



OPEN SESSION

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

Tuesday, February 18, 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 Engdahl**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. January 21, 2020 – Regular Open Meeting
- 6. Report of the Chair**
- 7. Open Forum (Three Minutes per Speaker) - *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.***
- 8. Responses to Open Forum Speakers**
- 9. CEO/COO Report**
- 10. Consent Calendar - *All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. In the event that an item is removed from the Consent Calendar by members of the Board, such item(s) shall be the subject of further discussion and action by the Board.***

Please silence your cell phones.

a. **Architectural Control and Standards Committee Recommendations:**

- (1) Recommendation to Approve: 5575-A (Casa Siena, RC11) – Request to Construct a Room Extension on their Original Exclusive Use Common Area Courtyard

b. **Landscape Committee Recommendations:**

- (1) Recommend to Approve Tree Removal Request: 3330-O Bahia Blanca E. (Levier) – Two Weeping Fig Trees as trees meet guidelines established in Resolution 03-11-149.
- (2) Recommend to Approve Tree Removal Request: 3371-1D Punta Alta (Lemmon) – One Cajeput Tree as tree meets guidelines established in Resolution 03-11-149
- (3) Recommend to Approve Tree Removal Request: 5277 (Woodruff) – Two Weeping Fig Trees as trees meet guidelines established in Resolution 03-11-149
- (4) Recommend to Approve Landscape Revision Request: 5343-A Bahia Blanca (Irving/Miller) subject to the specified conditions
- (5) Recommend to Approve Tree Removal Request: 5381-A Avenida Sosiega (Williams) – One Sycamore Tree as tree meets guidelines established in Resolution 03-11-149

c. **Finance Committee Recommendations:**

Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual financials for the month of December 2019, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.

- d. Revisions to the Resolution of Third/GRF Committee Assignments

11. Unfinished Business -- none

12. New Business

a. **Architectural Control and Standards Committee Recommendation**

Entertain a Motion to Deny the Request: 5123 (Villa Reposa, C11A_1) Request for a Non-Standard Solar Panel Installation

b. **Landscape Committee Recommendation**

Entertain a Motion to Deny Tree Removal Request : 5377-A Avenida Sosiega (Wang) – One Fern Pine Tree as tree does not meet guidelines established by Resolution 03-11-149

- c. Entertain a Motion to Introduce a Resolution for a Lease Cap and Lease Waiting List Policy (**FEBRUARY Initial Notification – Must postpone 28-days for member review and comment to comply with Civil Code §4360**)
- d. Entertain a Motion to Introduce a Resolution for a Harassment Policy (**FEBRUARY Initial Notification – Must postpone 28-days for member review and comment to comply with Civil Code §4360**)
- e. Entertain a Motion to Introduce a Resolution for a Nuisance Policy (**FEBRUARY Initial Notification – Must postpone 28-days for member review and comment to comply with Civil Code §4360**)
- f. Entertain a Motion to Introduce a Resolution for a Good Standing Policy (**FEBRUARY Initial Notification – Must postpone 28-days for member review and comment to comply with Civil Code §4360**)
- g. Entertain a Motion to Introduce a Resolution for Election Rules (**FEBRUARY Initial Notification – Must postpone 28-days for member review and comment to comply with Civil Code §4360**)

13. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Pearlstone. The Committee met on February 4, 2020; next meeting March 3, 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 Mutchnick. The Committee met on January 27, 2020; next meeting February 24, 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 – President Parsons. 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.
 - (2) Garden Villa Rec. Room Sub-Committee – Director Jarrett. The Committee met February 10, 2020.

- e. Report of the Landscape Committee – Director Jarrett. The Committee met on February 6, 2020; next meeting March 5, 2020, at 9:30 a.m. in the Board Room.
- f. Report of the Water Subcommittee – Director Karimi. The subcommittee met on October 9, 2019; next meeting 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 March 4, 2020 at 1:00 p.m..

14. GRF Committee Highlights

- a. Community Activities Committee – Director McCary. 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 Pearlstone. 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 February 12, 2019; next meeting May 13, 2020, at 1:30p.m. in the Board Room.
- d. Maintenance & Construction Committee – Director Frankel – The Committee met on February 12, 2020; next meeting April 8, 2020, 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 January 22, 2020; next meeting February 19, 2020, at 9:30 a.m. in the Board Room
- f. Mobility and Vehicles Committee – Director Frankel – The Committee met on February 5, 2020; next meeting April 1, 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 Endahl. The Task Force met on January 28, 2020; next meeting March 31, 2020, 9:30 a.m. in the Board Room

- h. Report of the Laguna Woods Village Traffic Hearings – Director Mutchnick. 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

15. Future Agenda Items-- *All matters listed under Future Agenda Items are items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

- a. Parking Report
- b. Alternative Heat Source Policy (August initial notification—September postponed)
- c. Resident Suggestion Program
- d. Businesses Owning Property within Laguna Woods Village
- e. Resolution to Designate a Building as Non-Smoking (FEBRUARY referred back to Committee for revisions)
- f. Alterations Review

16. Director's Comments

- 17. Recess** - *At this time the Meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

Closed Session Agenda

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) January 21, 2020—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, January 21, 2020 - 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, John Frankel, Reza Karimi, Ralph Engdahl, Robert Mutchnick, and Craig Wayne

Directors Absent: Jon Pearlstone

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

Others Present: Third Board Candidates: Doug Gibson, Gan Mukhopadhyay and Susan Smallwood
VMS Board: Wei-Ming Tao, Rosemarie diLorenzo

1. Call meeting to order / Establish Quorum

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

2. Pledge of Allegiance

Director Bhada led the Membership in the Pledge of Allegiance.

3. Acknowledge Media

President Parsons acknowledged the presence of the media.

4. Approval of Agenda

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

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

5. Approval of Minutes

a. December 17, 2019—Regular Open Meeting Minutes

Director Karimi made a motion to approve the December 17, 2019—Regular Open Meeting minutes as presented. Director Mutchnick seconded the motion.

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

6. Report of the Chair

Vice President McCary commented about health issues and preventative measures during the flu season.

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.

President Parsons introduced the candidates running for the Third Board vacancy:

- Doug Gibson
- Gan Mukhopadhyay
- Susan Smallwood

Each Candidate was given three (3) minutes to give their candidate statement.

Candidates were given two (2) minutes to answer questions from the Board.

Director Mutchnick made a motion to commence voting for the Third Board Vacancy. Director Karimi seconded the motion.

By consensus, the motion was passed unanimously.

The Board voted by secret ballot.

President Parsons announced that Doug Gibson is the new Third Board Member.

8. Open Forum

Several Members spoke about various issues:

- A Member encouraged Members to donate to the Village Community Fund to support projects in the community;
- A Member commented about the Laguna Woods Foundation and the benefits that donations provide;
- A resident commented about washers with unbalanced loads;
- A Member asked for a response to her complaint in December;
- A Member commented about the problem of geese, the increase in dryer time and noise from floors above.

9. Responses to Open Forum Speakers

Board Members responded to the Members' concerns and requests.

- CEO Parker responded about the Scrivener corrections to the minutes;
- Director Bhada responded about the washer and dryer machines, the geese problem and noise from neighbors that live in the floors above;
- Director Karimi asked how washer and dryer machines are maintained;

10. CEO Report

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

- New processes to meet the KPIs on the Strategic Plan. Working with the President of the Board on critical initiatives;
- The 2020 Census, residents will have a choice to respond online or by phone.
- Enhanced 2020 transportation started on January 20, 2020. Informational meeting will be held on Wednesday, January 29, at 10 a.m. at Clubhouse 1, Main Lounge. In addition staff will be onsite at Clubhouse 1 every weekday from 9 a.m. to noon to assist residents in their local trip plans;
- Boost is a new Village transportation service provided in partnership with Lyft rideshare. The Boost service will be available when the Easy Rider fixed-route system is not in service.
- The City of Laguna Woods' Senior Mobility Program subsidizes the cost of taxi travel for Laguna Woods' residents who are at least 60 years of age. Taxi Bucks, Non-emergency Medical Transportation (NEMT) and Irvine Station (Transportation Center travel vouchers are available through Laguna Woods City Hall;
- City of Laguna Woods Board Meeting is now broadcast on Channel 3.
- Prevent golf cart theft by using a wheel lock, steering wheel lock or any other locking mechanism to secure golf carts;
- Village trash and recycling schedule for 2020 is posted on the website. Bulky items are picked up on the third Saturday of each month;
- GRF to auction obsolete equipment. Resident can inspect obsolete equipment from Friday, January 24, through Friday, February 21, from 12:30 to 3:00 p.m. at the Laguna Woods Village warehouse, located in the maintenance building. Completed bid forms must be completed and returned to the warehouse by Friday, February 21 at 3 p.m. Bids will be open and all participants notified on Monday, February 24, by 11 a.m.

11. Consent Calendar

11a. Architectural Control and Standards Committee Recommendations:

- (1) Recommend to Approve a Request to Retain Non-Standard Color on Two Exterior Entry Doors (3510-3G)

RESOLUTION 03-20-01
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.

- (2) Recommend to Approve a Request to Retain Non-Standard Entry Door and Install Stacked Stone Veneer on Front Exterior Wall (5165)

RESOLUTION 03-20-02
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.

- (3) Recommend to Approve a Request to Replace Planter with Wood Frame/Stucco Bathroom Extension on Original Exclusive Use Common Area (5589-A)

RESOLUTION 03-20-03
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.

11b. 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

RESOLUTION 03-20-04
APPROVE THE REQUEST FOR REMOVAL 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.

11c. Finance Committee Recommendations:

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

RESOLUTION 03-20-05
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.

- 11d.** 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.

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

12. Unfinished Business

- 12a.** Entertain a Motion to Adopt a Resolution to Approve a Species-Based Tree Trimming Program

Director Jarrett presented a summary of the following resolution:

RESOLUTION 03-19-06 **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.

Director Jarrett made a motion to approve a Species-Based Tree Trimming Program. Director Bhada 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 Internal Dispute Policy

Director Jarrett presented a summary of the following Resolution:

RESOLUTION 03-20-07
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 notification for member review and comment to comply with Civil Code §4360.

Director Jarrett made a motion to adopt a resolution for Internal Dispute Policy. Director Karimi seconded the motion.

Discussion ensued among the Directors.

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

13. New Business

- 13a.** 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

President Parsons presented a summary of the following Resolution:

RESOLUTION 03-20-08
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.

President Parsons made a motion to the transfer of funds to the discretionary investment account managed by SageView. Director Jarrett seconded the motion.

Discussion ensued among the Directors.

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

14. Committee Reports

- 14a.** Report of the Finance Committee / Financial Report – President 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

- 14b.** 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.

14c. Report of the Communications Committee – Director McCary. The Committee met on October 9, 2019; next meeting TBA.

14d. 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 – Director Parsons. The Task Force met on January 6, 2019; next meeting TBA.

14e. 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.

14f. Report of the Water Subcommittee – Director Jarrett. The subcommittee met on October 9, 2019; next meeting TBA.

14g. Report of the Resident Policy and Compliance Committee – Director Jarrett. The Task Force met on January 15, 2020; next meeting TBA.

14h. Report of the Village Energy Task Force – Director Frankel. The Task Force met on January 10, 2020; next meeting TBA.

15. GRF Committee Highlights

15a. 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.

15b. 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.

15c. Landscape Committee – Director Engdahl. The Committee met on December 4, 2019; next meeting February 12, 2020, at 1:30p.m. in the Board Room.

15d. Maintenance & Construction Committee – Director Frankel – The Committee met on January 13, 2020; next meeting February 12, 2020, at 9:30 a.m. in the Board Room.

(1) PAC Renovation Ad Hoc Committee – Director Parsons. The Committee met on December 12, 2019.

15e. 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.

15f. 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.

15g. 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.

15h. 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. The Board will take action on these items at a future Board Meeting.*

16a. Parking Report

16b. Census Report

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

16d. Resident Suggestion Program

16e. Businesses owning property within Laguna Woods Village

16f. Smoke Free Building Program

16g. Nuisance and Harassment Policy

This item was added to the future agenda items:

16h. Election Rules

17. Director's Comments

- Director McCary commented on the noise complaint that was mentioned during open forum;
- Director Jarrett welcomes the new director to the Board;
- Director Wayne commented on Gate 14 Landscape Modernization Project;
- Director Gibson made comments on the noise complaint issue and thanked the board for welcoming him.

18. Recess

The Board recessed at 11:10 p.m. and reconvened in Executive Session at 11:50 p.m.

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

During the December 17, 2019, Closed Session, the Board:

Approved the Agenda

Approved the Following Meeting Minutes;

(a) October 22, 2019-/Special Closed Session (Insurance Renewals)

(b) November 7, 2019 – Special Closed Session (VMS Agreement- Part 5)

(c) November 19, 2019 – Regular Closed Session

Discussed and Considered Member Matters

Discussed and Considered Legal and Litigation Matters


Discussed and Considered Contractual Issues

Award of Contract for Tree Maintenance Services to West Coast Arborists, Inc.

Award of Contract for Slope Maintenance Services to Mission Landscape, Inc.

19. Adjourn

With no further business to come before the Board of Directors, the meeting was adjourned at 4:33 p.m.



Lynn Jarrett, Secretary of the Board
Third Laguna Hills Mutual

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STAFF REPORT

DATE: February 18, 2020
FOR: Board of Directors
SUBJECT: Variance Request
Mr. and Mrs. KC and Sue Hung of 5575-A (Casa Siena, RC11)
Request to Construct a Room Extension on their Original Exclusive Use
Common Area Courtyard.

RECOMMENDATION

Staff recommends the Board approve the request to construct a room addition onto the Exclusive Use Common Area entry courtyard with the conditions stated in Appendix A.

BACKGROUND

Mr. and Mrs. Hung of 5575-A Luz Del Sol, a Casa Siena style unit, is requesting Board approval of a variance to replace their exterior entry courtyard with an interior office and foyer along with relocating the unit's entry door to the front of the unit (see Attachments 1 and 2).

Due to a the proposed alteration not falling within any existing Mutual Standard or Policy, Staff requires approval by the Third Mutual Board to issue a Mutual Consent for the project.

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

DISCUSSION

Mr. and Mrs. Hung propose to construct a room addition on the existing entry courtyard and relocate the entry door.

The Condominium Plan for 5575-A designates the location of the room extension as Common Area for the Exclusive Use of the Member (Appendix B).

The room addition would be approximately 12'-4" wide by 22'-3" long, enclosing the existing entry courtyard patio of the manor. The walls would be of wood frame and stucco construction to match the existing of the building. One 5'-0" wide by 3'-0" tall window would be on the left (north) elevation. A new 6'-0" wide by 8'-0" double door would be on the front (west) elevation, facing the entry walkway to the unit. A new roof would be installed to match the existing roof and fascia. A Third Mutual roof tie-in form will be required to be completed as part of the conditions in Appendix A.

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.

Due to the proposed room extension being constructed on original designated Exclusive Use Common Area courtyard patio and Staffs opinion that the proposed alteration would not negatively affect the visual balance of the building or the surrounding area, Staff recommend approval of the request.

Staff found no previous variance requests for room extensions onto entry courtyards on Casa Siena floor plan units, however, a room extension onto the front courtyard of a Casa Palma unit has been previously approved in 2008 at 5559-A and in 2017 at 5555-A..

Neighbor Awareness Notices were sent to affected units 5574-B and 5575-B on January 16, 2020; as of the writing of this report, no responses were received.

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 5575-A.

Prepared By: Gavin Fogg, Inspections Supervisor

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

Alisa Rocha, Alterations Coordinator

Ernesto Munoz, Maintenance & Construction Director

ATTACHMENT(S)

Appendix A: Conditions of Approval

Appendix B: Condo

Attachment 1: Site Plan

Attachment 2: Variance Request, December 23, 2019

Attachment 3: Photos

Attachment 4: Map

Attachment 5: Resolution 03-20-XX

ENDORSEMENT to Third Laguna Hills Mutual Board

**Mr. and Mrs. KC and Sue Hung of 5575-A (Casa Siena, RC11)
Request to Construct a Room Extension on their Original Exclusive Use Common Area
Courtyard**

On January 27, 2020 - Presented to Third Architectural Controls and Standards Committee.

A motion was made and unanimously approved to recommend the Board to accept staff's recommendation and approve this request.

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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 **5575-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 **5575-A** for **Room Extension on Exclusive Use Common Area Courtyard**, 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 **5575-A** and all future Mutual members at **5575-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.

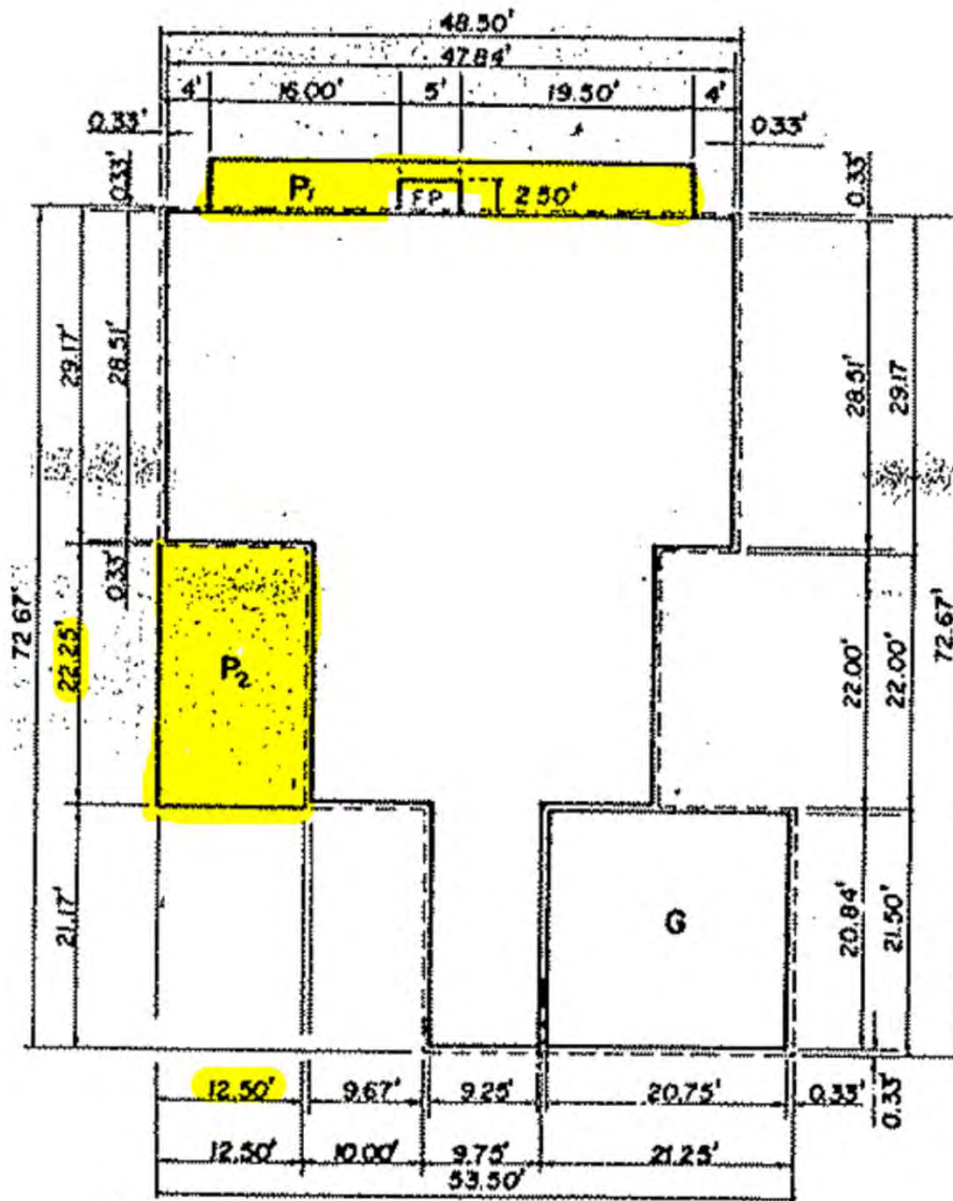
16. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, 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.

APPENDIX B

Condominium Plan

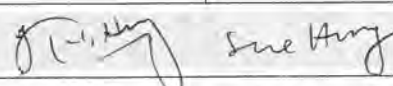


6. Garages for all buildings are limited common areas and each space within said garages is for the exclusive use of the unit as designated and shown on sheets 15 and 16 herein. All patios and balconies are Limited Common Areas for the exclusive use of the adjacent unit.

Page 9 of 18

Variance Request Form

SA _____

| | | |
|---|---|--------------------|
| Model: Casa Siena | Plan: | Date: 12/23/2019 |
| Member Name: KC and Sue Hung | Signature:  | |
| Phone: [REDACTED] | E-mail: [REDACTED] | |
| Contractor Name/Co: Wood Wizard | Phone: [REDACTED] | E-mail: [REDACTED] |
| Owner Mailing Address: (to be used for official correspondence) 5575 Luz Del Sol, UNIT A, Laguna Woods, CA 92637 | | |

Description of Proposed Variance Request ONLY:

Room addition on front patio within existing private patio dimensions with one new white vinyl window to match existing and one new 6' wide x 8' tall arched iron double front door. Variance request letter attached.

Dimensions of Proposed Variance Alterations ONLY:

Room addition to be 22' 2 1/2" x 12' 4"

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE RECEIVED: _____ Check# _____ BY: _____

Alteration Variance Request

Check Items Received:

- ☐ Drawing of Existing Floor Plan
- ☐ Drawing of Proposed Variance
- ☐ Dimensions of Proposed Variance
- ☐ Before and After Pictures
- ☐ Other: _____

Complete Submittal Cut Off Date:

Meetings Scheduled:

Third AC&S Committee (TACSC): _____

United M&C Committee: _____

Board Meeting: _____

☐ Denied ☐ Approved

☐ Tabled ☐ Other _____

Agenda Item # 10a(1)

December 19, 2019

Re: Variance Request for 5575-A Luz Del Sol

In accordance with the Third Laguna Hills Mutual, I request your consent to create a room addition on the front patio. Please see the attached drawing of the proposed addition, as well as pictures of the current patio. Additionally, I have included door and window specifications.

All work will be performed by licensed contractors, and inspected by the City of Laguna Woods. We will be using The Wood Wizard, a contractor who has completed hundreds of projects in the Village, for the mentioned improvements. I am aware that all work will be done at my expense, and that all future upkeep will remain at my expense.

Thank you for your time to review the above requests.

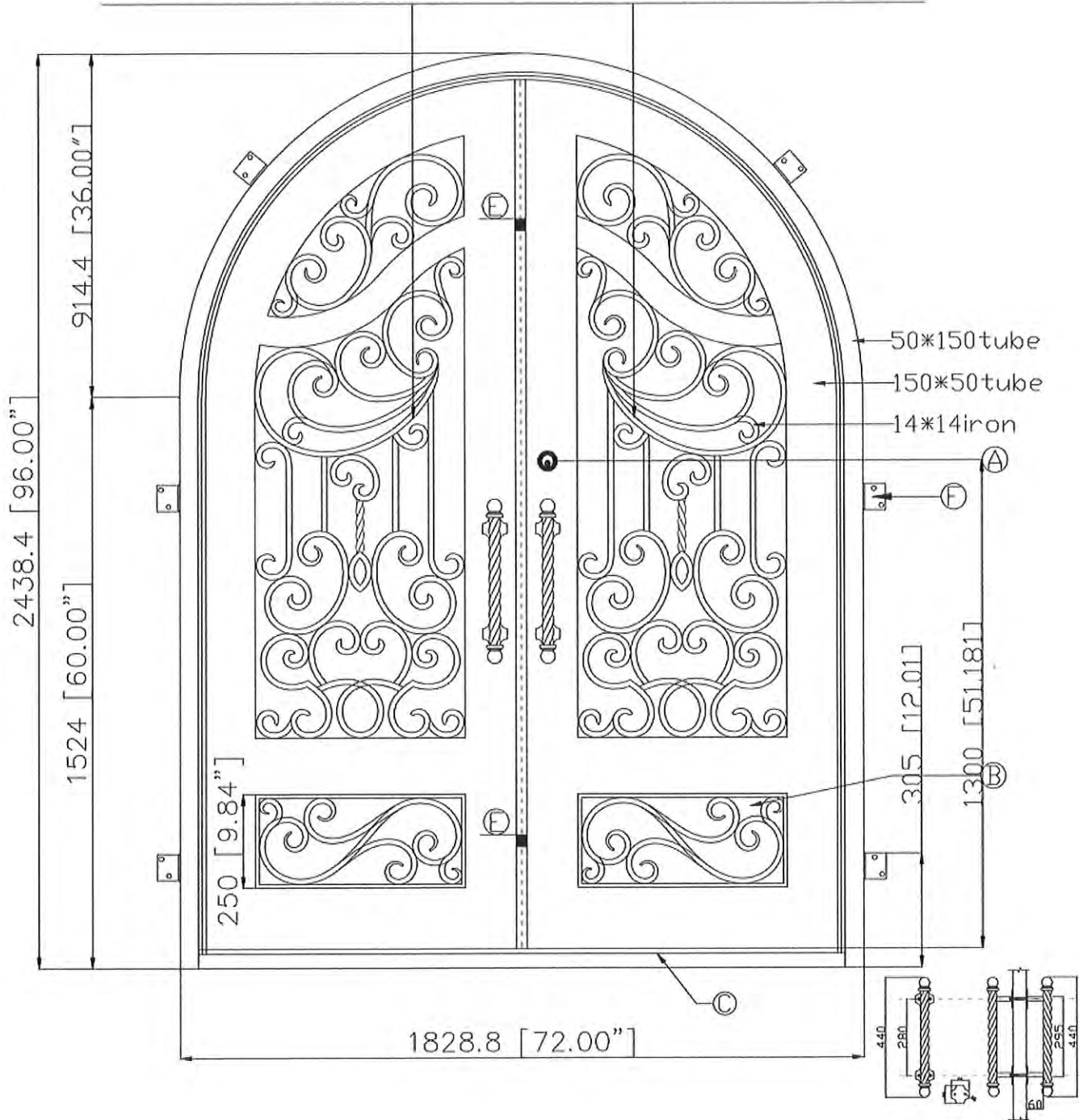
Respectfully Submitted,

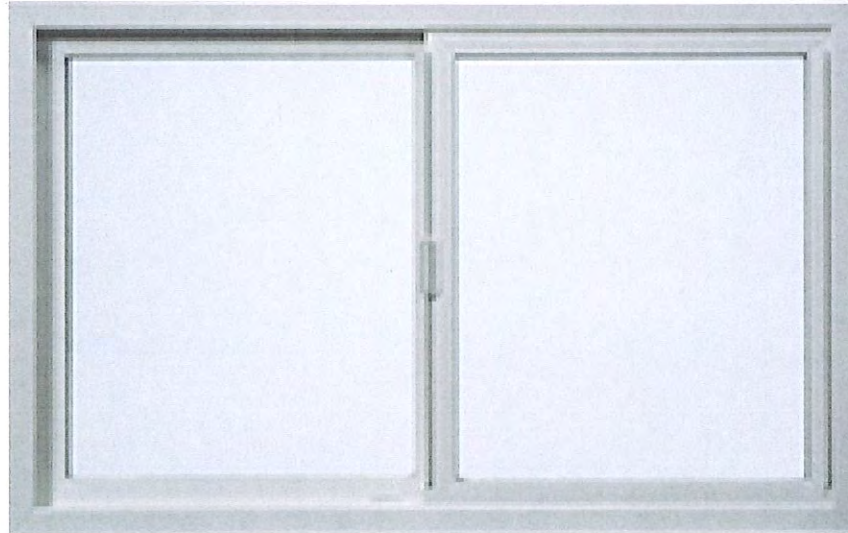
A handwritten signature in black ink, appearing to read 'KC Hung', with a stylized flourish at the end.

KC Hung
5575-A Luz Del Sol



Window opens for cleaning and ventilation (D)





Attachment: 3

Entry Courtyard



Left (north)
Elevation





Attachment: 4



RESOLUTION 03-20-XX
Variance Request

WHEREAS, Mr. and Mrs. KC and Sue Hung of 5575-A Luz del Sol, a Casa Siena style unit, is requesting Board approval of a variance to construct a room extension on their original exclusive use common area courtyard,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on January 16, 2020 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 January 27, 2020.

NOW THEREFORE BE IT RESOLVED, on February 18, 2020, the Board of Directors hereby approves the request to construct a room extension on their original exclusive use common area courtyard;

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 5575-A and all future Mutual members at 5575-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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RESOLUTION 03-20-XX

Approve the Request for Removal of of Two Weeping Fig Trees – 3330-O Bahia Blanca East

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 February 6, 2020, the Landscape Committee reviewed a request for removal of two Weeping Fig trees. The request was received from the Member at 3330-O who cited the reasons as structural damage, view obstruction, overgrown, and litter/debris and;

WHEREAS, the Committee determined that the trees met the guidelines established in Resolution 03-11-149 and recommends approving the request for the removal of two Weeping Fig trees located at 3330-O Bahia Blanca East.

NOW THEREFORE BE IT RESOLVED, February 18, 2020, the Board of Directors approves the request for the removal of two Weeping Fig trees located at 3330-O;

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

Approve the Request for Removal of of One Cajeput Tree – 3371-1D Punta Alta

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 February 6, 2020, the Landscape Committee reviewed a request for removal of one Cajeput tree. The request was received from the Member at 3371-1D who cited the reasons as structural damage and poor condition. Ms. Lemmon also states a limb had previously fallen and nearly struck her 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 Cajeput tree located at 3371-1D Punta Alta.

NOW THEREFORE BE IT RESOLVED, February 18, 2020, the Board of Directors approves the request for the removal of one Cajeput tree located at 3371-1D;

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

Approve the Request for Removal of Two Weeping Fig Trees – 5277 Pina

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 February 6, 2020, the Landscape Committee reviewed a request for removal of two Weeping Fig trees. The request was received from the Member at 5277 who cited the reason as structural damage and;

WHEREAS, the Committee determined that the trees met the guidelines established in Resolution 03-11-149 and recommends approving the request for the removal of two Weeping Fig trees located at 5277 Pina.

NOW THEREFORE BE IT RESOLVED, February 18, 2020, the Board of Directors approves the request for the removal of two Weeping Fig trees located at 5277;

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

**Approve the Request for Landscape Revision
5343-A Bahia Blanca**

WHEREAS, on February 6, 2020, the Landscape Committee reviewed a request for installing artificial turf adjacent to Manor 5343-A and;

WHEREAS, the Committee determined that since the existing turf, which is approximately 100 square feet and encompasses the Common Area adjacent to their front door, does not grow due to lack of direct sunlight, they recommend approving the request at 5343-A Bahia Blanca and;

WHEREAS, the following conditions must be met:

1. All costs for design, construction, and maintenance of the improvement are the responsibility of the Property's Member Owner at 5343-A.
2. The requesting Members understand that the area will remain Common Area subject to the use and passage of all members of Third Mutual.

NOW THEREFORE BE IT RESOLVED, February 18, 2020, the Board of Directors approves the request for installing artificial turf adjacent to Manor 5343-A;

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

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RESOLUTION 03-20-XX

Approve the Request for Removal of One Sycamore Tree – 5381-A Avenida Sosiega

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 February 6, 2020, the Landscape Committee reviewed a request for removal of one Sycamore tree. The request was received from the Member at 5381-A who cited the reasons as litter/debris and leaves constantly clogging the drains and gutters 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 Sycamore tree located at 5381-A Avenida Sosiega.

NOW THEREFORE BE IT RESOLVED, February 18, 2020, the Board of Directors approves the request for the removal of one Sycamore tree located at 5381-A;

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

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RESOLUTION 03-20-xx
Third Mutual Committee Appointments

RESOLVED, February 18, 2020 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
Lynn Jarrett
Reza Karimi
Doug Gibson
Steve Parsons, Alternate
~~Robert Mutchnick~~
~~Craig Wayne~~

Executive Hearing Committee

Annie McCary, Chair
Ralph Engdahl, Co-Chair
Robert Mutchnick
Doug Gibson
Steve Parsons, Alternate
John Frankel, Alternate
~~Cush Bhada~~
~~Craig Wayne~~
~~Reza Karimi~~

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
Doug Gibson
Craig Wayne, Alternate

~~Cush Bhada~~

Voting Advisors: Sharon Molineri, Stuart Hack, Randy Scott

Landscape Committee

Lynn Jarrett, Chair
Jon Pearlstone, Co-Chair
Cush Bhada
Reza Karimi
Annie McCary
Ralph Engdahl, Alternate

~~John Frankel, Alternate~~

Advisors: Cindy Baker

Maintenance and Construction Committee

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

New Resident Orientation

Per Rotation List

Water Conservation Committee (Quarterly)

Reza Karimi, Chair
Lynn Jarrett
Robert Mutchnick
John Frankel
Ralph Engdahl
Doug Gibson, Alternate

~~Cush Bhada~~

~~Craig Wayne~~

Advisor: Katheryn Freshley

Parking & Golf Cart Task Force

Steve Parsons, Chair
Lynn Jarrett

John Frankel
Ralph Engdahl
Craig Wayne, Alternate
Advisors: Hal Horne

Resident Policy and Compliance Task Force

Lynn Jarrett, Chair
Reza Karimi, Co-Chair
Steve Parsons
Robert Mutchnick
Ralph Engdahl
Cush Bhada, Alternate
Voting Advisors: Stuart Hack

Energy Task Force

Cush Bhada
John Frankel
Ralph Engdahl
Reza Karimi, Alternate
~~Craig Wayne~~
Advisors: Sue Stephens, Bill Walsh

RESOLVED FURTHER, that Resolution 03-19-129, adopted December 17, 2019, is hereby superseded and canceled; and,

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

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RESOLUTION 03-20-xx
GRF Committee Appointments

RESOLVED, February 18, 2020 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

Steve Parsons
Jon Pearlstone
Lynn Jarrett, Alternate

Community Activities Committee

Annie McCary
Cush Bhada
Jon Pearlstone, Alternate
Doug Gibson, Alternate
~~Craig Wayne~~

GRF Finance Committee

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

Purchasing Ad Hoc Committee (new)

Steve Parsons
Jon Pearlstone
Cush Bhada, Alternate
~~Robert Mutchnick, Alternate~~

GRF Landscape Committee

Lynn Jarrett
Reza Karimi
Ralph Engdahl, Alternate

GRF Maintenance and Construction Committee

Cush Bhada
John Frankel
Jon Pearlstone, Alternate
Doug Gibson, Alternate
~~Craig Wayne, 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
~~Doug Gibson, Alternate~~

Mobility and Vehicles Committee

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

Security and Community Access Committee

Robert Mutchnick
Ralph Engdahl
Reza Karimi, Alternate
~~Steve Parsons, Alternate~~

Disaster Preparedness

Annie McCary
John Frankel
Ralph Engdahl
Doug Gibson, Alternate
~~Craig Wayne, Alternate~~

Laguna Woods Village Traffic Hearings

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

RESOLVED FURTHER, that Resolution 03-19-130, adopted December 15, 2019, is hereby superseded and canceled; and

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



STAFF REPORT

DATE: February 18, 2020
FOR: Board of Directors
SUBJECT: Variance Request
Ms. Patricia Poggi of 5123 (Villa Reposa, C11A_1)
Request for a Non-Standard Solar Panel Installation.

RECOMMENDATION

Staff recommends the Board deny the request to install Solar Panels in conflict with Mutual Standards. If the solar panel installation is approved, staff recommends it meets conditions outlined in Appendix A.

BACKGROUND

Ms. Poggi of 5123 Brazo, a Villa Reposa style unit, is requesting Board approval of a variance to install solar panels on the flat roof area of the unit.

A Variance Application and Plans have been provided for the above request (Attachment 1 and 2).

A copy of the Third Mutual Standard 41: Solar Panels, 1-Story Buildings is available in Attachment 3.

The Member's request to use their own private contractor to perform the roof tie-in work does not conform to the Third Mutual Standard 41: Solar Panels, 1-Story Buildings, section 2.15. In addition, the proposed curbing method is not an approved method for sealing PVC roof penetrations by the roof inspector.

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

DISCUSSION

Ms. Poggi is proposing to install a 14-module Photovoltaic (PV) system on the roof of the attached garage to her unit. The garage is a single-story structure.

The flat roof area at the front of unit 5123 measures approx. 1060 square feet (SF); Ms. Poggi proposes to use 257 SF for the array of solar panels (modules) in her system (see attachment 1).

Ms. Poggi contracted with Freedom Forever LLC for the installation of the PV system. Freedom Forever LLC contacted the Alterations office for information on how to obtain Mutual Consents and required authorizations to perform the installation. At that time, staff provided a copy of the Third Mutual Standard 41: Solar Panels, 1-Story Buildings and explained the process of obtaining Mutual Consent.

As mentioned above, section 2.15 of the standard requires Third Mutual Roofing contractor (Letner Roofing Co.) to perform the tie-in work due to the roofing warranty held with Letner and Johns Manville. Letner performs work using pvc membrane boots installed over solar array support legs that penetrate the pvc roof membrane. The pvc roof has a 20-year warranty from the date of installation. Letner is required to complete all work on pvc roofs as that is the only way to not void the warranty.

Freedom Forever LLC contacted Letner Roofing Co. that provided an estimate of \$4,032 to complete the tie-in work, following which, referred the Alterations office to The California Solar Rights Act, Civil Code sub section 714(B):

‘For photovoltaic systems that comply with state and federal law, “significantly” means an amount not to exceed one thousand dollars (\$1,000) over the system cost as originally specified and proposed, or a decrease in system efficiency of an amount exceeding 10 percent as originally specified and proposed’.

Stating that an HOA cannot impose additional restrictions on projects that comply with state and federal law that exceed the above referenced amounts.

Due to the roof tie-in procedure required by the Mutual Standard being necessary for the integrity of the roof warranty as well as the only staff approved method that maintains the waterproof integrity of the installation, staff believes that if Freedom Forever LLC had contacted the Alterations office prior to providing an estimate to the Member, then the cost of the approved tie-in would have been incorporated into the estimate provided to the Member.

The tie-in method being proposed for this request, an ‘E-Curb™ System’ uses a pre-cast nylon curb installed over the solar array support legs using a structural adhesive and a sealant poured within the curb to prevent moisture intrusion.

Staff will not approve the E-Curb™ System, due to previous moisture intrusion events within the Community found to be caused by the sealant shrinking over time and allowing moisture to penetrate the structural members supporting the solar array.

Staff recommends denial of the request based on the proposal not meeting the Mutual Standards for Solar Panel installation, which would void the existing roof warranty for the building which can create additional expense to the Mutual.

Structural drawings with roof load calculations will be required upon approval, prior to a Mutual Consent being issued for the project.

A City of Laguna Woods permit will ensure code compliance and structural integrity.

At the time of preparing this report, there are no open Mutual Consents for Unit 5123.

While the condominium plan for Unit 5123 designates the roof as Common Area, the existing Mutual Standard allows Members to install solar panels as an over-the-counter Mutual Consent, when those Standards are met.

There are no previous variances on file for requests to install solar panels that do not follow Mutual Standards.

A Neighbor Awareness Notice was sent to Units 5122, 5124, 5130, 5131 and 5132 on January 16, 2020 due to line of sight and/or effects of construction noise/debris within 150' of the alteration.

At the time of preparing this report, no responses have been received regarding the proposed alteration.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 5123.

Prepared By: Gavin Fogg, Inspections Supervisor

Reviewed By: Brett Crane, Permits, Inspections & Restoration Manager
Alisa Rocha, Alterations Coordinator
Ernesto Munoz, Maintenance & Construction Director

ATTACHMENT(S)

Appendix A: Conditions of Approval
Appendix B: Condominium Plan
Attachment 1: Site Plans
Attachment 2: Variance Request, December 9, 2019
Attachment 3: Standard 41: Solar Panels, 1-Story Buildings
Attachment 4: Photos
Attachment 5: Map
Attachment 6: Resolution 03-20-XX

ENDORSEMENT to Third Laguna Hills Mutual Board

**Ms. Patricia Poggi of 5123 (Villa Reposa, C11A_1)
Request for a Non-Standard Solar Panel Installation**

On January 27, 2020 - Presented to Third Architectural Controls and Standards Committee.

A motion was made and unanimously denied to recommend the Board to accept staff's recommendation and deny this request.

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of approval would be as follows:

1. Installation of the proposed PV System must be in accordance with the Third Mutual Standard 41: Solar Panels, 1 Story Buildings, as attached to the Variance Request with exception of section 2.15.
2. Plans must be updated to include an accurate description of the existing roof type (PVC) for location of the proposed work.
3. All future costs of roof repair incurred as a result of the voided roof warranty shall be the responsibility of the Member.
4. 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.
5. No improvement shall be installed, constructed, modified or altered at unit **5123**, ("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.
6. A Variance for Unit Alterations has been granted at **5123** for a **Non-Standard Solar Panel Installation**, 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.
7. 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.
8. 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 5123 and all future Mutual members at 5123.
9. Parking of contractor's 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.

10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. Member is responsible for following the gate clearance process in place to admit contractors and other invitees.
17. Member Owner's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.

18. 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.
19. 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.
20. 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.
21. 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.
22. 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>.
23. 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.
24. 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.
25. 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.

26. 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.
27. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
28. 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.
29. 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.
30. 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.

APPENDIX B
CONDOMINIUM PLAN

SHEET 2 OF 24

CONDOMINIUM PLAN FOR LOTS 1 THRU 6 OF
TRACT NO. 7388 FILE 10530 PAGE 868
IN UNINCORPORATED TERRITORY OF
THE COUNTY OF ORANGE, STATE OF CALIFORNIA

NOTES AND DEFINITIONS

1. The "Common Area" of this project is the land and real property included within the boundary lines of Lots 1 THRU 6 of Tract No. 7388, in the County of Orange, State of California, as shown on a map recorded in Book 308, pages 11 through 14 of Miscellaneous Maps, in the office of the County Recorder of said County, except those portions shown and defined herein as Dwelling Units within Buildings.
2. Each of said Dwelling Units is an airspace, the location of which is shown herein on sheets 10 through 16.
3. **The following are not part of a Unit:**
Bearing walls, columns, vertical supports, floors, roofs, foundations, balconies, patios, patio walls and fences, carports not allocated and appurtenant to a unit, carports and garages appurtenant to a unit, pipes, ducts, flues, conduits, wires and other utility installations, wherever located, except the outlets thereof when located within the Units.
4. Each of said Airspaces is an apartment. The boundaries of each such apartment are as follows:
 - a) The lower vertical boundary is the surface of the finished floor thereof.
 - b) The upper vertical boundary is a horizontal plane, the elevation of which coincides with the elevation of the surface of the highest finished ceiling thereof.
 - c) The lateral boundaries are the interior surfaces of the perimeter walls, windows and doors thereof and vertical planes coincidental with the interior surfaces of the perimeter walls thereof, extended upwards to intersect the upper vertical boundary.
 - e) Each such apartment includes the surfaces so described, the portions of the building and improvements (including the heating and air conditioning units, ranges, dishwashers, garbage disposal units and other household appliances) lying within said boundaries (except as stated in Note 3 above) and the airspace so encompassed.
5. Patios, balconies, carports and garages appurtenant to a unit are Limited Common Areas for the exclusive use of such unit.
6. Carports not allocated and appurtenant to a Unit, are Limited Common Areas subject to regulations established by the Local Resident Mutual Association.
7. Unless otherwise indicated, all airspace boundary lines intersect at right angles.
8. Recreational Rooms are Limited Common Areas for the exclusive use of the residents, and their guest and invitees, in the buildings in which the recreational rooms are located.
9. G = designates garage
P = designates patio area
CP = designates carports

PHOTOVOLTAIC SYSTEM

PV SYSTEM SUMMARY: 3.990 KW

| | |
|--|--|
| ROOF MOUNT RESIDENTIAL PHOTOVOLTAIC SYSTEM | |
| SYSTEM SIZE (DC) | : STC: 14 X 285= 3990W DC |
| | : PTC: 14 X 261.40 = 3659.60W DC |
| SYSTEM SIZE (CEC-AC) | : 14 X 261.40 X 99% = 3623.00W AC |
| MODULES | : 14 X HANWHA Q-CELL. Q PLUS BFR-G4.1 285, 285W MODULES |
| INVERTER | : SOLAR EDGE SE3800H-US [SI1] |
| ROOF | : ROLLED COMPOSITION |
| TILT | : 5° PITCH |
| AZIMUTH | : 209° |
| RAFTER/TRUSS SIZE | : 2" X 12" BEAMS @ 14" O.C |
| ATTACHMENT TYPE | : UNIRAC STANDOFF WITH CHEM CURB WITH UNIRAC LIGHT RAIL |
| MAIN SERVICE PANEL | : EXISTING 200 AMPS MSP WITH 200 AMPS MAIN BREAKER ON END FEED |
| INTERCONNECTION | : PV BREAKER TIED INTO MSP |
| OCPD RATING | : 20 AMPS |
| STRINGING | : 1 STRING WITH 14 MODULES IN SERIES IN EACH STRING |
| UTILITY | : SOUTHERN CALIFORNIA EDISON (SCE) |

CITY NOTES:

THIS PROJECT COMPLIES WITH THE FOLLOWING:
2016 CALIFORNIA BUILDING CODE (CBC)
2016 CALIFORNIA ELECTRICAL CODE (CEC)
2016 CALIFORNIA FIRE CODE (CFC)
2016 CALIFORNIA PLUMBING CODE
2016 CALIFORNIA MECHANICAL CODE
2016 CALIFORNIA ENERGY CODE
2016 CALIFORNIA RESIDENTIAL CODE
2016 CALIFORNIA ADMINISTRATIVE CODE
AS ADOPTED BY CITY OF **LAGUNA WOODS**

MODULES SHALL BE TESTED , LISTED AND IDENTIFIED WITH FIRE CLASSIFICATION IN ACCORDANCE WITH UL 1703. THE FIRE CLASSIFICATION SHALL COMPLY WITH TABLE 1505.1OF THE CALIFORNIA BUILDING CODE BASED ON THE TYPE OF CONSTRUCTION OF THE BUILDING. CRC SECTION R902.4

SMOKE AND CARBON MONOXIDE ALARMS ARE REQUIRED PER CRC SECTION R314 AND 315 TO BE VERIFIED AND INSPECTED BY INSPECTOR IN THE FIELD.

RESIDENTIAL BUILDING UNDERGROUND ADDITION OR IMPROVEMENTS SHALL REPLACE NON-COMPLIANT PLUMBING FIXTURES WITH WATER CONSERVING PLUMBING FIXTURES IN ACCORDANCE WITH CGBSC

SECTION301.1.1 AND CIVIL CODE 1101.1 AS FOLLOWS:
~WATER CLOSETS: 1.6 GPF (GPF= GALLONS PER FLUSH)
~FAUCETS (ALL INTERIOR) 2.2 (GPM = GALLIONS PER MINUTE)
~URINALS 1.0 GPF
~SHOWER HEADS 2.5 GPM

INSTALLATION NOTES:

THE PV BREAKER SHALL NOT EXCEED 120% OF THE ALLOWABLE BACK FEED OF THE MAIN SERVICE BUSS RATING.

PV WIRE SHALL BE USED ON DC RUNS FOR UNGROUNDED/TRANSFORMERLESS INVERTERS.

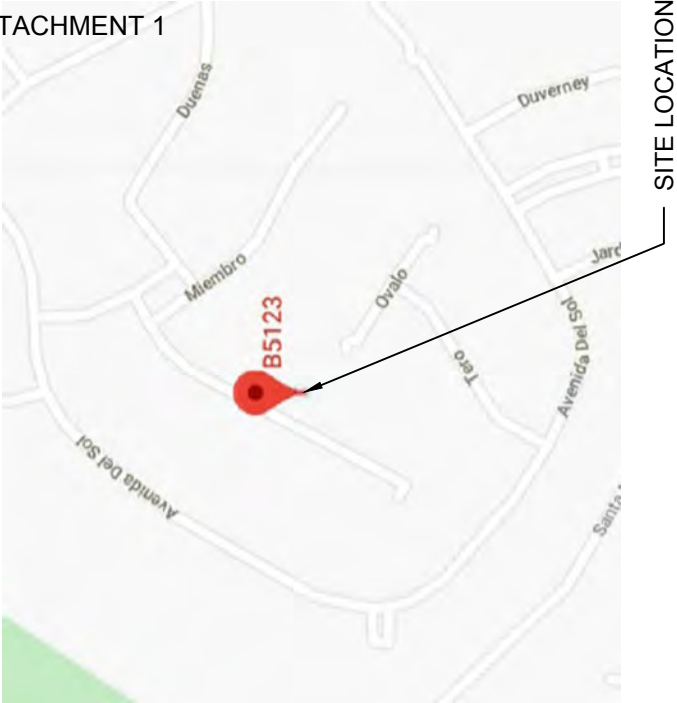
INSTALL CREW TO VERIFY ROOF STRUCTURE PRIOR TO COMMENCING WORK.

EMT CONDUITS ARE ATTACHED TO THE ROOF USING PRESSURE TREATED WOOD IN CASE OF COMPOSITE ROOF OR COUNDUIT HANGERS IN CASE OF CONCRETE ROOF

DIG ALERT (811) TO BE CONTACTED AND COMPLIANCE WITH EXCAVATION SAFETY PRIOR TO ANY EXCAVATION TAKING PLACE.

| TABLE OF CONTENTS | |
|-------------------|--|
| PV-1 | SITE LOCATION AND HOUSE AERIAL VIEW |
| PV-2 | SITE PLAN |
| PV-2A | ROOF PLAN WITH MODULES LAYOUT |
| PV-3 | ELECTRICAL LINE DIAGRAM |
| PV-4 | EXISTING SERVICE PANEL |
| PV-5 | ROOF MOUNTING DETAILS, ELEC. CALCULATION & MATERIAL LIST |
| PV-6 | LABELS |
| PV-7 | OPTIMIZER CHART |
| PV-8 | SAFETY PLAN |

SITE LOCATION:



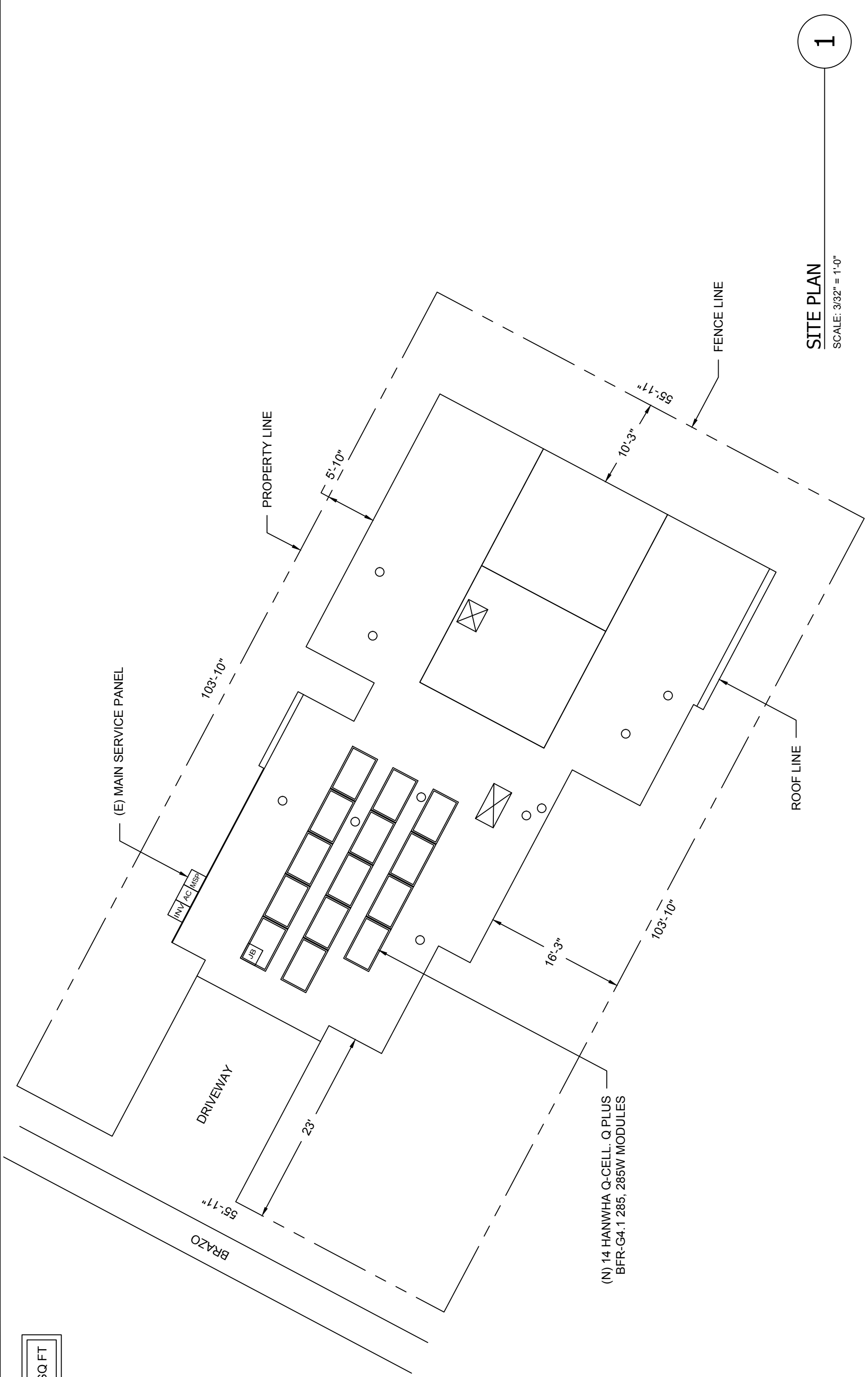
HOUSE AERIAL VIEW:



| REVISIONS: | | |
|-------------|------|----------|
| DESCRIPTION | DATE | REVISION |
| | | |
| | | |
| | | |
| | | |

| | |
|------------|------------|
| DATE: | 10/26/2019 |
| DESIGN BY: | GREG |
| JOB ID.: | F034563 |

ROOF AREA : 2552.95 SQ FT



SITE PLAN
SCALE: 3/32" = 1'-0"

1

Electrical Contractor No:
C-10#1029644



POGGI, PATRICIA
5123 BRAZO,
LAGUNA WOODS, CA 92637

CLIENT:

| REVISIONS: | | |
|-------------|------|----------|
| DESCRIPTION | DATE | REVISION |
| | | |
| | | |
| | | |
| | | |

| DATE: | 10/26/2019 |
|------------|------------|
| DESIGN BY: | GREG |
| JOB ID.: | F034563 |

| TITLE: | |
|-----------|--|
| SITE PLAN | |

| SHEET: | PV-2 |
|--------|------|
|--------|------|

| ROOF AREA STATEMENT | | | | |
|---------------------|-------------|-------|---------|---------------|
| ROOF | MODULES QTY | PITCH | AZIMUTH | ROOF AREA |
| 1 | 14 | 5° | 209° | 2056.41 SQ FT |
| | | | | 254.66 SQ FT |

(N) SOLAR EDGE SE3800H-US [SI1] INVERTER

(N) AC DISCONNECT

(E) MAIN SERVICE PANEL

① (N) 3/4" OR LARGER EMT CONDUIT

③ (N) JUNCTION BOX

2" X 12" BEAMS @ 14" O.C (TYP.)


FIRE SETBACKS NOT REQUIRED PER CRC R324.6 EXCEPTION #3"


(N) 14 HANWHA Q-CELL. Q PLUS BFR-G4.1 285, 285W MODULES

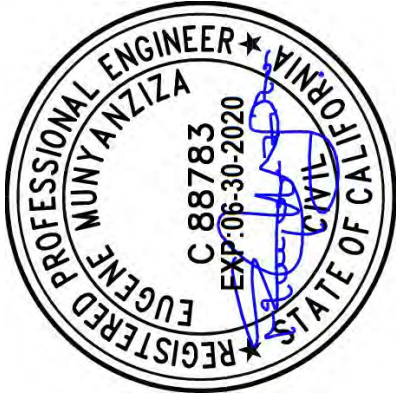
② (N) ATTACHMENT POINTS @ 72" O.C. MAX.

UNIRAC LIGHT RAIL

LEGEND:

 CHIMNEY

 PIPE VENT



STRUCTURAL ONLY

ROOF PLAN WITH MODULES LAYOUT

1

SCALE: 3/32" = 1'-0"

Electrical Contractor No:
C-10#1029644



freedom
FOREVER

FREEDOM FOREVER LLC

CLIENT:

POGGI, PATRICIA
5123 BRAZO,
LAGUNA WOODS, CA 92637

REVISIONS:

| DESCRIPTION | DATE | REVISION |
|-------------|------|----------|
| | | |
| | | |
| | | |
| | | |

DATE: 10/26/2019

DESIGN BY: GREG

JOB ID.: F034563

TITLE:

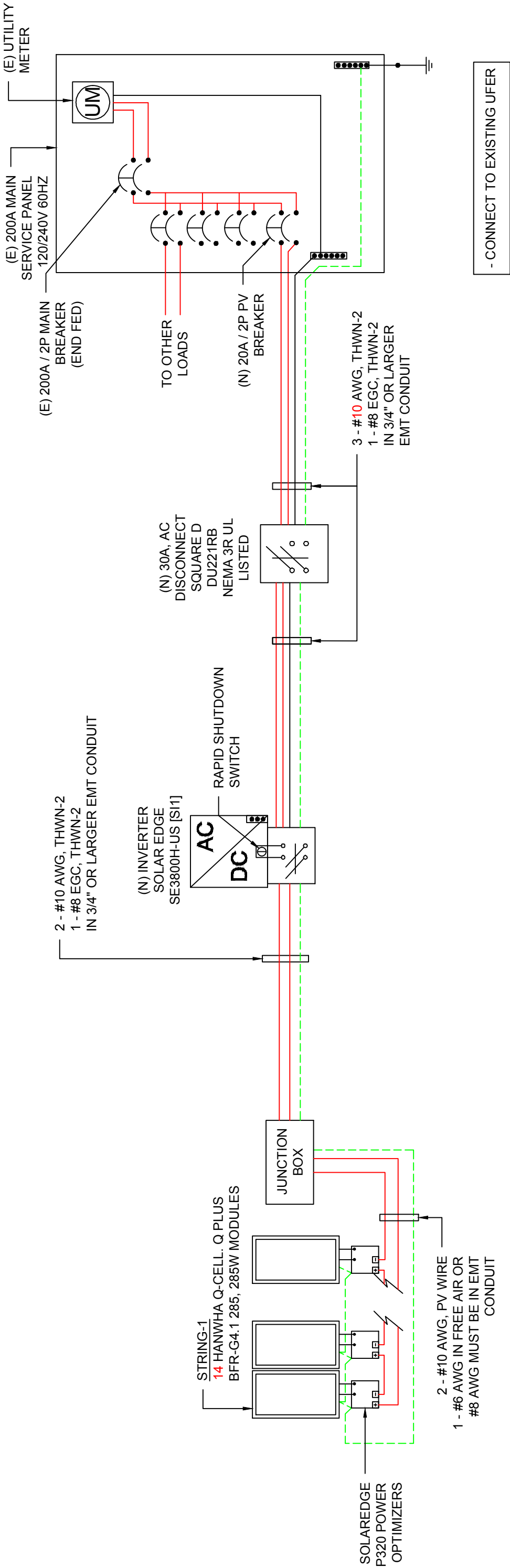
ROOF PLAN WITH
MODULES LAYOUT

SHEET:

PV-2A

Max. OCPD:
(200A Bus) * (1.2) = 240A Max Rating (120% of Bus)
PV Backfeed (20A) + Main Breaker (200A) = (220A ≤ 240A)
See 705.12 of 2016 CEC

TOTAL DC kW: 3.990 kW
TOTAL AC kW: 3.800 kW



General Notes :

1. (14) HANWHA Q-CELL. Q PLUS BFR-G4.1 285, 285W MODULES wired and listed to UL1703 standards

2. SOLAR EDGE SE3800H-US [SI1] Inverter with integrated DC Disconnect and Arc Fault Protection. Attached with system electrical specifications and ground fault protected & listed to UL1741 standards.

3. Photovoltaic system ground will be tied into existing ground at main service from DC Disconnect/Inverter as per CEC Sec. 250.166(A). "The Grounding Electrode Conductor shall not be smaller than the neutral conductor and not smaller than 8AWG copper."

4. Equipment operating 150 volts or greater shall only be serviced or replaced by qualified personnel. Field protection may be in the form of conduit, closed cabinet or an enclosure which requires use of tools to open.

5. Solar Photovoltaic System equipment will be installed in accordance with requirements of Art. 690 of the 2016 CEC.

6. Minimum height of conduit above roof to match temperature derating factor.

7. Photovoltaic DC conductors entering the building shall be installed in metallic raceway and shall be identified every 10 feet -- and within 1 foot above and below penetrations of roof/ceiling assemblies, walls, or barriers -- with minimum 3/8-inch-high white lettering on red background reading: "WARNING: PHOTOVOLTAIC POWER SOURCE"
8. System Grounding Electrode conductor for PV system to be sized to meet the requirements of CEC 2016 table 250.66, not smaller than #8 CU AWG."

9. If the existing main service panel does not have a ground rod or ufer, it is the pv contractors responsibility install one.

10. Smoke alarms and carbon monoxide detectors will meet the necessary requirements per CRC R314, R315

11. UTILITY COMPANY WILL BE NOTIFIED PRIOR TO ACTIVATION OF THE SOLAR PV SYSTEM.

12. Terminals of the disconnecting means may be energized in the open position.

13. A signage labeled "SOLAR LOADS ONLY" is to be installed on dedicated solar sub panel to be used for PV only.

14. Solaredge inverters are listed to UL1741 and UL1699B standards.

15. Solaredge Optimizers are listed to IEC62109-1 (class II safety) and UL1741 standards.

16. PV system is using continuous grounding method with #6 bare copper wire.

17. Conduit and conductor specifications are based on minimum code requirements and are not meant to limit up-sizing as required by field conditions



FREEDOM FOREVER LLC

Electrical Contractor No:
C-10#1029644

CLIENT:

POGGI, PATRICIA
5123 BRAZO,
LAGUNA WOODS, CA 92637

| REVISIONS: | | | DATE: | 10/26/2019 | TITLE: | SHEET: |
|-------------|------|----------|------------|------------|----------------------------|--------|
| DESCRIPTION | DATE | REVISION | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | DESIGN BY: | GREG | ELECTRICAL LINE DIAGRAM | PV-3 |
| | | | JOB ID.: | F034563 | | |
| | | | | | | |
| | | | | | | |



Electrical Contractor No:
C-10#1029644



FREEDOM FOREVER LLC

CLIENT:

POGGI, PATRICIA
5123 BRAZO,
LAGUNA WOODS, CA 92637

REVISIONS:

| DESCRIPTION | DATE | REVISION |
|-------------|------|----------|
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DATE: 10/26/2019

DESIGN BY: GREG

JOB ID: F034563

TITLE:

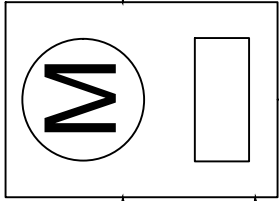
EXISTING
SERVICE PANEL

SHEET:

PV-4

"WARNING"
INVERTER OUTPUT CONNECTION
DO NOT RELOCATE THIS
OVERCURRENT DEVICE

(UNLESS BUSBAR IS FULLY RATED)
705.12(D)(2)



"WARNING"
DUAL POWER SOURCES
SECOND SOURCE IS PHOTO- VOLTALC SYSTEM
RATED AC OUTPUT CURRENT - 16 AMPS
AC NORMAL OPERATING VOLTAGE - 240 VOLTS

690.54

PV SYSTEM AC DISCONNECT
RATED AC OUTPUT CURRENT - 16 AMPS
AC NORMAL OPERATING VOLTAGE - 240 VOLTS

690.14, 690.15, 690.54

**A
C**

PHOTOVOLTAIC SYSTEM,
EQUIPPED WITH RAPID SHUTDOWN

690.12

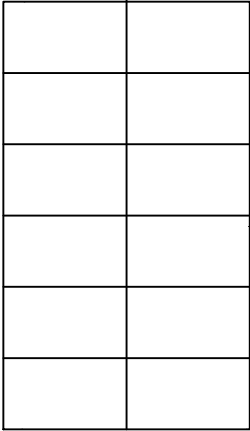
"WARNING"
ELECTRIC SHOCK HAZARD
IF A GROUND- FAULT IS INDICATED ,
NORMALLY GROUNDED CONDUCTORS MAY
BE UNGROUNDED AND ENERGIZED.

690.5(C)

"WARNING"
ELECTRIC SHOCK HAZARD. THE DC
CONDUCTORS OF THIS PHOTOVOLTAIC
SYSTEM ARE UNGROUNDED AND MAY
BE ENERGIZED.

690.35(F)

ARRAY



CEC 690.31(G)(3) & (4), CRC R324.7

"WARNING"
PHOTOVOLTC POWER SOURCE

EVERY 10' ON COUNDUIT AND ENCLOSURES

INVERTER

DIRECT CURRENT
PHOTOVOLTAIC POWER SOURCE
MAXIMUM VOLTAGE - 240 VDC
MAX CIRCUIT CURRENT - 16 AMPS

"WARNING"
ELECTRIC SHOCK HAZARD.
DO NOT TOUCH TERMINALS. TERMINALS ON
BOTH LINE AND LOAD SIDES MAY BE
ENERGIZED IN THE OPEN POSITION.

690.17

DC

DO NOT TOUCH TERMINALS. TERMINALS ON
BOTH LINE AND LOAD SIDES MAY BE
ENERGIZED IN THE OPEN POSITION.

14 PV MODULE

JUNCTION BOX

BRAZO

INVERTER EQUIPPED WITH
RAPID SHUTDOWN
AC DISCONNECT
MAIN SERVICE PANEL

CAUTION:

POWER TO THIS BUILDING IS ALSO SUPPLIED FROM THE
FOLLOWING SOURCES WITH DISCONNECT(S) LOCATED AS SHOWN.
DANGEROUS VOLTAGE MAY BE PRESENT AT ALL TIMES

6X8" TYP - CEC 705.10

NOTES:

- CEC ARTICLES 690 AND 705 AND CRC SECTION R324 MARKINGS SHOWN HEREON
- ALL MARKING SHALL CONSIST OF THE FOLLOWING:
 - UV RESISTANT SING MATERIAL WITH ENGRAVED OR MACHINE PRINTED LETTERS OR ELECTRO-PLATING
 - RED BACKGROUND COLOR WHITE TEXT AND LINE WORK
 - ARIAL FONT
- ALL SIGNS SHALL BE SIZED APPROPRIATELY AND PLACED IN THE LOCATIONS SPECIFIED
- SIGNS SHALL BE ATTACHED TO THE SERVICE EQUIPMENT POP-RIVETS OR SCREWS.

Electrical Contractor No:
C-10#1029644



FREEDOM FOREVER LLC

CLIENT:

POGGI, PATRICIA
5123 BRAZO,
LAGUNA WOODS, CA 92637

REVISIONS:

| DESCRIPTION | DATE | REVISION |
|-------------|------|----------|
| | | |
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| | | |
| | | |

TITLE:

LABELS

DATE: 10/26/2019

DESIGN BY: GREG

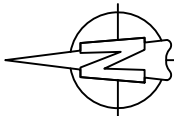
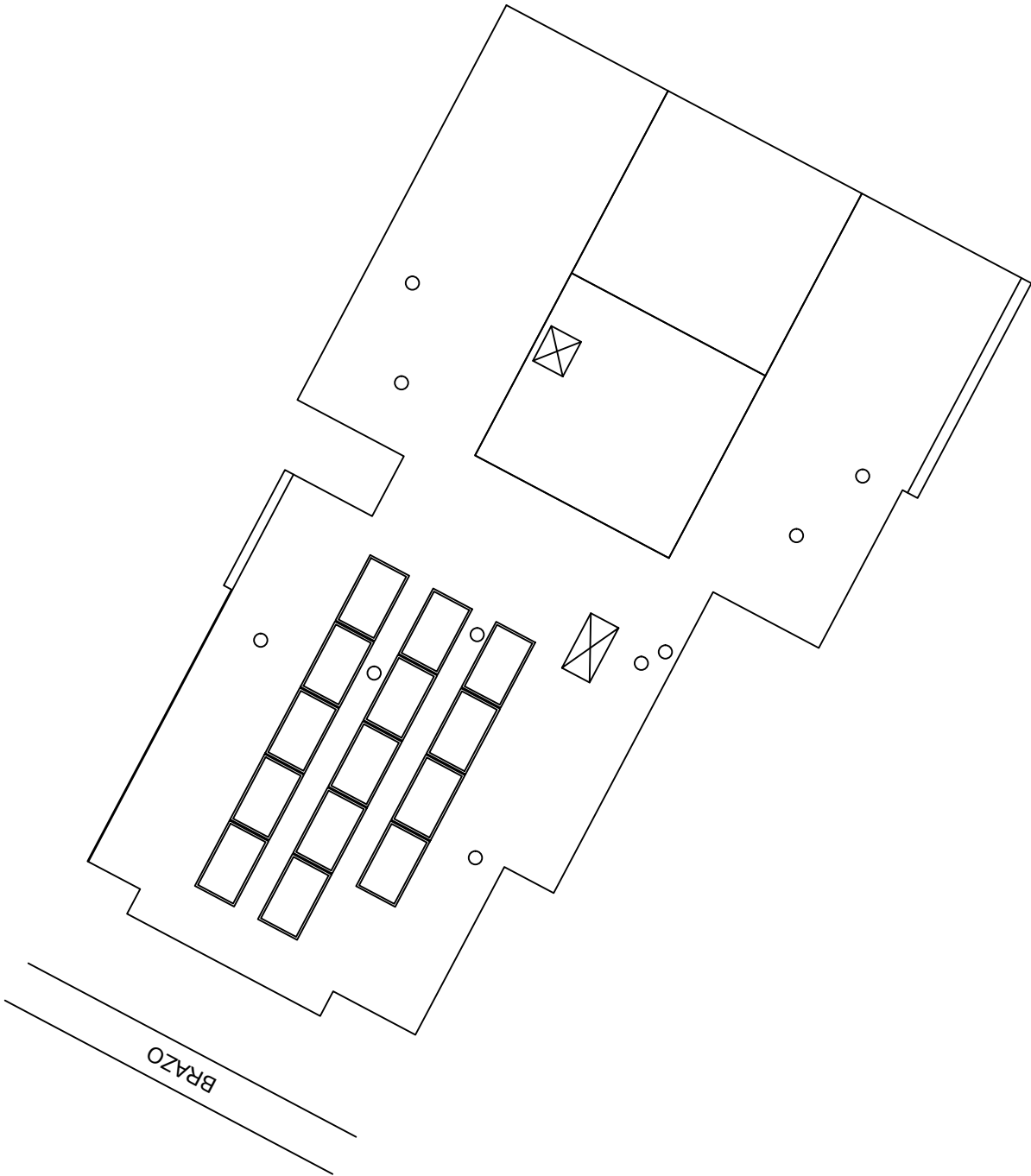
JOB ID.: F034563

SHEET:

PV-6

1-10 11-20 21-30 31-40 41-50 51-60

SOLAREEDGE OPTIMIZER CHART



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Electrical Contractor No:
C-10#1029644



FREEDOM FOREVER LLC

CLIENT:

POGGI, PATRICIA
5123 BRAZO,
LAGUNA WOODS, CA 92637

REVISIONS:

| DESCRIPTION | DATE | REVISION |
|-------------|------|----------|
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DATE: 10/26/2019

DESIGN BY: GREG

JOB ID.: F034563

TITLE:

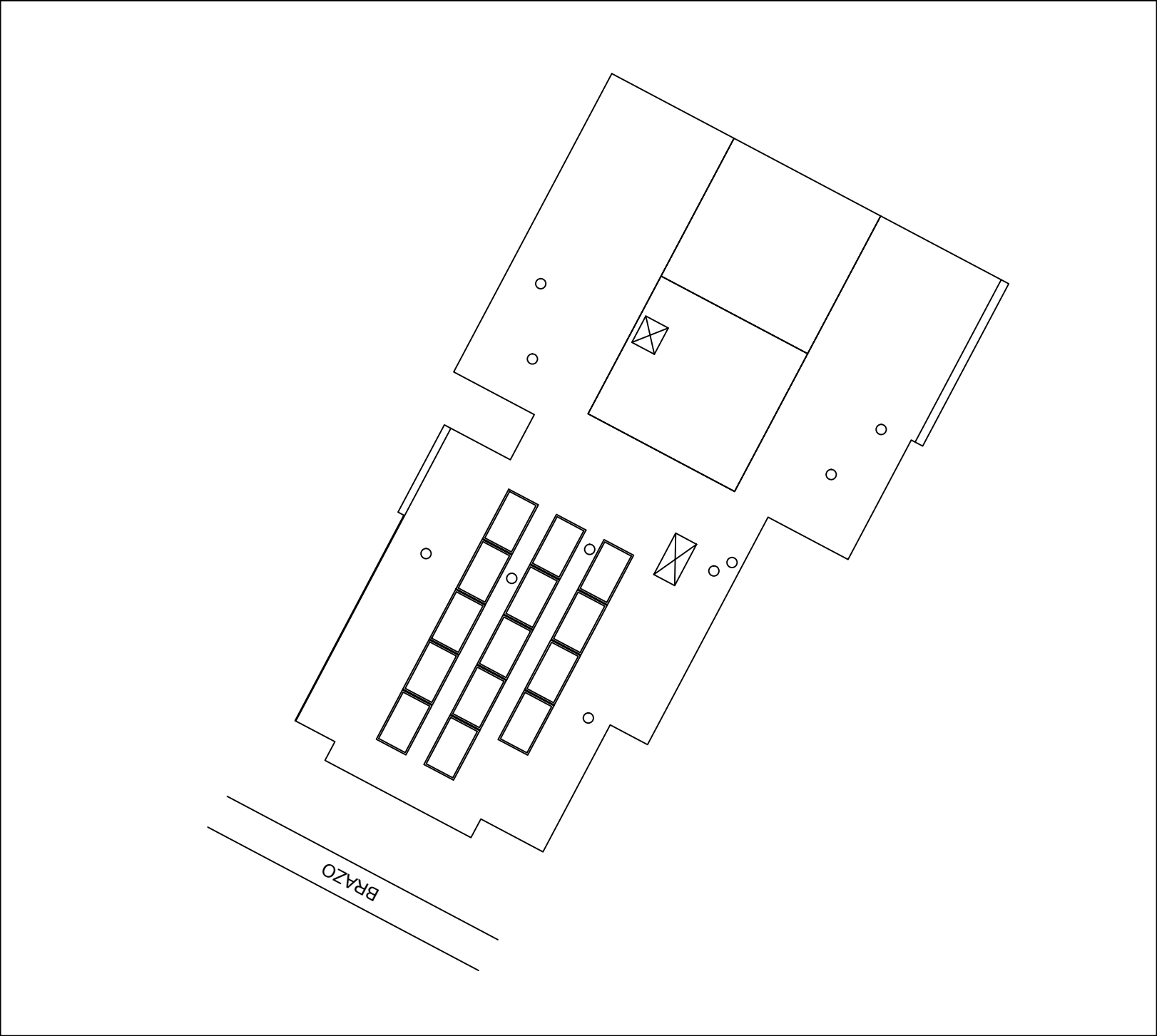
OPTIMIZER CHART

SHEET:

PV-7

CREW SIGNATURES:

MEDICAL INFORMATION:



SAFETY PLAN
SCALE: NTS

1

Electrical Contractor No:
C-10#1029644



FREEDOM FOREVER LLC

CLIENT:

POGGI, PATRICIA
5123 BRAZO,
LAGUNA WOODS, CA 92637

REVISIONS:

| DESCRIPTION | DATE | REVISION |
|-------------|------|----------|
| | | |
| | | |
| | | |
| | | |

TITLE:

SAFETY
PLAN

SHEET:

PV-8

Q.PLUS BFR-G4.1 280-290

Q.ANTUM SOLAR MODULE

The new high-performance module **Q.PLUS BFR-G4.1** is the ideal solution for all applications thanks to its innovative cell technology **Q.ANTUM**. The world-record cell design was developed to achieve the best performance under real conditions – even with low radiation intensity and on clear, hot summer days.

- LOW ELECTRICITY GENERATION COSTS**
Higher yield per surface area and lower BOS costs thanks to higher power classes and an efficiency rate of up to 17.7 %.
- INNOVATIVE ALL-WEATHER TECHNOLOGY**
Optimal yields, whatever the weather with excellent low-light and temperature behavior.
- ENDURING HIGH PERFORMANCE**
Long-term yield security with Anti-PID Technology¹, Hot-Spot-Protect and Traceable Quality Tra.Q™.

- EXTREME WEATHER RATING**
High-tech aluminum alloy frame, certified for high snow (5400 Pa) and wind loads (4000 Pa) regarding IEC.
- MAXIMUM COST REDUCTIONS**
Up to 10 % lower logistics costs due to higher module capacity per box.
- A RELIABLE INVESTMENT**
Inclusive 12-year product warranty and 25-year linear performance guarantee².

THE IDEAL SOLUTION FOR:

Rooftop arrays on residential buildings

Rooftop arrays on commercial/industrial buildings

Engineered in **Germany**



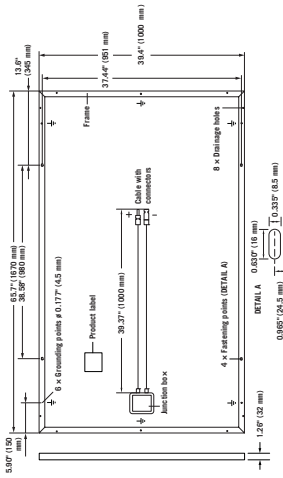
¹ APT test conditions: Cells at -1500V against grounded, with conductive metal foil covered module surface, 25 °C, 168h

² See data sheet on rear for further information.



MECHANICAL SPECIFICATION

| | |
|---------------------|---|
| Format | 65.7 in × 39.4 in × 1.26 in (including frame) (1670 mm × 1000 mm × 32 mm) |
| Weight | 41.45 lbs (18.8 kg) |
| Front Cover | 0.13 in (3.2 mm) thermally pre-stressed glass with anti-reflection technology |
| Back Cover | Composite film |
| Frame | Black anodized aluminum |
| Cell | 6 × 10 Q.ANTUM solar cells |
| Junction box | 3.54-4.33 in × 2.99-3.03 in × 0.59-0.75 in (90-110 × 76-77 × 15-19 mm), Protection class IP67, with bypass diodes |
| Cable | 4 mm ² Solar cable; (+) ≥ 39.37 in (1000 mm), (−) ≥ 39.37 in (1000 mm) |
| Connector | MC4, IP68 |

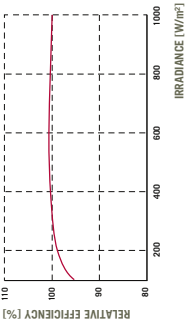
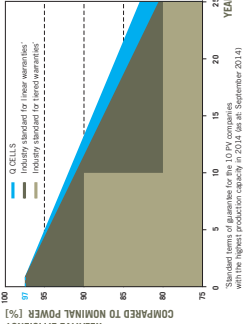


ELECTRICAL CHARACTERISTICS

| POWER CLASS | 280 | 285 | 290 |
|---|-----|-----|-----|
| MINIMUM PERFORMANCE AT STANDARD TEST CONDITIONS, STC ¹ (POWER TOLERANCE +5 W / -0 W) | | | |
| Power at MPP² | | | |
| Short Circuit Current[*] | | | |
| Open Circuit Voltage[*] | | | |
| Current at MPP[*] | | | |
| Voltage at MPP[*] | | | |
| Efficiency² | | | |
| MINIMUM PERFORMANCE AT NORMAL OPERATING CONDITIONS, NOC ³ | | | |
| Power at MPP² | | | |
| Short Circuit Current[*] | | | |
| Open Circuit Voltage[*] | | | |
| Current at MPP[*] | | | |
| Voltage at MPP[*] | | | |

¹ 1000 W/m², 25 °C, spectrum AM 1.5 G ² Measurement tolerances STC ± 3 %; NOC ± 5 % ³ 800 W/m², NOCT spectrum AM 1.5 G * typical values, actual values may differ

Q CELLS PERFORMANCE WARRANTY



Typical module performance under low irradiance conditions in comparison to STC conditions (25 °C, 1000 W/m²).

TEMPERATURE COEFFICIENTS

| | α | [%/K] | +0.04 | β | [%/K] | −0.29 |
|--|----------|-------|-------|---------|-------|-------|
| Temperature Coefficient of I_{sc} | | | | | | |
| Temperature Coefficient of P_{MPP} | | | −0.40 | | | |

PROPERTIES FOR SYSTEM DESIGN

| | | | |
|--|------------------------|--|---|
| Maximum System Voltage V_{sys} | 1000 (IEC) / 1000 (UL) | Safety Class | II |
| Maximum Series Fuse Rating | [A DC] | Fire Rating | C (IEC) / TYPE 1 (UL) |
| Design load, push (UL)² | [lbs/ft ²] | Permitted module temperature on continuous duty | −40 °F up to +185 °F (−40 °C up to +85 °C) |
| Design load, pull (UL)² | [lbs/ft ²] | | ² see installation manual |

QUALIFICATIONS AND CERTIFICATES

UL 1703, VDE Quality Tested; CE-compliant; IEC 61215 (Ed.2); IEC 61730 (Ed.1) application class A



NOTE: Installation instructions must be followed. See the installation and operating manual or contact our technical service department for further information on approved installation and use of this product.

Hanwha Q CELLS America Inc.
300 Spectrum Center Drive, Suite 1250, Irvine, CA 92618, USA | **TEL** +1 949 748 59 96 | **EMAIL** inquiry@us.q-cells.com | **WEB** www.q-cells.us

Single Phase Inverter
with HD-Wave Technology

for North America

SE3000H-US / SE3800H-US / SE5000H-US / SE6000H-US /
SE7600H-US / SE10000H-US / SE11400H-US



Optimized installation with HD-Wave technology

- Specifically designed to work with power optimizers
 - Record-breaking efficiency
 - Fixed voltage inverter for longer strings
 - Integrated arc fault protection and rapid shutdown for NEC 2014 and 2017, per article 690.11 and 690.12
 - UL1741 SA certified, for CPUC Rule 21 grid compliance
- Extremely small
 - Built-in module-level monitoring
 - Outdoor and indoor installation
 - Optional: Revenue grade data, ANSI C12.20 Class 0.5 (0.5% accuracy)

solaredge.com



INVERTERS

Single Phase Inverter
with HD-Wave Technology for North America

SE3000H-US / SE3800H-US / SE5000H-US / SE6000H-US/
SE7600H-US / SE10000H-US / SE11400H-US

| SE3000H-USSE3800H-USSE5000H-USSE6000H-USSE7600H-USSE10000H-USSE11400H-US | | | | | | | | | |
|---|-------------------------------|----------------------------|------|----------------------------|------|-------|------------------------------|-----|--|
| OUTPUT | | | | | | | | | |
| Rated AC Power Output | 3000 | 3800 @ 240V 3300 @ 208V | 5000 | 6000 @ 240V 5000 @ 208V | 7600 | 10000 | 11400 @ 240V 10000 @ 208V | VA | |
| Maximum AC Power Output | 3000 | 3800 @ 240V 3300 @ 208V | 5000 | 6000 @ 240V 5000 @ 208V | 7600 | 10000 | 11400 @ 240V 10000 @ 208V | VA | |
| AC Output Voltage Min.-Nom.-Max. (211 - 240 - 264) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Vac | |
| AC Output Voltage Min.-Nom.-Max. (183 - 208 - 229) | - | ✓ | - | ✓ | - | - | ✓ | Vac | |
| AC Frequency (Nominal) | 59.3 - 60 - 60.5 ^① | | | | | | | | |
| Maximum Continuous Output Current @240V | 12.5 | 16 | 21 | 25 | 32 | 42 | 47.5 | A | |
| Maximum Continuous Output Current @208V | - | 16 | - | 24 | - | - | 48.5 | A | |
| GFD Threshold | 1 | | | | | | | | |
| Utility Monitoring, Islanding Protection, Country Configurable Thresholds | Yes | | | | | | | | |

| INPUT | | | | | | | | | |
|--|-------------------|------|------|------|--------------------------|-------|-------|-----|---|
| Maximum DC Power @240V | 4650 | 5900 | 7750 | 9300 | 11800 | 15500 | 17650 | W | |
| Maximum DC Power @208V | - | 5100 | - | 7750 | - | - | 15500 | W | |
| Transformer-less, Ungrounded | Yes | | | | | | | | |
| Maximum Input Voltage | 480 | | | | Vdc | | | | |
| Nominal DC Input Voltage | 380 | | | 400 | | | Vdc | | |
| Maximum Input Current @240V ⁽²⁾ | 8.5 | 10.5 | 13.5 | 16.5 | 20 | 27 | 30.5 | Adc | |
| Maximum Input Current @208V ⁽²⁾ | - | 9 | - | 13.5 | - | - | 27 | Adc | |
| Max. Input Short Circuit Current | 45 | | | | Adc | | | | |
| Reverse-Polarity Protection | Yes | | | | | | | | |
| Ground-Fault Isolation Detection | 600ka Sensitivity | | | | | | | | |
| Maximum Inverter Efficiency | 99 | 99 | | | 99.2 | | | % | |
| CEC Weighted Efficiency | 99 | | | | 99 @ 240V 98.5 @ 208V | | | | % |
| Nighttime Power Consumption | < 2.5 | | | | W | | | | |

| | | | | | | | | | |
|---|---|--|--|--|--|--|--|--|--|
| ADDITIONAL FEATURES | | | | | | | | | |
| Supported Communication Interfaces | RS485, Ethernet, ZigBee (optional), Cellular (optional) | | | | | | | | |
| Revenue Grade Data, ANSI C12.20 | Optional ^③ | | | | | | | | |
| Rapid Shutdown - NEC 2014 and 2017 690.12 | Automatic Rapid Shutdown upon AC Grid Disconnect | | | | | | | | |

| | | | | | | | | | |
|---------------------------|---|--|--|--|--|--|--|--|--|
| STANDARD COMPLIANCE | | | | | | | | | |
| Safety | UL1741, UL1741 SA, UL1699B, CSA C22.2, Canadian AFCI according to T.I.L. M-07 | | | | | | | | |
| Grid Connection Standards | IEEE1547, Rule 21, Rule 14 (HI) | | | | | | | | |
| Emissions | FCC Part 15 Class B | | | | | | | | |

| INSTALLATION SPECIFICATIONS | | | | | | | | | |
|--|---|--|-------------|-------------|--|---------------------------------------|--|---------|--|
| AC Output Conduit Size / AWG Range | 3/4" minimum / 14-6 AWG | | | | | 3/4" minimum /14-4 AWG | | | |
| DC Input Conduit Size / # of Strings / AWG Range | 3/4" minimum / 1-2 strings / 14-6 AWG | | | | | 3/4" minimum / 1-3 strings / 14-6 AWG | | | |
| Dimensions with Safety Switch (LxWxD) | 17.7 x 14.6 x 6.8 / 450 x 370 x 174 | | | | | | | | |
| Weight with Safety Switch | 22 / 10 | | 25.1 / 11.4 | 26.2 / 11.9 | | 38.8 / 17.6 | | | |
| Noise | < 25 | | | | | | | | |
| Cooling | Natural Convection | | | | | | | | |
| Operating Temperature Range | -40 to +140 / -25 to +60 ⁽⁴⁾ (-40°F / -40°C option) ⁽⁵⁾ | | | | | | | | |
| Protection Rating | NEMA 4X (Inverter with Safety Switch) | | | | | | | | |
| | | | | | | lb / kg | | dBA | |
| | | | | | | | | °F / °C | |

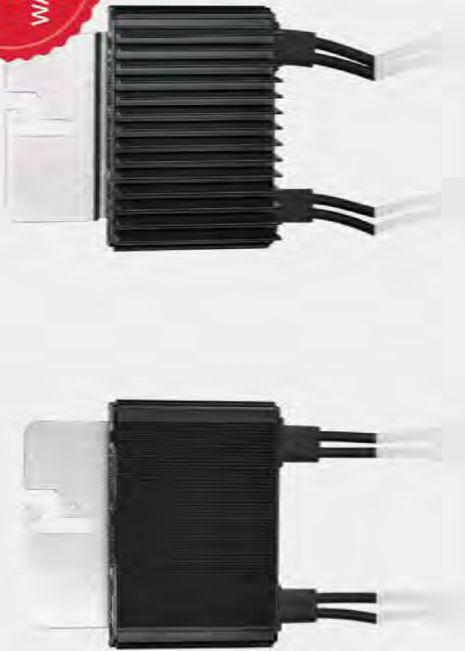
^① For other regional settings please contact SolarEdge support
^② A higher current source may be used; the inverter will limit its input current to the values stated
^③ Revenue grade inverter P/N: SE000H-US000NMC2
^④ For power de-rating information refer to: <https://www.solaredge.com/sites/default/files/se-temperature-derating-note-na.pdf>
^⑤ -40 version P/N: SE000H-US000NNU4

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RoHS

Power Optimizer

For North America
P320 / P340 / P370 / P400 / P405 / P505



PV power optimization at the module-level

- Specifically designed to work with SolarEdge inverters
- Up to 25% more energy
- Superior efficiency (99.5%)
- Mitigates all types of module mismatch losses, from manufacturing tolerance to partial shading
- Flexible system design for maximum space utilization
- Fast installation with a single bolt
- Next generation maintenance with module-level monitoring
- Meets NEC requirements for arc fault protection (AFCI) and Photovoltaic Rapid Shutdown System (PVRSS)
- Module-level voltage shutdown for installer and firefighter safety

solaredge.com



POWER OPTIMIZER

/ Power Optimizer For North America

P320 / P340 / P370 / P400 / P405 / P505

| Optimizer model (typical module compatibility) | P320 (for 60-cell modules) | P340 (for high-power 60-cell modules) | P370 (for higher-power 60 and 72-cell modules) | P400 (for 72 & 96-cell modules) | P405 (for thin film modules) | P505 (for higher current modules) |
|--|----------------------------|---------------------------------------|--|---------------------------------|------------------------------|-----------------------------------|
| INPUT | | | | | | |
| Rated Input DC Power ⁽¹⁾ | 320 | 340 | 370 | 400 | 405 | 505 |
| Absolute Maximum Input Voltage (Voc at lowest temperature) | 48 | | 60 | 80 | 125 ⁽²⁾ | 83 ⁽²⁾ |
| MPPT Operating Range | 8 - 48 | | 8 - 60 | 8 - 80 | 12.5 - 105 | 12.5 - 83 |
| Maximum Short Circuit Current (Isc) | | 11 | | 10.1 | | 14 |
| Maximum DC Input Current | | 13.75 | | 12.63 | | 17.5 |
| Maximum Efficiency | | | 99.5 | | | |
| Weighted Efficiency | | | 98.8 | | | 98.6 |
| Overvoltage Category | | | II | | | |

| | | | | | | |
|--|--|----|---------|--|----|-----|
| OUTPUT DURING OPERATION (POWER OPTIMIZER CONNECTED TO OPERATING SOLAREEDGE INVERTER) | | | | | | |
| Maximum Output Current | | | 15 | | | Adc |
| Maximum Output Voltage | | 60 | | | 85 | Vdc |
| OUTPUT DURING STANDBY (POWER OPTIMIZER DISCONNECTED FROM SOLAREEDGE INVERTER OR SOLAREEDGE INVERTER OFF) | | | | | | |
| Safety Output Voltage per Power Optimizer | | | 1 ± 0.1 | | | Vdc |

STANDARD COMPLIANCE

| OUTPUT DURING OPERATION (POWER OPTIMIZER CONNECTED TO OPERATING SOLAREEDGE INVERTER) | | | |
|--|--|----|-----|
| Maximum Output Current | 15 | | Adc |
| Maximum Output Voltage | 60 | 85 | Vdc |
| OUTPUT DURING STANDBY (POWER OPTIMIZER DISCONNECTED FROM SOLAREEDGE INVERTER OR SOLAREEDGE INVERTER OFF) | | | |
| Safety Output Voltage per Power Optimizer | 1 ± 0.1 | | Vdc |
| STANDARD COMPLIANCE | | | |
| EMC | FCC Part15 Class B, IEC61000-6-2, IEC61000-6-3 | | |
| Safety | IEC62109-1 (class II safety), UL1741 | | |
| RoHS | Yes | | |

| | | | | | | |
|---|------------------|---|------|---------------------|--|----------------------|
| PV System Design Using a SolarEdge Inverter ⁽¹⁾⁽⁵⁾ | | | | | | |
| Minimum String Length (Power Optimizers) | P320, P340, P400 | 8 | | 10 | | 18 |
| | P405 / P505 | 6 | | 8 | | 14 |
| Maximum String Length (Power Optimizers) | | 25 | | 25 | | 50 ⁽⁶⁾ |
| Maximum Power per String | | 5700 (6000 with SE7600-US - SE11400-US) | 5250 | 6000 ⁽⁷⁾ | | 12750 ⁽⁸⁾ |
| Parallel Strings of Different Lengths or Orientations | | Yes | | | | |

⁽¹⁾ Rated STC power of the module. Module of up to +5% power tolerance allowed
⁽²⁾ NEC 2017 requires max input voltage be not more than 80V
⁽³⁾ For other connector types please contact SolarEdge

| | | | | | | |
|---|------------------|---|------|---------------------|--|----------------------|
| PV System Design Using a SolarEdge Inverter ⁽¹⁾⁽⁵⁾ | | | | | | |
| Minimum String Length (Power Optimizers) | P320, P340, P400 | 8 | | 10 | | 18 |
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| Maximum Power per String | | 5700 (6000 with SE7600-US - SE11400-US) | 5250 | 6000 ⁽⁷⁾ | | 12750 ⁽⁸⁾ |
| Parallel Strings of Different Lengths or Orientations | | Yes | | | | |

⁽¹⁾ For detailed string sizing information refer to: http://www.solaredge.com/sites/default/files/string_sizing_na.pdf
⁽²⁾ It is not allowed to mix P405/P505 with P320/P340/P370/P400 in one string
⁽³⁾ A string with more than 30 optimizers does not meet NEC rapid shutdown requirements; safety voltage will be above the 30V requirement
⁽⁴⁾ For SE14.4KUS/SE43.2KUS; it is allowed to install up to 6.500W per string when 3 strings are connected to the inverter (3 strings per unit for SE43.2KUS) and when the maximum power difference between the strings is up to 1,000W
⁽⁵⁾ For SE30KUS/SE33.3KUS/SE66.6KUS/SE100KUS; it is allowed to install up to 15,000W per string when 3 strings are connected to the inverter (3 strings per unit for SE66.6KUS/SE100KUS) and when the maximum power difference between the strings is up to 2,000W



3933 US Route 11
Cortland, NY 13045

Telephone: (607) 753-6711
Facsimile: (607) 756-9891
www.intertek.com

June 20, 2014

Letter Report No. 101703554CRT-001
Project No. G101703554

Mr. Meir Adest
SolarEdge Technologies Ltd
6 Ha'Harash St.
HOD HASHARON, ISRAEL

Ph: +972.9.957.6620
email: meir.a@solaredge.com

Subject: ETL Evaluation of SolarEdge Products to NEC Rapid Shutdown Requirements

Dear Mr. Meir Adest,

This letter represents the testing results of the below listed products to the requirements contained in the following standards:

National Electric Code, 2014, Section 690.12 requirement for rapid shutdown.

This investigation was authorized by signed Quote 500534459 dated 06/10/2014. Rapid shutdown test were perform at SolarEdge Technologies Ltd, 6 Ha'Harash St HOD HASHARON, ISRAEL and witness by Intertek personal on 06/17/2014.

The evaluation covers installations consisting of optimizers and inverters with part numbers listed below. The testing done has verified that controlled conductors are limited to not more than 30 volts and 240 volt-amperes within 10 seconds of rapid shutdown initiation.

Applicable products:

- Power optimizers:
 - PBxxx-yyy-zzzz; where xxx is any number, 0-9, up to a maximum value where xxx = 350; yyy could be AOB or TFI; and zzzz is any combination of four letters and numbers.
 - OP-XXX-LV, OP-XXX-MV, OP-XXX-IV, OP-XXX-EV; where xxx is any number, 0-9.
 - Paaa, Pbbb, Pccc, Pddd, Peee; where aaa, bbb, ccc, ddd, eee is any number, 0-9 to a maximum upto aaa=300, bbb=350 ccc=500, ddd=600, eee=700.
 - Pxxx, Pyyy, Pzzz, Pmmm, Pnnn and Pooo; where xxx, yyy, zzz is any number, 0-9 to a maximum up to xxx=300, yyy=350, zzz=500; where mmm, nnn, ooo is any number, 0-9 to a maximum up to mmm=405, nnn=300, ooo=350

- 1-ph Inverters:
 - SE3000A-US / SE3800A-US / SE5000A-US / SE6000A-US / SE7600A-US / SE10000A-US / SE11400A-US when the SolarEdge rapid shutdown cable labeled “MCI-CB-xxxxx-x” which is part of kit SE1000-RSD-xx is installed in the inverter Safety Switch where xxxxx-xx is any number ; inverter part number may be followed by a suffix

This report is for the exclusive use of Intertek's Client and is provided pursuant to the agreement between Intertek and its Client. Intertek's responsibility and liability are limited to the terms and conditions of the agreement. Intertek assumes no liability to any party other than to the Client in accordance with the agreement, for any loss, expense or damage occasioned by the use of this report. Only the Client is authorized to permit copying or distribution of this report and then only in its entirety. Any use of the Intertek name or one of its marks for the sale or advertisement of the tested material, product or service must first be approved in writing by Intertek. The observations and test results in this report are relevant only the sample tested. This report by itself does not imply that the material, product or service is or has ever been under an Intertek certification program.



SolarEdge Technologies Ltd

Letter Report 101703554CRT-001
June 20th, 2014

- 3-ph Inverters:
 - SE9KUS / SE10KUS / SE20KUS when the SolarEdge rapid shutdown cable labeled “MCI-CB-xxxxx-x” which is part of kit SE1000-RSD-xx is installed in the inverter Safety Switch where xxxxx-xx is any number; inverter part number may be followed by a suffix

This letter report completes this portion of the evaluation covered by Intertek Project No.G101703554.

If there are any questions regarding the results contained in this report, or any of the other services offered by Intertek, please do not hesitate to contact the undersigned.

Please note, this Letter Report does not represent authorization for the use of any Intertek certification marks.

| | | | |
|-------------------------|---|------------------------|---|
| Completed by: Title: | Radhe Patel Engineering Team Lead <i>Radhe. Patel</i> | Reviewed by: Title: | Howard Liu Staff Engineer <i>Howard Liu</i> |
| Signature: Date | <i>Radhe. Patel</i> June 20 th , 2014 | Signature Date: | <i>Howard Liu</i> June 20 th , 2014 |

SOLARMOUNT



SOLARMOUNT is the professionals' choice for residential PV mounting applications. Every aspect of the system is designed for an easier, faster installation experience. SOLARMOUNT is a complete solution with revolutionary universal clamps, FLASHKIT PRO, full system UL 2703 certification and 25-year warranty. Not only is SOLARMOUNT easy to install, but best-in-class aesthetics make it the most attractive on any block!



New & Improved:
THE PROFESSIONALS' CHOICE
With Superior Aesthetics



NOW FEATURING FLASHKIT PRO
The Complete Roof Attachment Solution
FEATURING EcoFasten Solar™ TECHNOLOGY



NOW WITH UNIVERSAL MIDCLAMPS
Accommodates 30mm-51mm module frames
One tool, one-person installs are here!



REVOLUTIONARY NEW ENDCLAMPS
Concealed design and included End Caps

SOLARMOUNT



BETTER DESIGNS

TRUST THE INDUSTRY'S BEST DESIGN TOOL

Start the design process for every project in our U-Builder on-line design tool. It's a great way to save time and money.

BETTER SYSTEMS

ONE SYSTEM - MANY APPLICATIONS

Quickly set modules flush to the roof on steep pitched roofs. Orient a large variety of modules in Portrait or Landscape. Tilt the system up on flat or low sloe roofs. Components available in mill, clear, and dark finishes to optimize your design financials and aesthetics.

BETTER RESULTS

MAXIMIZE PROFITABILITY ON EVERY JOB

Trust Unirac to help you minimize both system and labor costs from the time the job is quoted to the time your teams get off the roof. Faster installs. Less Waste. More Profits.

BETTER SUPPORT

WORK WITH THE INDUSTRIES MOST EXPERIENCED TEAM

Professional support for professional installers and designers. You have access to our technical support and training groups. Whatever your support needs, we've got you covered. Visit Unirac.com/solarmount for more information.

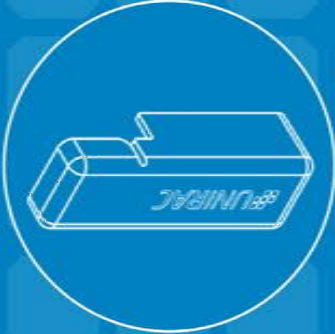


BONDING & GROUNDING
MECHANICAL LOADING
SYSTEM FIRE CLASSIFICATION

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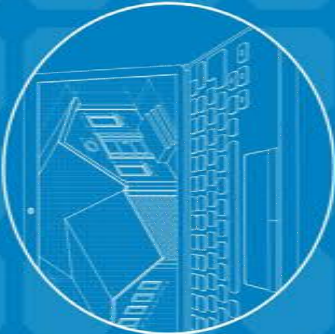
CONCEALED UNIVERSAL
ENDCLAMPS



UNIVERSAL SELF
STANDING MIDCLAMPS



END CAPS INCLUDED
WITH EVERY ENDCLAMP



UNIRAC CUSTOMER SERVICE MEANS THE HIGHEST LEVEL OF PRODUCT SUPPORT



TECHNICAL SUPPORT

Unirac's technical support team is dedicated to answering questions & addressing issues in real time. An online library of documents including engineering reports, stamped letters and technical data sheets greatly simplifies your permitting and project planning process.

CERTIFIED QUALITY PROVIDER

Unirac is the only PV mounting vendor with ISO certifications for 9001:2008, 14001:2004 and OHSAS 18001:2007, which means we deliver the highest standards for fit, form, and function. These certifications demonstrate our excellence and commitment to first class business practices.

BANKABLE WARRANTY

Don't leave your project to chance. Unirac has the financial strength to back our products and reduce your risk. Have peace of mind knowing you are providing products of exceptional quality. SOLARMOUNT is covered by a 25 year limited product warranty and a 5 year limited finish warranty.

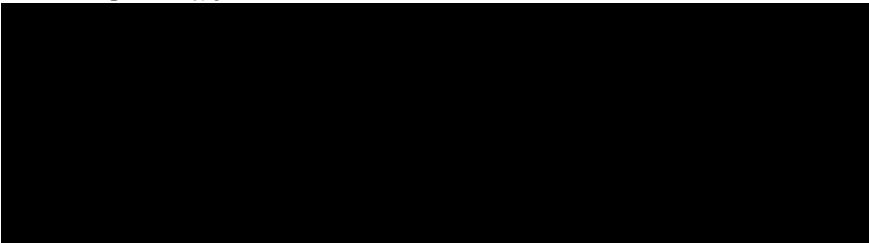
BEST INSTALLATION EXPERIENCE • CURB APPEAL • COMPLETE SOLUTION • UNIRAC SUPPORT

THE PROFESSIONALS' CHOICE FOR RESIDENTIAL RACKING



June 11, 2019

UniRac



Attn.: Engineering Department,

Re: Engineering Certification for UniRac's PUB16JAN05 edition of the "SolarMount Design & Engineering Guide"

PZSE, Inc.-Structural Engineers has reviewed UniRac's "SolarMount Design & Engineering Guide" published January 05, 2016 and specifically the enhancements of the SolarMount Flush-to-Roof System, Pressure Lookup Tables, and Downward & Upward Span Length Tables.

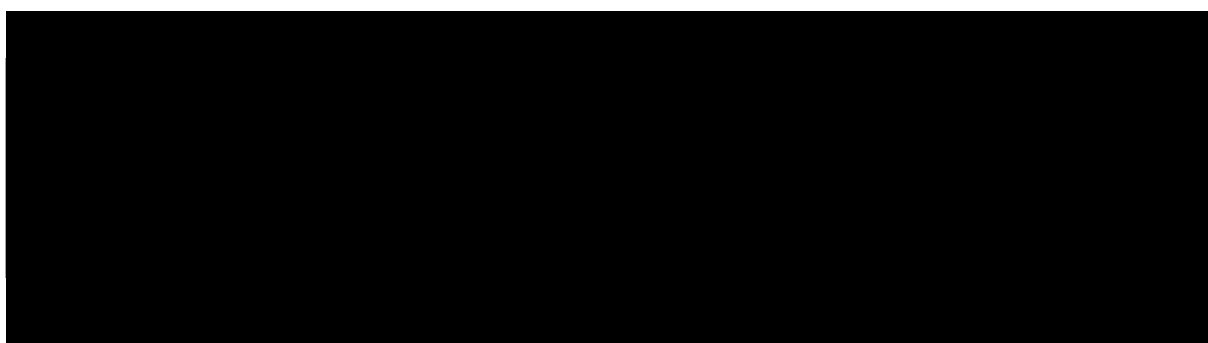
This certification excludes connections to building structures and the effects on building structure components. All information, data and analysis contained within the Design & Engineering Guide are based on, and comply with the following:

1. 2015 International Building Code, by International Code Council, Inc., 2015
2. 2016 California Building Code, by California Building Standards Commission, 2016
3. ASCE/SEI 7-10 Minimum Design Loads for Buildings and other Structures, by ASCE,
4. 2015 Aluminum Design Manual, by The Aluminum Association, 2015

This letter certifies that the structural calculations contained within UniRac's "SolarMount Design & Engineering Guide" are in compliance with the above Codes.

If you have any questions on the above, do not hesitate to call.

Prepared By:
PZSE, Inc. - Structural Engineers
Roseville, CA





Product Description

E-Curb penetration seals replace old-style metal pitch pans with versatile, precast components and pourable sealants. CHEM LINK's **E-Curb** System can usually be installed in under 15 minutes and never requires flashing or mechanical attachment.

E-Curbs are designed for use on granulated modified bitumen, asphalt and coal tar B.U.R. (built up roofing). **E-Curbs** are specified for PVC, EPDM, PIB, and TPO single ply roofing membranes. **E-Curbs** are highly versatile for sealing penetrations around solar panel mounts, HVAC, Electrical, and any type of structural supports. TPO Primer is required for use with TPO single-ply roof membrane.

When installed properly, this system forms a durable, waterproof rubber seal around penetrations. An extended manufacture warranty against leaks is activated with submittal of a completed warranty card.

Special Characteristics

- Rapid installation - "Slip-fit" light weight curb design reduces labor significantly.
- Excellent adhesion to most roofing materials.
- No flashing or mechanical attachment required.
- Service Temperature -40°F to 200°F (-40°C to 93°C)
- **1-Part®** accommodates movement and is suggested for use on all granulated membranes and details with excessive movement.
- For sloped roof applications, substitute **DuraLink™** non-slump adhesive/sealant for **1-Part** and **M-1®**

Restrictions

- Do not apply below 30°F (-1°C)
 - Do not install if rain is anticipated within 4 hours
 - Do not use on Hypalon or smooth APP modified bitumen membrane. For smooth APP, torch down a target of granulated APP before installation.
 - TPO Primer must be used for TPO applications.
 - Do not prime bonding surfaces with asphalt primer!
 - Do not use asphalt cement as a "night sealant."
- Use **M-1** for this purpose.

- **E-Curb** kits are designed to contain enough 1-Part to fill each curb with displacement in consideration. Refer to our penetration calculator under contractor resources at chemlink.com to verify volumes.



Step 1

Remove all previously applied caulk, mastic, cement, asphalt, and other contaminants from penetrations with a wire brush. Clean all smooth substrates with isopropyl or denatured alcohol. Brush away all gravel or loose granules. Seal the base of each penetration with **M-1**. Coat penetrations with **M-1** to 3" above the roof line.

Step 2

Hold a section of **E-Curb**, flat side up, and apply a 1/4" bead of **M-1** to the entire bottom perimeter. Apply 1 additional 1/4" bead of **M-1** down the center of the section. Do not tool the beads flat. Place the **E-Curb** section on the roof surface to form a half circle around the penetration(s). Press down firmly until **M-1** extrudes from the outside edges.

Step 3

Apply **M-1** to the second section of **E-Curb** as described above. Place the second section of curb on the roof surface to form a circle with the first section. Press firmly in place until excess adhesive extrudes from the outside edges. Apply a bead of **M-1** around the outside base of the installed **E-Curb**, and tool to form a smooth fillet. For non **E-Curb** penetrations seals, add **M-1** to scarf joint surfaces and tool smooth.

Step 4

Cut tip off **1-Part** cartridge at widest point on plastic nozzle and pierce the foil seal. Insert into caulking gun and pump **E-Curb** full. When using a **1-Part** pouch, remove cap, pour, squeeze out excess air, and reseal. **Note:** To provide an adequate rubber seal, maintain a 1" distance between penetrations and inside edge of the E-Curb.

All properties described in this document are derived from testing conducted in laboratory conditions. Properties and performance will vary depending on environmental conditions and application technique. Test and evaluate to determine appropriate usage. Visit www.chemlink.com for the Material Safety Data Sheet, Technical Data Guides and full warranty for this product.

LIMITED WARRANTY: **CHEM LINK Products, LLC** warrants this product's performance, provided it is properly stored and applied within 1 year. If not satisfied, return remaining product and purchase receipt for refund or replacement of product exclusive of labor or cost of labor. This is the sole and exclusive remedy for defects or failure of this product. User must read and follow the direction of the current Technical Data Guide and MSDS prior to product use. User determines suitability of product for intended use and assumes all risks. Manufacturer shall not be liable for damages (including consequential or incidental damages) in excess of the purchase price, except where such exclusion or limitation is prohibited by state law. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, WRITTEN OR ORAL, STATUTORY, EXPRESS OR IMPLIED INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE; except for the above express warranty given by manufacturer, the product is sold with all faults. **CHEM LINK PRODUCTS, LLC** SHALL NOT BE RESPONSIBLE FOR THE USE OF THIS PRODUCT IN A MANNER TO INFRINGE ON ANY PATENT OR ANY OTHER INTELLECTUAL PROPERTY RIGHTS HELD BY OTHERS. This warranty gives you specific legal rights, and you may also have other rights in the U.S. which vary from state to state. For warranty claim information, call 800-826-1681.

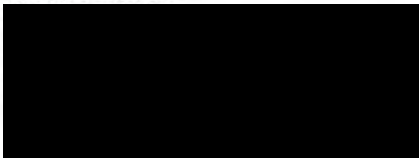


Certificate

Certificate no.

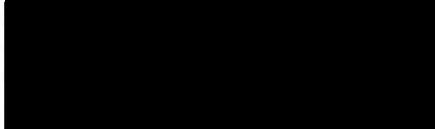
US 82160015 01

License Holder:



Manufacturing Plant:

Unirac Inc.



Test report no.: USA- 31440029 005

Client Reference: Tom Young

Tested to: UL 2703:2015

Certified Product: Module Rack Mounting System

License Fee - Units

Model Designation: SolarMount (SM)

7

Max System Voltage of PV Module: 1000 VDC

Max Size of PV Module: 20.8 sq.ft. surface area

Max Overcurrent Protection Rating of PV Module:

30 A when using the qualified grounding lugs;

20 A when using the Enphase micro inverter EGC.

Fire Rating: Class A when installed with

Type 1, Type 2, Type3, or Type 10 fire rated modules.

(continued)

Appendix: 1,1-5

7

Licensed Test mark:



Date of Issue

(day/mo/yr)

27/07/2016



Certificate of Compliance

Certificate: 70131735 **Master Contract:** 266909 (266909)
Project: 70185553 **Date Issued:** 2018-10-08

Issued to: Unirac [Redacted]

Attention: Klaus Nicolaedis

The products listed below are eligible to bear the CSA Mark shown with adjacent indicators 'C' and 'US' for Canada and US or with adjacent indicator 'US' for US only or without either indicator for Canada only.



Issued by: Michael Hoffnagle
Michael Hoffnagle

PRODUCTS

CLASS - C531302 - POWER SUPPLIES- PHOTOVOLTAICS--PV Racking
CLASS - C531382 - POWER SUPPLIES- PHOTOVOLTAICS-PV Racking and clamping systems-Certified to US Standards

Models: SM SOLARMOUNT Flush-to-Roof is an extruded aluminum rail PV racking system that is installed parallel to the roof in landscape or portrait orientations.

ULA Unirac Large Array is a ground mount system using the SolarMount (SM) platform for the bonding and grounding of PV modules.

SOLARMOUNT

The system listed is designed to provide bonding/grounding, and mechanical stability for photovoltaic modules. The system is secured to the roof with the L-Foot components through the roofing material to building structure. Modules are secured to the racking system with stainless steel or aluminum mid clamps and Aluminum end clamps. The modules are bonded to the racking system with the stainless steel bonding mid clamps with piercing points. The system is grounded with 10 AWG copper wire to bonding/grounding lugs. Fire ratings of Class A with Type 1, 2, 3, or 10 for steep slope. Tested at 5” interstitial gap which allows installation at any stand-off height.



Certificate: 70131735 **Master Contract:** 266909
Project: 70185553 **Date Issued:** 2018-10-08

The grounding of the system is intended to comply with the latest edition of the National Electrical Code, to include NEC 250 & 690. Local codes compliance is required, in addition to national codes. All grounding/bonding connections are to be torqued in accordance with the Installation Manual and the settings used during the certification testing for the current edition of the project report.

The system may employ optimizers/micro-inverters and used for grounding when installed per installation instructions.

Mechanical ratings:

| | |
|-------------------------------|-------|
| Downward Design Load (lb/ft²) | 113.4 |
| Upward Design Load (lb/ft²) | 50.4 |
| Down-Slope Load (lb/ft²) | 14.7 |

Conditions of acceptability: Installation is subject to acceptance of the local inspection authorities having jurisdiction. The certification of these products relates only to the methods of installation, bonding, and grounding as outlined in the Installation Manual for each product.

Unirac Large Array

ULA is a ground mount system using the SolarMount (SM) platform for the bonding and grounding of PV modules. ULA aluminum components merge with SM rails and installer-supplied steel pipe. The SM rail system is secured to the horizontal Pipe using the Rail Bracket components. The Rear and Front cap secures the horizontal Pipe to the vertical Pipe. The Front cap is also used to secure the Cross brace. A Slider is attached to the vertical Pipe to secure the Cross brace. The SM rails, caps, slider, rail brackets, and cross braces materials are 6105-T5 aluminum extrusion. Fasteners materials are 304 stainless steel. Horizontal and vertical pipe materials meet the minimum requirements of ASTM A53 for galvanized steel pipe in 2” and 3” diameter.

The mechanical load ratings from the SM test data will be applied to the ULA model.

Fire Testing is not applicable due to being a ground mount system.

APPLICABLE REQUIREMENTS

- UL 2703-1st Edition - Mounting Systems, Mounting Devices, Clamping/Retention Devices, and Ground Lugs for Use with Flat-Plate Photovoltaic Modules and Panels.
LTR AE-001-2012 - List of Technical Requirements for Photovoltaic Module and Panel racking Systems

MARKINGS

The manufacturer is required to apply the following markings:

- Products shall be marked with the markings specified by the particular product standard.
- Products certified for Canada shall have all Caution and Warning markings in both English and French.

Variance Request Form

SA 21453395

| | | |
|--|--|---------------------------|
| Model: <u>Villa Reposa</u> | Plan: <u>C11A-1</u> | Date: Nov 26, 2019 |
| Member Name: Poggi Patricia | Signature <u>Patricia Kay Poggi</u> <small>Patricia Kay Poggi (Nov 26, 2019)</small> | |
| Phone: [REDACTED] | E-mail: [REDACTED] | |
| Contractor Name/Co: Freedom Forever LLC | Phone: [REDACTED] | E-mail: [REDACTED] |
| Owner Mailing Address: (to be used for official correspondence) 5123 Brazo, Laguna Woods, CA 92637 | | |

Description of Proposed Variance Request ONLY:

Planning on installing solar & not using HOA's certified roofer. We will be doing all the work.

RECEIVED

DEC 09 2019

Initial: W

Dimensions of Proposed Variance Alterations ONLY:

Solar panels on homeowners roof, limited to her property lines. Per attached plans.

FREEDOM FOREVER LLC FOR OFFICE USE ONLY

RECEIVED BY: W DATE RECEIVED: 12/9 Check# 8647 BY: W

Alteration Variance Request

Complete Submittal Cut Off Date: 12-27-19

Check Items Received:

- ☐ Drawing of Existing Floor Plan
- ☐ Drawing of Proposed Variance
- ☐ Dimensions of Proposed Variance
- ☐ Before and After Pictures
- ☐ Other: _____

Meetings Scheduled:

Third AC&S Committee (TACSC): 1-27-20

United M&C Committee: _____

Board Meeting: 2-18-20

☐ Denied

☐ Approved

☐ Tabled

☐ Other: _____

Agenda Item # 12a

10/29/2019

FREEDOM FOREVER LLC

**RE: Structural Certification for Installation of Residential Solar
POGGI, PATRICIA:5123 Brazo, Laguna Woods, CA 92637**

Attn: To Whom It May Concern

This Letter is for the existing roof framing which supports the new PV modules as well as the attachment of the PV system to existing roof framing. From the field observation report, the roof is made of Rolled Composition roofing over roof plywood supported by 2X12 Rafters at 14 inches. The roof is relatively flat and the modules will be at approximated 5 degrees.

After review of the field observation data and based on our structural capacity calculation, **the existing roof framing has been determined to be adequate to support the imposed loads without structural upgrades.** Capacity calculations were done in accordance with applicable building codes.

Design Criteria

| <u>Code</u> | 2016 California Building Code (ASCE 7-10) | | | |
|--------------------------|---|------------------|--------------------------|--|
| <u>Risk category</u> | II | <u>Wind Load</u> | (component and Cladding) | |
| <u>Roof Dead Load</u> Dr | 10 psf | V | 110 mph | |
| <u>PV Dead Load</u> DPV | 3 psf | Exposure | C | |
| <u>Roof Live Load</u> Lr | 20 psf | | | |
| <u>Ground Snow</u> S | 0 psf | | | |

If you have any questions on the above, please do not hesitate to call.

Sincerely,

Current Renewables Engineering Inc.



Exp: 06/30/2020

Structural Letter for PV Installation

Date: 10/29/2019
Job Address: 5123 Brazo
Laguna Woods, CA 92637
Job Name: POGGI, PATRICIA
Job Number: 191028PP

Scope of Work

This Letter is for the existing roof framing which supports the new PV modules as well as the attachment of the PV system to existing roof framing. All PV mounting equipment shall be designed and installed per manufacturer's approved installation specifications.

Table of Content

| Sheet | |
|-------|---------------------------------|
| 1 | Cover |
| 2 | Attachment checks |
| 3 | Snow and Roof Framing Check |
| 4 | Seismic Check and Scope of work |

Engineering Calculations Summary

| | | |
|-----------------------|---|---------|
| <u>Code</u> | 2016 California Building Code (ASCE 7-10) | |
| <u>Risk category</u> | | II |
| <u>Roof Dead Load</u> | Dr | 10 psf |
| <u>PV Dead Load</u> | DPV | 3 psf |
| <u>Roof Live Load</u> | Lr | 20 psf |
| <u>Ground Snow</u> | S | 0 psf |
| <u>Wind Load</u> | (component and Cladding) | |
| | V | 110 mph |
| | Exposure | C |

References

- 1 California Residential Code 2016
- 2 NDS for Wood Construction

Sincerely,

Current Renewables Engineering Inc.
info@currentrenewableseng.com



Exp: 06/30/2020

Wind Load Cont.

| | | |
|--------------------------------|----------------|---------------------------------|
| Risk Category = | II | ASCE 7-10 Table 1.5-1 |
| Wind Speed (3s gust), V = | 110 mph | ASCE 7-10 Figure 26.5-1A |
| Roughness = | C | ASCE 7-10 Sec 26.7.2 |
| Exposure = | C | ASCE 7-10 Sec 26.7.3 |
| Topographic Factor, K_{ZT} = | 1.00 | ASCE 7-10 Sec 26.8.2 |
| Ridge Height = | 14.0 ft | |
| Eave Height = | 9.0 ft | |
| Mean Roof Height, h = | 13.0 ft | |
| Pitch = | 5.0 Degrees | |
| Adjustment Factor, λ = | 1.21 | ASCE 7-10 Figure 30.5-1 |
| a = | 3.60 ft | ASCE 7-10 Figure 30.5-1 |

Where a: 10% of least horizontal dimension or 0.4h, whichever is smaller, but not less than 4% of least horizontal dimension or 3ft (0.9m)

| | | | | |
|--|--------------|--------------|--------------|-----------------|
| <u>Uplift (0.6W)</u> | Zone 1 (psf) | Zone 2 (psf) | Zone 3 (psf) | |
| Pnet30= | -19.9 | -23.6 | -23.6 | Figure 30.5-1 |
| Pnet = $0.6 \times \lambda \times K_{ZT} \times \text{Pnet30}$ = | 14.45 | 17.13 | 17.13 | Equation 30.5-1 |
| <u>Downpressure (0.6W)</u> | Zone 1 (psf) | Zone 2 (psf) | Zone 3 (psf) | |
| Pnet30= | 7.7 | 7.7 | 7.7 | Figure 30.5-1 |
| Pnet = $0.6 \times \lambda \times K_{ZT} \times \text{Pnet30}$ = | 5.59 | 5.59 | 5.59 | Equation 30.5-1 |

Rafter Attachments: 0.6D+0.6W (CD=1.6)**Lag Screw Connection**

| | | |
|----------------------------------|-----------|-------------------|
| Attachement max. spacing= | 6 ft | |
| 5/16" Lag Screw Withdrawl Value= | 266 lb/in | Table 12.2A - NDS |
| Lag Screw Penetration= | 2.5 in | DFL assumed |
| Prying Coefficient | 1.4 | |
| Allowable Capacity with CD= | 760 lb | |

| Zone | Trib Width | Area (ft) | 0.6D+0.6W Uplift (lbs) | Dpv+0.6W Down (lbs) |
|------|------------|-----------|---------------------------|------------------------|
| 1 | 6 | 16.5 | 208.7 | 141.7 |
| 2 | 6 | 16.5 | 253.0 | 141.7 |
| 3 | 3 | 8.3 | 126.5 | 70.9 |
| | | Max= | 253.0 | < 760 |

CONNECTION IS OK

1. Pv seismic dead weight is negligible to result in significant seismic uplift, therefore the wind uplift governs
2. Embedment is measured from the top of the framing member to the tapered tip of a lag screw. Embedment in sheathing or other material does not count.

Vertical Load Resisting System Design

Roof Framing-

Rafters

Snow Load Fully Exposed

| | | | | | | | |
|---------|-----|-----|-------------------------|----------------------------|-----|-----|---------|
| $p_g =$ | 0 | psf | ASCE 7-10 , Section 7.2 | $p_f =$ | 0 | psf | |
| $C_e =$ | 0.9 | | ASCE 7-10 , Table 7-2 | $p_{fmin.} =$ | 0.0 | psf | |
| $C_t =$ | 1.1 | | ASCE 7-10 , Table 7-3 | $p_s =$ | 0 | psf | 0.0 plf |
| $I_s =$ | 1.0 | | ASCE 7-10 , Table 1.5-1 | Conservatively ($C_s=1$) | | | |

Max Length, $L =$ 24.0 ft (Beam maximum Allowable Horizontal Span)

Tributary Width, $W_T =$ 14 in

$D_r =$ 10 psf 11.67 plf

$P_{vDL} =$ 3 psf 3.5 plf

Load Case: DL+0.6W (CD=1.6)

$P_{net} + P_{pv} + P_{DL} =$ 21.7 plf

Max Moment, $M_u =$ 1562 lb-ft

Pv max Shear= 141.7 lbs

Max Shear, $V_u = wL/2 + P_v$ Point Load = 324 lbs

Load Case: DL+0.75(0.6W+S) (CD=1.6)

$0.75(P_{net} + P_s) + P_{pv} + P_{DL} =$ 20 plf

$M_{down} =$ 1444 lb-ft

Mallowable = $S_x \times F_b'$ (wind)= 4366 lb-ft > 1444 lb-ft **OK**

Load Case: DL+S (CD=1.15)

$P_s + P_{pv} + P_{DL} =$ 15 plf

$M_{down} =$ 1092 lb-ft

Mallowable = $S_x \times F_b'$ (wind)= 3138 lb-ft > 1092 lb-ft **OK**

Max Shear, $V_u = wL/2 + P_v$ Point Load = 324 lbs

Member Capacity

DF-L No.2

| 2X12 | Design Value | C_L | C_F | C_i | C_r | K_F | ϕ | λ | Adjusted Value |
|-------------|--------------|-------|-------|-------|-------|-------|--------|-----------|----------------|
| $F_b =$ | 900 psi | 1.0 | 1.0 | 1.0 | 1.15 | 2.54 | 0.85 | 0.8 | 1035 psi |
| $F_v =$ | 180 psi | N/A | N/A | 1.0 | N/A | 2.88 | 0.75 | 0.8 | 180 psi |
| $E =$ | 1600000 psi | N/A | N/A | 1.0 | N/A | N/A | N/A | N/A | 1600000 psi |
| $E_{min} =$ | 580000 psi | N/A | N/A | 1.0 | N/A | 1.76 | 0.85 | N/A | 580000 psi |

Depth, $d =$ 11.25 in

Width, $b =$ 1.5 in

Cross-Sectional Area, $A =$ 16.875 in²

Moment of Inertia, $I_{xx} =$ 177.979 in⁴

Section Modulus, $S_{xx} =$ 31.6406 in³

Allowable Moment, $M_{all} = F_b' S_{xx} =$ 2729.0 lb-ft

Allowable Shear, $V_{all} = 2/3 F_v' A =$ 2025.0 lb

$DCR = M_u / M_{all} =$ 0.35 < 1

$DCR = V_u / V_{all} =$ 0.16 < 1

Satisfactory

Satisfactory

Siesmic Loads Check

| | |
|---------------------------|----------------|
| Roof Dead Load | 10 psf |
| % or Roof with Pv | 10% |
| Dpv and Racking | 3 psf |
| Averarage Total Dead Load | 10.3 psf |
| Increase in Dead Load | 1.2% OK |

The increase in seismic Dead weight as a result of the solar system is less than 10% of the existing structure and therefore no further seismic analysis is required.

Limits of Scope of Work and Liability

We have based our structural capacity determination on information in pictures and a drawing set titled PV plans - POGGI, PATRICIA. The analysis was according to applicable building codes, professional engineering and design experience, opinions and judgments. The calculations produced for this dwelling's assessment are only for the proposed solar panel installation referenced in the stamped plan set and were made according to generally recognized structural analysis standards and procedures.



36805

Job # _____

Schedule Date: _____

Date Work Preformed: _____

Foreman: _____

Job Phone:

PATRICIA Poggi
5123 BRAZON
Zip: LAGUNA WOODS CA. 92634

Supply 3 Roof IN 56 Solar leg Penetrations on John's Manville
P.U.C. Roof @ \$72.00 Per leg. (Minimum Height 10' Fast Jack)

DESCRIPTION OF WORK PERFORMED

[illegible]

Authorized By: _____
(please print)

Work Ordered By:

Signature: _____

Field Authorization #



Standard 41 - Solar Panels, 1 Story Buildings

**ADOPTED JANUARY 2008, RESOLUTION 03-08-09
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED OCTOBER 2014, RESOLUTION 03-14-107
REVISED JANUARY 2016, RESOLUTION 03-16-08
REVISED AUGUST 2019, RESOLUTION 03-19-95**

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1.** In this section, “Solar Panel” refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.2.** This section refers only to single story dwellings and the roof section of the building that covers the footprint of the Manor for which the request is being submitted.
- 2.3.** All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual Member.
- 2.4.** All costs associated with roof replacement above and beyond the typical cost for roof replacement that are due to the solar panel installation shall be borne by the Member(s).
- 2.5.** Detailed, site-specific plans for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to the Manor Alterations Department for approval.
- 2.6.** Should the proposed location of solar panels be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a solar panels, the “Agreement Regarding Solar Panel Installation on Common Area Property” or similarly titled document.

- 2.7.** Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings, per the California Building Code and any other applicable laws or ordinances.
- 2.8.** The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.
- 2.9.** Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties. The lowest point of the solar array equipment shall be a minimum of 10 inches above the flat roof. The stanchions used to connect the array to the roof must be round and have the top of the stanchion able to be water tight.
- 2.10.** Flat roof mounting must leave a minimum of two feet between the panels and the parapet to permit access.
- 2.11.** Sloped roof mounting requires CertainTeed Landmark TL composition shingle roofing on the entire roof area where the array will be located. The array must then be trimmed with light weight tiles (LWT) to match in materials and appearance of the original roof being replaced. The current composition shingle roofing standards for waterproofing the roof at the time of installation must be followed and will include a single layer underlayment, drip edge metal, step flashings at existing skylights and chimneys, penetration flashings for all vents and vent pipes, and valley metal at valley areas.
- 2.12.** Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.13.** Detailed plans of the installation of roof jacks should be submitted to the Permits and Inspections office for approval.
- 2.14.** Lag screws must have adequate pullout strength and shear capacities.

- 2.15.** Flat roofs with PVC roofing shall have all tie-in work completed by the Mutual Roofing Contractor at the Member's expense.
- 2.16.** Connections to the manor's electrical system must be coordinated with the local electric utility.
- 2.17.** Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.
- 2.18.** A solar panel system may only serve a single manor.
- 2.19.** Leasing of Solar Panels is permitted only under the following conditions:
 - a. Only prepaid leases are permitted, and Member must provide the Mutual a copy of the pre-paid lease contract together with proof of payment before any work on the construction or installation of the solar panel system begins; and
 - b. The pre-paid lease contract must be assigned by the Member.
- 2.20.** All solar panel installations located on the roof of a unit must be inspected and approved by a VMS Inc. Roofing Inspector before the solar array is installed and again, after roof replacement is complete, prior to a final inspection of the Mutual Consent.

3.0 OBLIGATIONS

- 3.1** The Mutual Member must sign and submit to Third Laguna Hills Mutual, c/o VMS, Inc, Community Services, the "Recordable Common Area Agreement" for the subject solar panel installation utilizing Common Area.
- 3.2** Member accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation, operation, maintenance or removal, and Member accepts all responsibility for damage to Member's Manor or other Manors or to personal property caused or contributed to by

the installation, operation, maintenance or removal of the solar panels.

- 3.3** The Member is responsible for, and will bear all costs associated with removing, altering, covering or reinstalling the alteration as may be necessary or appropriate to allow the Mutual to conduct maintenance or repairs of common area. If the Mutual gives a minimum of thirty (30) days advance written notice of the need to remove, alter, cover or replace the solar panel and the Member does not accomplish this within five calendar days before the removal, alteration, or covering is necessary, then the Mutual will accomplish the removal, alteration or covering at the Member's cost, which will be billed as a Chargeable Service to the Member.
- 3.4** The Member is responsible for, and will bear all costs associated with, clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.
- 3.5** All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).
- 3.6** The roof area for possible solar panel installation is allocated only to the roof space directly above the subject Manor. It is Member's responsibility to ascertain and adapt to any roof interference by vents or other roof installations already in place.
- 3.7** Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- 3.8** If Member discontinues use of the solar panels, Member will remove the panels, all associated parts, connections and wiring associated with the solar panels after giving notice to the Mutual through the Alterations Division.
- 3.9** The solar installer and his roofer will provide a copy of the composition shingle manufacturer's 40 year warranty and will provide a separate workmanship warranty of 5 years for the composition shingle roof installation. If any leaks occur on a roof so constructed, the solar installer will remove the solar equipment, repair the roof and put back the solar equipment at no cost to the

resident or Mutual. If the solar installer/roofer chooses not to comply with this requirement, then the Mutual Roofing Contractor must be hired to do the roofing work at the member's expense.

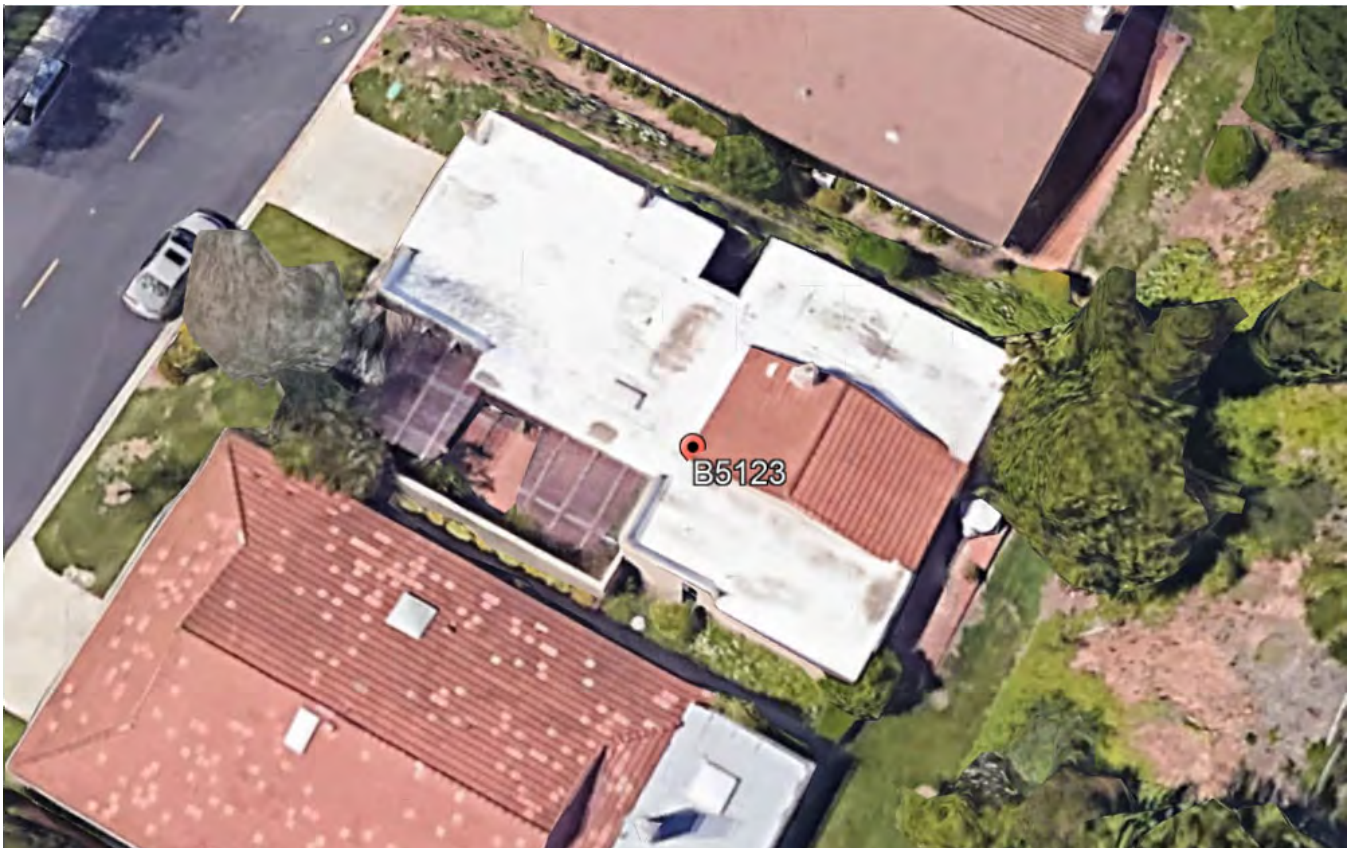
- 3.10.** Member must present to the Mutual a vendor/installer agreement that requires vendor to hold harmless and indemnify the Mutual for any and all claims, damages, costs and expenses, including attorney fees related to or arising from the installation, use, maintenance, repair or removal of the solar panel system.

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Attachment: 4



Attachment: 5



RESOLUTION 03-20-XX
Variance Request

WHEREAS, Ms. Patricia Poggi of 5123 Brazo, a Villa Reposa style unit, is requesting Board approval of a variance for non-standard solar panel installation; and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on January 16, 2020 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 January 27, 2020.

NOW THEREFORE BE IT RESOLVED, on February 18, 2020, the Board of Directors hereby denies the request for non-standard solar panel installation;

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 5123 and all future Mutual members at 5123;

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

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RESOLUTION 03-20-XX

Deny the Request for Removal of One Fern Pine Tree – 5377-A Avenida Sosiega

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 February 6, 2020, the Landscape Committee reviewed a request for removal of one Fern Pine tree. The request was received from the Member at 5377-A who cited the reasons as structural damage, stating that the tree is lifting the cement patio and;

WHEREAS, the Committee determined that the tree does not meet the guidelines established in Resolution 03-11-149 and recommends to deny the request for the removal of one Fern Pine tree located at 5377-A Avenida Sosiega.

NOW THEREFORE BE IT RESOLVED, February 18, 2020, the Board of Directors denies the request for the removal of one Fern Pine tree located at 5377-A;

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

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STAFF REPORT

DATE: January 15, 2020
FOR: Resident Policies and Compliance Committee
SUBJECT: Leasing Cap and Lease Waiting List Policy

RECOMMENDATION

Approve the creation of a wait list to fairly and uniformly manage a wait list when the number of approved leases reaches the 30 percent cap (1,830 units leased).

BACKGROUND

Third Mutual established a 30 percent cap on leases by way of Resolution 03-08-106, which became effective December 1, 2008. The cap on active leases enables owners and prospective owners to obtain more favorable rates for home loans, maintains a positive owner-tenant ratio within the community and stabilizes the pool of resident owners who are eligible to assist with the governance of Third Mutual.

The annual lease rate in Third has trended at 27 percent for many years. However, in January 2017, the leasing rate in Third Mutual rose to 27.5 percent and then dropped back to 27 percent before spiking to 28 percent in October 2018 through December 2018. The rate remained at 28 percent for nine months in 2019. The current rate is 28 percent.

Planning forward, it is recommended that a procedure to manage a wait list for excess lease requests, beyond 30 percent, be established.

DISCUSSION

To manage owner expectations as well as establish a wait list, it is recommended that an extra step be implemented before the submittal of a lease authorization application. An owner would initially submit a request for eligibility to lease. If the leasing cap is not met, the owner may submit a lease authorization application in accordance with the Lease Policy. If the leasing cap is met, the owner would be added to a wait list that would be prioritized on a first come first serve basis.

At such time as the number of leases is reduced below the 30 percent cap, or 1,830 leased units, the owner at the beginning of the wait list would be notified of his eligibility to lease and given a period of time, 90 days or another set time established by the Board, to submit a complete lease authorization application. If the eligible owner fails to submit a complete lease authorization application within the specified time period, he would lose eligibility and have to resubmit for eligibility and go to the end of the wait list. The next owner on the wait list would then have the opportunity to complete a lease authorization application and so on.

Ninety days is utilized as the eligibility period throughout proposed policy since this is a reasonable time for an owner to find a prospective tenant and prepare and submit the required lease authorization application.

Having an owner confirm he is eligible to lease his unit seeks to prevent the upset that would result from completing the entire lease application including the proposed lease and tenant verification along with fees, only to then be told he cannot lease because the leasing cap is exceeded. Additionally, the proposed eligibility verification step leaves the existing lease application process intact without requiring it to be amended once again.

An owner who is currently leasing his unit would continue to be eligible to lease his unit for 90 days after the expiration (or termination) of the current lease authorization. If a lease authorization for an approved lease of the owner's unit expires and the owner does not submit a new, complete lease authorization application for a new lease for his unit within 90 days of the expiration of the prior lease authorization, the owner's eligibility to lease his unit would expire.

Furthermore, counsel recommends that language be incorporated into the proposed policy that would allow for exceptions to the leasing cap for hardship. Doing so would allow the Board, in its sole discretion, to consider extraordinary circumstances and make the policy more reasonable and better able to withstand legal/judicial scrutiny if an owner objects to the policy and tries to challenge its enforcement.

FINANCIAL ANALYSIS

None.

Prepared By: Pamela Bashline, Community Services Manager

Reviewed By: Siobhan Foster, COO

ATTACHMENT(S)

ATT 1 – Leasing Cap and Lease Waiting List Policy

ATT 2 – Resolution 03-20-XX

ENDORSEMENT (to Board)

Discuss & Consider the Leasing Cap and Lease Waiting List Policy

Third Mutual established a 30 percent cap on leases by way of Resolution 03-08-106, which became effective December 1, 2008. The cap on active leases enables owners and prospective owners to obtain more favorable rates for home loans, maintains a positive owner-tenant ratio within the community and stabilizes the pool of resident owners who are eligible to assist with the governance of Third Mutual.

The annual lease rate in Third has trended at 27 percent for many years. However, in January 2017, the leasing rate in Third Mutual rose to 27.5 percent and then dropped back to 27 percent before spiking to 28 percent in October 2018 through December 2018. The rate remained at 28 percent for nine months in 2019. The current rate is 28 percent.

Planning forward, it is recommended that a procedure to manage a wait list for excess lease requests, beyond 30 percent, be established.

Director Parsons made a motion to approve the Lease Cap and Lease Waiting List Policy. Director Engdahl seconded the motion.

By unanimous vote, the motion carried.

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Leasing Cap and Lease Waiting List Policy
Resolution 03-20-XX; Adopted _____ XX, 2020

I. Purpose

Third Laguna Hills Mutual (“Third”) authorizes Members, as defined in the CC&Rs, to lease their manors, subject to the restrictions and procedures in Third’s Governing Documents, including without limitation, the Operating Rules and any policy duly adopted by the Board. The current procedures relating to Lease Authorization are contained in Third’s Lease Policy, as may be amended from time to time. Notwithstanding the right of Members to lease their manors, Third has in place a limit on the total number of manors that may be leased at any given time, which is thirty percent (30%) of the total number of manors in Third (the “Leasing Cap”).

The purpose of this document is to set for the Leasing Cap and Waiting List Policy (the “Policy”), which supplements the Lease Policy by providing additional procedures relating to eligibility of Members to lease their manors once the Leasing Cap is reached.

II. Restriction on Number of Units Leased; Leasing Eligibility

Pursuant to the Leasing Cap, no more than thirty percent (30%) of the manors in Third shall be leased at any given time.

A Member desiring to lease his or her manor must submit to Third a written lease eligibility request for approval of eligibility of the Member to lease his or her manor based on the total number of manors currently leased in Third. No Member will be eligible to lease his or her manor or to submit a Lease Authorization Application prior to receiving written notice of eligibility to lease from Third through an authorized VMS staff member.

Third will respond to any Member’s written request for eligibility to lease the Member’s manor within ten (10) business days of the written submittal of such request to Third.

Third will deny a Member’s request for eligibility to lease the Member’s manor if the number of currently leased manors, plus the number of manors for which other Members have received approval to lease but which are not yet leased, plus the Member’s manor (the “Leased Unit Calculation”) exceeds thirty percent (30%) of the manors in Third. In such event, the Member will be notified in writing of such denial and placed on the lease waiting list, as further described below.

If the Leased Unit Calculation does not exceed thirty percent (30%) of the manors in Third, Third will notify the Member that his or her manor is eligible to lease, and that the Member has ninety (90) days to submit a complete Lease Authorization Application in accordance with the Lease Policy. After ninety (90) days from the notice of eligibility to lease, the Member's eligibility to lease will expire, and the Member must submit a new written request for eligibility.

III. Waiting List

In the event a Member's request for approval to lease is denied because the Leased Unit Calculation exceeds thirty percent (30%), the Member shall be placed on a waiting list maintained by Third, and the Member shall be given an opportunity to submit a Lease Authorization Application to lease his or her manor when such Member's name is first on the waiting list and the Leased Unit Calculation no longer exceeds thirty percent (30%) of the manors in Third. The Member will be contacted by Third in writing when such Member is eligible to lease his or her manor.

If a Member has received notice that such Member is eligible to lease his or her manor, that Member must submit a complete Lease Authorization Application in accordance with the Lease Policy within ninety (90) days of the notice of eligibility to lease. If the Member fails to submit a complete Application within ninety (90) days of the date of notice of lease eligibility, the Member's eligibility to lease shall expire. In such event, the Member shall be required to submit a new written request for eligibility to lease his or her manor in accordance with the foregoing provisions; and, if there is a waiting list, the Member will be placed at the end of such waiting list.

Members who are currently leasing their manors will continue to be eligible to lease their manor for ninety (90) days after the expiration or termination of the current Lease Authorization. If a Lease Authorization for an approved lease of a Member's manor expires or terminates and the Member does not submit a new, complete Lease Authorization Application (in accordance with the requirements of the Lease Policy) for a new lease for the Member's manor within ninety (90) days of the expiration or termination of the prior Lease Authorization, the Member's eligibility to lease his or her manor shall expire. In such event, the Member shall be required to submit a new written request for eligibility to lease his or her manor in accordance with the foregoing provisions of this Policy. Notwithstanding the foregoing, in the event a Member eligible to lease their manor following termination of a lease wishes to make alterations to the Member's manor in accordance with Third's Governing Documents which may inhibit their ability to lease the manor within ninety (90) days, the Member may make a written request for an extension of their ninety (90) day eligibility period; provided, however, that such request must be based on the necessary permits having already been granted by the City and Third. The Board may grant such Member's request in its sole and reasonable discretion.

IV. Exemptions; Enforcement

Upon written request by a Member for eligibility to lease his or her Unit, the Board shall be authorized and empowered, in its sole and reasonable discretion, to grant a hardship exemption for the Member with respect to the Leasing Cap. For purposes of this Policy, a "hardship" shall be defined as the need of a Member to lease his or her manor as a result of an unforeseeable event and/or because enforcement of the Leasing Cap against the Member could reasonably subject the Member to suffer a severe financial difficulty.

If a Member submits a Lease Authorization Application in accordance with the Lease Policy without first requesting and receiving written approval for eligibility to lease, the Application will be rejected and the fee returned, with instructions for the Member to first obtain written approval of eligibility to lease.

If a Member leases his or her manor without approval from the Board, or is otherwise in violation of the provisions of this Policy or the Lease Policy, the Member shall be subject to disciplinary measures, including, but not limited to: (A) a monetary penalty in an amount to be determined by the Board; (B) other disciplinary measures; and/or (C) a reimbursement assessment in an amount equal to the costs incurred by Third related to addressing such violation, including, without limitation, attorneys' fees and costs, irrespective of whether Third is able to obtain a court order to evict the tenant or otherwise effectuate the legal eviction of the non-compliant tenant from the Member's manor.

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RESOLUTION 03-19-XX

Leasing Cap and Lease Waiting List Policy

WHEREAS, the Board of Directors (the “Board”) of Third Laguna Hills Mutual (“Third”) held a meeting on [DATE], 2020, at which a quorum of the Board was present;

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

WHEREAS, on October 21, 2008, the Board adopted Resolution M3-08-106, which required that a minimum of seventy percent (70%) of the manors in Third be owner occupied at all times and that a maximum of thirty percent (30%) of the manors may be leased at any given time (the “Leasing Cap”), effective as of December 1, 2008;

WHEREAS, since the time the Leasing Cap was implemented by the Board and became effective as an operating rule of Third, the number of manors leased has remained below the Leasing Cap, however the number of leased manors has steadily risen and will soon reach the Leasing Cap;

WHEREAS, while the Leasing Cap has been in effect since December 2008, specific procedures relating to the monitoring of the Leasing Cap, the implementation of a waiting list for leasing, and the process for leasing a manor once the Leasing Cap has been met have not been adopted by Third;

WHEREAS, given the approach of the number of leased manors to the Leasing Cap, the Board has determined that it would be in the best interests of Third to adopt procedures regarding leasing once the Leasing Cap has been met to be added to Third’s Operating Rules;

NOW, THEREFORE BE IT RESOLVED, [DATE], 2020 that the Board of Third hereby approves and adopts the below Leasing Cap and Lease Waiting List Policy, which provides Third’s policy and procedures with regard to the leasing of manors once the Leasing Cap has been met, and incorporates same into the Third’s Operating Rules as a part of Third’s Governing Documents; and

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

FEBRUARY Initial Notification

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

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STAFF REPORT

DATE: February 18, 2020
FOR: Resident Policy and Compliance Committee
SUBJECT: Harassment Policy

RECOMMENDATION

Staff recommends adoption of the Harassment Policy.

BACKGROUND

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

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

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

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

On December 17, 2019, the Board requested that the Committee review the Harassment Policy with Legal Counsel's updates. On January 15, 2020, the Resident Policy and Compliance Committee approved the adoption of the Harassment Policy with Legal Counsel's updates.

DISCUSSION

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

FINANCIAL ANALYSIS

None.

Prepared By: Blessilda Wright, Compliance Supervisor

Harassment Policy

February 18, 2020

Page 2

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

ATTACHMENT(S)

Attachment 1: Harassment Policy

Attachment 2: Resolution

ENDORSEMENT (to Board)

Discuss & Consider the Harassment Policy

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

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

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

By unanimous vote, the motion carried.

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Harassment Policy

I. Purpose

The purpose of this Harassment Policy (“Policy”) is to set forth guidelines for harassment complaints received by Third Laguna Hills Mutual (“Third”) in accordance with the requirements of Third’s Governing Documents, defined below, and the law.

II. Definitions

- a. Community – Laguna Woods Village.
- b. Golden Rain Foundation (GRF) – the Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation.
- c. Governing Documents – all of the following, collectively, the Articles of Incorporation; the Bylaws; the CC&Rs; the Rules and Regulations; and any Resolutions or Policies duly adopted by the Board; all as may be lawfully amended or modified from time to time.
- d. Harassment – see details under Conditions.
- e. Member – is defined as any person who is an owner of a Unit in Third’s development who has been approved for membership in Third in accordance with the Governing Documents.
- f. Resident - is defined as any person who has been approved by the Board of Directors, or its designee, as applicable, for occupancy of a manor within Third’s development.
- g. Staff - Employees of Village Management Services, Inc. authorized to act on behalf of Third.
- h. Third or the Mutual – the corporate homeowners association that was formed in 1970 and by 1984 had acquired the assets and liabilities by vote of each of the 59 individual mutuals within the larger Leisure World (now Laguna Woods Village), a common interest development, with full authority to “manage, operate, and maintain” them.

III. Conditions for Harassment

Below are various definitions and descriptions of harassment under both Federal and California law. While the Association is a private corporation and is not responsible for enforcing the law, these definitions act as guidelines for Third’s Board and Staff in determining whether alleged conduct rises to the level of harassment, and should thus be treated as a violation of Third’s Governing Documents pursuant to, without limitation, the restrictions against nuisances as set forth in the CC&Rs.

- **Federal Law:** Under federal law, "harassment" is defined to mean "a serious act or a course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose." (18 U.S.C.A. §1514(d)(1)(B).)
- **California Law:** California defines "harassment" as unlawful violence; a credible threat of violence; or a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, or harasses that person, and that serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, and must actually cause substantial emotional distress to the petitioner. (Code Civ. §527.6(b)(3).)
- "Course of Conduct" is defined as a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose, including, without limitation, following or stalking an individual, making harassing telephone calls to an individual, or sending harassing correspondence to an individual by any means, including, but not limited to, the use of public or private mails, interoffice mail, facsimile, or computer email. (Code Civ. §527.6(b)(1).)
- "Credible threat of violence" is a knowing and willful statement or course of conduct that would place a reasonable person in fear for his/her/they/their safety, or the safety of his/her/they/their immediate family, and that serves no legitimate purpose. (Code Civ. §527.6(b)(2).)

Department of Housing and Urban Development (HUD) "Final Rule": Notwithstanding the foregoing and that fact that Third has no obligation to enforce the law, recent Federal regulations/guidelines enacted by the Department of Housing and Urban Development (HUD), do impose certain obligations on Third with regard to the investigation and treatment of reported harassment. The New guidelines, adopted in August 2016, were enacted in an effort to further define and address housing discrimination in the form of harassment. In that regard HUD's new guidelines now deem any form of harassment in housing or within housing developments a form of illegal discrimination. Based on HUD's guidelines, homeowners associations, such as Third, are considered housing providers, and as such are required to evaluate alleged harassment to investigate whether a resident is being subjected to harassment to the extent that it may amount to illegal housing discrimination. Pursuant to the guidelines Third is required to investigate all reported claims of potential harassment of Members or Residents and, as appropriate, take all action permitted under the Governing Documents to address such harassing behavior. (24 CFR 100.600.)

Governing Documents: While Third's Governing Documents do not directly address "harassment", those actions which constitute harassment based on the above laws and guidelines would fall under the general prohibition against nuisances found in Article III, Section 6 of Third's CC&Rs, and, further, any acts of harassment that constitute a violation of law are expressly considered a nuisance in violation of the Governing Documents. According to Article III, Section 6, Members and Residents are not to permit or suffer anything to be done or kept in or about the dwelling unit or otherwise within Third's development which will increase the rate of insurance on any building or other property of Third or on the contents thereof, or which will obstruct or interfere with the rights of other Members or Residents or annoy them by unreasonable noises or otherwise. Members and Residents are also restricted from permitting any nuisance in or about the dwelling unit or otherwise within Third's development or committing or suffering any immoral or illegal act to be committed thereon. Members and Residents are obligated to comply with all of the requirements of governmental authorities with respect to the dwelling unit and all other premises of Third. (CC&Rs Article III, Section 6, Use Restrictions.)

IV. Harassment Complaints and Investigation

A complaint may be registered by calling the Security Department at 949-580-1400 or the Compliance Division by calling 949-268-CALL or email to compliance@vmsinc.org. Staff will inform the reporting party to call the Security Department for documentation of the reported harassment. Staff may also inform the reporting parties to call the Orange County Sheriff's Department if and when the behavior occurs.

Investigating Alleged Harassment: to determine whether or not harassment is taking place in violation of the Governing Documents, Staff evaluates the nature of the unwelcome conduct, the context in which the incidents occur, the severity, scope, frequency, duration, and location of the conduct, and the relationships of the people involved.

Any complaint received of harassment of a Staff member by any Member or Resident of Third will be investigated by the Board and Third's Legal Counsel. No harassing or inappropriate behavior toward Staff will be tolerated. Village Management Services may also perform its own investigation into such allegations and determine whether legal action against a Member or Resident is necessary to protect Staff and its interests. Third may coordinate its investigation with Village Management Services, and, in the Board's discretion, may review and adopt the evidence and findings of any investigation by Village Management Services as its own and take appropriate enforcement action based upon same.

In the event that the alleged harassment involves acts or behavior by a Staff member against a Member or Resident, a complaint may be made directly to the Third's Executive Committee by phone to 1-877-888-0002. Third will report such

conduct directly to Village Management Services to conduct an internal investigation into the conduct in question by the Staff member who is a Village Management Services employee, and to take appropriate action with regard to said employee. Staff members are employees of Village Management Services, which is the managing agent for Third, and are not employees of Third over which Third has direct authority or control. Notwithstanding the foregoing, Third and its Board may address and discuss any complaints regarding Staff members and the handling of same with Village Management Services, as may be appropriate, in the Board's discretion.

Except as otherwise indicated above, reports of harassment will be evaluated by Staff (except in the event Staff is involved in such complaint) and Third's Legal Counsel to ensure that the Board complies with its obligations under the Governing Documents and as required by law, including, without limitation the HUD guidelines on harassment. The Board will address the harassment to the extent such acts constitute a violation of Third's Governing Documents and to the extent required by law.

V. Enforcement

Third is authorized to take disciplinary action against any Member who may be found in violation of the Governing Documents, or whose unit or Residents, tenants, or guests are found to be in violation of the Governing Documents (CC&R Article XIX; Bylaws Article 4, Section 4.5). When a complaint is lodged regarding the occurrence of a violation, the Board of Directors has a duty to investigate and impose, if appropriate, discipline as set forth in the Governing Documents. Discipline shall be imposed after a duly noticed disciplinary hearing in accordance with the requirements of statute and Third's Governing Documents.

If a Member or Resident, or a guest of either, is found to have engaged in acts constituting harassment in violation of the law and/or constituting a nuisance or otherwise in violation of the Governing Documents, the Board has the authority to impose monetary fines, suspend Member(s) privileges, and/or bring forth legal action, as more fully set forth in the Governing Documents, including without limitation the Schedule of Monetary Penalties, as may be revised from time to time. Each Member is entirely responsible for ensuring that the Governing Documents are followed by anyone they allow into the Community—this includes any co-occupant, lessee, guest, care provider, vendor, invitee or contractor.

If a non-owner Resident is found to have engaged in behavior constituting harassment, Third may, in addition to any disciplinary action taken against the responsible Member, exercise such rights and remedies directly against such Resident as authorized by the Governing Documents and law, which include, without limitation, legal action for a protective order against such Resident to protect the interests of the Association and Staff. If such Resident is subject to a lease with Lease Authorization from Third, Third may also revoke the Lease

Authorization and approval for occupancy of such person in Third, and seek removal of such Resident through an unlawful detainer action, in accordance with Third's Lease Policy.

Notwithstanding the foregoing, and regardless of whether disciplinary action is taken, any Member of Third or resident of the Community who serves in any capacity as an officer of Third, a committee member, or otherwise as an advisor to Third or Staff may be removed by the Board from such position and have any appurtenant privileges revoked. Any person holding such officer, committee, or advisor position serves at the pleasure of the Board, and may be removed by the Board in its discretion if the Board believe it is in the best interests of the Third to do so, even if it is ultimately determined upon investigation that no harassment took place (see Bylaws, Sections 7.1 and 9.3).

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Resolution 03-20-XX

Harassment Policy

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

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

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

FEBRUARY Initial Notification

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

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STAFF REPORT

DATE: February 18, 2020
FOR: Resident Policy and Compliance Committee
SUBJECT: Nuisance Policy

RECOMMENDATION

Staff recommends adoption of the Nuisance Policy.

BACKGROUND

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

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

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

On December 2, 2019, the Resident Policy and Compliance Committee approved adoption of the Nuisance Policy. On December 17, 2019, the Board requested that the Committee review the Nuisance Policy with Legal Counsel's updates. On January 15, 2020, the Resident Policy and Compliance Committee approved adoption of the Nuisance Policy with Legal Counsel's updates.

DISCUSSION

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

FINANCIAL ANALYSIS

None.

Prepared By: Blessilda Wright, Compliance Supervisor

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

ATTACHMENT(S)

Attachment 1: Nuisance Policy

Attachment 2: Resolution

ENDORSEMENT (to Board)

Discuss & Consider the Nuisance Policy

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

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

Director Parsons made a motion to approve the Nuisance Policy with changes. Director Engdahl seconded the motion.

By unanimous vote, the motion carried.

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Nuisance Policy

I. Purpose

The purpose of this Nuisance Policy (“Policy”) is to set forth guidelines for the treatment and handling of nuisance complaints received by Third Laguna Hills Mutual (“Third”), in accordance with the requirements of Third’s Governing Documents, as defined below, and the law.

II. Definitions

- a. Community – Laguna Woods Village.
- b. Golden Rain Foundation (GRF) – the Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation.
- c. Governing Documents – all of the following, collectively, the Articles of Incorporation; the Bylaws; CC&Rs; the Rules and Regulations; and any Resolutions or Policies duly adopted by the Board; all as may be lawfully amended or modified from time to time.
- d. Member – any person who is an owner of a Unit in Third’s development who has been approved for membership in Third in accordance with the Governing Documents.
- e. Nuisance – see details under Conditions.
- f. Resident – any person who has been approved by the Board of Directors, or its designee, as applicable, for occupancy of a manor within Third’s development.
- g. Staff - Employees of Village Management Services, Inc. authorized to act on behalf of Third.
- h. Third or the Mutual – the corporate homeowners association that was formed in 1970 and by 1984 had acquired the assets and liabilities by vote of each of the 59 individual mutuals within the larger Leisure World (now Laguna Woods Village), a common interest development, with full authority to “manage, operate, and maintain” them.

III. Conditions for Nuisance

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

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

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

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

Based upon the foregoing provision of the CC&Rs and various statutory provisions, with regard to Third, a nuisance shall be deemed to be anything that unreasonably interferes with another Member or Resident's use and enjoyment of his/her/their/they manor, as determined by the Board. Below are examples of activities that fall into a nuisance category; please note, however, that this is not an exhaustive list of potential nuisances, inasmuch as any activity that falls within the above definition of a nuisance shall be deemed a violation of Third's Governing Documents:

1. **Noise:** Things that interfere with quiet enjoyment such as improperly installed hardwood floors, residents playing their music or TV at an excessively loud volume, overly loud conversations, yelling or shouting, barking dogs, excessively loud vehicles, etc. Excessive and overly loud characteristics are measured against what a reasonable person in the same or similar circumstance would consider to be excessive or overly loud.
2. **Odors:** This includes second-hand smoke or smoke odors (cigarettes, cigars, vaping matter/materials and marijuana), strong odors from e-cigarettes or vaping devices, strong cooking odors, smoke from a BBQ grill entering other units, etc. The word strong shall be measured against what a reasonable person in the same or similar circumstance would consider to be strong.
3. **Visual:** Draping articles over balcony rails or patio walls, storing inoperable vehicles in parking spaces, excessive amount of items or clutter in visible areas, etc.

4. **Health/Safety:** Persons who allow unsanitary conditions to exist in and around their unit/manor where the accumulation of household items, belongings and/or materials, that attract insects, pests and rodents or creates strong odors that are recognizable in the common area or another unit/or manor, or residents who wash dog feces and/or urine off their unit/manor balcony onto the property below them.
5. **Violation of Laws:** A violation of federal or state laws or local ordinances, including, without limitation, such violations as public nudity, brandishing weapons which are registered or unregistered at or in the presence of another resident, the resident's guest and invitees and/or a staff member or a Resident, the resident's guest and invitees engaged in drug dealing (selling drugs for money or in exchange for some other form of remuneration) or prostitution.

IV. Nuisance Complaints and Investigation

A complaint may be registered by calling the Security Department at 949-580-1400 or the Compliance Division by calling 949-268-CALL or email to compliance@vmsinc.org. Staff will inform the reporting party to call the Security Department for documentation of the ongoing nuisance violation.

Investigating Alleged Nuisances: To determine whether or not a nuisance in violation of the Governing Documents is taking place or has occurred, Staff evaluates the alleged behavior, based upon the written complaint provided along with all of the information provided to support the complaint, and may further investigate the complaint before determining if the alleged behavior or nuisance activity in fact occurred, and whether the impact on other Members/Residents or units is deemed reasonable or unreasonable to an average reasonable person similarly situated. This may include, without limitation, further conversations with the reporting party and neighbors, and inspection of the unit(s)/manor(s) in question. Staff may also take the following steps when investigating certain nuisance complaints:

- For hard surface flooring complaints: Staff may perform informal sound tests that include two Staff members in the downstairs unit at the same time that two Staff members are in the upstairs unit, with an attempt to replicate the alleged noise.
- For odor complaints: Staff may perform an informal odor test that includes two Staff members in the unit from which the alleged nuisance odor arose at the same time that two Staff members are in the reporting party's unit, with an attempt to replicate the alleged odors. Staff may also seek assistance from the Maintenance Department to determine if the building structure is a factor that allows for the transmission of the odor that can be remedied.

If Staff determines that the alleged nuisance in violation of the Governing Documents has or may have occurred, a warning letter may be sent to the responsible Member and/or the Member may be sent a notice that the Member is being called to a disciplinary hearing before the Board or a committee thereof. At the disciplinary hearing, the Board will consider all evidence and documentation of the alleged nuisance violation, and the Member may speak and present evidence regarding the nuisance before the Board makes a decision on disciplinary action to be taken, if any.

V. Enforcement

Third is authorized to take disciplinary action against any Member who may be found in violation of the Governing Documents, or whose unit or Residents, tenants, or guests are found to be in violation of the Governing Documents (CC&R Article XIX; Bylaws Article 4, Section 4.5). When a complaint is lodged regarding the occurrence of a violation, the Board of Directors has a duty to investigate and impose, if appropriate, discipline as set forth in the Governing Documents. Discipline shall be imposed, if at all, after a duly noticed disciplinary hearing in accordance with the requirements of statute and Third's Governing Documents.

If a Member or such Member's unit/manor is found to have committed a nuisance violation as defined herein, the Board has the authority to impose monetary fines, suspend Member(s) privileges, and/or bring forth legal action, as more fully set forth in the Governing Documents, including without limitation the Schedule of Monetary Penalties, as may be revised from time to time. Each Member is entirely responsible for ensuring that the Governing Documents are followed by anyone they allow into the Community—this includes any co-occupant, lessee, guest, care provider, vendor, invitee or contractor.

In the event there is an ongoing dispute between neighbors over nuisance violations or alleged violations, and the Board ultimately determines that the activity/behavior in question does not rise to the level of a governing document violation, although the Mutual is not obligated to do so, Staff, on behalf of the Mutual, may offer informal mediation performed by the Compliance and Social Services Division to help facilitate a resolution to the dispute. Staff will also recommend, as an alternative for the complaining and the owner against whom the complaint is made, professional mediation services offered by the County of Orange. Notwithstanding the foregoing, nothing in this paragraph or this Policy shall be construed to create a duty on the Board to resolve any dispute between neighbors or an obligation beyond those duties imposed on Third and its Board by the Governing Documents or by law.



Resolution 03-20-XX

Nuisance Policy

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

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

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

FEBRUARY Initial Notification

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

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STAFF REPORT

DATE: January 15, 2020
FOR: Resident Policy and Compliance Committee
SUBJECT: Good Standing Policy

RECOMMENDATION

Entertain a motion to approve a Good Standing Policy that provides the definition of good standing and implications of a lack of the same.

BACKGROUND

The board is obligated to enforce the provisions set forth in the mutual's governing documents, including, without limitation, the declaration of covenants, conditions and restrictions (CC&Rs); bylaws and operating rules (collectively governing documents). Mutual members/owners, or the units they own, as may be applicable, that have engaged in or are actively and currently in violation of the governing documents may be subject to certain disciplinary action and/or limitation in their rights and privileges, including, without limitation, suspension of voting rights and ineligibility for serving on the board, as described in the governing documents.

The term "good standing" has been used colloquially by the mutual and the board in reference to members who are not in violation of the governing documents. The lack of good standing has been used to denote that such members have committed a violation or are currently in violation of the governing documents and thus limited in their membership privileges. Despite the general use of this term and references made to same in the governing documents, there is no formal, comprehensive definition of good standing or accompanying description of the consequences of a lack of good standing by a member.

On September 17, 2019, the Board introduced a resolution for a Good Standing Policy and placed the resolution on 28-day review. Subsequently on October 12, 2019, Governor Newsome signed SB 323 pertaining to common interest developments elections into law. SB 323, which goes into effect on January 1, 2020, imposes new burdens on the election process both with regard to qualifications of candidates and the procedures to be followed when electing directors. As a result, the proposed Good Standing Policy has been updated to reflect the new legislation.

DISCUSSION

The board has determined that it would be in the best interests of the mutual to adopt a formal definition of good standing to be added to the operating rules to provide clear guidance on the term and the implications for members identified as not in good standing.

The proposed Good Standing Policy provides the definition of good standing and the implications of a lack of same, and would incorporate such definition into the operating rules as a part of the governing documents. The term good standing shall mean that a member is:

- Not delinquent in payment of any assessment of related charge to the mutual (including regular monthly assessments, special assessments or reimbursement assessments);
- Not currently in violation of the provisions of the governing documents; and
- Not currently subject to disciplinary action imposed by the board of directors (or a committee thereof) after a duly noticed hearing in accordance with disciplinary procedures for a violation of the governing documents including any suspension of membership privileges as may be permitted by law (such as amenity use), or ongoing unpaid fines.

A member who is not in good standing due to a failure to meet any of the above-described criteria may be subject to certain restrictions, such as without limitation, in the use of the common area amenities, limits on the authority to rent his/her manor and/or refusal to approve architectural requests, in accordance with the provisions of the governing documents.

In accordance with SB 323, the mutual may not suspend a member's voting rights for any election/vote subject to Civil Code Section 5100 and the mutual's Election Rules (a "Subject Election"), as a disciplinary measure or otherwise restrict a member from voting in any Subject Election unless the member was not a member at the time the voting ballots were distributed. Matters that must be considered in a Subject Election include the election and removal of directors, special assessments over 5% or regular assessments over 20%, amendments to the governing documents, and grant of exclusive use of common area property.

A member more than 30 days delinquent on the payment of any sums due to the mutual including assessments, late fees or cost of collection relating to the same, chargeable service or other required fee, or fine imposed by the mutual in excess of \$100 as of the date of the distribution of ballots for voting on any matter involved in a Non-Subject Election shall be ineligible to vote in such an election. According to Section 4.5.3 of the Bylaws, any suspension period shall not exceed one year for any individual violation. A member delinquent in payment may also be subject to collection, legal action or other disciplinary action.

Further, no member who is more than 30 days delinquent on the payment of any sums due to the mutual including assessments, late fees or cost of collection relating to the same, chargeable service or other required fee, or fine imposed by the mutual will not be eligible to be a candidate for election to the Board of Directors or to serve as a director on the Board of Directors. Notwithstanding the foregoing, a candidate or Board Member shall not be disqualified to serve for failure to remain current in the payment of regular or special assessments if the member has paid the amounts under protest or entered into a payment plan with the mutual.

A member who is ineligible to serve as a candidate for election to the Board will have his/her nomination rejected by the Mutual, and the member's name and candidate information will not appear in the election ballot package. If it is determined that the candidate is not eligible after the distribution of the ballots, any votes for such candidate will not be counted. Any currently serving Board Member who becomes ineligible to serve pursuant to this Policy, other

Governing Documents, or applicable statute may be removed by the remainder of the Board from such director position.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster, COO

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Good Standing Policy

Attachment 2: Resolution 03-19-xx

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ENDORSEMENT (to Board)

Discuss & Consider the Good Standing Policy

The Board is obligated to enforce the provisions set forth in the Mutual's Governing Documents, including, without limitation, the Declaration of Covenants, Conditions and Restrictions (CC&Rs); Bylaws and Operating Rules (collectively governing documents). Mutual members/owners, or the units they own, as may be applicable, that have engaged in or are actively and currently in violation of the Governing Documents may be subject to certain disciplinary action as described in the governing documents.

The term "good standing" has been used colloquially by the Mutual and the Board in reference to members who are not in violation of the governing documents. The lack of good standing has been used to denote that such members have committed a violation or are currently in violation of the governing documents and thus limited in their membership privileges. Despite the general use of this term and references made to same in the governing documents, there is no formal, comprehensive definition of good standing or accompanying description of the consequences of a lack of good standing by a member.

Director Parsons made a motion to approve the Good Standing Policy. Director Engdahl seconded the motion.

By unanimous vote, the motion carried.

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Good Standing Policy
Resolution 03-20-XX; Adopted March XX, 2020

I. Definition

For the purposes of the enforcement of the Mutual's Governing Documents, and the exercise by Mutual members of the rights and privileges appurtenant to such membership as further described in the Governing Documents, including without limitation, the Mutual's CC&Rs, Bylaws, and Operating Rules and other rules or policies that may be adopted by the Mutual from time to time, the term "**good standing**" shall mean that the member (or the member's unit(s), as may be applicable) is:

- Not delinquent in the payment of any assessment or related charge to the Mutual (including regular monthly assessments, special assessments, or reimbursement assessments) or other any other amounts owed to the Association, including, without limitation, payment of chargeable services, fees or costs required to be paid, or fines imposed against the member as a disciplinary measure for violation of the Governing Documents.
- Not currently in violation of the provisions of the Mutual's Governing Documents, including without limitation, in violation of any architectural or landscaping rules, policies or procedures, leasing or occupancy rules and requirements, vehicle registration requirements, or other similar ongoing-type obligations of members and their units.
- Not currently subject to disciplinary action imposed by the Mutual's Board of Directors (or a committee thereof) after a duly noticed hearing in accordance with the Mutual's hearing enforcement procedures for a violation of the Mutual's Governing Documents, including any suspension of membership privileges as may be permitted by law (such as amenity use), or ongoing or unpaid fines.
 - If a one-time fine is levied against a Mutual member for one or more violations without additional ongoing disciplinary action such as suspension of membership privileges, the member shall be restored to good standing upon receipt of payment of the fines by the Mutual.

II. Effect of Lack of Good Standing

A member who is not in good standing, due to a failure to meet any of the above-described criteria may be subject to certain restrictions, such as without limitation, in the use of the common area amenities, restrictions in the authority to rent their manor

and/or refusal to approve architectural requests, in accordance with the provisions of the Governing Documents.

a. Eligibility to Vote

In accordance with a new statute adopted pursuant to California Senate Bill 323, effective January 1, 2020, notwithstanding any provisions to the contrary within the Mutual's Governing Documents, including without limitation any provisions in the CC&Rs, the Bylaws and the Rules and Regulations, the Mutual may not suspend a member's voting rights for any election/vote subject to Civil Code Section 5100 et seq. and subject to the Mutual's Election Rules (a "**Subject Election**") as a disciplinary measure or otherwise restrict a member from voting in any such election for any reason other than that such member was not a member at the time the voting ballots were distributed.

Notwithstanding the foregoing, in accordance with the Mutual's Bylaws, any member who is more than thirty (30) days delinquent on the payment of any sums due to the Mutual (including, without limitation, any assessment, late fee, or cost of collection relating to same; chargeable service or other required fee, or fine imposed by the Mutual against the member) in excess of one hundred dollars (\$100) as of the date of the distribution of ballots for voting on any matter that is not a Subject Election, shall be ineligible to vote in such election.

In addition, any member who has had his/her/its voting privileges for non-Subject Elections suspended as a disciplinary measure for violation of the Governing Documents after a noticed hearing before the Board in accordance with the Mutual's hearing and enforcement procedures as of the prescribed record date for voting on the matter before the membership or Board election, as may be applicable, shall be ineligible to vote in such election; *provided, however, that such voting rights suspension shall only apply to any non-Subject Election.* According to Section 4.5.3 of the Mutual's Bylaws, any such suspension period shall not exceed one (1) year for any individual violation.

Any vote cast by an ineligible member in a non-Subject Election due to either the lack of good standing from unpaid sums owed to the Association or due to such member having his/her/its voting rights suspended as a disciplinary measure, shall be deemed void and shall not be tabulated or counted toward quorum.

b. Collection and Legal Action

A member who is delinquent in the payment of any sums owed to the Mutual, in addition to being ineligible to vote in non-Subject Elections and subject to other disciplinary measures that may be imposed by the Mutual after a noticed disciplinary hearing before the Board (or a committee thereof), shall also be subject to the Mutual's procedures for the collection of delinquent sums owed as described in the Governing Documents, including without limitation the Collection and Lien Enforcement Policy, which may include the exercise by the Association

of its lien rights, foreclosure action, and/or other legal action against the member to collect the amounts owed to the Mutual.

c. Other Disciplinary Measures

In addition to the foregoing disciplinary and enforcement procedures, a Mutual member (or such member's unit(s)) determined to be in violation or to have committed a violation of the Mutual's Governing Documents after a duly noticed disciplinary hearing before the Board (or a committee thereof) may also be subject to other disciplinary measures in accordance with the Mutual's enforcement procedures, including, without limitation the imposition of fines in accordance with the Mutual's Schedule of Monetary Penalties, the suspension of the member's (or the member's guests, residents, and invitees) privilege to use amenities controlled by the Mutual for a period not to exceed ninety (90) days for each violation, a referral to GRF for potential suspension of the use of GRF operated facilities, and the suspension of the member's right to lease his/her/its unit for a specified period.

III. Good Standing and Eligibility to Serve on the Board

In addition to the foregoing actions and disciplinary measures to which a member not in good standing is subject, due to violations by a member, the member's unit, or the member's guests, residents, and invitees, a member's lack of good standing may also impact such member's eligibility to be a candidate for election to the Board.

In accordance with Section 6.2.4 of the Mutual's Bylaws and Civil Code Section 5105, no Mutual member will be eligible to be a candidate for election to the Board of Directors or to serve as a director on the Board of Directors who is more than thirty (30) days delinquent in the payment of any regular or special assessment sums due to the Mutual (this does **not** apply for any late fees, interest or costs of collection relating to same; chargeable service or other required fee, fines, or reimbursement assessment which was recharacterized as a fine, imposed by the Mutual against the member) as of the prescribed record date for voting for the election of the Board. Notwithstanding the foregoing, a candidate or Board Members shall not be disqualified to serve for failure to remain current in the payment of regular or special assessments if such member has paid said amounts under protest or entered into a payment plan with the Mutual for the repayment of such amounts.

Any member who is ineligible to serve as a candidate for election to the Board will have their nomination rejected by the Mutual, and such member's name and candidate information will not appear in the election ballot package. In the event it is determined that a candidate is not eligible after the distribution of the ballots, any votes for such candidate will not be counted thereby invalidating a member's ability to be seated for same. Any currently serving Board Member who becomes ineligible to serve pursuant to this Policy, the Mutual's other Governing Documents, or applicable statute may be removed by the remainder of the Board from such director position.

Any member who is ineligible to serve as a candidate for election to the Board will have their nomination rejected by the Mutual, and such member's name and candidate information will not appear in the election ballot package. In the event it is determined that a candidate is not eligible after the distribution of the ballots, any votes for such candidate will not be counted thereby invalidating a member's ability to be seated for same. Any currently serving Board Member who becomes ineligible to serve pursuant to this Policy, the Mutual's other Governing Documents, or applicable statute may be removed by the remainder of the Board from such director position.



RESOLUTION 03-20-XX

Good Standing Policy

WHEREAS, the Board of Directors (the “Board”) of Third Laguna Hills Mutual (“Mutual”) held a meeting on February 18, 2020, at which a quorum of the Board was present;

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

WHEREAS, the Board must comply with SB 323 pertaining to common interest developments elections that goes into effect on January 1, 2020; and

WHEREAS, Mutual members/owners, or the units they own, as may be applicable, that have engaged in or are actively and currently in violation of the Governing Documents may be subject to certain disciplinary action and/or limitation in their rights and privileges, including, without limitation, in the use of the common area amenities, limits on the authority to rent his/her manor and/or refusal to approve architectural requests as described in the Governing Documents; and

WHEREAS, a member more than 30 days delinquent on the payment of any sums due to the mutual including assessments, late fees or cost of collection relating to the same, chargeable service or other required fee, or fine imposed by the mutual in excess of \$100 as of the date of the distribution of ballots for voting on any matter involved in a Non-Subject Election shall be ineligible to vote in such an election and may be subject to collection, legal action or other disciplinary action. This member will also not be eligible to be a candidate for election to the Board of Directors or to serve as a director on the Board of Directors; and

WHEREAS, any currently serving Board Member who becomes ineligible to serve pursuant to this Policy, other Governing Documents, or applicable statute may be removed by the remainder of the Board from such director position; and

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, [DATE], 2020, that the Board of the Mutual hereby approves and adopts the below Good Standing Policy, which provides the definition of *good standing* and the implications of a lack of same, and incorporates such definition into the Mutual's Operating Rules as a part of the Mutual's Governing Documents; and

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

FEBRUARY Initial Notification

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



STAFF REPORT

DATE: February 18, 2020
FOR: Resident Policy and Compliance Task Force
SUBJECT: Election Rules

RECOMMENDATION

Approve revised Election Rules to align with Senate Bill 323.

BACKGROUND

On May 16, 2006, the Board established Election Rules to align with changes in California Civil Code. The new Civil Code required procedures for appointment of inspectors of elections; voting by secret ballot and proxy; ballot instructions; publication of election results; retention of ballots; and deadline for mailing of ballots (Resolution 03-06-25).

Since the adoption, the Election Rules has been revised and approved by the Board one other occasion to comport with the current Civil Code requirements at the time (Resolutions 03-14-03).

On January 15, 2020, the Resident Policy and Compliance Committee approved adoption of the Election Rules with clarification from Legal Counsel. Legal Counsel advised Section III. Qualification for Candidates and Directors (V) 'declared of unsound mind' is a legal terminology having to do with mental capacity to make legal decisions to enter into contracts, etc.

DISCUSSION

In October 2019, new California State Legislation changes to election requirements for common interest developments passed. The legislation bill known as Senate Bill 323 will become effective on January 1, 2020 and require changes to the current election procedures.

These updates include, but not limited to: allowing all members the opportunity to vote even if they have a delinquent account, allowing a general power of attorney to vote; and inspector of election must send follow notice requirements and include specific language to the notices sent to the membership.

FINANCIAL ANALYSIS

None.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

Third Laguna Hills Mutual

Election Rules

February 18, 2020

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ATTACHMENT(S)

Attachment 1: Election Rules

Attachment 2: Resolution

ENDORSEMENT (to Board)

Discuss & Consider the Election Rules

On May 16, 2006, the Board established Election Rules to align with changes in California Civil Code. The new Civil Code required procedures for appointment of inspectors of elections; voting by secret ballot and proxy; ballot instructions; publication of election results; retention of ballots; and deadline for mailing of ballots (Resolution 03-06-25).

Since the adoption, the Election Rules has been revised and approved by the Board one other occasion to comport with the current Civil Code requirements at the time (Resolutions 03-14-03).

On January 15, 2020, the Resident Policy and Compliance Committee approved adoption of the Election Rules with clarification from Legal Counsel. Legal Counsel advised Section III. Qualification for Candidates and Directors (V) 'declared of unsound mind' is a legal terminology having to do with mental capacity to make legal decisions to enter into contracts, etc.

Director Parsons made a motion to approve the Election Rules and directed staff to seek clarifying language from Legal Counsel. Director Engdahl seconded the motion.

By unanimous vote, the motion carried.

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Election Rules

Resolution 03-20-XX; [Date]

I. Purpose

These Election Rules (“Rules”) are intended to comply with California statute as well as the Bylaws of Third Laguna Hills Mutual (the “Mutual”). In addition, these Rules are intended to enhance the fairness and professionalism of Mutual membership voting. Where applicable, authority from the Bylaws is shown in parentheses.

II. Definitions

- a. Ballot Materials - Ballot, Secret Ballot Envelopes, Pre-addressed Return Envelopes, and any other material sent to all Members with the Ballots.
- b. Board or Board of Directors - the board of directors of the Mutual.
- c. Bylaws – the bylaws of the Mutual, as may be amended from time to time, applicable to Members in the Mutual.
- d. Candidate - a qualified candidate for election to the Mutual’s Board of Directors, including both incumbents and non-incumbents.
- e. CC&Rs - any Amended and Restated Declaration of Covenants, Conditions and Restrictions (as may be amended from time to time, the “CC&Rs”), applicable to Members in the Mutual.
- f. Director - a person who serves on the Board of Directors.
- g. Election Records - tabulated ballots, voided ballots, voided Pre-addressed Return Envelopes, signed voter exterior envelopes, the voter list of names, parcel numbers, and voters to whom Ballot Materials were sent, proxies, and the Candidate registration list(s), Eligible Voter List(s), inspector of election (defined below) tally sheets, ballot packages returned from the post office as undelivered, ballots received, after the election deadline, and any other used and/or voided ballots.
- h. General Delivery or General Notice - the delivery of a document to a Member, which can be effectuated by posting the document, pursuant to the requirements of California Civil Code Section 4045.
- i. Governing Documents - the governing documents of the Mutual, including, without limitation, (1) the Bylaws, (2) applicable CC&Rs, (3) Condo Plans and (3) any rules, regulations and policies adopted by the Board from time to time that apply generally to the conduct of the business and affairs of the Mutual.
- j. Individual Delivery or Individual Notice - the delivery of a document to a Member pursuant to the requirements of California Civil Code Section 4040
- k. Inspector or Inspector of Elections - an independent third party acting as the inspector of elections in any Mutual election conducted by Secret

Ballot. The term “independent” means not subject to a current contract with the Association and in no event shall it be the Association’s managing agent or an employee thereof.

- l. Inspection Firm - business hired by the Mutual to conduct the election and assist the Inspector. If there is no Inspection Firm hired by the Mutual, those duties will be fulfilled by the Inspector. The Inspection Firm may also act as the Inspector, if so approved, in advance, by the Board.
- m. Member – An owner of a Unit in Third Laguna Hills Mutual
- n. Rules – Consist of, without limitation, these Election Rules of Third Laguna Hills Mutual.
- o. Secret Ballot - a ballot used in a Mutual election which is subject to the secret ballot voting requirements of the California Civil Code or an election on any topic that is expressly identified in the Governing Documents as required to be held by secret ballot.
- p. Secretary - an elected member of the Board of Directors who has been elected or appointed as Secretary by the Board.
- q. Assistant Secretary - Staff member of the Mutual’s managing agent who has been appointed by the Board of Directors.

III. Qualifications for Candidates and Directors

- a. An individual shall not qualify as a Candidate if the individual is not a Member at the time of nomination. (6.2)
 - i. If title to a separate interest parcel is held by a legal entity that is not a natural person, the governing authority of that legal entity shall have the power to appoint a natural person to be a Member.
- b. In addition to being a Member, in order to qualify as a Candidate (or serve as a Director, as applicable), the following qualifications or requirements shall be applicable:
 - i. A Candidate or Director must be current in the payment of regular and special assessments, which are consumer debts subject to validation. This requirement shall not apply to the nonpayment of fines, fines renamed as assessments, collection charges, late charges, costs levied by a third party, or other chargeable services permitted pursuant to the Governing Documents. Further, the Member candidate shall not be disqualified for failure to be current in payment of regular and special assessments if either of the following circumstances is true:
 - 1. The person has paid the regular or special assessment under protest pursuant to Section 5658 of the California Civil Code; or
 - 2. The person has entered into a written payment plan with the Mutual pursuant to Section 5665 of the California Civil Code
 - ii. A Candidate or Director may not serve on the Board if the person, if elected, would be serving on the Board at the same time as another person who holds a joint ownership interest in the same separate interest parcel as the person and the other person is either properly

- iii. A Candidate or Director may not serve on the Board unless that person has been a Member for at least one (1) year prior to the nomination date.
 - iv. A Candidate or Director may not serve on the Board if that person discloses, or if the Association is aware of or becomes aware of, a past criminal conviction that would, if the person was elected, either prevent the Association from purchasing the fidelity bond coverage required by Section 5806 of the California Civil Code or terminate the Association's existing fidelity bond coverage.
 - v. To the fullest extent permitted by law, a Director may have his or her seat declared vacant, and the Director's seat removed, if the Director has been convicted of a felony or declared of unsound mind by a final order of a court.
- c. A person may not be disqualified from nomination if the person has not been provided the opportunity to engage in internal dispute resolution pursuant to the California Civil Code.

IV. Nomination Process

The Mutual shall distribute to all Members a notice seeking Candidates for the Board (the "Candidacy Notice") at least thirty (30) days prior to the date of the deadline for return of the completed Candidacy Notice to the Mutual. The Candidacy Notice shall provide a space for any Member interested in being a Candidate to indicate his or her name, separate interest address within the Mutual's development, mailing address (if different), other contact information and signature, a resolution by the governing authority of a legal entity authorizing a natural person to run for the Board on behalf of the legal entity (if applicable), and include a deadline for return of the completed Candidacy Notice to the Mutual.

- a. Any Member eligible as a candidate under these Rules may apply or self-nominate by signing an application and submitting it to the Secretary or Assistant Secretary of the Mutual (or otherwise in accordance with the instructions on the Candidacy Notice) stating an intention to run for the Board of Directors. (8.3.5). Any Member submitting a completed Candidacy Notice will be required to certify on the Candidacy Notice that he/she meets the qualifications for Candidates and Directors set forth in these Rules. Any Member submitting an incomplete Candidacy Notice or failing to submit a completed Candidacy Notice by the stated deadline shall not have his or her name included in the Secret Ballot or other voting materials for that election. The application shall include the signed Candidate's Pledge as attached to these Rules. Every Candidate shall submit with his or her Candidacy Notice a statement of background and qualifications, not to exceed 300 words, not later than the time of close of nominations. It is specifically understood by each Candidate that the statement will be published. The Mutual shall not edit or redact any content from the Candidate's statement. Any Candidate statement

published shall be accompanied by the following statement: *"These statements are from the candidates and not the Mutual. Neither the Mutual nor the Board of Directors is responsible for or necessarily endorses any of the views expressed in these statements."*

- b. A Candidate statement exceeding 300 words in length will be cut off at the 300th word before it is published.
- c. The Secretary or Assistant Secretary shall, ninety (90) days before the date of the election, send notice to all Members of the election date.
- d. The Mutual shall provide General Notice (or Individual Notice if requested by a Member) of the procedure and deadline for submitting a nomination at least thirty (30) days before any deadline for submitting a Candidacy Notice.
- e. The Mutual shall provide General Notice (or Individual Notice if requested by a Member) of all of the following at least thirty (30) days before the ballots are distributed: (1) the date and time by which, and the physical address where, ballots are to be returned by mail or handed to the Inspector(s); (2) the date, time, and location of the meeting at which ballots will be counted; (3) the list of all Candidates' names that will appear on the ballot.
- f. The Inspector or Inspection Firm shall send to each Member entitled to vote a ballot package, including candidate statements, no later than thirty (30) days prior to the date of election. (8.3.6)

V. Eligibility to Vote

- a. Notwithstanding any other law or the Governing Documents, any Member at the time when ballots are distributed (or person with a valid, general power of attorney for a Member) may vote in all Mutual matters.
- b. Members shall have one (1) vote per separate interest owned. Memberships in which two or more Mutual Members have joint or undivided interest shall have only one (1) vote. (5.8.1.2)
- c. Record dates for determining Members entitled to receive notice of a meeting, shall be established in accordance with Section 7611 of the California Corporations Code. (5.10)

VI. Candidate Equal Access to Media

- a. If any Candidate or Member advocating a point of view is provided access to Mutual media, newsletters, or Internet Web sites during a campaign, for purposes that are reasonably related to that election, equal access shall be provided to all Candidates and Members advocating a point of view, including those not endorsed by the Board, for purposes that are reasonably related to the election. The Mutual shall not edit or redact any content from communications by a Candidate or a Member, but the Association may include a statement specifying that the Candidate or Member, and not the Mutual, is responsible for that content; the Mutual shall not be responsible for the content of Candidate or Member communications, regardless of whether such a statement is included.

- b. Prior to each election for the Board of Directors, the Mutual shall hold a forum ("Meet the Candidates") for the nominees within a Golden Rain Foundation (GRF) facility prior to the date that the ballot materials are sent to the Membership. The forum will be administered by the Candidates Information Committee. If no Candidates Information Committee is formed, the Board may designate a chairperson to preside over the forum. In the absence of Board action to designate a chairperson, the President may designate a chairperson. The forum is intended to allow the Membership to meet and ask questions of nominees. All Candidates standing for election shall be invited to attend the forum and should appear in person so that all candidates participating in "Meet the Candidates" are on an equal footing during the election. However, a Candidate shall not be disqualified if he/she/their/they fails to attend the "Meet the Candidates" event and may not, by their failure to attend, demand that the Mutual host another "Meet the Candidates" forum that they can attend.
- c. Access to common area meeting space shall be made available during a campaign, at no cost, to all Candidates, including those who are not incumbents, and to all Members advocating a point of view, including those not endorsed by the Board, for purposes reasonably related to the election. Such access, as may be applicable, shall be made available upon the request of a Candidate or Member, at no charge and shall be scheduled at a reasonable time(s) by the Board.

VII. Proxies

- a. Any Member entitled to vote may do so by proxy, where the proxy is submitted in exchange for a secret or non-secret written ballot, as applicable, in accordance with the Bylaws. (5.11)
- b. A "proxy" means a written authorization signed by a Member or the authorized representative of the Member that gives another Member or Members (or a person with a valid, general power of attorney for a Member) the power to vote on behalf of that Member. For purposes of this definition, "signed" means the placing of the Member's name on the proxy (whether by manual signature, typewriting, telegraphic transmission, or otherwise) by the Member or authorized representative of the Member.
- c. Proxies shall not be construed or used in lieu of a ballot (whether a Secret Ballot or other written ballot).
- d. The use of proxies shall meet the requirements of the Governing Documents, Section 7613 of the California Corporations Code and other provisions of law.
- e. The Mutual shall not be required to prepare or distribute proxies.
- f. Any instruction given in a proxy that directs the manner in which the proxyholder is to cast the vote must be set forth on a separate page of the proxy that can be detached and retained by the proxyholder. Neither the Mutual nor the Inspector will be responsible for ensuring that the proxyholder votes the votes in accordance with the Member's instructions.
- g. A proxy may be revoked by a Member prior to the receipt of a Secret Ballot by the Inspector (or receipt of other written ballot by the Mutual), as described in Section 7613 of the California Corporations Code. A

Member's attendance at the meeting at which the proxyholder casts, or intends to cast, the Member's vote does not automatically revoke the proxy.

VIII. Procedures for Elections by Secret Ballot

- a. The Mutual shall utilize a Secret Ballot process for elections regarding any of the following matters:
 - i. Assessments legally requiring a vote of the Members.
 - ii. Election or removal of Directors.
 - iii. Amendments to the Governing Documents.
 - iv. The grant of exclusive use of the common area unless otherwise authorized by statute for certain stated purposes.
 - v. An election on any other topic that is expressly identified in the Governing Documents or the California Civil Code as required to be held by Secret Ballot.
- b. The Mutual shall hold an election for a seat or seats on the Board, in accordance with these Rules and applicable law, at the expiration of the corresponding Director(s)' term(s) and at least once every four (4) years.
- c. Secret Ballots and two (2) pre-addressed envelopes with instructions on how to return the Secret Ballots shall be mailed by first-class mail or delivered by the Mutual to every Member not less than thirty (30) days prior to the deadline for voting. The deadline for voting and the times at which the polls will open and close shall be noticed with the Secret Ballot
- d. In order to preserve confidentiality, a voter may not be identified by name, address, or lot, parcel, or unit number on the Secret Ballot. The Mutual shall use as a model those procedures used by California counties for ensuring confidentiality of vote by Secret Ballots, including all of the following:
 - i. The Secret Ballot itself is not signed by the voter, but is inserted into an envelope that is sealed. This envelope is inserted into a second pre-addressed return envelope that is sealed. In the upper left hand corner of the second envelope, the voter shall sign the voter's name, indicate the voter's name, and indicate the address of the separate interest that entitles the voter to vote.
 - ii. The pre-addressed return envelope is addressed to the Inspector, who will be tallying the votes. The envelope may be mailed to the address designated by the Inspector or delivered by hand to the locked ballot box in the Community Center. All pre-addressed return envelopes received shall remain sealed and in the possession of the Inspector or Inspection Firm, or another party, at their direction and designation, until they are opened and the ballots tabulated in public.
- e. The Secret Ballots may be either mailed or hand delivered as follows:
 - i. Return by Mail
 1. The pre-addressed return envelope shall be addressed to the Inspector. The Inspector may use a restricted-access post office box used solely for the receipt and storage of voted ballots, in which case, ballots shall be released only at a specified time on the ballot return deadline date and only to the Inspector of Elections. The Inspector may also use an address designated by the Inspector for receipt of the voted Secret Ballots.
 2. A second post office box or address may be used for ballot packages returned as undeliverable to the Member to which they

- were sent.
3. Members who desire a receipt for delivery of a mailed ballot shall mail the ballot by Certified Delivery - Return Receipt Requested at the Member's expense.
- ii. Return by Hand Delivery
 1. Ballots returned by hand shall be deposited by the Member into a locked and secure ballot box located in the lobby of the Community Center, 24351 El Toro Road, Laguna Woods.
 2. At the request of the voting Member, management staff shall provide a receipt for the hand delivered ballot so long as same shall occur in the presence of management staff.
 3. The Inspector or Inspection Firm shall retrieve pre-addressed envelopes from the locked ballot box and record their receipt, at periodic intervals of their selection, until the close of balloting.
 4. In the alternative, the Inspector may select an alternate location for hand delivery of ballots, or require that hand-delivered ballots be brought directly to the tabulation meeting.
 - f. A quorum shall be required only if so stated in the Governing Documents or as may be required by law. If a quorum is required, each Secret Ballot received by the Inspector shall be treated as a Member present at a meeting for purposes of establishing a quorum.
 - g. In an election to approve an amendment of the Governing Documents, the text of the proposed amendment shall be delivered to the Members with the Secret Ballot.
 - h. A Member who owns multiple separate interests must submit separate sealed Secret Ballots for each separate interest owned.
 - i. Once a Secret Ballot is received by the Inspector, it shall be irrevocable. If more than one valid Secret Ballot is received for any Member's separate interest, the first secret ballot received will be the one counted; if it cannot be determined which Secret Ballot was the first received, the Secret Ballots will not be counted, except for the purpose of establishing quorum.
 - j. All votes shall be counted and tabulated by the Inspector or Inspectors, or the designee of the Inspector or Inspectors, in public at a properly noticed open meeting of the Board or Members. Any Candidate or other Member of the Association may witness the counting and tabulation of the votes. No person, including a Member of the Mutual or an employee of the Mutual's managing agent, shall open or otherwise review any Secret Ballot prior to the time and place at which the Secret Ballots are counted and tabulated; provided, however, the Inspector, or the designee of the Inspector, may verify the Member's information and signature on the outer envelope prior to the meeting at which Secret Ballots are tabulated.
 - k. Except for the meeting to count the votes required above, an election may be conducted entirely by mail.
 - l. The sealed Secret Ballots, signed voter envelopes, voter list, proxies, and candidate registration list shall at all times be in the custody of the Inspector or Inspectors or at a location designated by the Inspector or Inspectors until after the tabulation of the vote, and until the time allowed by the California Civil Code for challenging the election has expired, at which time custody shall be transferred to the Mutual.
 - m. In the event of a tie vote among any number of Candidates, the Mutual will notice a special meeting of Members and send Secret Ballots to all Members

- for a runoff vote to break the tie. Such runoff vote shall be conducted in accordance with the Secret Ballot procedures set forth herein to the extent they are applicable to a runoff vote. No previously cast Secret Ballots or proxies from the prior election will apply or be counted in the runoff vote.
- n. All Secret Ballots must be legible and clearly marked. If a Secret Ballot is marked to cast more votes than the maximum number of votes allowed for an election, the Secret Ballot will be used for quorum purposes only and shall not count towards the vote.
 - o. The Mutual shall retain, as Mutual election materials, both a Candidate registration list and a voter list. The voter list shall include the name, voting power, and either the physical address of the voter's separate interest, the parcel number, or both. The mailing address for the ballot shall be listed on the voter list if it differs from the physical address of the voter's separate interest or if only the parcel number is used. The Mutual shall permit members to verify the accuracy of their individual information on both lists at least thirty (30) days before the ballots are distributed. The Mutual or Member shall report any errors or omissions to either list to the Inspector(s) who shall make the corrections within two (2) business days.

IX. Appointment of Inspector

- a. At an open session Board meeting, as soon as possible after the annual meeting of the Mutual, the Board of Directors shall appoint one (1) or three (3) Inspector(s) of Election. The Board may appoint individuals to serve as Inspector(s), or it may hire an independent third party Inspection Firm which specializes in the administration of elections. An independent third party Inspector or Inspection Firm may not be a person, business entity, or subdivision of a business entity who is currently employed or under contract to the Mutual for any compensable services other than serving as the Inspector. The Board may also hire an Inspection Firm to assist the individual(s) serving as Inspectors.
- b. An Inspector shall not be a Director on either the Mutual's or GRF's Board of Directors, a candidate for either Board of Directors, or related by blood or marriage to a candidate for either Board of Directors.
- c. An Inspector shall not be an employee of the managing agent.
- d. An Inspector shall be impartial and shall not advocate, recommend or even disclose any personal voting preference.
- e. The Inspection Firm shall be instructed to communicate only with the Inspector(s), with management staff, Mutual legal counsel or as otherwise directed by majority vote of the Board.

X. Duties of Inspector

- a. The Inspector or Inspectors shall do all of the following:
 - i. Determine the number of memberships entitled to vote. The Inspector may rely upon information provided by the Mutual with regard to the memberships entitled to vote.
 - ii. Determine the authenticity, validity, and effect of proxies, if any.
 - iii. Receive Secret Ballots, and determine the validity of those Secret

Ballots and their compliance with the Secret Ballot requirements of these Rules and the Governing Documents.

1. Validate and record the number of pre-addressed return envelopes received from the post office and by hand delivery.
 2. Void any Secret Ballot which is not sealed inside a Secret Ballot envelope.
 3. Void (but do not open) any Secret Ballot envelope which is not enclosed in a pre-addressed return envelope.
 4. Void (but do not open) any pre-addressed return envelope, which does not contain information that identifies the member as an eligible voter.
 5. Void (but do not open) any pre-addressed return envelope that is a duplicate vote.
- iv. Hear and determine all challenges and questions in any way arising out of or in connection with the right to vote.
 - v. Determine when the polls shall close, consistent with the Governing Documents and with the assistance of the Managing Agent. The Inspector shall remove the Secret Ballots from the locked ballot box in the Community Center as soon after closing of the polls as is possible, and will not accept any Secret Ballots for counting after that time.
 - vi. Count and tabulate all votes.
 1. At the tabulation meeting, the seals of the Secret Ballot envelopes shall be broken, and the Inspector or Inspection Firm shall prepare the Secret Ballots for electronic tabulation scanning.
 2. A Secret Ballot shall be voided if it contains information identifying the voter.
 3. Any Secret Ballot not counted shall be kept separately from counted Secret Ballots, and the reason for not counting the Secret Ballot will be noted on the Secret Ballot or its envelope
 4. Envelopes and/or Secret Ballots which have been determined by the Inspectors to be invalid shall not be mixed with the Secret Ballots to be counted, but shall be segregated by the Inspector, with explanation of the reasons for rejecting the Secret Ballots in the Inspector's final report.
 5. Secret Ballots which are determined by the Inspector during the counting process to be invalid shall not be counted but shall be segregated from the counted Secret Ballots.
 - vii. Determine the tabulated results of the election and advise the Board of same.
 - viii. Perform any acts as may be proper to conduct the election with fairness to all Members in accordance with provisions of the law and all applicable rules of the Mutual regarding the conduct of the election that are not in conflict with the law.
 - ix. Deliver, or cause to be delivered, at least thirty (30) days before an election both of the following documents to each Member:

1. The Secret Ballot or Secret Ballot(s).
 2. A copy of these Rules. Delivery of these Rules, pursuant to this provision, may be accomplished by either of the following methods: (i) Individual Delivery; or (ii) Posting these Rules to an internet website and including the corresponding internet website address on the Secret Ballot together with the phrase, in at least twelve (12) point font: "The rules governing this election may be found here:"
- b. If three individuals are the Inspector they shall act by majority vote, and the decision or act of a majority shall be effective in all respects as the decision or act of all. Any report made by the Inspector or Inspectors is prima facie evidence of the facts stated in the report.
 - c. An Inspector shall perform all duties impartially, in good faith, to the best of the Inspector's ability, and as expeditiously as is practical, and in a manner that protects the interest of all Members of the Mutual.
 - d. The Inspector or Inspectors may appoint and oversee additional persons to verify signatures and to count and tabulate votes as the Inspector or Inspectors deem appropriate, provided that such persons are independent third parties as defined herein.
 - e. The Inspector has the authority to confer with the Association's legal counsel in advance of or at the meeting where Secret Ballots are to be counted. By the adoption of these Rules, the Association's legal counsel has been authorized by the Board of Directors to provide advice, as determined necessary or prudent by the Mutual's legal counsel, for the limited purpose of informing and advising the Inspector regarding issues related to the Inspector performing his/her/their/they's duties for the Mutual, and the Mutual waives the attorney-client privilege for that limited purpose.
 - f. The Board may, in its discretion, pay compensation to the Inspector and/or the Inspection Firm.
 - g. Prior to the election, the Mutual shall provide the Inspector with a current list of all Members and all other information as may be required under these Rules or applicable law.
 - h. If any election meeting is adjourned due to lack of quorum, the Inspector shall retain custody of such Secret Ballots and bring them to the adjourned meeting; new Secret Ballots will not be required from any Member who has cast a valid Secret Ballot vote in accordance with these Rules.
 - i. The Inspector may request that the meeting be recessed to allow the Inspector to complete the counting and tabulation of the Secret Ballots to another time. Notice of the recessed meeting will be given to all Members at the meeting where the counting and tabulation occurs and will identify the location, date and time when the counting and tabulation will resume. The Inspector will continue to maintain custody of all Secret Ballots until the counting and tabulation is complete.

XI. Election Results

- a. Once the Secret Ballots are tabulated, the Inspector(s) shall certify the election in writing.
- b. The tabulated results of the election shall be promptly reported to the Board, shall be recorded in the minutes of the next meeting of the Board, and shall be available for review by Members of the Mutual.
- c. After the tabulation of Secret Ballots, the Inspector or Inspection Firm shall return to the post office to pick up any Secret Ballots received after the deadline. These Secret Ballots shall not be opened and shall be marked "Void - received after deadline."
- d. Within fifteen (15) days of the election, the Board shall give general notice of the tabulated results of the election, in accordance with the requirements of the California Civil Code.

XII. Recount or Challenge to the Election

- a. The time period in which a Member may challenge an election shall be subject to the limitations set forth in the California Civil Code and the California Corporations Code.
- b. If there is a recount or other challenge to the election process, the Inspector or Inspectors shall, upon written request, make the Secret Ballots, signed voter envelopes, the voter list of names, parcel numbers, and voters to whom Secret Ballots were sent, proxies, and the Candidate registration list available for inspection and review by a Member or his or her authorized representative; provided, however, that the signed voter envelopes may be inspected but may not be copied. The Member shall be responsible for all costs and expenses related to such recount.
- c. Any recount shall be conducted in a manner that preserves the confidentiality of the vote.

XIII. Use of Mutual Funds for Campaign Purposes

- a. Association funds may not be used for campaign purposes in connection with any Association election except to the extent necessary to comply with the duties of the Association imposed by law. "Campaign purposes" include, but are not limited to, the following:
 - i. Expressly advocating the election or defeat of any Candidate.
 - ii. Including the photograph or prominently featuring the name of any Candidate on a communication from the Association or the Board, excepting the ballot, ballot materials, or a communication that is legally required, within thirty (30) days of an election; provided, however, this is not a campaign purpose if the communication is one for which the California Civil Code requires that equal access be provided to another Candidate or advocate.
- b. Unless otherwise provided by the California Civil Code, the foregoing restrictions on the use of Association funds for campaign purposes shall apply only to the election and removal of Directors.

[End of Document]

CANDIDATE PLEDGE

Candidates for the Third Laguna Hills Mutual Board of Directors shall confirm their commitment to the following:

I promise that:

1. I will review the CC&Rs, Bylaws, and meeting rules of Third Laguna Hills Mutual before beginning service as a Director, if I am elected.
2. I will attend Board and Committee meetings except when illness or travel prevents it, and will review Board or Committee packets before the meeting. I will come prepared.
3. I will familiarize myself with the basics of Roberts Rules of Order.
4. I will, during the first year of my term, undertake a minimum of three hours of homeowner association education from a qualified HOA education provider.
5. I have reviewed the Board's Conduct Policy, and agree to follow it.
6. If elected, I will honor the confidentiality of information I receive regarding closed sessions of the Board, or during closed sessions, as well as information I receive from Mutual legal counsel.
7. I will attend the Directors' Institute if I am elected; and
8. I will disclose any conflict of interest which arises during my term on the Board, and will recuse myself from voting on matters in which I have a personal interest.



RESOLUTION 03-20-XXX

Election Rules

WHEREAS, Senate Bill 323 also known as the new election laws has amended sections of California Civil Code § 5100, 5110, 515, 5125, 5145 and 5200 and added section 5910.1 relating to common interest developments; and

WHEREAS, the Board recognized that need to amend the Election Rules to align with the current California Civil Code;

NOW THEREFORE BE IT RESOLVED; March [DATE], 2020, that the Board of Directors of this Corporation hereby approves the amended Election Rules, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-14-03 adopted January 21, 2014 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.

FEBRUARY Initial Notification

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

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Financial Report

Preliminary as of December 31, 2019



| INCOME STATEMENT (in Thousands) | ACTUAL |
|------------------------------------|----------|
| Assessment Revenue | \$32,227 |
| Non-assessment Revenue | \$2,591 |
| Total Revenue | \$34,818 |
| Total Expense | \$35,237 |
| Net Revenue/(Expense) | (\$419) |

1

Financial Report

Preliminary as of December 31, 2019



| OPERATING ONLY INCOME STATEMENT (in Thousands) | ACTUAL |
|--|----------|
| Assessment Revenue | \$18,767 |
| Non-assessment Revenue ¹ | \$1,912 |
| Total Revenue | \$20,679 |
| Total Expense ² | \$20,641 |
| Operating Surplus | \$38 |

1) excludes unrealized gain

2) excludes depreciation

2

Financial Report

Preliminary as of December 31, 2019

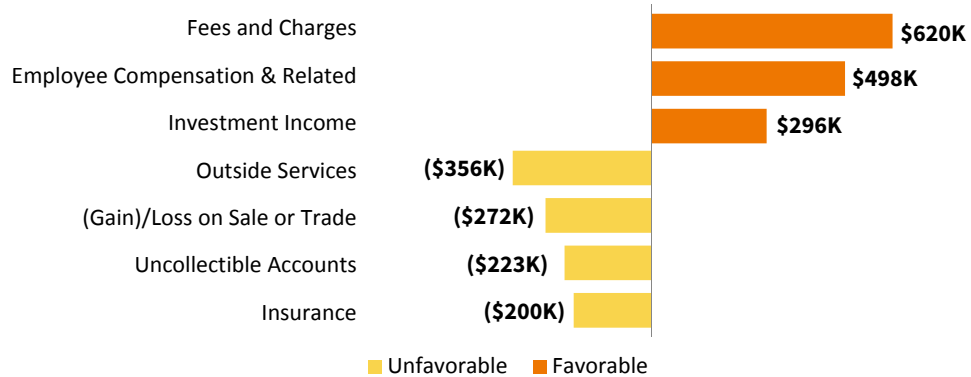


| INCOME STATEMENT (in Thousands) | ACTUAL | BUDGET | VARIANCE B/(W) |
|------------------------------------|----------|----------|-------------------|
| Assessment Revenue | \$32,227 | \$32,227 | \$0 |
| Non-assessment Revenue | \$2,591 | \$1,668 | \$923 |
| Total Revenue | \$34,818 | \$33,895 | \$923 |
| Total Expense | \$35,237 | \$34,718 | (\$519) |
| Net Revenue/(Expense) | (\$419) | (\$823) | \$404 |

3

Financial Report

Preliminary as of December 31, 2019



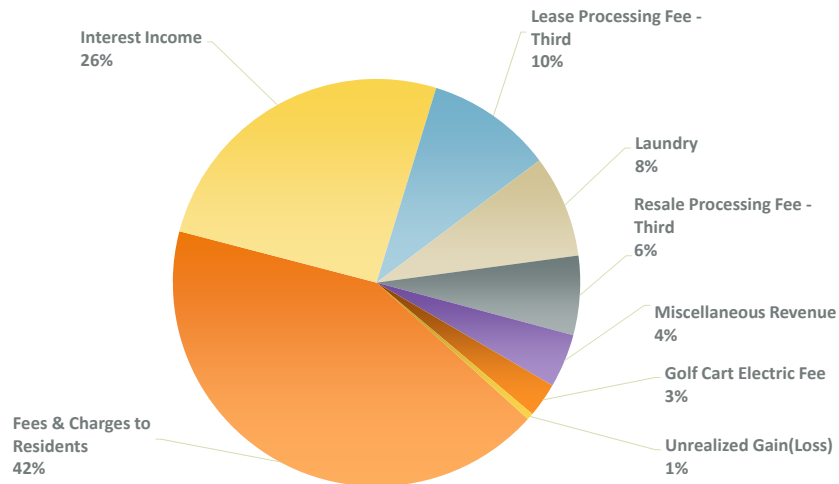
4

Financial Report

Preliminary as of December 31, 2019



Total Non Assessment Revenues \$2,590,776



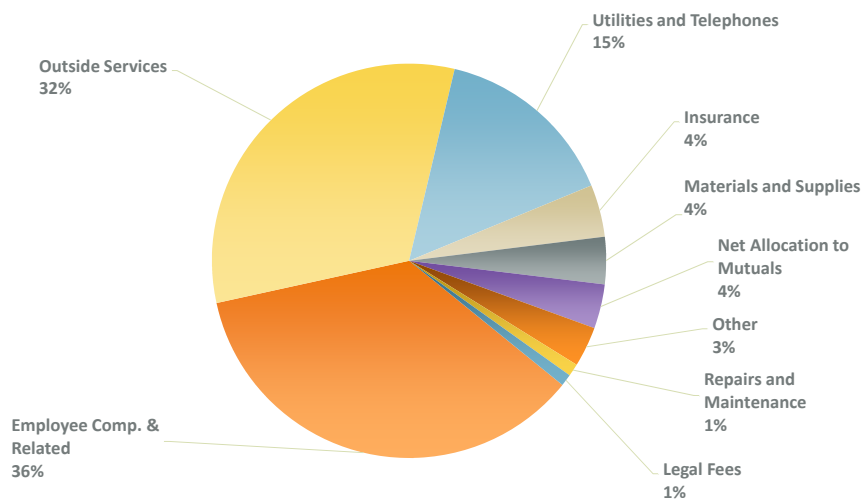
5

Financial Report

Preliminary as of December 31, 2019



Total Expenses \$35,236,388



6

Financial Report

Preliminary as of December 31, 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 | 11,148 | 2,234 | 659 | 83 | 14,124 |
| Expenditures | 11,699 | 2,442 | 246 | 71 | 14,458 |
| Current Balances: 12/31/19 | \$16,218 | \$9,009 | \$3,626 | \$73 | \$28,926 |

* Includes Elevator and Laundry Funds

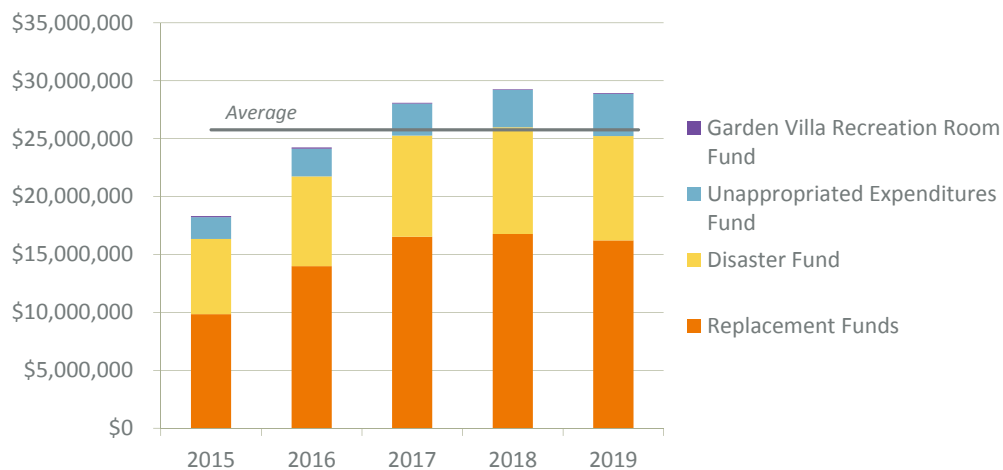
7

Financial Report

Preliminary as of December 31, 2019



FUND BALANCES – Third Mutual



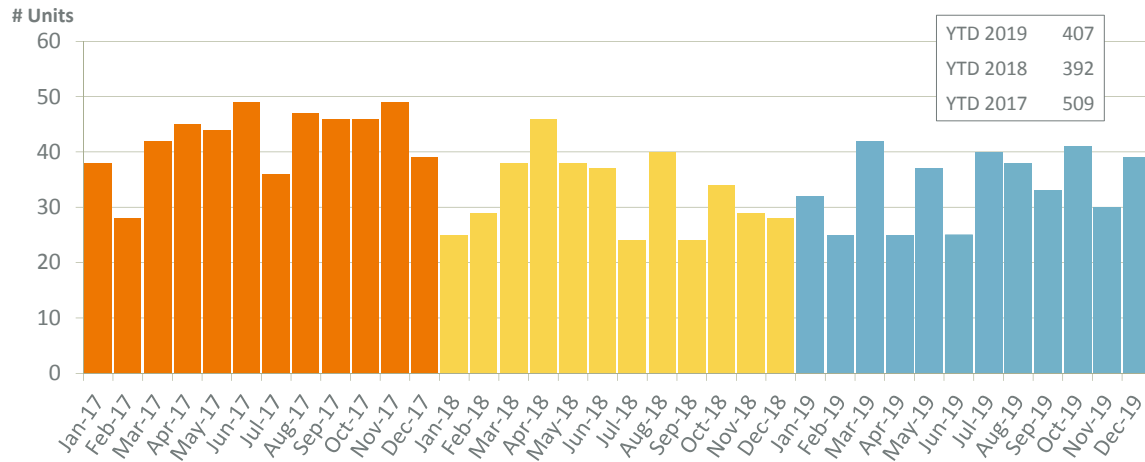
8

Financial Report

Preliminary as of December 31, 2019



RESALE HISTORY – Third Mutual



Third Laguna Hills Mutual
Statement of Revenues & Expenses - Preliminary
12/31/2019
(\$ IN THOUSANDS)

| | | CURRENT MONTH | | | YEAR TO DATE | | | PRIOR YEAR | ANNUAL |
|---------------------------------|--|------------------|---------------|------------------|----------------|----------------|--------------|----------------|----------------|
| | | ACTUAL | BUDGET | VARIANCE | ACTUAL | BUDGET | VARIANCE | ACTUAL | BUDGET |
| Revenues: | | | | | | | | | |
| Assessments: | | | | | | | | | |
| 1 | Operating | \$1,564 | \$1,564 | | \$18,767 | \$18,767 | | \$18,879 | \$18,767 |
| 2 | Additions to restricted funds | 1,122 | 1,122 | | 13,460 | 13,460 | | 13,154 | 13,460 |
| 3 | Total assessments | <u>2,686</u> | <u>2,686</u> | | <u>32,227</u> | <u>32,227</u> | | <u>32,034</u> | <u>32,227</u> |
| Non-assessment revenues: | | | | | | | | | |
| 4 | Fees and charges for services to residents | 238 | 40 | 198 | 1,098 | 478 | 620 | 978 | 478 |
| 5 | Laundry | 18 | 18 | (1) | 210 | 220 | (10) | 133 | 220 |
| 6 | Investment income | 61 | 31 | 30 | 665 | 369 | 296 | 486 | 369 |
| 7 | Unrealized gain/(loss) on AFS investments | (320) | | (320) | 14 | | 14 | (167) | |
| 8 | Miscellaneous | 50 | 50 | | 604 | 601 | 3 | 1,179 | 601 |
| 9 | Total non-assessment revenue | <u>47</u> | <u>139</u> | <u>(92)</u> | <u>2,591</u> | <u>1,668</u> | <u>923</u> | <u>2,608</u> | <u>1,668</u> |
| 10 | Total revenue | <u>2,733</u> | <u>2,825</u> | <u>(92)</u> | <u>34,818</u> | <u>33,895</u> | <u>923</u> | <u>34,642</u> | <u>33,895</u> |
| Expenses: | | | | | | | | | |
| 11 | Employee compensation and related | 896 | 1,103 | 207 | 12,591 | 13,088 | 498 | 13,053 | 13,088 |
| 12 | Materials and supplies | 95 | 130 | 35 | 1,363 | 1,554 | 191 | 1,343 | 1,554 |
| 13 | Cost of goods sold | | | | 13 | | (13) | | |
| 14 | Utilities and telephone | 393 | 412 | 20 | 5,301 | 5,299 | (2) | 5,530 | 5,299 |
| 15 | Legal fees | (172) | 18 | 190 | 339 | 220 | (119) | 427 | 220 |
| 16 | Professional fees | (7) | 11 | 17 | 150 | 185 | 35 | 123 | 185 |
| 17 | Equipment rental | 12 | 3 | (9) | 38 | 40 | 2 | 22 | 40 |
| 18 | Outside services | 3,061 | 915 | (2,146) | 11,329 | 10,972 | (356) | 9,753 | 10,972 |
| 19 | Repairs and maintenance | 39 | 28 | (11) | 363 | 345 | (18) | 341 | 345 |
| 20 | Other Operating Expense | 12 | 15 | 3 | 157 | 181 | 24 | 148 | 181 |
| 21 | Insurance | 176 | 109 | (67) | 1,513 | 1,313 | (200) | 1,267 | 1,313 |
| 22 | Investment expense | | (8) | (8) | 34 | 34 | | 42 | 34 |
| 23 | Uncollectible Accounts | 201 | 12 | (189) | 361 | 138 | (223) | 134 | 138 |
| 24 | (Gain)/loss on sale or trade | 269 | | (269) | 272 | | (272) | 13 | |
| 25 | Depreciation and amortization | 5 | 12 | 7 | 136 | 143 | 7 | 143 | 143 |
| 26 | Net allocation to mutuals | 124 | 99 | (24) | 1,278 | 1,205 | (73) | 1,218 | 1,205 |
| 27 | Total expenses | <u>5,105</u> | <u>2,860</u> | <u>(2,245)</u> | <u>35,236</u> | <u>34,717</u> | <u>(519)</u> | <u>33,558</u> | <u>34,717</u> |
| 28 | Excess of revenues over expenses | <u>(\$2,372)</u> | <u>(\$35)</u> | <u>(\$2,337)</u> | <u>(\$419)</u> | <u>(\$823)</u> | <u>\$404</u> | <u>\$1,084</u> | <u>(\$823)</u> |

SUMMARY

Third financial results were better than budget by \$404K as of December 31, 2019. Explanations for categories with significant variances are found below.

REVENUE

Fees and Charges for Services to Residents – \$620K [Line 4](#)

- More chargeable maintenance work for moisture intrusion events and higher use of chargeable services, primarily for water heater replacement, an expanded service. These revenues are offsetting expenses in labor, materials, and outside services.
- Higher permit revenue due to additional fees charged to residents for Mutual consent of demolition work, a new fee that was not included in the budget.

Investment Income - \$296K [Line 6](#)

Higher reserve balances yielding more investment income.

EXPENSES

Employee Compensation and Related – \$498K [Line 11](#)

- Compensation and related costs came in just under \$12.6 million, with \$9.3 million in operations and \$3.3 million in reserves. Combined, this category is favorable \$498K or 3.8% to budget primarily due to vacancies in Landscape Services, held open to offset work performed by outside contractor and in Maintenance & Construction due to open positions early in the year and employees out on extended medical leave.
- Some open positions were removed from the 2020 budget, including custodians in Janitorial and a supervisory role in Resident Services.
- The variance was furthered by lower negotiated union medical costs, and a year-end adjustment of Workers' Compensation liability for future claims.

Outside Services – (\$356K) [Line 18](#)

Unfavorable Variances

- Moisture Intrusion; heavy rainfall in the beginning of the year and more plumbing leaks and stoppages occurred than anticipated.
- Roof Replacements; emergency roof repair requests for rain leaks were higher than budgeted due to heavy rainfall received in the beginning of the year.
- General Plumbing; higher levels of service tickets than anticipated during budget preparation, and higher amount of work that required additional outside services.

Outside Services (Continued)

Favorable Variances:

- Exterior Lighting; program will extend into 2020 after final evaluation of pilot programs.
- Landscape Modification; 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 will be completed in 2020.
- Garden Villa Recessed Area; at their May 29, 2019 meeting, the Third M&C Committee directed Staff to place the project on hold for 2019 and 2020.

Insurance – (\$200K) [Line 21](#)

Unfavorable variance resulted from higher premiums anticipated at the 10/1/19 renewal for property and casualty insurance. Significant changes in market conditions required a brand-new layered program structure to achieve the existing limit in a tight market. Catastrophic losses over the past few years including wildfires in California have led to the change in market conditions

Uncollectible Accounts – (\$223K) [Line 23](#)

Unfavorable variance due to higher bad debt expense incurred than budgeted. The variance is primarily a result of legal fees associated with occupancy resident violations.

(Gain)/Loss on Sale or Trade – (\$272K) [Line 24](#)

Unfavorable variance is due to a current year realized loss on investments. The market valuation gains received in 2019 were insufficient to offset losses accumulated in prior years. All previously held interests were sold and funds were reinvested in index funds.



FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Tuesday, February 4, 2020 – 1:30 p.m.
Laguna Woods Village Community Center Sycamore Room, 24351 El Toro Road

MEMBERS PRESENT: Jon Pearlstone – Chair, Annie McCary, Lynn Jarrett, John Frankel, Robert Mutchnick, Ralph Engdahl, Craig Wayne, Doug Gibson
Advisors: Wei-Ming Tao, John Hess

MEMBERS ABSENT: Steve Parsons, Cush Bhada, Reza Karimi

STAFF PRESENT: Betty Parker, Steve Hormuth, Christopher Swanson

Call to Order

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

Approval of Meeting Agenda

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

Approval of Meeting Report for January 7, 2020

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

Chair Remarks

Director Pearlstone welcomed the newest board member, Doug Gibson, on joining Third Laguna Hills Mutual.

Department Head Update

Betty Parker, Chief Financial Officer, provided an update on the upcoming investment review with SageView and the 2019 Audit.

Preliminary Financial Statements dated December 31, 2019

The committee reviewed financials and questions were addressed. Staff was requested to provide additional information on the following items: reason(s) for Slope Renovation exceeding budget; change in Discretionary Investment balance from November to December; and increased spend in Disaster fund in December.

Chargeable Service Analysis

The committee reviewed a report detailing 2019 chargeable services revenues and expenses by department and work center.

Overtime/Temp Help/Turnover

The committee reviewed a report summarizing overtime and temporary help usage and justifications by department. Staff provided Director Pearlstone with a list of open positions, as

produced by Human Resources Department for a previous VMS Board meeting. The chair requested a 2019 turnover report from VMS Board.

Fourth Quarter Solar System Update

The committee reviewed a handout reporting the fourth quarter savings from energy production for all of its solar systems.

Future Agenda Items

NOL Strategies – GAP (Greenlight Approval Procedures)

Solar System Update – Q1 (May)

Chargeable Services Analysis (Semi-Annual)

Committee Member Comments

Advisor Hess requested to see a full trial balance report for December.

Advisor Tao requested unrealized gain/loss on sales of investments be presented in T-accounts format for review.

Date of Next Meeting

Tuesday, March 3, 2020 at 1:30 p.m. in the Board Room.

Recess to Closed Session

The meeting recessed at 3:15 p.m.

DRAFT

Jon Pearlstone, Chair

Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

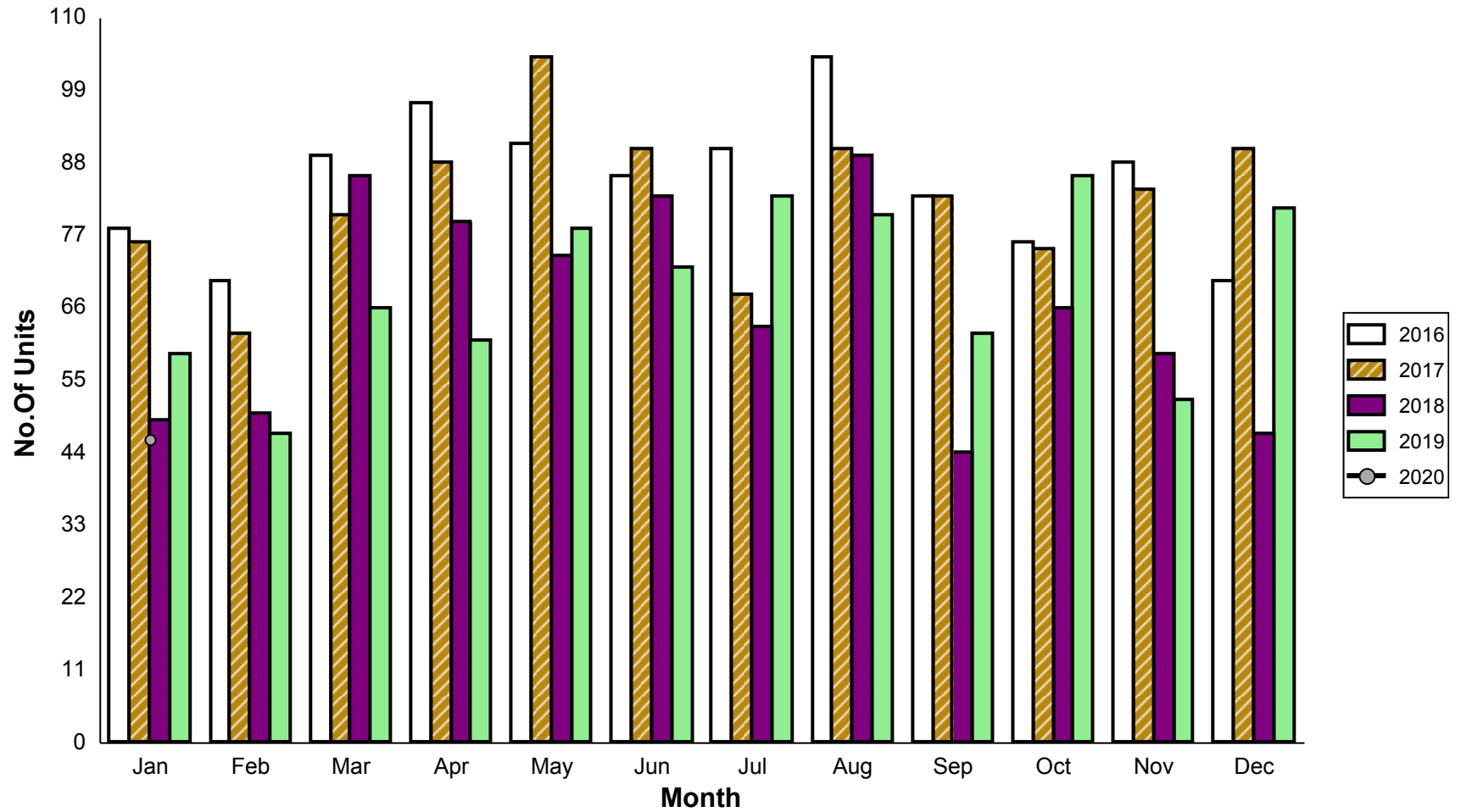
REPORT PERIOD

January, 2020

| MONTH | NO. OF REALES | | TOTAL SALES VOLUME IN \$\$ | | AVG RESALE PRICE | |
|-----------|---------------|-----------|----------------------------|--------------|------------------|-------------|
| | THIS YEAR | LAST YEAR | THIS YEAR | LAST YEAR | THIS YEAR | LAST YEAR |
| January | 46 | 59 | \$15,886,300 | \$18,540,250 | \$345,354 | \$314,242 |
| February | | * | | \$14,770,050 | | * \$314,256 |
| March | | * | | \$23,445,712 | | * \$355,238 |
| April | | * | | \$20,041,551 | | * \$328,550 |
| May | | * | | \$23,975,536 | | * \$307,379 |
| June | | * | | \$21,298,290 | | * \$295,810 |
| July | | * | | \$27,170,573 | | * \$327,356 |
| August | | * | | \$26,206,000 | | * \$327,575 |
| September | | * | | \$20,171,980 | | * \$325,355 |
| October | | * | | \$26,648,300 | | * \$309,864 |
| November | | * | | \$18,653,350 | | * \$358,718 |
| December | | * | | \$27,517,600 | | * \$339,723 |
| TOTAL | 46.00 | 59.00 | \$15,886,300 | \$18,540,250 | | |
| MON AVG | 46.00 | 59.00 | \$15,886,300 | \$18,540,250 | \$345,354 | \$314,242 |

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

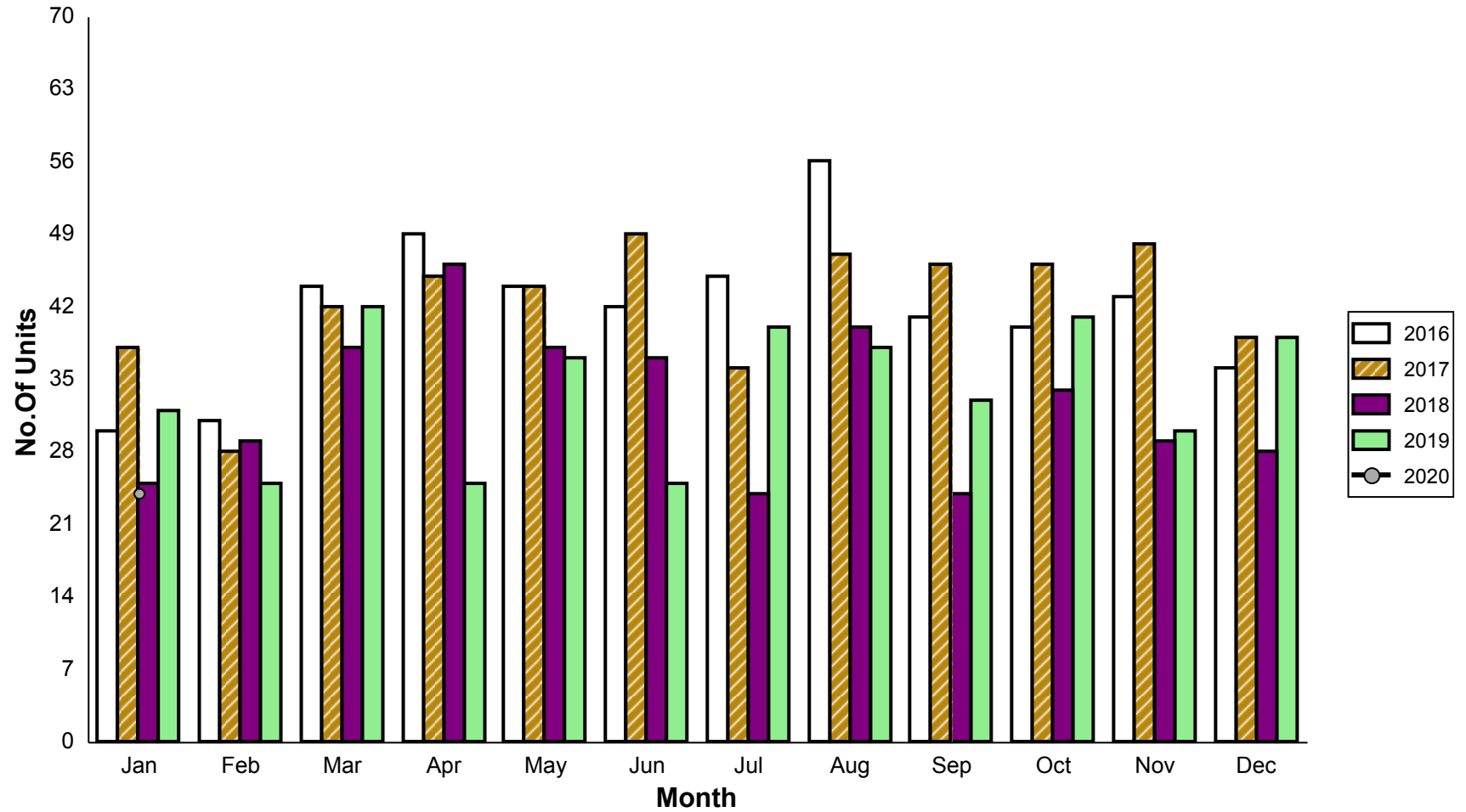
January, 2020

| MONTH | NO. OF RESALES | | TOTAL SALES VOLUME IN \$\$ | | AVG RESALE PRICE | |
|----------------|----------------|-----------|----------------------------|--------------|------------------|-------------|
| | THIS YEAR | LAST YEAR | THIS YEAR | LAST YEAR | THIS YEAR | LAST YEAR |
| January | 24 | 32 | \$10,015,000 | \$12,482,100 | \$417,292 | \$390,066 |
| February | | * | | \$10,208,000 | | * \$408,320 |
| March | | * | | \$16,639,712 | | * \$396,184 |
| April | | * | | \$10,435,500 | | * \$417,420 |
| May | | * | | \$16,273,033 | | * \$439,812 |
| June | | * | | \$10,290,000 | | * \$411,600 |
| July | | * | | \$17,327,373 | | * \$433,184 |
| August | | * | | \$15,994,900 | | * \$420,918 |
| September | | * | | \$12,643,180 | | * \$383,127 |
| October | | * | | \$16,142,900 | | * \$393,729 |
| November | | * | | \$13,520,950 | | * \$450,698 |
| December | | * | | \$18,319,800 | | * \$469,738 |
| TOTAL | 24.00 | 32.00 | \$10,015,000 | \$12,482,100 | | |
| MON AVG | 24.00 | 32.00 | \$10,015,000 | \$12,482,100 | \$417,292 | \$390,066 |
| % CHANGE - YTD | -25.0% | | -19.8% | | 7.0% | |

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Resales Report Third Laguna Hills Mutual January, 2020

| Close | Manor | Mutual | Price | Model/Style | Listing Realtor | Buyer Realtor | Escrow |
|------------|---------|--------|-----------|---------------|------------------------------|------------------------------|---------------------------|
| 01/16/2020 | 964-D | 3 | \$215,000 | Monterey | Jeff Mc Nerney Broker | Coldwell Banker | Escrow Options Group |
| 01/31/2020 | 2195-D | 3 | \$300,000 | Cordoba | Vantage Real Estate | Laguna Premier Realty, Inc | Corner Escrow Inc. |
| 01/24/2020 | 2249-Q | 3 | \$288,000 | Casa Linda | Realty Benefit | Presidential Real Estate | Corner Escrow Inc. |
| 01/08/2020 | 2289-N | 3 | \$335,000 | Castilla | Villa Real Estate | Intero Real Estate Services | Corner Escrow Inc. |
| 01/27/2020 | 2299-B | 3 | \$327,000 | La Jolla | Residential Agent Inc. | Residential Agent Inc. | Granite Escrow |
| 01/15/2020 | 2337-F | 3 | \$470,000 | La Jolla | Keller Williams Realty | Harvest Realty Development | Granite Escrow |
| 01/23/2020 | 2353-2F | 3 | \$290,000 | Garden Villa | Unity Realty | New Path Realty | Team Escrow, Inc. |
| 01/14/2020 | 2364-C | 3 | \$330,000 | Valencia | Inet Realty | Century 21 Astro | Escrow Options Group |
| 01/03/2020 | 2365-A | 3 | \$300,000 | San Sebastian | Laguna Premier Realty, Inc | Century 21 Award | Blue Pacific Escrow |
| 01/17/2020 | 2370-2C | 3 | \$293,000 | Garden Villa | Legacy 15 Real Estate | Village Real Estate | Platinum One |
| 01/14/2020 | 3111-Q | 3 | \$330,500 | La Brisa | Century 21 Rainbow | Realty One Group West | Corner Escrow Inc. |
| 01/15/2020 | 3148-A | 3 | \$500,000 | El Doble | Laguna Premier Realty, Inc | Marlene Thompson, Broker | Blue Pacific Escrow |
| 01/17/2020 | 3237-C | 3 | \$485,000 | Las Flores | No Broker | Seven Gables Real Estate | Generations Escrow |
| 01/07/2020 | 3281-P | 3 | \$420,000 | Casa Vista | Uniti Realty | Uniti Realty | Team Escrow, Inc. |
| 01/23/2020 | 3284-D | 3 | \$290,000 | La Princesa | OCDreamhomes | OCDreamhomes | Granite Escrow |
| 01/02/2020 | 3299-P | 3 | \$485,000 | Casa Vista | Regency Real Estate | ReMax Premier Realty | Corner Escrow Inc. |
| 01/06/2020 | 3303-P | 3 | \$273,000 | La Brisa | Laguna Premier Realty, Inc | Laguna Premier Realty, Inc | Granite Escrow |
| 01/07/2020 | 3374-B | 3 | \$657,500 | Navarro | Century 21 Rainbow | New Star Realty & Investment | Corner Escrow Inc. |
| 01/29/2020 | 3463-A | 3 | \$701,000 | Navarro | Laguna Premier Realty, Inc | Century 21 Rainbow | Blue Pacific Escrow |
| 01/15/2020 | 3493-C | 3 | \$360,000 | La Quinta | Century 21 Award | Village Real Estate | Escrow Network Group, Inc |
| 01/03/2020 | 3516-A | 3 | \$865,000 | Casa Rosa | Laguna Premier Realty, Inc | HomeSmart Evergreen | Blue Pacific Escrow |
| 01/22/2020 | 4006-2C | 3 | \$350,000 | El Mirador | Village Real Estate Services | Village Real Estate Services | Corner Escrow Inc. |
| 01/07/2020 | 5107 | 3 | \$875,000 | Villa Paraisa | Compass | Laguna Premier Realty, Inc | Blue Pacific Escrow |
| 01/15/2020 | 5369-2D | 3 | \$275,000 | Sierra | Century 21 Rainbow | Laguna Premier Realty, Inc | Granite Escrow |

Resales Report **Third Laguna Hills Mutual** **January, 2020**

| Close | Manor | Mutual | Price | Model/Style | Listing Realtor | Buyer Realtor | Escrow |
|-----------------------|-------|--------|--------------|-------------|-----------------|---------------|--------|
| Number of Resales: | | | 24 | | | | |
| Total Resale Price: | | | \$10,015,000 | | | | |
| Average Resale Price: | | | \$417,292 | | | | |
| Median Resale Price: | | | \$332,750 | | | | |



MONTHLY LEASING REPORT

Report Period:
January-2020

| 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 | 21 | 21 | 392 | 1289 | 1723 | 1688 | 31 | 35 | 123 | 3 |
| February | | | | | | | | | | |
| March | | | | | | | | | | |
| April | | | | | | | | | | |
| May | | | | | | | | | | |
| June | | | | | | | | | | |
| July | | | | | | | | | | |
| August | | | | | | | | | | |
| September | | | | | | | | | | |
| October | | | | | | | | | | |
| November | | | | | | | | | | |
| December | | | | | | | | | | |
| Monthly Average | 21.0 | 21.0 | 392.0 | 1289.0 | 1723.0 | Jan 1688.0 | 31.0 | 35.0 | 123.0 | 3.0 |
| Percentage Leased | 1723 / 6102 = 28.2% | | | | | | | | | |

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OPEN MEETING

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

**Monday, January 27, 2020 – 9:30 a.m.
Laguna Woods Village Community Center Sycamore Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Acting Chair Lynn Jarrett, John Frankel, Ralph Engdahl, Robert Mutchnick

COMMITTEE MEMBERS ABSENT: Chair Steve Parsons

OTHERS PRESENT:

ADVISORS PRESENT: Mike Butler

STAFF PRESENT: Brett Crane, Alisa Rocha, Gavin Fogg

1. Call to Order

Acting Chair Jarrett called the meeting to order at 9:31 a.m.

2. Acknowledgement of Media

None.

3. Approval of December 3, 2019 Report

Director Mutchnick moved to accept the report. Acting Chair Jarrett seconded. The committee had no objection.

4. Approval of the Agenda

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

5. Committee Chair Remarks

None.

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

None.

7. Division Manager Update

Mr. Crane indicated, he, Jeff Parker, Siobhan Foster, and Ernesto Munoz met with Chris Macon with The City last week to continue the discussion of creating and/or updating the standard plan book. A follow up meeting will take place and Mr. Crane will update the committee then.

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. 5123 (Villa Reposa, C11A-1) - Request for a Non-Standard Solar Panel Installation

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

9. 5575-A (Casa Siena, RC11) - Request to Construct a Room Addition on the Original Exclusive Use Common Area Courtyard

Director Mutchnick made a motion to accept staff's recommendation and approve this request. Director Frankel seconded. The committee was in unanimous support. This approval is subject to review and approval from legal counsel.

Reports

10. Status of Mutual Consents

Mr. Crane reviewed this report with the committee.

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)

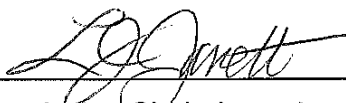
Concluding Business:

11. Committee Member Comments

None.

12. Date of next meeting – Monday, February 24, 2020

13. Adjourned at 10:12 a.m.



Acting Chair, Lynn Jarrett
Brett Crane, Staff Officer

Alisa Rocha, Alterations Coordinator, 949-268-2301



OPEN MEETING

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

**Thursday, February 6, 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, Ralph Engdahl, Jon Pearlstone, John Frankel

COMMITTEE MEMBERS ABSENT: Reza Karimi, Cush Bhada, Advisor Cindy Baker

OTHERS PRESENT:

ADVISORS PRESENT:

STAFF PRESENT: Kurt Wiemann, Eve Morton

1. Call to Order

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

2. Acknowledgement of Media

No media was present.

3. Approval of the Agenda

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

4. Approval of the January 2, 2020 Report

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

5. Committee Chair Remarks

Chair Jarrett stated that letters are sent to residents who have been using a lot of water. Please call Security if someone is washing down their driveway or patio. Call Resident Services when you have a landscape complaint. A ticket is created so complaint may be addressed and followed up on.

6. Member Comments

Barbara Marsh (3433-B) The landscaping is beautiful in our area. However, the slope at Bahia Blanca has been planted three times. 14 rattlesnakes have been killed on that slope. The slope looks terrible and has for a long time. No one has been working on it for months. A Eucalyptus tree there is leaning toward our houses for years and now the bottom is being eaten away by rot and animals. It needs to be removed. She spoke to Luis about planting ice plant on the slope. Our neighbors are upset.

Doug Gibson (5289) He read a list of issues which are important for Gate 11 residents. He spoke to 30 people who live in that area.

- Keep us on a regular schedule. Come back every two months.
- We all like grass. Filling in brown spots is great. Maintain cutting.
- The weeds are horrible.
- Get rid of old trees and bushes. Also would like a little color.
- Thank you for opening up the dialog.

Robin Meader (3371-1A) She lives in a three-story building. There are four trees on a small lawn. She would like two Cajepu trees to be removed.

Margaret Lemmon (3371-1D) Trees would look better if they had been trimmed more frequently; preventative maintenance. There are some dead evergreens that are touching their building. Over last two years, she has sent letter to Resident Services with no response or was brushed off. She suggests that these two processes be improved upon.

Marcia Plean (5103). The side yard is lovely. Grass between my manor and 5102 must remain intact. It is a lovely area in Gate 11. She had drought resistant plantings put into her second unit and it looks great. Maybe others would want to do this. Some people in Gate 11 use too much water.

Yvonne Horton (5475-B). The lemon tree near her unit is infected with bugs. It needs to be treated. Her orange tree is starting to get the same thing.

Eileen Lazar (5220) Are we still doing volunteers to remove their shrubbery? Are there uniform plans if people wish to put in drought tolerant plantings? More uniformity with the drought tolerant plantings would make it look nicer.

Bill Norman (2278-P) He was a landscape contractor. He has managed crews for over forty years. His unit all the way around is in bad shape. Some areas are bare and haven't been addressed. There doesn't seem like someone is actually managing the crews that are out there. The plants they are using to replace other

plants are creating a bigger maintenance problem. Lantana spreads like a monster and was planted in a little tiny bed.

Ana Shu (5102) She has lived here for about a year. Please replace the lawn between her manor and 5103. Who should we contact with a petition? There is a slope that looks really bad by her manor. She feels there are rats there and she has caught some rats in traps. She has removed ivy on the slopes that is growing onto her patio. She can smell animal urine and dead animals. Rats may be dying in the ivy there. A neighbor who lives behind her was present and she agrees that slope must be addressed.

Carolyn Pardoe (5036) When plants are replaced, they are not taken care of and they die. Even Jim Matson's grass has died.

7. Response to Member Comments

Mr. Wiemann responded to Member Comments:

He agrees that we have a planting problem so starting March 1, there will be a dedicated planting crew to plant new plants, to make sure irrigation is right, and to take care of the new plants. They should come through about once a month. The planting crew will document why a plant died and if same plant should be put back in or something else. We are aware of this issue.

This year, our service levels will improve because all our crews will be fully staffed on March 1.

We are now on our species-based tree trimming schedule so trees will get trimmed regularly.

CalFire has changes their rules for slopes in 2020 and 2021. Mr. Wiemann is meeting them next week for more details. The Fire Department wants us to remove the acacia.

We don't spray for rats. We use rat baits stations. We are testing a new product which sterilizes the female rats.

He will have someone look at that lemon tree and follow up with the Member.

Our goal is to schedule work on a quarterly basis.

We have purchased some trailers to be more efficient with the mulching process.

The aeration of the lawns is continuing through the end of March.

Chair Jarrett stated that the committee is not now planning on removing any grass in Gate 11; no projects are in the works. If a turf reduction project is planned, the committee will bring it up at a future committee meeting to discuss with residents first.

Chair Jarrett will put into the Breeze that Members have an option to go to drought tolerant plantings.

Director Pearlstone asked about bare areas on the slopes. Mr. Wiemann stated that the bare areas should be in the process of being worked on now.

Director Frankel told residents that water conservation is important to us.

8. Department Head Update

None.

Consent Calendar:

None.

Reports:

9. Project Log

Mr. Wiemann reviewed the Project Log with the committee.

Director Pearlstone stated that he would like resident feedback from the Gate 14 landscape modernization project.

10. Tree Work Status Report

Mr. Wiemann reviewed this report with the committee.

Items for Discussion and Consideration:

11. Tree Removal Request: 3330-O Bahia Blanca E. (Levier) – Two Weeping Fig Trees

Director McCary made motion to accept staff's recommendation and approve this request for tree removal. Director Engdahl seconded. The committee was in unanimous support.

12. Tree Removal Request: 3371-1D Punta Alta (Lemmon) – One Cajeput Tree

Director Pearlstone made motion to accept staff's recommendation and approve this request for tree removal. Director McCary seconded. The committee was in unanimous support.

13. Tree Removal Request: 5277 (Woodruff) – Two Weeping Fig Trees

Director McCary made motion to accept staff's recommendation and approve this request for tree removal. Director Pearlstone seconded. The committee was in unanimous support.

14. Landscape Revision Request: 5343-A Bahia Blanca (Irving/Miller)

Director Pearlstone made motion to accept staff's recommendation and approve this request for tree removal. Director McCary seconded. The committee was in unanimous support.

15. Tree Removal Request: 5377-A Avenida Sosiega (Wang) – One Fern Pine Tree

Director Pearlstone made motion to accept staff's recommendation and deny this request for tree removal. Director McCary seconded. The committee was in unanimous support.

16. Tree Removal Request: 5381-A Avenida Sosiega (Williams) – One Sycamore Tree

Director Engdahl made a motion to accept staff's recommendation and approve the removal of this tree. Director McCary seconded. The committee was in unanimous support.

This resident was present and requested a second tree also be removed. She was told she had to make a separate request for that tree.

Items for Future Agendas:
None.

Concluding Business

17. Committee Member Comments

Director McCary stated that it is important to go to Resident Services with your requests.

Director Pearlstone stated that Mr. Wiemann is moving forward on many improvements and it is starting to show in the community.

Chair Jarrett stated that she appreciates Director Pearlstone's comment and she agrees that Mr. Wiemann is doing a great job. She thanked residents for coming out to this meeting.

18. Date of Next Meeting – March 5, 2020

19. Adjournment


Lynn Jarrett, Chair

Kurt Wiemann, Staff Officer

Eve Morton, Landscape Operations Coordinator – 268-2565

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OPEN MEETING

REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL RESIDENT POLICY AND COMPLIANCE COMMITTEE

Wednesday, January 15, 2020 – 1:30 p.m.

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

MEMBERS PRESENT: Lynn Jarrett, Chair, Ralph Engdahl, Robert Mutchnick, and Steve Parsons

MEMBERS ABSENT: Reza Karimi

ADVISORS PRESENT: None

ADVISORS ABSENT: Stuart Hack

STAFF PRESENT: Pamela Bashline, Francis Gomez, Blessilda Wright, Gavin Fogg, and Paul Nguyen

CALL TO ORDER

Lynn Jarrett, Chair, called the meeting to order at 1:30 p.m.

ACKNOWLEDGEMENT OF PRESS

The Media was not present.

APPROVAL OF AGENDA

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

By unanimous vote the motion carried.

APPROVAL OF MEETING REPORTS

Director Engdahl made a motion to approve the December 2, 2019 meeting report as presented. Director Parsons seconded the motion.

By a vote of 3-1-0 (Director Mutchnick abstained), the motion carried.

CHAIRMAN'S REMARKS

Chair Jarrett stated there is a lot of interesting topics to be covered in today's meeting; commended staff on their work in putting the agenda packet together; and commented that it was good team work.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

Vacant Manor List Update

Gavin Fogg, Inspections Supervisor, presented the Vacant Manor List Update. The Committee members commented and asked questions.

Mr. Fogg left the meeting at 1:37 p.m.

Disciplinary Report

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

Expired Lease – 15 Day Letter

Pamela Bashline, Community Services Manager, presented the Expired Lease – 15 Day Letter report. The Committee members commented and asked questions.

ITEMS FOR DISCUSSION AND CONSIDERATION

Lease Cap and Lease Waiting List Policy

Ms. Bashline presented the Lease Cap and Lease Waiting List Policy. The Committee commented and asked questions.

Director Parsons made a motion to approve the Lease Cap and Lease Waiting List Policy. Director Engdahl seconded the motion.

By unanimous vote, the motion carried.

Harassment Policy

The Committee discussed the Harassment Policy. The Committee commented and asked questions.

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

By unanimous vote, the motion carried.

Nuisance Policy

The Committee discussed the Nuisance Policy. The Committee commented and asked questions.

Director Parsons made a motion to approve the Nuisance Policy with changes. Director Engdahl seconded the motion.

By unanimous vote, the motion carried.

Director Parsons made a motion to approve the Election Rules and directed staff to seek clarifying language from Legal Counsel. Director Engdahl seconded the motion.

By unanimous vote, the motion carried.

Good Standing Policy

The Committee discussed the Good Standing Policy. The Committee commented and asked questions.

Director Parsons made a motion to approve the Good Standing Policy. Director Engdahl seconded the motion.

By unanimous vote, the motion carried.

Designate Smoke Free Building Policy & Procedure

Ms. Wright presented Designate Smoke Free Building Policy & Procedure. The Committee commented and asked questions.

By consensus, the Committee tabled the matter for the next meeting and directed staff to research an internal procedure for notification, during the resale process, when a unit is within a building designated as smoke free; obtain confirmation from Legal Counsel and obtain feedback from members of the real estate community.

ITEMS FOR FUTURE AGENDAS

- Purchase by Proxy
- Designate Smoke Free Building Policy & Procedure
- Rules for Board Meetings

CONCLUDING BUSINESS

Committee Member Comments

Director Mutchnick stated it was a good meeting.

Director Parsons commented on Election Proxies. Staff advised Election Proxies are addressed in the Election Rules.

Date of Next Meeting

To be determined

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 3:02 p.m.


Lynn Jarrett, Chair
Third Laguna Hills Mutual

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REPORT FOR REGULAR MEETING OF THE VILLAGE ENERGY TASK FORCE

**Friday, January 10, 2020 – 12:00 P.M.
Laguna Woods Village Community Board Room
24351 El Toro Road**

MEMBERS PRESENT: Carl Randazzo, – Vice Chair, Judith Troutman, Bert Moldow, Brian Gilmore, Cush Bhada, John Frankel, Advisors: Bill Walsh, Sue Stephens

MEMBER ABSENT: None

OTHERS PRESENT: Juanita Skillman, Elsie Addington, Pat English, Manuel Armendariz

STAFF PRESENT: Guy West - Staff Officer, Laurie Chavarria, Chris Naylor, Chris Swanson

1. Call to Order

Vice Chair Randazzo called the meeting to order at 12:00 P.M.

2. Acknowledgment of Media

Vice Chair Randazzo noted no members of the media were present.

3. Approval of the Agenda

Item 15 was moved to Item 6a on the agenda. All items on the consent calendar were pulled for discussion. The agenda was approved as amended.

4. Approval of Meeting Reports for September 4, 2019

The Meeting Report of September 4, 2019, was approved as written.

5. Chairman's Remarks

Vice Chair Randazzo commented on the future format being considered for the Task Force; the vote for the new chair of the Task Force; Director Moldow's list of future energy tasks for discussion; the EV charging stations at the Community Center; and his concerns about lighting.

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

- Manuel Armendariz (917-D) commented on the United & Third Solar projects; the energy consultant budget; and the street light project.
- Pat English (2022-D) commented that the legitimacy of the Village Energy Task Force.

The Vice Chair and various Directors and Advisors responded briefly to all comments.

6a. Vote for a New Task Force Chair

Director Moldow accepted a nomination to be the Chair of the Village Energy Task Force.

7. Department Head Update

Staff Officer Guy West deferred the Department Head Update to allow the Senior Management Analyst to provide a brief summary on the status of the Professional Service Agreement with MelRok Operating, LLC.

Discussion ensued regarding the monitoring of the EMS systems for each Clubhouse.

Consent:

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

By consensus, the Task Force pulled all items on the Consent Calendar for discussion.

8. Project Log

United Mutual:

- Walkway Lighting – Advisor Walsh commented on getting funding to add this type of program for Third Mutual. Chair Moldow commented on the cost for this walkway program. Vice Chair Randazzo commented on the process for requesting a new walkway light.
- Energy Consultant Services – Juanita Skillman (2154-N) commented on the status for this line item.

Third Mutual:

- Electrical Systems – Chair Moldow commented on the use of this budget.
- Exterior Lighting – Chair Moldow asked if tree trimming is included in the street light project costs. Advisor Walsh commented on tree trimming during the light fixture conversion. He would like to see a list made of trees that are blocking the new lights so that they can be trimmed. Chair Moldow commented on using the old street light fixtures to replace the walkway light fixtures that are not in good condition.

Staff Officer Guy West and the Senior Management Analyst responded to all questions and comments.

9. Third Mutual Street Light & Walkway Light Outage Report

Chair Moldow commented on the response time from SCE when it is identified that there is no power to the pole.

10. United & Third Mutual Electric Vehicle & Electric Golf Cart Report

Chair Moldow commented on the new format for this report.

11. Third Mutual Solar Production Report

Chair Moldow commented on the average monthly production of kilowatt hours. He would like to see a more user friendly report instead of just a data spreadsheet and would like explanations added for months where low generation is indicated.

Discussion ensued regarding generation capacity; the solar production reporting software package for each building; how staff receives the data for the production report; adding this report to the agenda for United Mutual; the possibility of hiring an energy manager and solar plant manager; projected kilowatts versus actual kilowatts generated and ROI for the solar equipment.

By consensus, staff was directed to contact Third Mutual's Solar O&M contractor to find out if any of the inverters are experiencing more than a 2% loss of Direct Current (DC) power.

Staff Officer Guy West and the Senior Management Analyst responded to all questions and comments.

12. GRF EV Charging Station Report

Chair Moldow asked staff to provide more information on this report such as dates of vehicle charging, especially on the Level 3 chargers.

Discussion ensued regarding revenue percentage collected by ChargePoint; separate metering for the charging stations; and Tesla charging adapters.

By consensus, staff was directed to bring a cost to a future GRF M&C Committee meeting for the purchase of a Tesla charging adaptor for use with the charging stations behind the Community Center.

13. GRF Demand Charges Report (Finance Dept.)

The Financial Analyst summarized the report and answered questions from the Task Force.

Discussion ensued regarding SCE billing rates, various rate schedule options; and regulating each cooling zone in the Community Center based on usage.

Meeting recessed for a break at 2:17pm, reconvened at 2:29pm.

Reports:

14. Third Mutual Walkway Lighting Locations

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

Discussion ensued regarding the ability to purchase the walkway lights from SCE; the possibility of asking SCE to remove their existing walkway light poles; budgeting for future walkway light upgrades; and the underground infrastructure that powers the lights.

Oral Discussions:

15. Comments on TEC Update from October 18, 2019

Chair Moldow asked for comments on the TEC presentations from the October VETF meeting.

Discussion ensued regarding EV charging as a priority; electrical infrastructure in residential buildings; providing more guidance to the energy consultant; and using the laundry room as a source of power for future EV charging bollards.

16. How SCE Power Outage Notifications Affect Laguna Woods Village (Bert)

Chair Moldow discussed the power shut downs that SCE can perform during uncontained fires.

Discussion ensued regarding residents that need a power source for life saving medical equipment; local hospitals that are set up to help in an emergency; the use

of a Microgrid for power outages; and the residents' responsibility to provide their own power source.

17. Discuss the Tesla proposal for installing Solar > 240Kw @ \$1.00 per Kw (Bert)

Chair Moldow discussed info he found on the internet where you can buy or rent your own Tesla residential solar panel system.

By consensus staff was asked to contact a Tesla rep and invite them to a future meeting so they can discuss all solar options that apply to the Community.

18. Discuss current cleaning method for solar panels (Bert)

The Senior Management Analyst provided the cleaning method for solar panels as specified by our O&M contractor and answered questions from the Task Force.

Discussion ensued regarding microfiber rollers; using vinegar in the water; the frequency of solar panel cleaning; and the status of ongoing discussions with JCI.

19. Discuss product use for solar panel cleaning (Bert)

This was discussed under item #18. No further discussion ensued.

20. Discuss alternative solutions to EV charging in Third and United (Bert)

Discussion ensued on what infrastructure needs to be upgraded in order to provide charging of electric vehicles in carports and Garden Village garages and the associated costs.

21. Discuss alternate methods of financing a Microgrid (Bert)

Chair Moldow discussed two alternative methods for financing a Microgrid - applying for a low interest loan to purchase and install the Microgrid and paying a third party company who would install the Microgrid and charge the customer for the electricity.

Discussion ensued regard how we would get extra fuel for the Community Center generator in an emergency; and are other communities considering or installing a Microgrid.

Items for Future Agendas:

Third Mutual:

- LED Solar Street Lights (to be considered after the street light fixture LED conversion project is completed.)

Village Energy Task Force
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United Mutual:

- Additional Walkway Lighting

GRF:

- Installation of Level II EV Bollard Chargers (on the streets and Clubhouses)
- Community Choice Aggregation

All Corporations:

- Identify locations in need of LED upgrades
- Electric vehicle charging
- Presentation by Gene Okun (Commercial Sales, Solar Optimum, Inc.)

Concluding Business:

Committee Member Comments:

- Director Gilmore requested a copy of the VETF Charter and TEC Presentations.
- Director Frankel commented on SCE's disaster response process.

Date of next meeting – March 4, 2020

Adjournment

This meeting was adjourned at 4:11 P.M.


Bert Moldow, Chair

OPEN MEETING

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

Thursday, January 9, 2020 – 1:30 p.m.
Board Room

MEMBERS PRESENT: Judith Troutman-Acting Chair, Andre Torng, Juanita Skillman, Yvonne Horton, Bunny Carpenter, Ryna Rothberg, Annie McCary, Cush Bhada, Janey Dorrell, Dennis Boudreau

MEMBERS ABSENT: Ed Tao

OTHERS PRESENT: Dick Rader, Beth Perak and Annette Soule were present in audience

STAFF PRESENT: Siobhan Foster, Brian Gruner, Betty Parker, Jennifer Murphy and Jackie Kupfert

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

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

Approval of Committee Report for November 14, 2019

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

Chair's Remarks

Acting Chair Troutman stated she is sitting in for Chair Joe Fitzekam.

Report of the Recreation and Special Events Director

Mr. Gruner presented the year in review slide show.

Ms. Murphy reported on the following upcoming events: the Lunar New Year event will be held on January 11 at the Performing Arts Center. The Lunar New Year festival will be 11 a.m. to 2 p.m. and is free. The Lunar New Year performances will begin at 6:30 p.m. with tickets available for \$10 and \$15. On March 7 Frankie Avalon will be performing at the Performing Arts Center at 7 p.m. Tickets are available now for \$40 or \$50. The Health and Wellness Expo event will be on March 28 at Clubhouse 5 from 10 a.m. to 3 p.m. This event is free.

Acting Chair Troutman inquired about coordinating with the Transportation Department regarding bus excursions and cost allocation. Mr. Gruner confirmed coordination between the departments and the cost is absorbed by both departments. Acting Chair Troutman inquired as to sponsor revenue allocation. Mr. Gruner stated it is allocated to a deferred account then distributed to each work center that is hosting the event sponsored. Advisor Dorrell referenced page 12 of the slide show regarding resident versus non-resident utilization. Ms. Murphy stated utilization incorporates both however the group who reserves the room completes the utilization slip. Classes are residents only. Advisor Dorrell inquired about a master calendar which would prevent double bookings of Recreation events and club events thus increasing attendance at Recreation events. Ms. Murphy stated there is a master calendar on the website where clubs may enter their events. Recreation will be releasing a flyer which will list the bands for 2020. Mr. Gruner stated staff does try to avoid club events, but sometimes it is unavoidable.

Director Skillman inquired about the upgraded appliances mentioned on page 19 of the slide show. Mr. Gruner stated Recreation was contracted to purchase those appliances and replaced the refrigerator only at this time. Director Skillman stated she is in disagreement with Advisor Dorrell regarding Recreation coordination with clubs while event planning. Advisor Dorrell stated the coordination is truly needed.

Member Comments (*Items Not on the Agenda*)

Members spoke on the following topics: an outdoor multi-use theatre, granddaughter's bat mitzvah, car club auto inspection and maintenance area at Clubhouse 1 overflow lot, change of visiting hours at stables, fireworks causing distress for horses and the repair of a strip in a horse stall.

Acting Chair Troutman stated Disaster Preparedness has already partnered with FEMA and OC Health Department for Disasters. Acting Chair Troutman requested the resident wait for these items to be resolved before CAC can address the multi-use theatre.

Director Carpenter stated insurance liability would be the largest concern regarding the auto inspection and maintenance area and inquired if the service offered would be once a month and what supplies would be needed. The Car club stated they would only be checking fluids, no changing of fluids; no work will be done. The Car club also stated the service would be once a month, waivers would be signed by those participating and would ask for pop-ups and cones. Advisor Dorrell inquired about advertising of this service. The Car club stated they would utilize flyers, website, etc. Director Bhada agreed with the idea of an auto inspection and maintenance area. Director McCary agreed with the idea as well with an inquiry regarding a document of release of liability. The Car club stated this would be necessary to ensure the club is not held liable with injury while inspecting the autos; an inspection sheet has been created. Director Torng agreed with this idea and recommends a 3-month pilot program. An inquiry to staff with regards to usage of the overflow lot was posed. Ms. Murphy stated the lot is being used currently by RVs during maintenance, but will be available in March, 2020. Director Skillman stated very few use the lot with regards to the Library. Staff is to report under future agenda items next meeting.

Director Carpenter stated she understands the dilemma regarding the bat mitzvah, however staff recommendation stands. The resident stated the room is being used by a club as a rollover which means no Sunday is available. Director Carpenter inquired about what club is using Clubhouse 2. Ms. Murphy stated many clubs are using the other requested clubhouses. Acting Chair Troutman inquired as to if there is a rollover time limit and suggested maybe 10 years. Director Carpenter

stated rollovers were reviewed at CAC in 2019 with limitations to the number of rollovers allowed. Acting Chair Troutman stated a staff meeting with directors will happen and GRF will address. Director Bhada inquired as to the size of the bat mitzvah. The resident stated about 175 persons and will need the clubhouse the entire day. Advisor Dorrell inquired as to the club moving if staff can find a replacement room. Director Torng inquired as to the dance clubs using the kitchen and why the resident party needs so much time. Resident stated the setting up of the room and kitchen takes all day. Acting Chair Troutman requested staff to review and meet with appropriate directors. Ms. Murphy stated the club was approached and they are not willing to move.

Director Carpenter stated staff will be addressing the sharp edge in the horse stall referred in member comments. Director Carpenter stated the fireworks cause trauma to the horses and other animals in the Village and directed staff to research alternatives. Acting Chair Troutman stated during wars, horses were used and had ear coverings. Director Horton stated they used mules in the wars. Director Skillman stated that even if we stopped our fireworks, the City of Laguna Hills hosts fireworks at Laguna Hills High School. Director Carpenter stated we did not have fireworks before. Mr. Gruner stated staff will look at different locations and alternatives with 4th of July being the most attended event. Resident stated the horses did not react to fireworks from other cities.

Director Horton inquired as to if the rules are arbitrary at the Equestrian Center in regards to visitors and repair work policies. Mr. Gruner stated visitors are welcomed and will inquire with staff regarding this issue. Mr. Gruner stated he is hosting a discussion tomorrow in regards to street repair (asphalt repair) and the entire facility. A resident stated the smoothing of the road made the horses slip.

CONSENT

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

REPORTS

Equestrian Center Pricing Policy– Mr. Gruner introduced Ms. Betty Parker, CFO to report on the Equestrian Center Pricing policy. Ms. Parker stated in June, 2019 the budget was presented and has been approved for 2020. Ms. Parker stated the discussion points listed in the report.

Discussion ensued.

Motion was made to set the horse storage trailer fee to 50% of the charge for a recreational vehicle in the RV storage lot.

Motion passed unanimously.

Director Horton requested this to be discussed with the Ad-Hoc committee that will be formed.

ITEMS FOR DISCUSSION AND CONSIDERATION

Clubhouse Operating Rules Signs – Mr. Gruner stated signs have been posted with regards to Operating Rules signs, but have been removed per request of the Community Activities Committee. Director Carpenter stated the signs included verbiage in red regarding two anti-harassment

statements and would like the operating rules posted without these statements. Director Carpenter also stated GRF lawyers are currently reviewing the statements.

Staff was directed to remove this verbiage from the operating rules.

Community Activities Committee Charter - Director Carpenter presented her redlined version of the Community Activities Committee Charter. Director Bhada agreed with the changes. Director Torng inquired about adding "review" verbiage to #2. Request was accepted.

Ms. Murphy stated division will be changed to department in #2 and #3.

Staff was directed to make the requested changes and create a staff report for the February GRF agenda.

Motion was made to approve changes to CAC charter as suggested.

Motion passed unanimously.

Fitness Center Hours of Operation - Mr. Gruner stated the Fitness Center Hours of Operation utilization report and usage warrants current hours of operation to remain status quo.

Director McCary stated she understands the argument of usage, but addressed staff hours necessary for operations. Mr. Gruner stated staff comes in about 15-20 minutes early to properly open the Community Fitness Center.

Staff was directed to create a staff report for the February GRF meeting which would include the recommendation of opening one hour earlier on Saturday and closing one hour earlier one day during the week.

California Parks and Recreation Society Conference - Ms. Murphy reported on the CPRS conference and would like to invite Community Activities Committee Chair Joe Fitzekam for the Wednesday event day.

Staff was directed to invite Chair Joe Fitzekam.

CAC Equestrian Center Ad-Hoc Committee - Director Carpenter stated the requested for the Ad Hoc Equestrian Center charter: review service levels, budgets and project revenue; review and evaluate all budgeted programs , repairs and maintenance needs; review and evaluate existing rules and policies and recommend changes of said policies as appropriate; consider recommendations and encourage the participation of resident and borders in the activities and programs current and future; create a resolution that details expectations for service levels, procedure for recommended rule changes and approvals.

Director Carpenter stated the following will be on the ad-hoc committee: Director Carpenter (chair), Director Horton; Gary Empfield, DeAnne Holle, Stefanie Brown, Sally Ingmason will be advisors. Director Carpenter requested Ms. Kupfert to send an email to the CAC Directors for volunteers.

Director Carpenter stated this ad-hoc committee will be established to research decreased attendance of activities at the Equestrian Center, ensure stalls are filled and advertise the Equestrian Center more.

Director Bhada inquired as to this being an ad-hoc sub-committee to CAC. Director Carpenter confirmed it will be a sub-committee. Director Skillman stated the ad-hoc committee must be task oriented and inquired if it is working in conjunction with the Saddle club. Director Carpenter confirmed Director Skillman's statements.

Gary Empfield volunteered to be a part of this committee. He stated the Saddle Club provides assistance to the Equestrian Center, but does not feel it appropriate to critique the operations. DeAnne Holle, Stefanie Brown, Sally Ingmason volunteered as advisors.

Staff was directed to create a report for the February GRF meeting.

Motion was made to establish an Equestrian Center Ad-Hoc Committee.

Motion passed unanimously.

Clubhouse 1 Blackout Shades - Ms. Murphy reported on the proposed quote of \$15,000 for adding blackout shades in the Clubhouse 1 Main Lounge.

Acting Chair Troutman inquired about reservations still being taken at Clubhouse 1. Director Bhada agreed with postponing the installation and inquired as to the process of choosing the current blinds.

Staff was directed to review the installation of new blinds when Clubhouse 1 will be renovated.

Review of Clubhouse Holiday Hours - Ms. Murphy reported on clubhouse holiday hours and requested a limitation of hours on certain holidays. She stated the current closures of facilities on those holidays.

Staff was directed to present a staff report including usage for the last two years for the next CAC meeting.

Off Season Children's Swim Hours Adjustment - Ms. Murphy reported on winter children's swim hours adjustment recommendation. Staff recommended a survey of swimmers only.

Staff was directed to present a staff report on this for the next CAC meeting.

ITEMS FOR FUTURE AGENDAS

Review of Service Levels and Projected Revenue Related to Recreation Department Operations - Director Carpenter stated this item to remain under future agendas, but will not be discussed at the next CAC meeting.

Review of Existing Recreation Department Rules and Policies - Staff was directed to keep this item under future agendas only.

Update on Recreation/Club Meetings - Director Carpenter stated she would like to attend the club president's meetings and inquired as to adding harassment training for club presidents.

Ms. Murphy invited the entire dais to the club president's meeting which will be held on February 20 at Clubhouse 5 from 2 to 4 p.m.

Fireworks Show at Clubhouse 2 - This item was discussed during member comments.

Staff was directed to research alternatives to fireworks and different launch locations.

CONCLUDING BUSINESS

Committee Member Comments

Dennis Boudreau introduced himself and is happy to be on CAC as an advisor.

Janey Dorrell thanked committee for adding her as an advisor. She enjoyed the Volunteer Luncheon in the past.

Director Rothberg enjoys the professionalism of those on the dais.

Director Torng thanked all for being here today.

Director Skillman stated there are blurred lines between clubs and groups and voiced disapproval of lack of invitation of directors to the annual Volunteer Luncheon.

Director McCary stated this was a great meeting.

Ms. Murphy stated the Club President's meeting will be held on February 20 at Clubhouse 5 from 2 to 4 p.m. with doors opening at 1:30 p.m. Ms. Murphy also stated the Volunteer Luncheon historically only invited board members for two years as board luncheons have been provided separately.

Mr. Gruner stated Happy New Year and looks forward to working with the Community Activities Committee.

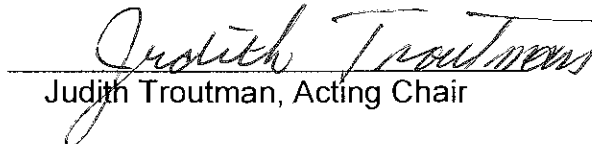
Acting Chair Troutman thanked those who stayed in the audience.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. at the Community Center in the Board Room on Thursday, March 12, 2020.

Adjournment

There being no further business, the Acting Chair adjourned the meeting at 4:07 p.m.


Judith Troutman, Acting Chair



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

**Wednesday, January 13, 2020 – 2:00 P.M.
Laguna Woods Village Community Center, Board Room
24351 El Toro Road**

MEMBERS PRESENT: Jim Matson - Chair, Joe Fitzekam, Egon Garthoffner, John Frankel, Cush Bhada (left at 3:21) Jon Pearlstone (in for Cush Bhada), Reza Bastani, Carl Randazzo, Ryna Rothberg

ADVISORS PRESENT: None

MEMBERS ABSENT: None

OTHERS PRESENT: Pat English, Andre Torng, Dick Rader, Don Tibbitts, Craig Wayne, Ralph Engdahl, Bert Moldow, Jon Pearlstone, Bunny Carpenter, Cash Achrekar, Juanita Skillman, Annette Sabol Soule, Judith Troutman, Steve Parsons, Annie McCary

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

1. Call to Order

Chair Matson called the meeting to order at 2:00 p.m.

2. Acknowledgement of Media

Chair Matson noted no members of the media were present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report for October 9, 2019

The meeting report for October 9, 2019, was approved as written.

5. Chair's Remarks

Chair Matson commented on the agenda for this special meeting.

6. Member Comments (Items Not on the Agenda)

- Andre Torng (389-Q) commented on working together to get the most important projects completed.

7. Department Head Update

Staff Officer Ernesto Munoz spoke about the funded projects from the 2020 Business Plan that will be discussed today.

Reports:

8. Formation of Clubhouse 1 Assessment Ad Hoc Committee (oral discussion by Jim Matson)

Chair Matson asked for a motion to establish a Clubhouse 1 Assessment Ad Hoc Committee.

Discussion ensued regarding ad hoc committee members and how they will be chosen.

A motion was made and unanimously approved to recommend the Board establish a Clubhouse 1 Assessment Ad Hoc Committee.

9. Draft Clubhouse 1 Renovation Ad Hoc Committee Charter

Discussion ensued regarding the requirement for a corporate members meeting if the project cost exceeds \$500,000; a survey to find out what activities and functions would be best served from this facility; what is the recreation usage of the clubhouse; possible construction timelines; assessment evaluation of other capital improvements; the amount of members and advisors allowed from each Corporation on the Ad Hoc Committee; the possibility to enclose the pool during the renovations; and the need for an overall strategic plan.

A motion was made and unanimously approved to recommend the Board review the draft of the Clubhouse 1 Renovation Ad Hoc Committee Charter but allow the Charter to be finalized after the Ad Hoc Committee has been established.

10. Discuss and Designate 2020 Project Priorities

Staff Officer Ernesto Munoz summarized the capital improvement projects and suggested which items should be prioritized and which ones can be defunded from the 2020 fiscal year.

Discussion ensued regarding the funding of various capital improvements; what happens to the projects after they are defunded; projected planning for capital improvements for the next 5-10 years; and proposed projects for future consideration.

A motion was made and unanimously approved to recommend that the Board accept staff's recommendation to consider defunding various capital improvement projects, as attached to these minutes, with the exceptions of the Clubhouse 1 HVAC and the Gate 16 Golf Driving Range Improvements. Clubhouse 1 HVAC is to remain a funded project, however the Golf Driving range should be defunded. This will reallocate \$2,355,206 of funding back into the Facilities Fund.

Items for Future Agendas:

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

Concluding Business:

Committee Member Comments

- Director Randazzo commented on the Clubhouse 1 Assessment report.

Date of Next Meeting: February 12, 2020

Adjournment:

The meeting was adjourned at 4:10 pm.



Jim Matson, Chair

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| 2020 GRF Projects List | | | | | Recommended by: | | |
|------------------------|--------------|---|--|--|--|------------|---------------|
| Item # | Type | Name | Description | Budget | COMMENTS | Staff | M&C Committee |
| 1 | 920 Projects | Community Center First Floor Renovation Project | Funding for this project is allocated to the reconfiguration of Resident Services located in the Community Center. | Budget: \$750,000 Exp: \$128,738 Balance: \$621,262 | Staff recommends to defund all but \$150k. Reallocate \$471,262 back to the Facilities Fund. | \$ 471,262 | \$ 471,262 |
| 2 | 920 Projects | Relocation of Security Operations to the Community Center | Funding for this project is allocated to relocate the Security Department to the third floor of the Community Center. | Budget: \$1,000,000 Exp: \$18,851 Balance: \$981,149 | Defund this project. | \$ 981,149 | \$ 981,149 |
| 3 | 920 Projects | Clubhouse 1 HVAC Replacement Project | Funding for this project is allocated to maintain/replace the HVAC system at Clubhouse 1 at the end of its serviceable life. This project will be designed after the building assessment has been completed. | Budget: \$350,000 Exp: \$0 Balance: \$350,000 | This project is on hold subject to the building assessment findings and direction provided by the Board relative to the Clubhouse upgrades. Can reallocate all funds (\$350k) at this time. (M&C Committee did not want to defund this project.) | \$ 350,000 | X |
| 4 | 920 Projects | Clubhouse 2 Lawn Bowling Roof | Funding for this project is allocated to replace the existing 20 year old flat roof section, which will exceed its life expectancy in 2021, with a new PVC cool roof system. | Budget: \$30,000 Exp: \$0 Balance: \$30,000 | Defund this project. Staff will continue to monitor the useful life of this roof and make repairs as needed. | \$ 30,000 | \$ 30,000 |
| 5 | 920 Projects | Gate 16 Driving Range Improvements | Funding for this project is allocated to improve the appearance and functionality of the golf driving range and practice area. | Budget: \$500,000 'Budget: \$138,000 Exp: \$97,205 Balance: \$540,795 | There is a combined balance of \$402,795 and \$138,000 available for this project. Staff does not recommend that this project be defunded. (The M&C Committee does want to defund this project.) | X | \$ 540,795 |
| 6 | 920 Projects | Tennis Court LED Lighting | Funding for this project includes the replacement of the existing lighting at the Tennis Courts to resolve inefficient lighting and consumption issues. | Budget: \$50,000 Exp: \$0 Balance: \$50,000 | Defund this project. | \$ 50,000 | \$ 50,000 |
| 7 | 920 Projects | Shepherd's Crook at Gate 3 | As a part of the Conditional Use Permit 1135 with the City of Laguna Woods, the Mutual will remove and replace barbed wire on all perimeter block walls with Shepherd's Crook on a phased approach. | Budget: \$240,000 Exp: \$0 Balance: \$240,000 | The M&C Committee only wants to install a minimum of 300 LF of Shepherds Crook Fencing; Keep \$33,000 for this project and reallocate \$207,000 back to the Facilities Fund. | \$ 207,000 | \$ 207,000 |

| | | | | | | | |
|--------|---------------|----------------------------------|--|---|----------------------|-----------|--------------|
| 8 | 920 Projects | Community Center Parking Study | Funding for this project is allocated for a parking study at the Community Center. This parking study will assist in future decisions related to the utilization of the Community Center building. | Budget: \$25,000 Exp: \$0 Balance: \$25,000 | Defund this project. | \$ 25,000 | \$ 25,000 |
| 9 | 904 Maint Svc | Clubhouse 4 Metal Roof for Patio | Funding for this project is allocated to add a metal roof over a patio area and the removal of the old dust collector at the Clubhouse. | Budget: \$25,000 Exp: \$0 Balance: \$25,000 | Defund this project. | \$ 25,000 | \$ 25,000 |
| 10 | 904 Maint Svc | Clubhouse 7 Coat/Storage Remodel | Funding for this project is allocated to remodel the existing Clubhouse coat and storage room for clubs' equipment and supplies. | Budget: \$25,000 Exp: \$0 Balance: \$25,000 | Defund this project. | \$ 25,000 | \$ 25,000 |
| TOTAL: | | | | | | \$ | \$ 2,355,206 |



OPEN MEETING
THE GOLDEN RAIN FOUNDATION
MEDIA AND COMMUNICATIONS COMMITTEE
Wednesday, January 22 at 9:30 a.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, and Advisers Carmen Pacella and Frank Tybor.

MEMBERS ABSENT: Director Ryna Rothberg and Advisor Tom Nash.

OTHERS PRESENT: Richard Rader – VMS, Jon Pearlstone – Third and Bunny Carpenter – GRF

STAFF PRESENT: Eileen Paulin, Chuck Holland, Paul Ortiz and Becky Jackson

1. **Call to Order**
Chair Annette Sabol Soule called the meeting to order at 9:33 a.m.
2. **Acknowledgement of Media**
Paul Ortiz from Village Television arrived after acknowledgement of media.
3. **Approval of the Agenda**
Agenda was approved with changes in Items for Discussion and Consideration, Marketing in the Village with Richard Rader and Pat English.
4. **Approval of Meeting Report from December 16, 2019**
Report was approved with below changes:
Richard Rader—VMS
Bunny Carpenter—GRF
5. **Chair's Remarks**
The Laguna Woods Globe Letters to the editor dated Thursday, January 16, contained two letters: one from Gary Draper and one from Karen Macrorie, each protesting the loss of channels 428 and 429. Since August 2019, MACC has been reporting that Laguna Woods Village is part of a programming consortium that saves 50 percent on all bundled programming costs. The consortium does not allow any of its members to make any particular channels premium or pay per view. The 2020 alternative for residents is to discontinue use of Broadband services entirely and subscribe to YouTube TV for \$50 per month which does not carry Channel 5 but does include both

discontinued 428 and 429 Fox channels, allowing them to view Angels Baseball, Clippers Basketball and Ducks and Kings Hockey teams. Approximately \$5 million will be saved by GRF by eliminating these two channels and their staggered programming contract increases from 2020 through 2022. GRF voted to eliminate these two overweighed channels, which comprised of more than 40 percent of the programming budget. Please note that Sling TV and Dish also discontinued these two channels.

Out-of-pocket costs in 2019 were \$19.32 per month per manor for cable. In 2020, the cable price per month per manor is \$10.96, an \$8 per month per manor decrease by removing these two channels. Currently basic cable is \$10.96 and basic internet is \$23.75. This translates to paying \$34.71 for basic cable and internet services, which provide "White glove service to seniors, which must be factored into the above costs; for example, sending a service truck to come to a resident's home to find their remote or assist in changing out batteries. The elimination of just these two channels kept GRF assessment creep from happening. An additional \$20 to \$22 per manor per month assessment will not occur over the 3 year period of 2020-2022. In 2020, GRF increased its assessments \$2.77, which included an extra \$1 going into reserves, allowing GRF to absorb the additional unexpected insurance expenses which began in January.

The first goal in 2020 is to switch the remaining 400 SD TV users to HD boxes. The \$7.95 per month set top box is recommended; alternatively, residents may plug directly into the wall to access over 70+ channels at no additional cost. Broadband's second priority is to remap the channel guide program categories, which means elimination of the 400 series. For example, channel 2 and 402 becomes channel 2 under all HDTV. This message will be repeated again at the February GRF board meeting. There have been continued efforts by Chuck Holland to appear repeatedly on Village TV's This Day from November 2019 through January 2020, along with the crawl and other advertisements carrying this message. The Media and Communications Committee will continue efforts to get the word out to everyone.

6. Member Comments (Items not on the Agenda)

Philip Grossman (887-B) was called to speak. He explained he has been having difficulty with Broadband services and repairs.

Jerry Jones (142-B) was called to speak. He expressed he was unhappy with the cancellation of 428 and 429, Fox Sports channels.

7. Director's and Staff Forum

Chuck Holland will make sure to talk to his staff about the issues Mr. Grossman experienced. He had also addressed Mr. Jones, stating the cost of renewing the contracts was reviewed and it was decided renewal would not be in the best interest for the community.

Chair Soule stated that Sling TV and Dish have dropped these channels due to the cost of renewal.

Eileen Paulin suggested a cheat sheet for alternatives for viewing these channels.

REPORTS:

8. Marketing and Communications—Eileen Paulin

Ms. Paulin presented Village Management Services Mission: To ensure Laguna Woods Village residents receive unparalleled opportunities to enjoy the utmost in active living. She then presented the Media and Communications Department Mission: To promote a well-informed community that optimizes the resources and amenities available to all residents of Laguna Woods Village, the West's premier private community for active 55+ adults.

Ms. Paulin presented the new layout and designs that have been implemented since February of 2018. She provided data on those residents not being reached by the Media and Communications Department and presented the Village Breeze magazine launch, scheduled for February 2020. The Village Breeze will reach the 6,900 residents who are not subscribed to digital communications. Ms. Paulin shared mockups, key information and benefits, which include:

- Single-sponsor concept covers hard costs; partnership with MemorialCare makes this possible
- Key information under one cover, delivered to every residence
- Creates strong sense of community; creates a reliable resource for vital Village information
- Reduces cost of communication, less in-house printing
- Reaches all residents via a common platform
- Electronic format with live links to all referenced items
- Bonus distribution to 22 medical sites throughout Orange County – potential new residents

Ms. Paulin proposed an editorial advisory board comprised of GRF Media and Communications Committee members and its advisors; presidents of Third, United, GRF and VMS; and Media and Communications Department staff. She also suggested placing financials on the website the day after they are presented in lieu of printing them in the magazine.

Featured content would include:

- General Services (including Transportation), Landscaping, Resident Services, Finance, Recreation, Security, Social Services, Maintenance & Construction, Media & Communications and the Office of the CEO
- Updates from boards of directors of housing mutuals, GRF, Mutual No. 50 and VMS
- Class schedules and Recreation event notices
- Village map
- Feature stories of interest to residents
- City and community news when appropriate (2020 Census, new voting procedures)

Content not included:

- Opinions, letters to the editor
- Club news
- Special interest group information that is not vetted by the editorial advisory board

9. Broadband and Contracts—Eileen Paulin

Ms. Paulin reported that Fox increased other channels over budget in 2020, which was not anticipated. Negotiations through NCTC ensued; a contract is in place for the next three years. She also reported that she will provide reports going forward, while Mr. Holland operates the Broadband back end.

ITEMS FOR DISCUSSION AND CONSIDERATION:

10. Approval for Broadband Consultant—Chuck Holland

Mr. Holland presented a recommendation for a supplemental appropriation from the Contingency Fund in the amount of \$50,000 to engage a consulting firm to conduct a review of Broadband Services operations and provide alternate options for providing cable TV and internet to the community. A motion was made by Juanita Skillman to use a supplemental appropriation in the amount of \$50,000 from the Contingency Fund to engage The Broadband Group (TBG) to seek alternate options for providing cable TV and internet. The motion was seconded by Lynn Jarrett. Discussion ensued. After discussion, the motion passed 6-1.

ITEMS FOR FUTURE AGENDAS:

Marketing the Village – Pat English and Richard Rader.

CONCLUDING BUSINESS:

11. Committee Member Comments

Director Jarrett stated it was a great meeting and complimented Ms. Paulin on her work. She requested a bulky-item pickup flyer for the Garden Villas. Becky Jackson will provide this for her.

Annie McCary thanked Ms. Paulin and stated the meeting was very informative and she took a lot of notes.

Beth Perak thanked Ms. Paulin for a fabulous meeting and demonstration of the magazine.

Director English congratulated Ms. Paulin for the great accomplishment.

Elsie Addington congratulated Ms. Paulin with her work on the magazine and would like some of the bulky-item pickup flyers.

Director Skillman stated she has never taken more notes and felt it was a good meeting.

Carmen Pacella stated Ms. Paulin is doing a great job and likes the positive message. He would like to see a column on DwellingLive and Broadband in the magazine.

Chair Soule stated she believes the magazine will solve the problem of reaching the unreachables. She would like a feature on the Resident Portal.

Ms. Paulin presented some of the features for February 2020: Transportation, an article on the Pacella's, MemorialCare, Kindness, Organization and Committees.

11. Date of Next Meeting—February 19, 2020 at 9:30 a.m.

12. Adjournment

Meeting was adjourned at 11:30 a.m.



Annette Sabol Soule, Chair
Media and Communications Committee

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OPEN MEETING

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

**Wednesday, February 5, 2020 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637**

MEMBERS PRESENT: Judith Troutman, Don Tibbets, Egon Garthoffner, Craig Wayne, John Frankel, Elsie Addington, Reza Bastani

ADVISORS: Vashti Williams

MEMBERS ABSENT: John Dalis

OTHERS PRESENT: Juanita Skillman, Annette Sabol Soule

STAFF PRESENT: Chris Laugenour, Francisco Perez, Elizabeth Cortez

1. Call to Order

Chair Troutman called the meeting to order at 1:31 p.m.

2. Acknowledgment of Media

No media present

3. Approval of the Agenda

Agenda was approved by acclamation

4. Approval of Meeting Report for October 2, 2019

The Regular Meeting Report of October 29, 2019 and November 27, 2019 was approved by acclamation.

5. Chair's Remarks

None

6. Member Comments (Items Not on the Agenda)

None

7. Response to Member Comments

None

Reports:

8. Director's Report

Mr. Laugenour reviewed the changes of the Transportation services implemented January, 2020. Since the start of the system, trial modifications were made to a few of the routes on the Easy Rider Fixed-Route program. Fixed-Routes are being closely monitored as tweaks may be made to ensure efficiency. Director Addington recommended clearly marketing the 30 minute closure of neighborhood routes for driver's lunches.

The Journey Program is initially working well, and two eligibility assessment dates have already been conducted with residents.

The BOOST program is being highly utilized and there has been some difficulty in matching Lyft drivers with the residents' addresses. Staff is working on proactive basis to fix this issue and recently the number of missed rides is decreasing each day. As a solution to preventing no-shows, rides booked through concierge will be created with specified notes to the driver. Chair Troutman suggested including landmarks in LYFT driver notes. Chair also suggested reminding LYFT of the learning curve our residents require for using BOOST thusly requesting a grace period for cancellation charges.

In addition, Mr. Laugenour noted two new buses are expected to be received March 2020. Ridership data for the year 2019 is included in the report for historical data. Mr. Laugenour also shared with the committee that staff is working with Age Well to develop a collaborative relationship to improve overall transportation services to the Village.

Items for discussion and consideration:

9. ADA Policy Review

A formal ADA policy was presented to be in compliance with a federally funded grant that was used to purchase three of Laguna Woods Transportation buses. After discussion the Chair entertained motion to accept ADA policy, Director Tibbets moved motion, Director Addington second motion. Committee unanimously voted to approve the policy. (6-0)

10. Committee Charter Resolution Review

Chair entertained motion to accept charter as presented, motion was second, Committee voted unanimously to approve the Charter Resolution without changes. (6-0)

Items for Future Agendas:

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

Concluding Business:

12. Committee Member Comments

Director Bastani suggested color page maps of the routes. Director Garthoffner complimented on the Fixed-Route 30 minute intervals. Director Tibbets complimented staff on their great work on the Transportation changes and commented on the reduction of resident complaints. Chair thanked staff for the report.

13. Date of Next Meeting – Wednesday April 1, 2020 1:30 PM

14. Adjournment

The meeting was adjourned at 3:02 p.m.



Judith Troutman, Chair
GRF Mobility & Vehicles Committee

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

The Regular Meeting of the Security and Community Access Committee was held on Monday, January 20, 2020 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Don Tibbetts – Chair, Bert Moldow, Yvonne Horton, Neda Ardani, Juanita Skillman, Robert Mutchnick, and Steve Parsons

MEMBERS ABSENT: Cash Achrekar, Jim Matson, Reza Karimi, and John Dalis

ADVISORS PRESENT: Larry Cunningham and Frank Tybor

OTHERS PRESENT: Dick Rader, John Frankel, and Bunny Carpenter

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

CALL TO ORDER

Don Tibbetts, Chair, called the meeting to order at 1:33 p.m.

ACKNOWLEDGEMENT OF PRESS

The Media was not present.

APPROVAL OF AGENDA

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

By unanimous vote, the motion carried.

APPROVAL OF MEETING REPORT

Director Moldow made a motion to approve the October 28, 2019 meeting report as presented. Director Parsons seconded the motion.

By a motion of 6-0-1 (Director Mutchnick abstained), the motion carried.

CHAIRMAN'S REMARKS

Chair Tibbetts welcomed the Committee. He informed the Committee that Tim Moy Chief of Security is retiring and that this could be his last meeting.

MEMBER COMMENTS ON NON-AGENDA ITEMS

Monika Hobson (3300-B) wanted to thank Chief Moy for all he has done. However, she stated that there is still an unresolved issue. Someone has an expired ID card and is still gaining access to the Community.

Juanita Skillman (2154-N) wanted to thank Chief Moy for the professionalism and order that he brought to the Security Division. She stated that since he has been here, the Disaster Preparedness Task Force (DPTF) has been great and outstanding for a private community. She wishes him all the best and hopes that everything that he instilled stays when he leaves.

Yvonne Horton (5475-B) recently had her vehicle stolen. She is grateful for Security as they assisted her with contacting the Orange County Sheriff's Department (OCSD) who helped her retrieve it as she had Lojack installed and was able to locate it in Santa Ana an hour later.

RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS

Chief Moy responded to Ms. Hobson and explained that Gate Ambassadors cannot stop each individual guest to investigate them as they have to maintain the flow of traffic into the community. However, he does encourage them to check when there is down time.

Chief Moy responded to Ms. Skillman and stated that it has been a privilege to work here for the past 3 ½ years. He has enjoyed meeting so many wonderful people and working with an outstanding staff.

REPORTS

Gate Access Update

Chief Moy updated the Committee on Gate Access Project. He explained that Ernesto Munoz, Maintenance & Construction Director, gave an update that Gate Access for Gate 11 has an estimated start date of June 2020.

Chief Moy explained there have been mechanical glitches at a few gatehouses causing the arms to remain in the up position. He stated that he is working closely with Chuck Holland, Chief Information Officer, regarding those issues. However, he explained that the gate arms have been a huge success and are a great deterrent. He also said that video footage taken from the cameras have helped our collaboration with Sheriff Investigations. The Committee commented and asked questions.

Disaster Preparedness Task Force Report

Chief Moy reported that the Disaster Preparedness Task Force (DPTF) office has moved. It is now located inside the Laguna Woods Globe office as they are sharing the space. This move is beneficial for the DPTF as the Globe is open 8 hours a day so anyone that walks in can see the flyers and inquire about them. The hours of operation

for DPTF office has changed as well to Monday, Wednesday, and Friday from 10:00 a.m. to noon. The Committee commented and asked questions.

RV Update

Chief Moy informed the Committee that automated gates are being placed at RV lot B. He explained that with the new gate, residents will be able to use their Resident ID cards like they do for RV lot A. The Committee commented and asked questions.

Noteworthy Incidents

Chief Moy presented noteworthy incidents. He informed the Committee that two Gate Ambassadors recently received a commendation for the efficiency they created with the coin collection.

Chief Moy also gave other examples of where the Security Department intercepted trespassers inside the community. He explained the process of how it is necessary to admonish the individuals before an arrest can occur and the protocols that are in place with the Orange County Sheriff's Department. He reminded the Committee that although this is a safe community, it is not immune to crime.

The Committee commented and asked questions.

Security Statistics

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

Chief Moy went through each report and explained certain statistics to the Committee. The Committee commented and asked questions.

ITEMS FOR DISCUSSION AND CONSIDERATION

DPTF Clubhouse Antennas

Chief Moy introduced Bruce Bonbright, Radio Officer for the DPTF, who presented the DPTF Clubhouse Antennas.

Director Skillman made a motion to approve the DPTF Clubhouse Antennas. Director Parsons seconded the motion.

Director Mutchnick made a new motion to table the discussion until the next meeting in order to review a Staff Report. Director Moldow seconded the motion.

By unanimous vote, the motion carried.

ITEMS FOR FUTURE AGENDAS

To be determined

CONCLUDING BUSINESS

Committee Member Comments

Mr. Cunningham wished Chief Moy a good journey on his new endeavor.

Director Ardani thanked Chief Moy for the hard work and information presented.

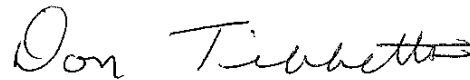
Director Moldow asked Chief Moy for any thought on where / how the Community can be better. He would love to have them before he leaves.

DATE OF THE NEXT MEETING

The next meeting is scheduled for Monday, February 24, 2019, at 1:30 p.m. in the Laguna Woods Village Community Center, Board Room.

ADJOURNMENT

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 3:29 p.m.

A handwritten signature in dark ink, reading "Don Tibbetts", with a horizontal line underneath.

Don Tibbetts, Chair