanked everyone for coming.

Chair Moldow is appreciative of people coming here today to make good comments about the creek. This committee is responsible only for GRF areas.

Response to 5577-A - Staff is currently renovating turf and aerating it all. Staff will fertilize and overseed in the spring. We will be doing this in United in the Spring. Turf will not look good for about six months during this process.

All trees in Third will be trimmed. We are in the process of approving those contracts. Slope contracts for all Mutuals are being worked on also.

Mr. Wiemann let Roberta Berk know that a separate crew removes the stumps and they will be getting to the ones you mentioned.

## **8. Department Head Update**

None.

Consent:

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

None.

Reports:

None

Items for Discussion and Consideration:

**9. Discuss the Land Survey of Aliso Creek**

Mr. Wiemann reported that the land survey of the creek has been completed. We are calculating what belongs to each Mutual at the Creek. This will effect financials in 2021. A new man in January will be in charge of cattails. We will be clearing them one more time in January.

Director Armendariz stated the main reason the land survey was done was so we can know who is in charge of what. Markers clearly delineate.

**10. Update on the Creek**

Mr. Wiemann has met with Fish and Wildlife and they are happy with creek. He let them know we want more open area and they are considering our request. Upstream of the bridge, he is proposing to open it up and and free it of cattails. We may may be doing pond turtle habitats and they need open water.

**11. Discuss Possibility of Replacing Some Turf Areas with Drought-Tolerant Plantings**

Chair Moldow stated rebates are available for removal of turf. Are there any plans for GRF? Mr. Wiemann reported that no money is budgeted for this. Rebates are not available for any reclaimed water areas.

Mr. Wiemann reported that drought tolerant plants are being planted at Gate 14. The turf at the clubhouses is such a prominent feature so he believes gates are the place to start.

Mr. Wiemann said he will put together costs. Director Sabol Soule suggested a plan for a future budget and to prioritize gates to do in what order.

Chair Moldow asked committee members to look at lawns at the clubhouses to see if they want to make any changes.

Mr. Wiemann stated that holding the maintenance at the clubhouses to a higher standard would be a good place for more money.

Items for Future Agendas:

**12. Discuss Cost of Upgrading Landscaping at the Renovated Gates**

Concluding Business:

**13. Committee Member Comments**

Chair Moldow thanked Mr. Wiemann for staying on top of things and for the Members who attended this meeting.

**14. Date of Next Meeting – February 12, 2020**

**15. Adjournment at 10:10 a.m.**

DRAFT

Bert Moldow, Chair



**OPEN MEETING**

**THE GOLDEN RAIN FOUNDATION  
REPORT OF PERFORMING ARTS CENTER (PAC) RENOVATION  
AD HOC COMMITTEE**

**Thursday, December 12, 2019 – 2:00 P.M.  
Laguna Woods Village Community Center Board Room**

**MEMBERS PRESENT:** Judith Troutman – Chair, Bunny Carpenter, Joe Fitzekam, John Frankel - left at 3:35 (in for Cush Bhada), Jon Pearlstone, Carl Randazzo, Juanita Skillman

**ADVISORS PRESENT:** Sharon Molineri

**MEMBERS ABSENT:** Cush Bhada; Mutual 50 Representative

**STAFF PRESENT:** Ernesto Munoz – Staff Officer, Laurie Chavarria, Guy West, Brian Gruner, Jeff Parker

**1. Call to Order**

Chair Troutman called the meeting to order at 2:00 P.M.

**2. Acknowledgment of Media**

Chair Troutman noted no members of the media were present.

**3. Approval of the Agenda**

The agenda was approved as written.

**4. Approval of the Meeting Report for October 17, 2019**

The meeting report from October 17, 2019 was approved as written by a vote of 4/2/1. Directors Randazzo and Skillman opposed, and Chair Troutman abstained.

**5. Chair's Remarks**

Chair Troutman had no remarks.

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

- Cash Achrekar (201-E) commented on the ability to have theatre room naming rights with a generous donation toward this project.
- Beth Perak (3321-C) thanked the various committee members and staff that have brought the PAC renovation project this far.

## **7. Department Head Update**

Staff Officer Ernesto Munoz had no update.

## **REPORTS**

## **8. Performing Arts Center Engineering Design Update**

Staff Officer Ernesto Munoz provided a brief history on the renovation project; spoke about the alternative designs; summarized the proposed maintenance upgrades, and answered questions from the Committee.

Discussion ensued regarding ADA requirements; lobby and dining room upgrades; contingency funding; construction bid documents; the architect's construction estimate; and possible renovation changes to reduce the overall project cost.

Ad-Hoc Committee Member Comments on the update:

- Director Frankel commented on seismic requirements; restroom upgrades; cost percentage for general conditions and construction support.
- Director Randazzo commented the estimated project costs versus current available budget; resident approval of increased project costs and the scope of work that will go out to bid.
- Director Skillman commented on lounge and facilities in the women's restroom; she would like to see an alternative cost to remodel the current bathroom without relocating it.
- Director Carpenter commented on the aesthetics that need to be made to the restrooms (paint and toilet upgrades); and who will specify the equipment for audio/visual upgrades.
- Director Pearlstone commented on project priorities and if there were any way to eliminate some of the maintenance upgrades to bring the project within budget and menu item pricing on the RFP.
- Director Fitzekam asked about possibly lowering the quality of the equipment to save costs.

Audience Member Comments on the update:

- Maxine McIntosh (68-C) commented on contingency funding and construction documents.

- Cash Achrekar (201-E) commented on the cost of this project.
- Pat English (2022-D) commented on the HVAC system as a separate bid and the need to complete all the maintenance upgrades for this important asset.
- Dick Rader (270-D) commented on carpet thickness.
- Joan Milliman (969-3E) commented on moving forward with this project; construction delays and audio/visual equipment specifications.

Staff Officer Ernesto Munoz and Projects Division Manager Guy West answered questions and comments from the Ad-hoc Committee and audience members.

By consensus, staff was directed to go out to bid on the maintenance upgrades with no alternate bid items.

### **CONCLUDING BUSINESS**

#### **Committee Member Comments**

- Director Randazzo commented on projects staying within budget.
- Director Skillman commented on the funding appropriations for this project.

**Date of the Next Meeting(s): TBD**

#### **Adjournment**

The meeting was adjourned at 3:54 P.M.

  
Judith Troutman, Chair

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**OPEN MEETING**  
**THE GOLDEN RAIN FOUNDATION**  
**MEDIA AND COMMUNICATIONS COMMITTEE**  
Monday, December 16, 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, Beth Perak, Annie McCary, Elsie Addington, Lynn Jarrett, Juanita Skillman, Ryna Rothberg and Advisers Carmen Pacella, Tom Nash and Frank Tybor.
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Dick Rader – GRF, Jon Pearlstone – Third and Bunny Carpenter – Third
- STAFF PRESENT:** Eileen Paulin, Chuck Holland and Becky Jackson
1. **Call to Order**  
Chair Annette Sabol Soule called the meeting to order at 1:34 p.m.
  2. **Acknowledgement of Media**  
Paul Ortiz from Village Television was present.
  3. **Approval of the Agenda**  
Agenda was approved.
  4. **Approval of Meeting Report from November 18, 2019**  
Report was approved.
  5. **Chair's Remarks**  
Chair Soule stated today is the first meeting of the new GRF year and she is happy to report that she has been selected to chair this committee. She announced the non-voting advisors Carmen Pacella, Tom Nash, PhD and Frank Tybor. She stated that she feels very fortunate that each of the extremely talented volunteers has accepted.

The GRF January meeting is when the Board will vote for the non-voting advisors. Who will be seated at the next MACC meeting which will be held on Wednesday, January 22, 2020 at 9:30 a.m. in the Board Room.

Chair Soule asked everyone to make a note that the committee meets monthly in the third Monday at 1:30 p.m. in the Board Room. Martin Luther King Day is Monday, January 20 and President's Day is Monday, February 17. Meeting dates, times and locations will be determined to accommodate the holidays.

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

Dick Rader (270-D) was called to speak and discussed marketing the Village as the community competes with newer developments. Mr. Rader suggested forming a study group and expanding the docent tours at minimal costs or creating revenue.

Director Pat English agreed with Mr. Rader and would like to see efforts to promote sales in the Village. Stated having teas or talks and invest money in these to increase sales would be beneficial.

Chuck Holland stated there are not enough real property inventories to have sales. He mentioned a task force that met three weeks ago that discussed these issues.

Eileen Paulin stated the real estate agents are the ambassadors of the Village. She mentioned the traffic on the website and the national recognition. Ms. Paulin then asked Mr. Rader to clarify what he was looking to accomplish.

Chair Soule directed Mr. Rader and Director English to put together what they would like to accomplish; the item would be moved to next month under Items for Discussion and Consideration.

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

None

**REPORTS:**

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

Mr. Holland provided his monthly report on Contract Renewals, Subscriber Counts and Proforma Operating Statements. He described the three for the new members, stating Contract Renewals pertain to channel stations either independently or in bulk rates. Subscriber counts pertain to services the residents currently receiving. Proforma Operating Statements are the consolidated financial statements having to do with Broadband Services.

Mr. Holland started with the termination of the contract for Fox Sports Net Prime Ticket and Fox Sports Net West. He suggested residents research outside streaming services. There was also discussion that the savings of terminating these channels would not be reflected in the assessments; as the savings will be absorbed by other costs. Ms. Paulin will work on communicating this so residents are not confused as to why assessments will not be decreasing.

Mr. Holland discussed the renewal of KCOP My 13 and KTTV Fox through NCTC which provides programing at 50 cents on the dollar.



Mr. Holland presented the 2019 Subscriber Counts including the removal of standard definition and migrating to all high definition. This will decrease licensing fees and reduce equipment needs.

Mr. Holland presented the cable modem termination system. He is working on a contract with West Coast Internet pending a decision from GRF, which would have West Coast Internet pay for the materials to increase bandwidth. In turn GRF would renew their contract with West Coast Internet.

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

Mr. Holland provided additional discussion on Broadband Services financials stating that the advertising revenues increase during elections. Overall the financials have been under budget \$12,870 or 1% better than budgeted.

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

Ms. Paulin provided her monthly report on Marketing and Communications stating November was very busy. This included workflow, iContact statistics, Docent Report, New Resident Orientations and significant projects. She had highlighted the following key messages:

- OCTA I-5/EI Toro Road Interchange Project
- Laguna Hills Mall Developer Scales Back Proposal
- Transportation Changes and the new Brochure
- Third Streetlight Pilot Testing

Ms. Paulin discussed the notification of power outages and the push for getting residents to sign up for DwellingLive. She announced CEO, Jeffrey Parker, will be meeting with the presidents of GRF, Third and United regularly, and the training for the boards will commence in January 2020. Ms. Paulin announced there has been a schedule set for 2020 to have neighborhood meetings at various clubhouses to meet with residents.



These meetings will be a roundtable format and occur twice a month with staff and a board member focusing on specific topics.

Chair Soule asked Ms. Paulin to elaborate on the magazine.

Director Juanita Skillman stated she would like to have it come out more frequently.

Director Elsie Addington asked for the breakdown of cost of the current Breeze publication.

Ms. Paulin reported the current Breeze is \$4 an issue costing \$3,200 a month in printing and half the cost to print in black and white. She reminded the committee with the pending magazine all costs would be covered. She referenced Mr. Rader's comments earlier and stated the magazine would make a great marketing tool to showcase the Village.

Jon Pearlstone was called to speak and discussed the open rates on iContact in respect to the digital copy of the Breeze. He supports the magazine knowing there would be a 100% reach to residents at no cost.

Director Annie McCary stated she is excited about the magazine and reaching out to 100% of the residents.

Ms. Paulin stated there will be an editorial board comprised of the members at the dais and other residents.

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

**10. Update Committee Charter – Chair Annette Sabol Soule**

Committee directed Becky Jackson to make changes to proposal in Committee's Area's of Concern items six and seven to add in the parentheses cable advertising. Other corrections agreed upon are spelling and department title changes. With the changes Director Addington made a motion to approve the updated charter; Director Beth Perak seconded it, the updated charter was approved unanimously.

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

**11. Marketing the Village – Director English and Mr. Rader.**

#### **CONCLUDING BUSINESS:**

**12. Committee Member Comments**

Director Jarrett thanked Jackie Brown for doing her PowerPoint and then asked about the consultant.

Chair Soule explained the background of how GRF obtained the approval for the consultant, to review some of the services independently. She then asked Bunny Carpenter, President of GRF, where the results should go.

Ms. Carpenter replied the results should go before the Media and Communications Committee.

Director McCary thanked Broadband and MarComm.

Director English wished everyone a Merry Christmas.

Director Perak thanked Mr. Holland and Ms. Paulin for looking forward in messaging, saving money and with canceling channels.

Director Addington thanked the staff and after checking her math stated the Breeze is currently costing \$37,000 a year.

Director Skillman wished everyone happy holidays.

Director Ryna Rothberg wished everyone happy holidays.

Mr. Holland stated the Breeze costs \$38,000 a year. He stated the real estate industry is currently depressed in general, to explain the lack of sales. He brought up the gate clearance calls total 225,000 annually and consume 3,750 hours of staff time. He will work on putting together an analysis of what that costs.

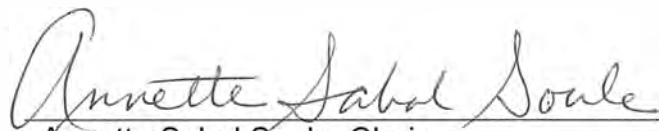
Ms. Paulin asked Director Skillman if it would be prudent to craft a message to clarify why assessments are not going down with the removal of the two channels.

Chair Soule stated it was a good meeting and thanked everyone.

**11. Date of Next Meeting – Wednesday, January 22, 2019 9:30 a.m., Board Room**

**12. Adjournment**

Meeting was adjourned at 3:31 p.m.

A handwritten signature in cursive script that reads "Annette Sabol Soule". The signature is written in dark ink and is positioned above a horizontal line.

Annette Sabol Soule, Chair  
Media and Communications Committee