



OPEN SESSION

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

**Tuesday, May 19, 2020 - 9:30 a.m.
Laguna Woods Village Virtual Meeting
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 Jarrett**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. April 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. The Board reserves the right to limit the total amount of time allotted for the Open Forum. Members can request to speak via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the board meeting in the subject line of the email or call [949-268-2020](tel:949-268-2020) beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and unit number.***
- 8. Responses to Open Forum Speakers**
- 9. CEO/COO Report**

Please silence your cell phones.

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.*

a. Landscape Committee Recommendations:

- (1) Recommend to Approve a Landscape Revision Request: 5598-A Vista Del Mando S. (Ferraro) – Artificial Turf Installation
- (2) Recommend to Approve a Tree Removal Request: 3163-D A Alta Vista (Schmieder) – One Rustyleaf Fig Tree, at Members Expense

b. Finance Committee Recommendations

Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of March 2020, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.

c. Resolution to Revised Third Mutual & GRF Committee Assignments

11. Unfinished Business -- None

12. New Business

a. Landscape Committee Recommendation

Entertain a Motion to Deny Tree Removal Request: 3306-P Via Carrizo (Chung) – One Lemon Scented Gum tree and one Carrotwood tree, as it does not meet the guidelines in Resolution 03-11-149

b. Landscape Committee Recommendation

Entertain a Motion to Deny Tree Removal Request: 5537-B Via La Meza (Carpenter) – One Ornamental Pear tree, as it does not meet the guidelines in Resolution 03-11-149

c. Entertain a Motion to Reduce Funding for Nine Projects/Programs for the 2020 Fiscal Year

d. Entertain a Motion to Introduce a Resolution to Change the Election Date (May 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 May 5, 2020; next meeting June 2, 2020, at 1:30 p.m. as a virtual meeting.
 - (1) Treasurer's Report
 - (2) Third Finance Committee Report
 - (3) Resales/Leasing Reports
- b. Report of the Architectural Controls and Standards Committee – Director Parsons. The Committee met on February 24, 2020; next meeting TBA
- 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 – Directors Bhada and Mutchnick. The Committee met on March 2, 2020; next meeting July 6, 2020, at 1:30 p.m. location TBA.
 - (1) Report of the Parking and Golf Cart Task Force – President Parsons. The Task Force met on January 6, 2020; next meeting TBA
 - (2) Garden Villa Rec. Room Sub-Committee – Director Jarrett. The Committee met February 10, 2020; next meeting June 10, 2020
- e. Report of the Landscape Committee – Director Jarrett. The Committee met on May 7, 2020; next meeting June 4, 2020, at 9:30 a.m. location TBA
- 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 Committee met on May 14, 2020; next meeting TBA
- h. Energy Research Group – Director Frankel. The next meeting is TBA

14. GRF Committee Highlights

- a. Community Activities Committee – Director McCary. The Committee met on May 14, 2020; next meeting June 9, 2020, at 1:30 p.m. location TBA
- b. GRF Finance Committee – Director Pearlstone. The Committee met on April 22, 2020; next meeting June 24, 2020, at 1:30 p.m. location TBA
- c. GRF Landscape Committee – Director Jarrett. The Committee met on February 12, 2020; next meeting August 12, 2020 at 1:30 p.m.

- d. GRF Maintenance & Construction Committee – Director Bhada – The Committee met in closed session on April 8, 2020; next meeting June 10, 2020, at 9:30 a.m. location TBA
 - (1) PAC Renovation Ad Hoc Committee – Director Pearlstone. The Committee met on May 14, 2020 in closed session
 - e. Media and Communications Committee – Director McCary. The Committee met on May 18, 2020 as a virtual meeting; next meeting June 15, 2020, at 1:30 p.m. location TBA
 - f. Mobility and Vehicles Committee – Director Frankel – The Committee met on February 5, 2020; next meeting June 3, 2020, at 1:30 p.m. location TBA
 - g. Security and Community Access Committee – Director Mutchnick. The Committee met on February 24, 2020; next meeting June 22, 2020 at 1:30 p.m. location TBA
 - (1) Disaster Preparedness Task Force – Director Engdahl. The Task Force met on January 28, 2020; next meeting July 28, 2020, 9:30 a.m. as a virtual meeting
 - h. Report of the Laguna Woods Village Traffic Hearings – Director Mutchnick. Next meeting TBA.
- 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. Resolution to Designate a Building as Non-Smoking (FEBRUARY referred back to Committee for revisions)
 - e. Alterations Review
 - f. Orange County Mosquito and Vector Control District Presentation
- 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) April 3, 2020—Emergency Closed Session

(b) April 10, 2020—Special Closed Session

(c) April 21, 2020—Regular Closed Session

(d) May 11, 2020—Special Closed Session

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjourn

this page intentionally left blank



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

**Tuesday, April 21, 2020 - 9:30 a.m.
Laguna Woods Village Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

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

Directors Absent: None

Staff Present: Jeff Parker CEO, Siobhan Foster, Betty Parker, Kurt Wiemann, Becky Jackson, Cheryl Silva and Grant Schultz

Others Present: KMPG Auditor Mark Thomas

1. Call meeting to order / Establish Quorum

Steve Parsons, President of the Corporation, chaired and opened the meeting stating 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

Ralph Engdahl led the Membership in the Pledge of Allegiance.

3. Acknowledge Media

The Village Television Camera Crew, by way of remote cameras, was acknowledged as present.

4. Approval of Agenda

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

Directors made requests to add/remove the following agenda items:

- Director Mutchnick requested to move agenda item 10a to unfinished business to discuss the that the fence material.
- Director Gibson asked about the committee assignments.

By consensus, the agenda was approved as amended and the motion passed unanimously.

5. Approval of Minutes

a. February 18, 2020—Regular Open Meeting Minutes

Director Karimi made a motion to approve the February 18, 2020, Regular Open Meeting minutes as presented. Director Mutchnick seconded the motion.

By consensus, the February 18, 2020 regular meeting minutes were approved.

6. Report of the Chair

President Parsons thanked everyone that helped with the Ayres Hotel situation and commented about the recent changes in Laguna Woods Village because of COVID-19. "We will get through this together," stated President Parsons.

7. Open Forum

Several Members spoke about various issues:

- A Member asked about the 7 COVID-19 cases in Laguna Woods Village;
- A Member asked that the Architectural Controls and Standards Committee Meeting minutes be revised and requested to speak at the next meeting of that committee;
- A Member commented about the need to wear face masks and help residents sew masks for the community;
- A Member asked if the extra funds would be used to upgrade our infrastructure;
- A Member commented that a painting crew left a paint container near their manor;
- A Member commented about action approved by unanimous consent.

8. Responses to Open Forum Speakers

Board Members responded to the Members' concerns and requests.

- Jeff Parker-CEO commented about the reporting requirement of COVID-19 cases according to the County of Orange and HIPPA laws. County of Orange recommends that face masks be worn when out in public. Residents riding the bus are required to wear a face mask. All employees are required to wear a mask;
- Siobhan Foster-COO commented that staff is looking into the procedure of paint cans left in the community collecting standing water;

- Director Parsons thanked the residents for their input.

9. CEO Report

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

- Thanks to the efforts of the Community, Staff and the Attorney, the Ayres Hotel reversed their decision to lease the hotel to the County of Orange to house homeless individuals that tested positive for COVID-19;
- The County of Orange is recommending that everyone wear masks when in public to slow the spread of COVID-19. Residents riding the bus must wear a mask. Masks have been provided to all employees. Staff will be distributing masks to the Community.
- Gave an update on the number of COVID-19 cases in our area and in Laguna Woods Village. Staff will continue to monitor the situation and is working with the County of Orange County Health Care Agency. Residents are encouraged to practice healthy hygiene habits, for Health Updates residents can call 800-564-8448.
- Two vehicles were recently stolen in the community. Director of Security is working with the Sheriff's department on getting additional protocol in the community. Reminded residents to lock their cars.
- Working with operations and evaluating opening outdoor activities.
- Looking into stimulus packages that are offered by the Government.
- Looking into lower insurance rates because of decrease in vehicle use.
- Tomorrow morning there will be a lane closure to remove a large tree.
- Because of the recent rain, Orange County Mosquito and Vector Control encouraged resident to remove any standing water near their manor to help control mosquito larva from hatching.
- Residents are encouraged to complete the 2020 Census.
- Village Breeze magazine for May and June will be mailed out to residents shortly.

Director Wayne asked about how resident sign new forms under the new regulations. He asked about gate entry confusion of finding residents in the kiosk system and asked if residents could jog on the golf course.

CEO Jeff Parker asked residents to not jog on the golf course. He will look at opening more outdoor activities in the near future.

Director Mutchnick asked about the stolen vehicles.

Director Engdahl asked about closing escrows, handling inspections and obtaining permits.

10. Consent Calendar

10a. Architectural Control and Standards Committee Recommendations:

This item was moved to Unfinished Business.

10b. Landscape Committee Recommendations:

- (1) Recommend to Approve Tree Removal Request: 2272-B Via Mariposa East (Baskin) – One Star Pine tree

RESOLUTION 03-20-19
APPROVE THE REQUEST FOR REMOVAL OF
ONE STAR PINE TREE – 2272-B VIA MARIPOSA 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 March 5, 2020, the Landscape Committee reviewed a request for removal of one Star Pine tree. The request was received from the Member at 2272-B who cited the reasons as litter/debris, poor condition, and large branches continue to fall on 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 Star Pine tree located at 2272-B Via Mariposa E.

NOW THEREFORE BE IT RESOLVED, April 21, 2020, the Board of Directors approves the request for the removal of one Star Pine tree located at 2272-B;

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

- (2) Recommend to Approve Tree Removal Request: 3166-A Alta Vista (Katz) – One Indian Laurel Fig

RESOLUTION 03-20-20
APPROVE THE REQUEST FOR REMOVAL OF
ONE INDIAN LAUREL FIG – 3166-A ALTA VISTA

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149, Tree Removal Guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on March 5, 2020, the Landscape Committee reviewed a request for removal of one Indian Laurel Fig tree. The request was received from the Member at 3166-A who cited the reasons as overgrown, the dropping of numerous berries, and roots growing close to the manor 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 Indian Laurel Fig tree located at 3166-A Alta Vista.

NOW THEREFORE BE IT RESOLVED, April 21, 2020, the Board of Directors approves the request for the removal of one Indian Laurel Fig tree located at 3166-A;

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

10c. Finance Committee Recommendations:

- (1) Ratify a Decision to Award a Contract to Association Reserves, Inc. for the 2021 Reserve Study Update

- (2) Approval of Resolution to Record Lien against Member ID# 931-350-34

RESOLUTION 30-20-21
RECORDING OF A LIEN

WHEREAS, Member ID 61-350-34; 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, April 21, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-350-34 and;

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

- (3) Approval of Resolution to Record Lien against Member ID# 932-210-23

RESOLUTION 30-20-22
RECORDING OF A LIEN

WHEREAS, Member ID 932-210-23; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, April 21, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-210-23 and;

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

- (4) Approval of Resolution to Record Lien against Member ID# 932-310-40

RESOLUTION 30-20-23
RECORDING OF A LIEN

WHEREAS, Member ID 932-310-40; is currently delinquent to the 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, April 21, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-310-40 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.

- 10d.** Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of February 2020, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.
- 10e.** Termination of Third Laguna Hills Mutual Participation on Village Energy Task Force and Replacement with Energy Research Group
- 10f.** Resolution to Revise the Third/GRF Committee Assignments

RESOLUTION 03-20-24
Third Mutual Committee Appointments

RESOLVED, April 21, 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
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

Executive Hearing Committee

Annie McCary, Chair
Ralph Engdahl, Co-Chair
Robert Mutchnick
Doug Gibson
Steve Parsons, Alternate
John Frankel, Alternate

Finance (Committee of the Whole)

Jon Pearlstone, Chair
Steve Parsons, Co-Chair
Craig Wayne
Non-Voting Advisors: John Hess, Wei-Ming Tao

Investment Task Force

Jon Pearlstone
Wei-Ming Tao
Craig Wayne, Alternate

Garden Villa Recreation Room Subcommittee (Quarterly)

Lynn Jarrett, Chair
Jon Pearlstone
Doug Gibson
Craig Wayne, Alternate
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
Advisor: Cindy Baker

Maintenance and Construction Committee

Cush Bhada, Chair
Robert Mutchnick, Co-Chair
~~Steve Parsons~~
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
Advisors: Katheryn Freshley, Kay Havens

Parking & Golf Cart Task Force

Steve Parsons, Chair
Lynn Jarrett
John Frankel
Ralph Engdahl
Craig Wayne, Alternate
Advisor: 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 Advisor: Stuart Hack

Energy Research Group

Cush Bhada
John Frankel
Ralph Engdahl

Reza Karimi, Alternate
Advisors: Sue Stephens, Bill Walsh

RESOLVED FURTHER, that Resolution 03-20-15, adopted February 18, 2020, is hereby superseded and canceled; and,

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

RESOLUTION 03-20-25
GRF Committee Appointments

RESOLVED, April 21, 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

Equestrian Center Ad Hoc Committee

Cush Bhada (Third)
Annie McCary (Third)

GRF Finance Committee

Jon Pearlstone
Steve Parsons
Robert Mutchnick, Alternate

Purchasing Ad Hoc Committee (new)

Steve Parsons
Jon Pearlstone
Cush Bhada, 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

Clubhouse 1 Renovation Ad Hoc Committee
Jon Pearlstone
Robert Mutchnick

PAC Renovation Ad Hoc Committee
Jon Pearlstone
Cush Bhada
John Frankel, 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

Security and Community Access Committee
Robert Mutchnick
Ralph Engdahl
Reza Karimi, Alternate

Disaster Preparedness
Annie McCary
John Frankel
Ralph Engdahl
Doug Gibson, Alternate

Laguna Woods Village Traffic Hearings
Robert Mutchnick
John Frankel
Ralph Engdahl, Alternate

Strategic Planning Committee
Jon Pearlstone
Robert Mutchnick

Steve Parsons, Alternate

RESOLVED FURTHER, that Resolution 03-20-16, adopted February 18, 2020, is hereby superseded and canceled; and

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

Director McCary made a motion to approve the consent calendar as presented. Director Karimi seconded the motion and the motion passed without objection.

11. Unfinished Business

11a. Entertain a Motion to Adopt a Resolution for a Lease Cap and Lease Waiting List Policy

Director Jarrett presented a summary of the following Resolution:

RESOLUTION 03-20-26
LEASING CAP AND LEASE WAITING LIST POLICY

WHEREAS, the Board of Directors (the "Board") of Third Laguna Hills Mutual ("Third") held a meeting on April 21, 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, April 21, 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 – 28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied

Director McCary made a motion adopt a resolution for a lease cap and lease waiting list policy. Director Karimi seconded the motion.

Discussion ensued among the Directors.

President Parsons called for the vote and the motion passed without objection.

11b. Entertain a Motion to Adopt a Resolution for a Harassment Policy

Director Jarrett presented a summary of the following Resolution:

RESOLUTION 03-20-27
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, April 21, 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 – 28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied

Director Mutchnick made a motion to adopt a resolution for a harassment policy. The motion was seconded by Director Wayne.

Discussion ensued among the Directors.

President Parsons called for the vote and the motion passed without objection.

11c. Entertain a Motion to Adopt a Resolution for a Nuisance Policy

Director Jarrett presented a summary of the following Resolution:

RESOLUTION 03-20-28
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, April 21, 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 – 28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied

Director Mutchnick made a motion to adopt a resolution for a nuisance policy. The motion was seconded by Director McCary.

Discussion ensued among the Directors.

President Parsons called for the vote and the motion passed without objection.

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

Director Jarrett presented a summary of the following Resolution:

RESOLUTION 03-20-29
GOOD STANDING POLICY

WHEREAS, the Board of Directors (the "Board") of Third Laguna Hills Mutual ("Mutual") held a meeting on April 21, 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, April 21, 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 – 28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied

Director Karimi made a motion to adopt a resolution for a good standing policy. The motion was seconded by Director Wayne.

Discussion ensued among the Directors.

President Parsons called for the vote and the motion passed without objection.

11e. Entertain a Motion to Introduce a Resolution for Election Rules

Director Jarrett presented a summary of the following Resolution:

RESOLUTION 03-20-30
ELECTION RULES

WHEREAS, Senate Bill 323 also known as the new election laws has amended sections of California Civil Code §5100, 5110, 5115, 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; April 21, 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 – 28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied

Director Bhada made a motion to approve a resolution for election rules. The motion was seconded by Director Mutchnick.

Discussion ensued among the Directors.

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

11f. Architectural Control and Standards Committee Recommendations:
This item was moved from the Consent Calendar.

- (1) Recommend Approving: 3288-B (El Doble, SB703A, P46) – Request to Replace Existing 5' Gate/Fence with 7' Gate/Fence

RESOLUTION 03-20-31
VARIANCE REQUEST

WHEREAS, Ms. Diane Landers of 3288-B San Amadeo, a La Princesa style unit, is requesting Board approval of a variance to replace existing 5' gate/fence with 7' gate/fence; 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 February 24, 2020.

NOW THEREFORE BE IT RESOLVED, on April 21, 2020, the Board of Directors hereby approves the request to replace existing 5' gate/fence with 7' gate/fence.

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 3288-B and all future Mutual members at 3288-B

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

Director Mutchnick requested that the fence be approved without the use of mesh at the bottom of the fence to be in compliance with the new Architectural Control and Standards Committee rules.

Director Mutchnick made a motion to amend to approval the variance request with the condition that the resident does not use mesh at the bottom of the fence. Director Parsons seconded the motion.

President Parsons called for the vote and the motion passed without objection.

12. New Business

12a. Entertain a motion to accept the 2019 Audit Report

Betty Parker, Director of Finance, gave a summary of the 2019 Audit process. KPMG Auditor Mark Thomas addressed the Board the results of the 2019 Audit Report.

Director Gibson made a motion to accept the 2019 Audit Report from KPMG. Director Jarrett seconded the motion.

Discussion ensued among the directors.

The Board thanked Peggy Moore for her participation on the Select Audit Task Force.

President Parsons called the motion to a vote and the motion passed without objection.

12b. Landscape Committee Recommendation

Entertain a Motion to Deny Tree Removal Request: 5381-A Avenida Sosiega (Williams) – One American Sweet Gum tree - as it does not meet the guidelines established in Resolution 03-11-149

Director Jarrett presented a summary of the following Resolution:

RESOLUTION 03-20-32
DENY THE REQUEST FOR REMOVAL OF
ONE AMERICAN SWEET GUM TREE AT 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 March 5, 2020, the Landscape Committee reviewed a request for removal of one Sweet Gum tree. The request was received from the Member at 5381-A who cited the reasons as litter/debris, sewer damage, overgrown, poor condition, and a fire, flood, and wind hazard and;

WHEREAS, the Committee determined that the tree does not meet the guidelines established in Resolution 03-11-149 and recommends denying the request for the removal of one Sweet Gum tree located at 5381-A Avenida Sosiega.

NOW THEREFORE BE IT RESOLVED, April 21, 2020, the Board of Directors denies the request for the removal of one Sweet Gum 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.

Director Mutchnick made a motion deny the request for tree removal of one American Sweet Gum tree (5381-A Avenida Sosiega). Director Engdahl seconded the motion.

Discussion ensued among the Directors.

President Parsons called for the vote, and the motion passed without objection.

13. Committee Reports

13a. Report of the Finance Committee / Financial Report – Director Pearlstone gave a presentation on the Treasurer's report, Resale/Leasing report and the last Third Finance Committee report. The Committee met on April 7, 2020; next meeting May 5, 2020, at 1:30 p.m. as a virtual meeting.

- (1) Treasurer's Report
- (2) Third Finance Committee Report
- (3) Resales/Leasing Reports

13b. Report of the Architectural Controls and Standards Committee – Director Parsons reported from the last Committee Meeting. The Committee will be reviewing the Committee scheduled for May. The Committee met on February 24, 2020; next meeting TBA.

- 13c.** Report of the Communications Committee – Director McCary reported the Committee met on October 9, 2019; next meeting TBA.
- 13d.** Report of the Maintenance and Construction Committee – Directors Bhada and Mutchnick reported on the last Committee Meeting. The Committee met on March 2, 2020; next meeting July 6, 2020, at 1:30 p.m. in the Board Room.
 - (1) Report of the Parking and Golf Cart Task Force – President Parsons reported about new golf cart parking in the “wedding cake” area. The Task Force met on January 6, 2019; next meeting TBA.
 - (2) Garden Villa Rec. Room Sub-Committee – Director Jarrett reported on the last Sub-Committee Meeting. The Sub-Committee met on February 10, 2020; the next meeting will be June 10, 2020.
- 13e.** Report of the Landscape Committee – Director Jarrett reported on the last Landscape Committee meeting. The Committee is working on the new park, new tub grinder was purchased and landscaping is disbursing mulch throughout the community. The Committee met on March 5, 2020; next meeting May 7, 2020, at 9:30 a.m. as a virtual meeting.
- 13f.** Report of the Water Subcommittee – Director Karimi encouraged residents to watch their water usage. The subcommittee met on October 9, 2019; next meeting TBA.
- 13g.** Report of the Resident Policy and Compliance Committee – Director Jarrett reported the Committee worked on the Leasing Cap Policy. The Task Force met on January 15, 2020; next meeting TBA.
- 13h.** Report of the Energy Research Group – Director Frankel reported the Task Force has been changed to a Research Group. The group is working on Solar Energy and Microgrids. The Task Force met on March 4, 2020; next meeting TBA.
- 14. GRF Committee Highlights**
 - 14a.** Community Activities Committee – Director McCary. The Committee is working on the Equestrian Center Ad Hoc Committee. The Committee met on March 12, 2020; next meeting May 14, 2020, at 1:30 p.m. location TBA.
 - 14b.** GRF Finance Committee – Director Pearlstone. The Committee met on February 19, 2020; next meeting April 22, 2020, as a virtual meeting.

- 14c.** GRF Landscape Committee – Director Jarrett. The Committee met on February 12, 2020; next meeting May 13, 2020, at 1:30p.m. location TBA.
- 14d.** GRF Maintenance & Construction Committee – Director Bhada reported the Committee is working on the Truck Car Wash. The Committee met in closed session on April 8, 2020; next meeting June 10, 2020, at 9:30 a.m. location TBA.
 - (1) PAC Renovation Ad Hoc Committee – Director Pearlstone reported that the Committee is working on bids for the project. The Committee met on April 13, 2020.
- 14e.** Media and Communications Committee – Director McCary reported the Committee is working on the distribution of the new Village Breeze, the website is updated daily with news on COVID-19, and the message board is updated daily. The committee met on April 20, 2020; next meeting May 18, 2020, at 9:30 a.m. location TBA.
- 14f.** Mobility and Vehicles Committee – Director Frankel reported the Committee is working on mask program. The Committee met on February 5, 2020; next meeting June 3, 2020, at 1:30 p.m. in the Board Room.
- 14g.** Security and Community Access Committee – Director Mutchnick. The Committee met on February 24, 2020; next meeting TBA.
 - (1) Disaster Preparedness Task Force – Director Engdahl commented the Task Force is working with the radio club to help with communication during a disaster. The Task Force met on January 28, 2020; next meeting May 26, 2020, 9:30 a.m. location TBA.
- 14h.** Report of the Laguna Woods Village Traffic Hearings – Director Frankel. The hearings were held on February 19, 2020; next hearings TBA.
- 15. 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.*
 - 15a.** Parking Report
 - 15b.** Alternative Heat Source Policy (August initial notification—September postponed)
 - 15c.** Resident Suggestion Program
 - 15d.** Businesses Owning Property within Laguna Woods Village
 - 15e.** Resolution to Designate a Building as Non-Smoking (FEBRUARY referred back to Committee for revisions)
 - 15f.** Alterations Review

15g. Orange County Mosquito and Vector Control District Presentation

16. Director's Comments

- Director Gibson commented about parapets.
- Director Mutchnick thanked the resident for complying with social distancing.

17. Recess

The Board recessed at 11:05 a.m. and reconvened in Closed Session at 11:15 a.m.

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

During the February 4, 2020, Special Closed Session, the Board:

Approval of the Agenda

Discussed Award of Contract for Landscape Maintenance Services

During the February 7, 2020, Special Closed Session, the Board:

Approval of the Agenda

Award of Contract to Leaf Landscape, Inc. for Landscape Maintenance Services

Discuss Legal Matters

During the February 18, 2020 Regular Closed Session, the Board:

Approved the Agenda

Approved the Meeting Minutes of;

(a) January 21, 2020 – Regular Closed Session

Discussed and Considered Member Matters

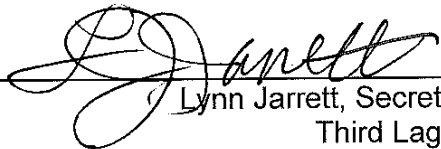
Discussed and Considered Legal and Litigation Matters

Discussed and Considered Contractual Issues

The March 17, 2020 Regular Closed Session was canceled due to COVID-19 emergency.

18. Adjourn

With no further business to come before the Board of Directors, the meeting was adjourned at 2:10 p.m.



Lynn Jarrett, Secretary of the Board
Third Laguna Hills Mutual

RESOLUTION 03-20-XX

**Approve the Request for Landscape Revision
5598-A Vista Del Mando S.**

WHEREAS, on May 7, 2020, the Landscape Committee reviewed a request for installing artificial turf in the rear of Manor 5598-A and;

WHEREAS, the Committee determined that since the existing turf is difficult to maintain since it is narrow area and is adjacent to a slope, they recommend approving the request at 5598-A Vista Del Mando S. 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 5598-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.
3. Materials and work must be approved by staff prior to installation.

NOW THEREFORE BE IT RESOLVED, May 19, 2020, the Board of Directors approves the request for installing artificial turf in the rear of Manor 5598-A;

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

this page intentionally left blank

RESOLUTION 03-20-xx

Approve the Request for Removal of of One Rustyleaf Fig Tree at Member's Expense 3163-D Alta Vista

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149, Tree Removal Guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on May 7, 2020, the Landscape Committee reviewed a request for removal of one Rustyleaf Fig tree. The request was received from the Member at 3163-D who cited the reasons as litter/debris, overgrown, and safety concerns 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 Rustyleaf Fig tree, at the Member's expense, located at 3163-D Alta Vista.

NOW THEREFORE BE IT RESOLVED, May 19, 2020, the Board of Directors approves the request for the removal of one Rustyleaf Fig tree located at 3163-D;

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

this page intentionally left blank



RESOLUTION 03-20-XX
Third Mutual Committee Appointments

RESOLVED, May 19, 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
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

Executive Hearing Committee

Annie McCary, Chair
Ralph Engdahl, Co-Chair
Robert Mutchnick
Doug Gibson
Steve Parsons, Alternate
John Frankel, Alternate

Finance (Committee of the Whole)

Jon Pearlstone, Chair
Steve Parsons, Co-Chair
Craig Wayne
Non-Voting Advisors: John Hess, Wei-Ming Tao

Investment Task Force

Jon Pearlstone
Wei-Ming Tao
Craig Wayne, Alternate

Garden Villa Recreation Room Subcommittee (Quarterly)

Lynn Jarrett, Chair
Jon Pearlstone
Doug Gibson
Craig Wayne, Alternate
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
Advisors: Cindy Baker

Maintenance and Construction Committee

Robert Mutchnick, Chair
Cush Bhada, 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
Advisor: Katheryn Freshley, Kay Havens

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 Research Group

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

RESOLVED FURTHER, that Resolution 03-20-24, adopted April 21, 2020, 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.

this page intentionally left blank



RESOLUTION 03-20-xx
GRF Committee Appointments

RESOLVED, May 19, 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

Equestrian Center Ad Hoc Committee

Cush Bhada (Third)
Annie McCary (Third)

GRF Finance Committee

Jon Pearlstone
Steve Parsons
Robert Mutchnick, Alternate

Purchasing Ad Hoc Committee (new)

Steve Parsons
Jon Pearlstone
Cush Bhada, 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

Clubhouse 1 Renovation Ad Hoc Committee

Jon Pearlstone
Robert Mutchnick

PAC Renovation Ad Hoc Committee

Jon Pearlstone
Cush Bhada
John Frankel, 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

Security and Community Access Committee

Robert Mutchnick
Ralph Engdahl
Reza Karimi, Alternate

Disaster Preparedness

Annie McCary
John Frankel
Ralph Engdahl
Doug Gibson, Alternate

Laguna Woods Village Traffic Hearings

Robert Mutchnick
John Frankel
Ralph Engdahl, Alternate

Strategic Planning Committee

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

RESOLVED FURTHER, that Resolution 30-20-25, adopted April 21, 2020, is hereby superseded and canceled; and

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

RESOLUTION 03-20-XX

Deny the Requests for Removal of of One Lemon Scented Gum tree and One Carrotwood tree 3306-P Via Carrizo

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 May 7, 2020, the Landscape Committee reviewed the requests for the removal of one Lemon Scented Gum tree and one Carrotwood tree. The requests were received from the member at 3306-P who cited the reasons as overgrown, falling debris and berries from the trees falling onto the roof causing disruptive noise and;

WHEREAS, the Committee determined that the trees do not meet the guidelines established in Resolution 03-11-149 and recommends denying the requests for the removal of one Lemon Scented Gum tree and one Carrotwood tree located at 3306-P Via Carrizo.

NOW THEREFORE BE IT RESOLVED, May 19, 2020, the Board of Directors denies the requests for the removal of one Lemon Scented Gum tree and one Carrotwood tree located at 3306-P;

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

this page intentionally left blank

RESOLUTION 03-20-XX

Deny the Requests for Removal of of One Ornamental Pear tree 5537-B Via La Meza

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 May 7, 2020, the Landscape Committee reviewed the request for the removal of one Ornamental Pear tree. The request was received from the member at 5537-B who cited the reasons as litter/debris, sewer damage, overgrown, and poor condition and;

WHEREAS, the Committee determined that the tree does not meet the guidelines established in Resolution 03-11-149 and recommends denying the request for the removal of one Ornamental Pear tree located at 5537-B Via La Meza.

NOW THEREFORE BE IT RESOLVED, May 19, 2020, the Board of Directors denies the requests for the removal of one Ornamental Pear tree located at 5537-B;

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

this page intentionally left blank



STAFF REPORT

DATE: May 19, 2020
FOR: Board of Directors
SUBJECT: Reduce Funding for Nine Projects/Programs for the 2020 Fiscal Year

RECOMMENDATION

Consider imposing a spending limit on nine projects/programs for the 2020 fiscal year, primarily to increase the available funding for other more pressing priorities.

BACKGROUND

Staff was requested by Board President Parsons and Board Treasurer Pearlstone to prepare a recommendation to reduce funding for those programs directly affected by the COVID-19 work stoppage. Staff analyzed each of the affected programs and arrived at a list the Board could consider for budget reductions in order to redirect funding to other more pressing priorities.

At the May 4, 2020 Third M&C Committee meeting, staff presented a list consisting of nine projects/programs that if reduced or eliminated for the remainder of the 2020 fiscal year, would reduce the encumbrances against the reserve fund in the amount of \$2,195,000.

DISCUSSION

The M&C Committee considered a list of nine projects and programs from the Third Mutual Project Log and recommended that funding be reduced or eliminated (Attachment 1). The suggested priorities are as follows:

- Priority 1 Building address signs – eliminate all funding for 2020
- Priority 2 Parapet Walls – eliminate all funding for 2020
- Priority 3 Energy projects – eliminate all funding for 2020
- Priority 4 Golf Cart Parking and Striping – eliminate all funding for 2020
- Priority 5 Epoxy Waste line Remediation – reduce funding
- Priority 6 Elevator Replacement Program – eliminate all remaining funding for 2020
- Priority 7 Building Structures – reduce funding
- Priority 8 Dry Rot – reduce funding
- Priority 9 Exterior Paint – reduce funding

The M&C Committee originally recommended a total reduction of \$2,195,000 for consideration by the Finance Committee. On May 5, 2020 the Third Finance Committee reviewed the proposed reductions and recommended a total reduction of only \$1,975,000 using a revised projection for Parapet and Stucco Wall Repairs and Dry Rot Program.

FINANCIAL ANALYSIS

The projects and programs recommended by both the M&C and Finance Committee for funding reductions have remaining appropriations in the amount of \$1,850,770 as of the date of this report (total includes recent Elevator Replacement program invoices paid). If recommended spending limits are applied to these programs, in part or in full, the encumbrances against the reserve fund will be reduced accordingly and those available balances will be considered in current year projections for operating needs and during the upcoming business planning meetings.

Prepared By: Guy West, Projects Division Manager

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

ATTACHMENT(S)

Attachment 1 – Reduced Funding Recommendations for 2020

ENDORSEMENTS (to Finance & Board)

1. Reduced Funding for Nine Projects in 2020

Staff Officer Ernesto Munoz reviewed the project log with the Committee and proposed that nine projects and/or programs have their funding reduced for the remainder of the 2020 fiscal year.

Discussion took place regarding the costs to the Mutual related to the pandemic.

A motion was made and unanimously approved to recommend that the Board reduce funding for nine projects/programs as shown in the spreadsheet attached to this endorsement. This will reallocate existing funding back into the Replacement/Reserves Fund.

this page intentionally left blank

Attachment 1 – Reduced Funding Recommendations for 2020

| Third Mutual Funding Reductions | | | | | | |
|---------------------------------|--------------------|---------------|--------------------------------|---|---|---|
| Priority # | Project Log Item # | Type | Name | Description | Status | Budget |
| 1 | 1 | 920 Projects | Building Address Signs | This project is intended to upgrade building signage to improve their visibility. The M&C Committee is focused on replacement of the existing building address signs with larger, more visible signs. Staff is using larger, traffic-rated, high reflectivity materials to improve their visibility at night. | * As of 3/19/2020, this installation of building address signs has been placed on hold until further notice. | Budget: \$30,000 Funding Reduction: (\$30,000) |
| 2 | 4 | 920 Projects | Parapet & Stucco Wall Repairs | The Villa Paraisa and Casa Grande style homes in the Gate 11 area have had parapet wall leaks causing wood rot and wall damage. A phased program to remove these parapet walls was adopted by the Board to remove five walls per year. | A total of five buildings are scheduled for 2020: 5028, 5144, 5294, 5298 & 5404. 19 out of 41 buildings have been completed to date. * As of 3/19/2020, this project is on hold until further notice. | Budget: \$300,000 Funding Reduction: (\$180,000) Remaining Balance: \$120,000 |
| 3 | 7 | 900 Main | Energy Projects | These funds are allocated to fund future energy related projects. An energy consultant will be used as-needed in order to advance Third's and the Community's future energy initiatives. | No projects have been assigned to the energy consultant this year. | Budget: \$10,000 Funding Reduction: (\$10,000) |
| 4 | 15 | 920 Projects | Golf Cart Parking and Striping | This project is funded to add golf cart & vehicle parking spaces where there is adequate spacing. | Cul de sac 216 will receive 13 new golf cart spaces and 7 new vehicle parking spaces this year. * As of 3/19/2020, this project is on hold until further notice. | Budget: \$50,000 Funding Reduction: (\$50,000) |
| 5 | 22 | 900 Main Site | Epoxy Wasteline Remediation | The Waste Line Remediation Program's objective is to install seamless liners within the existing waste pipes to mitigate future root intrusion as well as to resolve and prevent future back-up problems related to compromised pipes. If there are consistent internal issues, these are also investigated and addressed during the program execution. The program addresses interior as well as exterior waste lines. The program to line pipes commenced in 2011 but did not include interior pipes. Starting in 2017, both, interior and exterior lines are receiving an epoxy liner. | While the primary focus is on three-story buildings this year, other buildings with a high risk for stoppages will also be evaluated for epoxy lining. The three-story buildings take an average of 6-weeks to complete. Total number of buildings in Third Mutual: 1405 Number of buildings left to complete: 1102 There are 5 Garden Villa buildings left to complete this year. * As of 3/19/2020, this program is on hold until further notice. | Budget: \$1,000,000 YTD Exp: \$100,141 Balance: \$899,859 Funding Reduction: (\$250,000) Remaining Balance: \$649,859 |

Attachment 1 – Reduced Funding Recommendations for 2020 (continued)

| | | | | | |
|-------------------------------|----|-------------------------------------|---|---|---|
| 6 | 24 | Elevator Replacement Program | This Elevator Replacement Program is funded to replace mechanical equipment. In addition, a specified number of elevator cars are scheduled for interior renovations. | The elevators at buildings 3363, 3366, 4026, 5368 and 5369 are scheduled for equipment replacement & interior renovation this year. Building 5368 has been completed and the equipment for the remaining 4 elevators has been purchased. *As of 3/19/2020, this program is on hold until further notice. | Budget: \$255,000 YTD Exp: \$124,290 Balance: \$130,770 Funding Reduction: (\$130,770) Remaining Balance: \$0 |
| 7 | 2 | Building Structures | This program is funded to repair or replace building structural components that are not performing as designed. This funding also includes roofing repairs related to dry rot work. | As building structural issues are reported and inspection requests are received, staff schedules an engineer to field inspect and if required, provide a recommendation for repairs. | Budget: \$500,000 YTD Exp: \$173,743 Balance: \$326,257 Funding Reduction: (\$150,000) Remaining Balance: \$176,257 |
| 8 | 3 | Dry Rot Program | This program is funded to develop and implement a systematic approach to eradicating wood rot throughout Third Mutual. | The Dry Rot Program will take place in coordination with the Prior to Paint Program, with a primary focus on Garden Villa Buildings. Buildings 2384, 2385, 2386, 2387 and 2388 have been completed. *As of 3/19/2020, construction on buildings 2389, 2390, 2393, 2353 and 2354 has been postponed until further notice. Work was suspended while finalizing the completion of CDS 327 and the commencement of CDS 203. *As of 3/19/2020, this program is on hold until further notice. | Budget: \$1,025,000 YTD Exp: \$141,827 Balance: \$883,173 Funding Reduction: (\$300,000) Remaining Balance: \$583,173 |
| 9 | 11 | Exterior Paint Program | The Mutual has a 10-year full cycle exterior paint program. All exterior components of each building are to be painted every 10 years. The painted components include the body (stucco/siding) as well as the following list in regards to the trim: fascia boards; beams; overhangs; doors; closed soffits; structural and ornamental metal surfaces. Decks are top coated and damaged building address signs are replaced. Lead abatement activities are also performed in conjunction with this program. | A revision of the 10 year program cycle is necessary due to the excessive delay caused by the recent health order. Upon return, the program may be up to 6 months behind schedule. The following cul-de-sacs/buildings are scheduled for painting during the 2020 Exterior Paint Program: CDS 203, 219, 221, 328, Buildings 3326-3334, 334, 201, 202, and 333. | Budget: \$2,055,556 YTD Exp: \$517,836 Balance: \$1,537,720 Funding Reduction: (\$750,000) Remaining Balance: \$787,720 |
| Total Reallocation: \$ | | | | | 1,850,770 |



STAFF REPORT

DATE: May 19, 2020
FOR: Board of Directors
SUBJECT: 2020 Election Schedule, Annual Meeting of Mutual Members, and Inspector of Election Services

RECOMMENDATION

Approve the proposed 2020 election schedule, set the annual meeting of Mutual Members, and appoint UniLect Corporation as the Inspector of Election for the Election of Directors and election on the restatement and amendment of the Third Laguna Hills Mutual Covenants, Conditions and Restrictions (all fifty-nine versions) (CC&Rs) and the By-laws.

BACKGROUND

Senate Bill 323 that went into effect on January 1, 2020, changed election requirements for common interest developments and necessitated adjustments to the election procedures. As such on April 21, 2020, the board approved revised election rules to comply with Senate Bill 323 via the adoption of Resolution 03-20-30.

The rules require the association to select an independent party as inspector of elections. The Inspector of Elections performs several tasks during an election, including but not limited to print, collate, mail, receive, register, store and safeguard secret ballots and required inner (ballot envelope) and outer envelope (mailing envelope) and provide election day services such as ballot counting, tabulation, validation, and certification of election results.

Section 5.2 of the Third Laguna Hills Mutual Bylaws stipulates in part that the annual meeting of Mutual Members shall be held on the first Thursday of October of each year at 9:30 A.M. unless the Board of Directors fixes another time and/or date and so notifies the Mutual Members as provided in Section 5.4 of the Bylaws. The annual election schedule is typically constructed to complete the tabulation of ballots prior to the annual meeting of Mutual Members on the first Thursday of October.

DISCUSSION

Normal business operations have been impeded by the COVID-19 crisis and federal, state and local public health regulations, especially the stay-at-home order, social distancing requirement, and prohibition on gatherings of more than ten persons. The proposed 2020 election schedule reflects the extension of the schedule to the extent possible to allow more time for the annual election process given the impact of current health and safety restrictions on normal business operations. Further the extension may allow the 2020 election process to benefit from the lessening of COVID-19-related health and safety regulations by federal, state and local governments that may occur as summer progresses.

The proposed 2020 election schedule has been reviewed by legal counsel and details the dates upon which action must be taken by staff and the Inspector of Elections to comply with the adopted election rules. Key milestones include the following:

| Milestone | Date |
|----------------------------------|-------------------|
| Nominations open | July 31, 2020 |
| Nominations close | September 1, 2020 |
| Mail ballot package | October 2, 2020 |
| Ballots due | November 2, 2020 |
| Tabulation of ballots | November 3, 2020 |
| Annual meeting of Mutual Members | November 5, 2020 |

Following an extensive search to identify a specialized contractor that has proven expertise with homeowner association elections and Davis-Stirling Act compliance, UniLect Corporations was appointed as Inspector of Election for the 2019 annual election. Based on the firm's satisfactory performance, staff recommends that the board appoint UniLect Corporation to again serve as Inspector of Election in 2020.

The Inspector of Elections will also be responsible for administering an election on the restatement and amendment of the Third Laguna Hills Mutual Covenants, Conditions and Restrictions (all fifty-nine versions) (CC&Rs) and the By-laws at the same time as the Election of the Directors. The board is assessing and considering options for moving forward with such an election due to the challenging times we are currently facing and in light of the unforeseen circumstances ahead.

FINANCIAL ANALYSIS

The proposal submitted by UniLect Corporation for the 2020 Election of the Directors and election on the restatement and amendment of the CC&Rs and By-laws is \$33,200 excluding postage. Funding for the annual Election of the Directors is included in the annual operating budget. Any additional costs will be charged as an unbudgeted operating expense based on services performed. If Mutual operations are later projected to end the year at a deficit, staff will propose a supplemental appropriation from contingency funds.

Prepared By: Siobhan Foster, COO

Reviewed By: Cheryl Silva, Corporate Secretary

Betty Parker, Chief Financial Officer

ATTACHMENT(S)

ATT 1: 2020 Election Schedule

ATT 2: Resolution 03-20-XX, Approve Inspector of Election Services

ATT 3: Resolution 03-20-XX, 2020 Annual Meeting

2020 Election Schedule Third Mutual

| | |
|--|----------------------|
| Approve Election Rules | 5/19/2020 |
| Appoint Inspectors of Election | 5/19/2020 |
| Approve Election Schedule | 5/19/2020 |
| Mail Annual Meeting Notice and Call For Candidates (postcard) | 7/1/2020 |
| Member Right to Review Mailing List | 7/30/2020 |
| Nominations Open | 7/31/2020 |
| Nominations Close (5:00 PM) | 9/1/2020 |
| Candidate Statement due to Inspector of Election | 9/1/2020 |
| Candidate Video Agreement Due to Corporate Secretary | 9/1/2020 |
| Deadline for Election by Acclamation | 9/1/2020 |
| Deadline to Withdrawal Candidacy | 9/1/2020 |
| General Notice of Candidate List/Info | 9/2/2020 |
| Copy of Mailing List to Inspector of Elections | 9/3/2020 |
| Ballot Information to Inspector of Election | 9/10/2020 |
| Mail Ballot Package | 10/2/2020 |
| Meet the Candidates | 10/9/2020 |
| Candidate Video Filming | 10/9/2020 |
| Replay Meet the Candidates | TBA |
| Notice Tabulation Meeting | 10/27/2020 |
| Notice of Annual/Organizational Meeting | 10/29/2020 |
| Ballots Due Back (11:00 AM Inspector Post Box/5:00 PM Community Center Ballot Box) | 11/2/2020 |
| Tabulation Meeting Counting of Ballots by Inspectors of Election | 11/3/2020 |
| Annual/Organizational Meeting Date | 11/5/2020 |
| | 9:30 AM @ Board Room |

this page intentionally left blank



RESOLUTION 03-20-xx
Approve Inspector of Election Services

WHEREAS, Civil Code §5110 requires an association to select an independent third party as an inspector of elections;

WHEREAS, for transparency purposes and due to the number of ballots received it is necessary to contract for an Inspector of Elections;

WHEREAS, an Inspector of Elections is used, among other tasks, to print and mail voter packages, inspect and tabulate ballots, and certify results; and,

NOW THEREFORE BE IT RESOLVED, on May 19, 2020, that the Board of Directors of Third Laguna Hills Mutual hereby approves single-sourcing a contract to UniLect to perform Inspectors of Election services for the 2020 Election of Directors and a vote on the Restatement of the Third Laguna Hills Mutual Covenants, Conditions and Restrictions (CC&Rs) and the By-laws; and

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

this page intentionally left blank



RESOLUTION 03-20-XX
2020 Annual Meeting

WHEREAS, Section 5.2 of the Third Laguna Hills Mutual Bylaws states in part: “The annual meeting of Mutual Members shall be held on the first Thursday of October of each year at 9:30 A.M. unless the Board of Directors fixes another time and/or date and so notifies the Mutual Members as provided in 5.4...The Annual Meeting shall be devoted to reporting on the state of the corporation and the installation of newly elected Directors;”

WHEREAS, the first Thursday of October 2020 is Thursday, October 1, 2020 and as such would be the date of the annual meeting of Mutual Members;

WHEREAS, the schedule for the counting of the ballots for Election of Directors is scheduled to occur on November 3, 2020 followed by the annual meeting of Mutual Members on November 5, 2020;

WHEREAS, the board of directors plans to hold an election on the Restatement of the Third Laguna Hills Mutual Covenants, Conditions and Restrictions (all fifty-nine versions) (CC&Rs) and the By-laws at the same time as the Election of Directors to maximize election participation and realize economies of scale related to election expenses;

WHEREAS, normal business operations have been impeded by the COVID-19 crisis and federal, state and local public health regulations, especially the stay-at-home order, social distancing requirement, and prohibition on gatherings of more than ten persons;

WHEREAS, extension of the 2020 election schedule to the extent possible is prudent to allow more time for the annual election process given the impact of current health and safety restrictions on normal business operations;

WHEREAS, extension of the 2020 election schedule to the extent possible may allow the 2020 election process to benefit from the lessening of COVID-19-related health and safety regulations by federal, state and local governments that may occur as summer progresses;

NOW THEREFORE IT BE RESOLVED, on May 19, 2020, that the Board of Directors of this Corporation authorizes the extension of the 2020 election schedule and hereby sets

Tuesday, November 3, 2020 as the date upon which, if quorum is achieved, that the ballots will be opened and counted for the Restatement of the CC&Rs and By-laws and the date upon which, if quorum is achieved, where ballots would be opened and counted at 1:30 p.m. for the Election of Directors and Thursday, November 5, 2020, at 9:30 a.m. as the date and time of the annual meeting of Mutual Members and the organizational meeting for the newly elected Directors.

RESOLVED FURTHER, that whether or not a quorum is obtained in the election regarding the Restatement of the CC&Rs and Bylaws, the voting period for same may be extended in order to allow for more time to vote or for more votes to be cast.

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

Financial Report

Preliminary as of March 31, 2020



| INCOME STATEMENT (in Thousands) | ACTUAL |
|------------------------------------|---------|
| Assessment Revenue | \$8,291 |
| Non-assessment Revenue | \$626 |
| Total Revenue | \$8,917 |
| Total Expense | \$7,356 |
| Net Revenue/(Expense) | \$1,561 |

1

Financial Report

Preliminary as of March 31, 2020



| OPERATING ONLY INCOME STATEMENT (in Thousands) | ACTUAL |
|--|---------|
| Assessment Revenue | \$5,057 |
| Non-assessment Revenue | \$235 |
| Total Revenue | \$5,292 |
| Total Expense ¹ | \$4,900 |
| Operating Surplus | \$392 |

1) excludes depreciation

2

Financial Report

Preliminary as of March 31, 2020

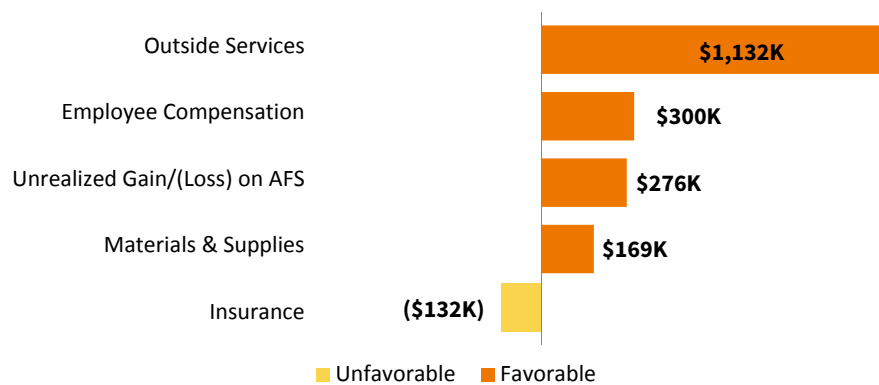


| INCOME STATEMENT (in Thousands) | ACTUAL | BUDGET | VARIANCE B/(W) |
|------------------------------------|---------|---------|-------------------|
| Assessment Revenue | \$8,291 | \$8,291 | \$0 |
| Non-assessment Revenue | \$626 | \$496 | \$130 |
| Total Revenue | \$8,917 | \$8,787 | \$130 |
| Total Expense | \$7,356 | \$9,034 | \$1,678 |
| Net Revenue/(Expense) | \$1,561 | (\$247) | \$1,808 |

3

Financial Report

Preliminary as of March 31, 2020



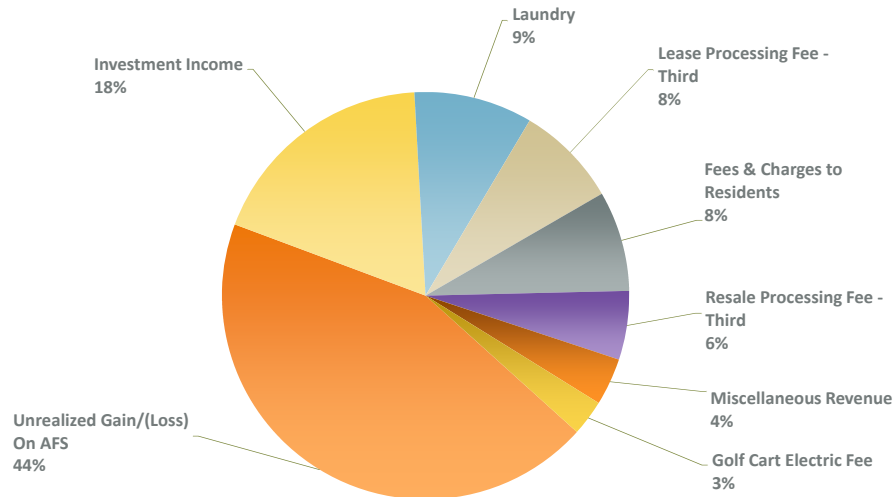
4

Financial Report

Preliminary as of March 31, 2020



Total Non Assessment Revenues \$626,693



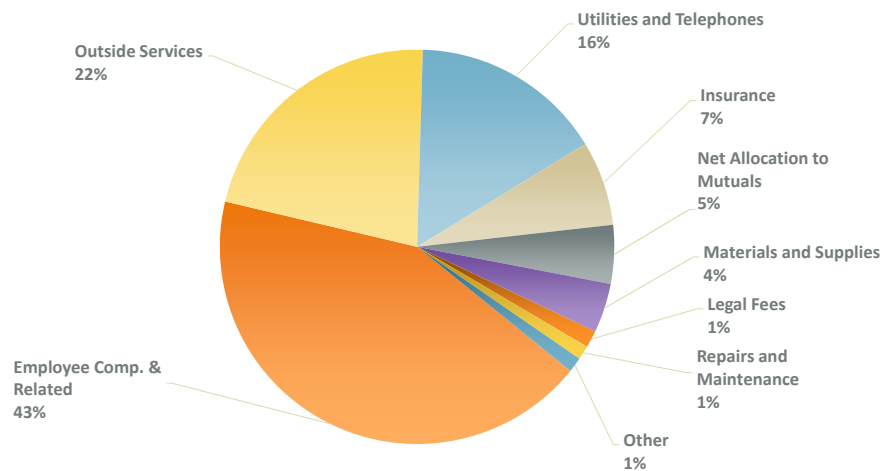
5

Financial Report

Preliminary as of March 31, 2020



Total Expenses \$7,356,153



6

Financial Report

Preliminary as of March 31, 2020



| NON OPERATING FUND BALANCES (in Thousands) | Replacement Funds* | Disaster Fund | Unappropriated Expenditures Fund | Garden Villa Fund | TOTAL |
|--|-----------------------|------------------|--|----------------------|----------|
| Beginning Balances: 1/1/20 | \$16,033 | \$9,065 | \$3,626 | \$73 | \$28,797 |
| Contributions & Interest | 3,003 | 404 | 195 | 22 | 3,624 |
| Expenditures | 1,974 | 422 | (2) | 28 | 2,422 |
| Current Balances: 3/31/20 | \$17,062 | \$9,047 | \$3,823 | \$67 | \$29,999 |

* Includes Elevator and Laundry Funds

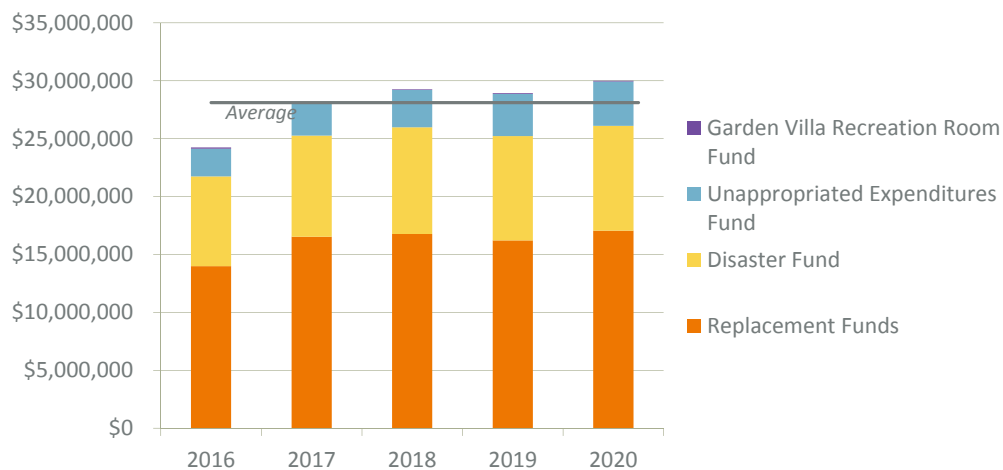
7

Financial Report

Preliminary as of March 31, 2020



FUND BALANCES – Third Mutual



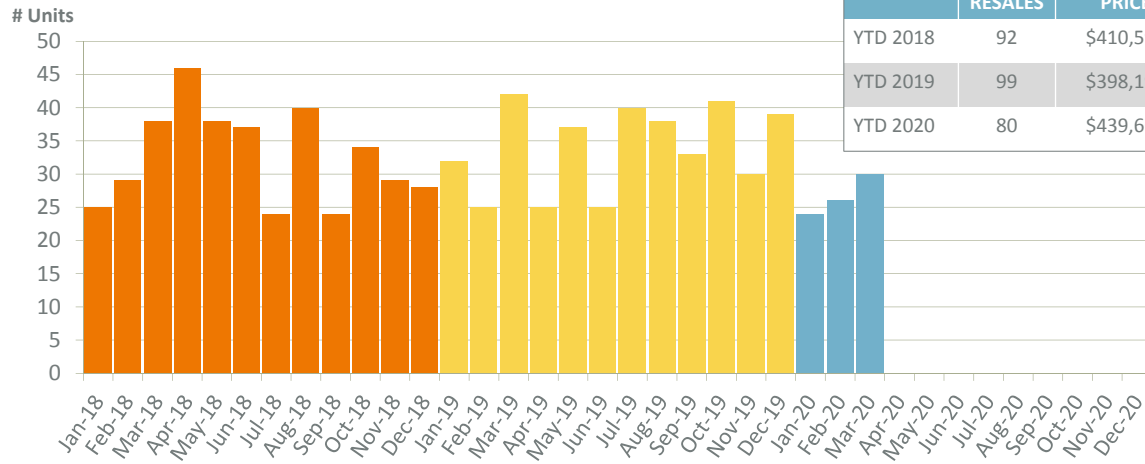
8

Financial Report

Preliminary as of March 31, 2020



RESALE HISTORY – Third Mutual



9

this page intentionally left blank

Third Laguna Hills Mutual
Statement of Revenues & Expenses - Preliminary
3/31/2020
(\$ IN THOUSANDS)

| | | CURRENT MONTH | | | YEAR TO DATE | | | PRIOR YEAR | TOTAL |
|---------------------------------|--|---------------|----------------|--------------|----------------|----------------|----------------|----------------|------------------|
| | | ACTUAL | BUDGET | VARIANCE | ACTUAL | BUDGET | VARIANCE | ACTUAL | BUDGET |
| Revenues: | | | | | | | | | |
| Assessments: | | | | | | | | | |
| 1 | Operating | \$1,686 | \$1,686 | | \$5,057 | \$5,057 | | \$4,692 | \$20,228 |
| 2 | Additions to restricted funds | 1,078 | 1,078 | | 3,234 | 3,234 | | 3,365 | 12,935 |
| 3 | Total assessments | <u>2,764</u> | <u>2,764</u> | | <u>8,291</u> | <u>8,291</u> | | <u>8,057</u> | <u>33,163</u> |
| Non-assessment revenues: | | | | | | | | | |
| 4 | Fees and charges for services to residents | 80 | 49 | 30 | 50 | 147 | (97) | 211 | 588 |
| 5 | Laundry | 18 | 18 | | 59 | 55 | 4 | 40 | 220 |
| 6 | Investment income | 50 | 45 | 5 | 116 | 134 | (19) | 151 | 536 |
| 7 | Unrealized gain/(loss) on AFS investments | (131) | | (131) | 276 | | 276 | | |
| 8 | Miscellaneous | 31 | 54 | (23) | 126 | 161 | (35) | 221 | 643 |
| 9 | Total non-assessment revenue | <u>47</u> | <u>166</u> | <u>(119)</u> | <u>627</u> | <u>497</u> | <u>130</u> | <u>623</u> | <u>1,988</u> |
| 10 | Total revenue | <u>2,811</u> | <u>2,929</u> | <u>(119)</u> | <u>8,918</u> | <u>8,788</u> | <u>130</u> | <u>8,680</u> | <u>35,150</u> |
| Expenses: | | | | | | | | | |
| 11 | Employee compensation and related | 1,022 | 1,185 | 163 | 3,152 | 3,452 | 300 | 3,172 | 13,940 |
| 12 | Materials and supplies | 103 | 147 | 43 | 297 | 466 | 169 | 328 | 1,787 |
| 13 | Utilities and telephone | 427 | 405 | (22) | 1,161 | 1,202 | 40 | 1,011 | 5,542 |
| 14 | Legal fees | 28 | 42 | 14 | 102 | 125 | 23 | 94 | 500 |
| 15 | Professional fees | 28 | 37 | 9 | 32 | 53 | 21 | 40 | 145 |
| 16 | Equipment rental | 1 | 2 | 1 | 5 | 5 | | 8 | 20 |
| 17 | Outside services | 794 | 883 | 89 | 1,603 | 2,735 | 1,132 | 1,040 | 11,661 |
| 18 | Repairs and maintenance | 29 | 32 | 3 | 84 | 95 | 11 | 80 | 380 |
| 19 | Other Operating Expense | 10 | 17 | 7 | 31 | 50 | 19 | 35 | 199 |
| 20 | Insurance | 157 | 126 | (31) | 512 | 379 | (132) | 329 | 1,517 |
| 21 | Investment expense | | 4 | 4 | 3 | 12 | 9 | 12 | 47 |
| 22 | Uncollectible Accounts | 18 | 10 | (8) | 3 | 30 | 27 | 173 | 120 |
| 23 | (Gain)/loss on sale or trade | (18) | | 18 | (18) | | 18 | 7 | |
| 24 | Depreciation and amortization | 11 | 11 | | 34 | 34 | | 36 | 136 |
| 25 | Net allocation to mutuals | 108 | 132 | 24 | 354 | 395 | 42 | 288 | 1,577 |
| 26 | Total expenses | <u>2,718</u> | <u>3,032</u> | <u>314</u> | <u>7,356</u> | <u>9,034</u> | <u>1,677</u> | <u>6,652</u> | <u>37,572</u> |
| 27 | Excess of revenues over expenses | <u>\$93</u> | <u>(\$103)</u> | <u>\$195</u> | <u>\$1,561</u> | <u>(\$246)</u> | <u>\$1,808</u> | <u>\$2,028</u> | <u>(\$2,421)</u> |



Statement of Revenues & Expenses - Preliminary
Variance Explanations as of March 31, 2020

SUMMARY

For the year-to-date period ending March 31, 2020, Third Mutual was better than budget by \$1,808K, of which \$1,341K is due to timing. Explanations for categories with significant variances are found below.

REVENUE

Fees and Charges for Services to Residents – (\$97K) [Line 4](#)

Unfavorable variance resulted from revenue not yet recorded from prior year moisture intrusion events, pending determination hearings. Variance was partially offset by more plumbing chargeable service. Water heater replacement is an expanded service that has generated more revenue than anticipated at the time of budget preparation.

Unrealized gain/(loss) on AFS Investments – \$276K [Line 7](#)

Favorable variance due to reporting of Unrealized Gain on Available for Sale Investments. A monthly entry is made to reflect investment market conditions, which fluctuate.

EXPENSES

Employee Compensation and Related – \$300K [Line 11](#)

Favorable variance primarily occurred in Landscape. The tree trimming program was budgeted to be done using in-house labor; however, beginning in March, scheduled tree work was done by outside services which will result in a favorable variance in employee compensation throughout the year. Favorable variance was furthered by open positions in Landscape and fewer hours used for shrub bed maintenance and blowing, at the beginning of the year. Now that mowing is done on a weekly basis, hours are anticipated to increase. Additionally, the timing of programs such as Building Structures Carpentry and Dry Rot Prior to Paint contributed to the variance and are anticipated to occur later in the year. Favorable variance was partially offset by higher levels of service tickets for general plumbing services and leak investigation. Plumbing staff closed 1,139 service tickets through the reporting period.

Materials and Supplies – \$169K [Line 12](#)

Favorable variance due to the timing of certain programs such as building structures (carpentry), dry rot repairs, exterior paint program, turf fertilizer application, and irrigation drainage, which will occur later in the year.



Statement of Revenues & Expenses - Preliminary
Variance Explanations as of March 31, 2020

Utilities and Telephone – \$40K [Line 13](#)

Average year to date water consumption is 14% lower than budget due to favorable weather conditions. Staff uses evapotranspiration (ET) weather data to measure water usage for irrigation. To a lesser extent, the variance was furthered by electricity due to timing of invoices. Solar is nearing the end of the relevant period, and SCE will reconcile the accounts for the year and bill accordingly.

Outside Services – \$1,132K [Line 17](#)

Favorable variance is due to:

- **Paving – \$194K**

Although budget is spread evenly throughout the year, paving programs such as asphalt repair, parkway concrete, and seal coat are scheduled from July through October.

- **Building Structures – \$184K**

This program is dedicated to address the maintenance and replacement of building structures. Staff proactively inspects buildings to repair buildings that exhibit dry rot and building structural components that are not performing as designed. As of the reporting period, dry rot repairs in five buildings were completed. Favorable variance resulted in parapet wall repairs due to timing of scheduled work compared to the budget spread. A total of five buildings are scheduled for parapet wall removal in 2020. Preliminary notifications were sent to the building residents in February. However, through the reporting period, no work was done.

- **Roof Replacements – \$169K**

Favorable variance due to timing of scheduled work compared to budget spread. Roofing programs was scheduled to begin in March; however, through the reporting period, no work was done.

- **Waste Line Remediation – \$151K**

Favorable variance due to timing of scheduled work compared to budget spread. While the primary focus is on three-story buildings this year, other buildings with a high risk for stoppages will also be evaluated for epoxy lining. The three-story buildings take an average of 6-weeks to complete. There are 5 Garden Villa buildings left to complete this year.

- **Pest Control – \$81K**

Favorable variance is due to timing. Although budgeted evenly, the fumigation program is scheduled to start in July and is expected to be completed by November.



Statement of Revenues & Expenses - Preliminary
Variance Explanations as of March 31, 2020

▪ **Exterior Lighting – \$79K**

Favorable variance is due to timing of scheduled work for the Street Light LED Conversion Project, which consists of retrofitting the existing lighting fixtures to more efficient LED technology. In 2019, M&C conducted pilot programs and chosen fixtures were approved for installation in December. Staff is currently staging the area for installation and work is expected to begin mid-May 2020, with the funds that were carried over from 2019.

▪ **Elevator Replacement – \$64K**

Favorable variance due to timing of scheduled work compared to budget spread. The elevators at buildings 3363, 3366, 4026, 5368 and 5369 are scheduled for equipment replacement & interior renovation this year. However, through the reporting period, no work was done.

Insurance – (\$132K) [Line 20](#)

Unfavorable variance due to higher premiums at 10/1/19 renewal for property and casualty insurance. Insurance premium increases were implemented after 2020 budget was finalized. Significant changes in market conditions and a non-renewal situation required a 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.



FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Tuesday, May 5, 2020 – 1:30 p.m.
Virtual Meeting

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

MEMBERS ABSENT: None

STAFF PRESENT: Betty Parker, Steve Hormuth, Christopher Swanson

Call to Order

Director Jon Pearlstone, Treasurer, chaired the meeting and called it to order at 1:38 p.m.

Approval of Meeting Agenda

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

Approval of Meeting Report for March 3, 2020

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

Meeting Operations

Director Pearlstone commented on general procedures of how virtual meeting should be conducted in the GoToMeeting application:

- Questions should be directed to the chat box. If no chat box comments, the chair will go around the meeting and ask if anyone would like to speak before moving on
- Mute microphones unless speaking.
- Hold comments until committee chair has recognized you to speak.
- Meeting organizer will display the agenda packet to follow along with the meeting

Chair Remarks

Director Pearlstone requested a tutorial for receiving and viewing financial documents with the new electronic distribution methods.

Department Head Update

Betty Parker, Chief Financial Officer, provided updates on 2020 budget carryovers, Civil Code 5500 reporting, 2019 audit, insurance and investments.

Member Comments

Advisor Tao requested a copy of 2019 audit adjustments and asked for the percentage of corporate bonds in the investment portfolio at end of April 30, 2020, which was addressed later in the meeting.

Preliminary Financial Statements dated March 31, 2020

The committee reviewed financials and questions were addressed. The committee requested additional information on the following items:

- Additional operating fund detail in financials and presentations
- Analysis of Disaster Fund expenditures
- Variance explanations for Appliance Repairs and Carpentry Service
- Investment Rollover Reconciliation

Endorsement from M&C - Defunding of 2020 Reserve Program

The committee reviewed an endorsement from the Maintenance and Construction Committee regarding Defunding of 2020 Reserve Programs.

A motion was made and carried unanimously to recommend defunding of 2020 Reserve Programs with a few revisions as outlined by Director Mutchnick. Defunding amounts will be finalized by the Maintenance & Construction Services Department and presented for approval at the next board meeting.

Future Agenda Items

Solar System Update – Q1 (June)

Chargeable Services Analysis (Semi-Annual)

Committee Member Comments

None.

Date of Next Meeting

Tuesday, June 2, 2020 at 1:30 p.m.

Recess to Closed Session

The meeting recessed at 3:30 p.m.

DRAFT

Jon Pearlstone, Chair

Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

REPORT PERIOD

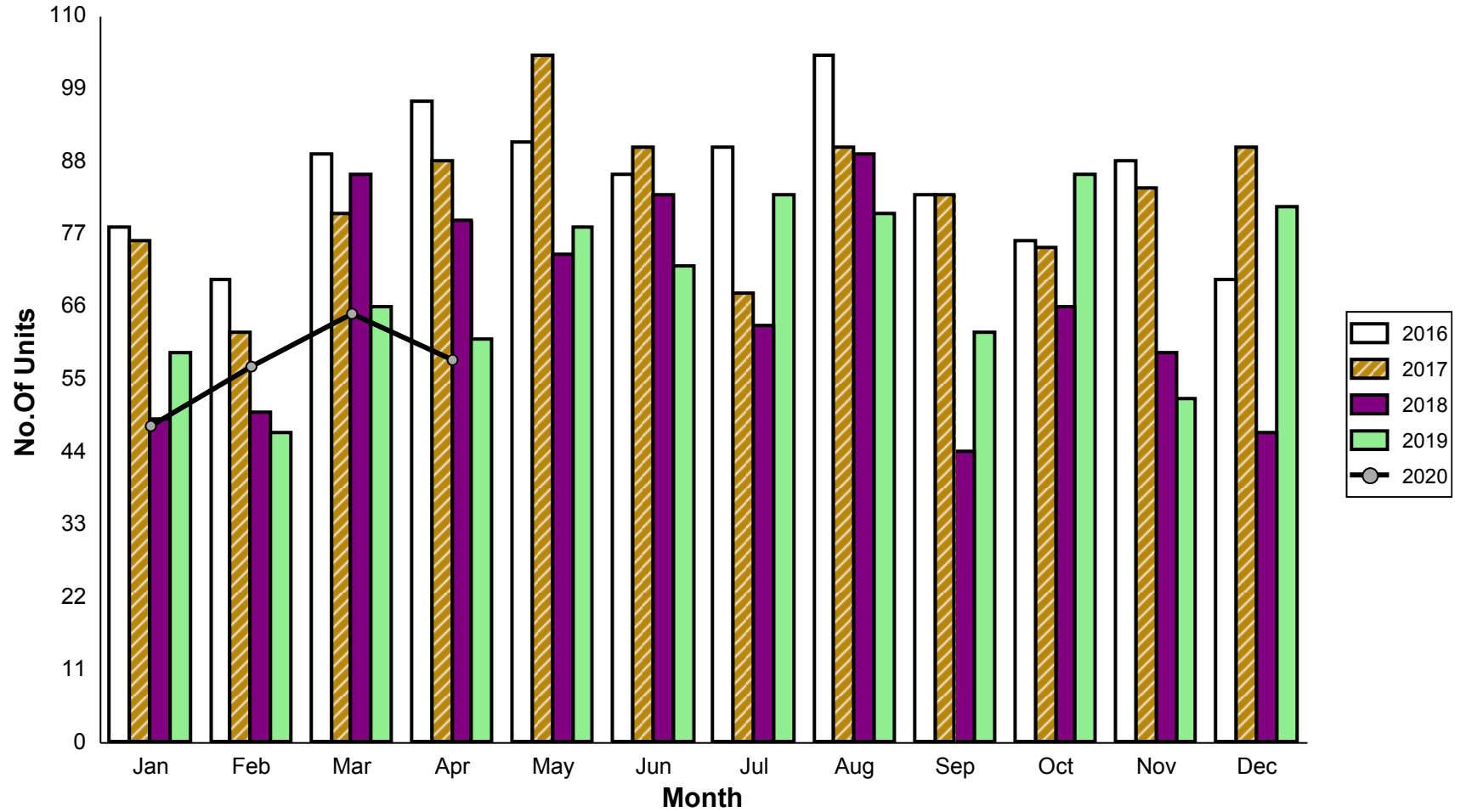
April, 2020

| MONTH | NO. OF RESALES | | TOTAL SALES VOLUME IN \$\$ | | AVG RESALE PRICE | |
|-----------|----------------|-----------|----------------------------|--------------|------------------|-----------|
| | THIS YEAR | LAST YEAR | THIS YEAR | LAST YEAR | THIS YEAR | LAST YEAR |
| January | 48 | 59 | \$16,125,300 | \$18,540,250 | \$335,944 | \$314,242 |
| February | 57 | 47 | \$18,886,210 | \$14,770,050 | \$331,337 | \$314,256 |
| March | 65 | 66 | \$21,969,916 | \$23,445,712 | \$337,999 | \$355,238 |
| April | 58 | 61 | \$18,200,321 | \$20,041,551 | \$313,799 | \$328,550 |
| May | | * | 78 | | * | \$307,379 |
| June | | * | 72 | | * | \$295,810 |
| July | | * | 83 | | * | \$327,356 |
| August | | * | 80 | | * | \$327,575 |
| September | | * | 62 | | * | \$325,355 |
| October | | * | 86 | | * | \$309,864 |
| November | | * | 52 | | * | \$358,718 |
| December | | * | 81 | | * | \$339,723 |
| TOTAL | 228.00 | 233.00 | \$75,181,747 | \$76,797,563 | | |
| MON AVG | 57.00 | 58.00 | \$18,795,437 | \$19,199,391 | \$329,770 | \$328,072 |

* Amount is excluded from percent calculation

Effective May 1, 2020, the number of YTD total resales include Mutual Fifty.

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

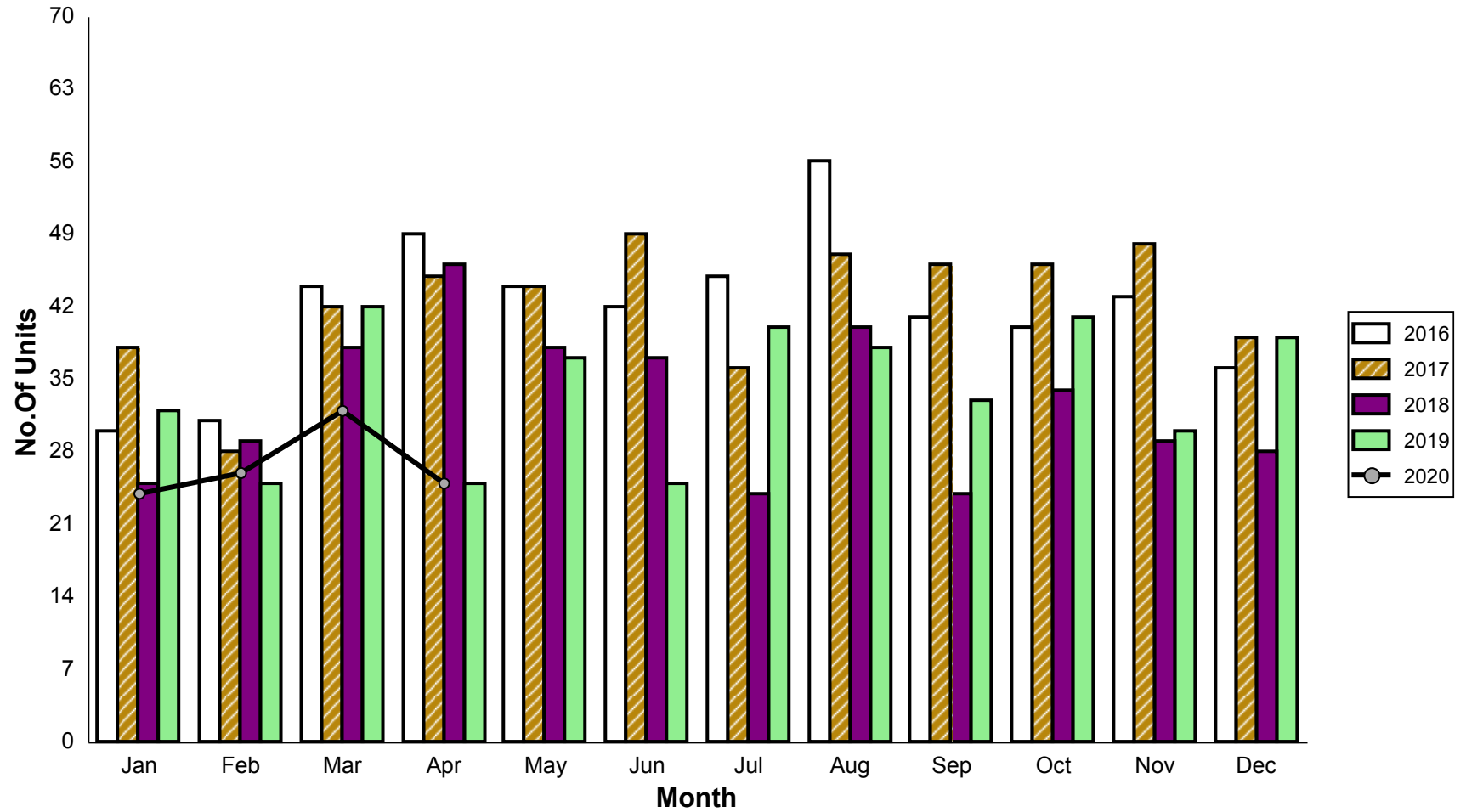
April, 2020

| MONTH | NO. OF REALES | | TOTAL SALES VOLUME IN \$\$ | | AVG RESALE PRICE | |
|----------------|---------------|-----------|----------------------------|----------------|------------------|-------------|
| | THIS YEAR | LAST YEAR | THIS YEAR | LAST YEAR | THIS YEAR | LAST YEAR |
| January | 24 | 32 | \$10,015,000 | \$12,482,100 | \$417,292 | \$390,066 |
| February | 26 | 25 | \$12,158,700 | \$10,208,000 | \$467,642 | \$408,320 |
| March | 32 | 42 | \$13,946,416 | \$16,639,712 | \$435,826 | \$396,184 |
| April | 25 | 25 | \$10,830,833 | \$10,435,500 | \$433,233 | \$417,420 |
| May | | * 37 | | * \$16,273,033 | | * \$439,812 |
| June | | * 25 | | * \$10,290,000 | | * \$411,600 |
| July | | * 40 | | * \$17,327,373 | | * \$433,184 |
| August | | * 38 | | * \$15,994,900 | | * \$420,918 |
| September | | * 33 | | * \$12,643,180 | | * \$383,127 |
| October | | * 41 | | * \$16,142,900 | | * \$393,729 |
| November | | * 30 | | * \$13,520,950 | | * \$450,698 |
| December | | * 39 | | * \$18,319,800 | | * \$469,738 |
| TOTAL | 107.00 | 124.00 | \$46,950,949 | \$49,765,312 | | |
| MON AVG | 26.00 | 31.00 | \$11,737,737 | \$12,441,328 | \$438,498 | \$402,997 |
| % CHANGE - YTD | -13.7% | | -5.7% | | 8.8% | |

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Resales Report

Third Laguna Hills Mutual

April, 2020

| Close | Manor | Mutual | Price | Model/Style | Listing Realtor | Buyer Realtor | Escrow |
|------------|---------|--------|-----------|---------------|-----------------------------|---------------------------------|----------------------|
| 04/06/2020 | 2131-B | 3 | \$187,500 | Coronado | Bullock Russell Real Estate | Parsa and Associates | Generations Escrow |
| 04/20/2020 | 2178-O | 3 | \$240,000 | Casa Linda | Laguna Premier Realty, Inc | Century 21 Sunny Hills | Blue Pacific Escrow |
| 04/10/2020 | 2255-C | 3 | \$320,000 | San Sebastian | Realty One Group | Reliance Real Estate | Everest Escrow |
| 04/15/2020 | 2369-2D | 3 | \$250,000 | Garden Villa | Keller Williams Real Estate | Keller Williams Real Estate | Corner Escrow Inc. |
| 04/24/2020 | 2397-3E | 3 | \$340,000 | Villa Capri | Century 21 Rainbow | Surterre Properties, Inc. | Granite Escrow |
| 04/15/2020 | 2402-1G | 3 | \$290,000 | Villa Capri | Laguna Premier Realty, Inc | Residential Agent Inc. | Granite Escrow |
| 04/09/2020 | 3011-A | 3 | \$241,000 | Casa Del Mar | Century 21 Rainbow | First Team Real Estate | Corner Escrow Inc. |
| 04/16/2020 | 3018-B | 3 | \$211,000 | La Casita | FSBO | FSBO | Granite Escrow |
| 04/24/2020 | 3029-N | 3 | \$460,000 | Casa Del Mar | HomeSmart Evergreen | Century 21 Rainbow | Corner Escrow Inc. |
| 04/14/2020 | 3033-Q | 3 | \$264,000 | Montecito | Regency Real Estate | LeMark Realty | Corner Escrow Inc. |
| 04/06/2020 | 3100-A | 3 | \$510,000 | Hermosa | Laguna Premier Realty, Inc | New Star Realty & Investment | Corner Escrow Inc. |
| 04/29/2020 | 3180-A | 3 | \$703,000 | La Reina | Prestige Coastal | Compass | The Escrow Spectrum |
| 04/20/2020 | 3205-C | 3 | \$445,000 | La Reina | Berkshire Hathaway | Berkshire Hathaway | Granite Escrow |
| 04/16/2020 | 3231-B | 3 | \$615,000 | Las Flores | Realty One Group West | Vantage Real Estate | Corner Escrow Inc. |
| 04/14/2020 | 3243-3E | 3 | \$405,000 | Villa Puerta | Harcourts Prime Properties | HomeSmart Evergreen | Escrow Options Group |
| 04/10/2020 | 3251-N | 3 | \$292,500 | Casa Vista | Residential Agent Inc. | Uniti Realty | Granite Escrow |
| 04/29/2020 | 3366-2D | 3 | \$152,000 | Aragon | Century 21 Rainbow | Re/Max New Dimension | Corner Escrow Inc. |
| 04/03/2020 | 3457-C | 3 | \$648,000 | Andaluz | Laguna Premier Realty, Inc | Presidential Real Estate | Blue Pacific Escrow |
| 04/09/2020 | 5035 | 3 | \$804,000 | Villa Reposa | HomeSmart Evergreen | Keller Williams Pacific Estates | Corner Escrow Inc. |
| 04/17/2020 | 5176 | 3 | \$752,500 | Villa Terraza | Laguna Premier Realty, Inc | Century 21 Award | Granite Escrow |
| 04/22/2020 | 5336-B | 3 | \$613,333 | La Reina | First Team Real Estate | Laguna Premier Realty, Inc | Generations Escrow |
| 04/06/2020 | 5371-3D | 3 | \$457,000 | Villa Puerta | First Team Real Estate | Coldwell Banker Residential | Generations Escrow |
| 04/09/2020 | 5506-C | 3 | \$345,000 | Casa Milano | Century 21 Rainbow | Laguna Premier Realty, Inc | Granite Escrow |
| 04/09/2020 | 5515-3B | 3 | \$625,000 | El Mirador | Laguna Premier Realty, Inc | Laguna Premier Realty, Inc | Blue Pacific Escrow |

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

| Close | Manor | Mutual | Price | Model/Style | Listing Realtor | Buyer Realtor | Escrow |
|------------|--------|--------|-----------|-----------------|-----------------------------|----------------------------|----------------|
| 04/20/2020 | 5535-C | 3 | \$660,000 | Villa Francesca | Keller Williams Real Estate | Laguna Premier Realty, Inc | Granite Escrow |

Number of Resales: 25

Total Resale Price: \$10,830,833

Average Resale Price: \$433,233

Median Resale Price: \$405,000

Monthly Resale Report Third Mutual

PREPARED BY
Community Services Department

Apr-20

| Month | NUMBER OF REALES | | | | TOTAL SALES VOLUME IN \$\$ | | | | AVG RESALE PRICE | | | |
|--------------|------------------|--------|-------|-------|----------------------------|--------------|--------------|--------------|------------------|-----------|-----------|-----------|
| | 2020 | 2019 | 2018 | 2017 | 2020 | 2019 | 2018 | 2017 | 2020 | 2019 | 2018 | 2017 |
| January | 24 | 32 | 25 | 38 | \$10,015,000 | \$12,482,100 | \$8,807,150 | \$14,513,062 | \$417,292 | \$390,066 | \$352,286 | \$381,923 |
| February | 26 | 25 | 29 | 28 | \$12,158,700 | \$10,208,000 | \$12,600,892 | \$9,887,500 | \$467,642 | \$408,320 | \$434,514 | \$353,125 |
| March | 32 | 42 | 38 | 42 | \$13,946,416 | \$16,639,712 | \$16,909,199 | \$15,185,800 | \$435,826 | \$396,184 | \$444,979 | \$361,567 |
| April | 25 | 25 | 46 | 45 | \$10,830,833 | \$10,435,500 | \$18,869,626 | \$18,847,150 | \$433,233 | \$417,420 | \$410,209 | \$418,826 |
| May | 0 | 37 | 38 | 44 | \$0 | \$16,273,033 | \$15,452,990 | \$18,157,951 | \$0 | \$439,812 | \$406,658 | \$412,681 |
| June | 0 | 25 | 37 | 49 | \$0 | \$10,290,000 | \$16,981,138 | \$21,011,450 | \$0 | \$411,600 | \$458,950 | \$428,805 |
| July | 0 | 40 | 24 | 36 | \$0 | \$17,327,373 | \$9,892,800 | \$13,526,020 | \$0 | \$433,184 | \$412,200 | \$375,723 |
| August | 0 | 38 | 40 | 47 | \$0 | \$15,994,900 | \$17,327,000 | \$17,967,189 | \$0 | \$420,918 | \$433,175 | \$382,281 |
| September | 0 | 33 | 24 | 46 | \$0 | \$12,643,180 | \$12,552,692 | \$16,020,038 | \$0 | \$383,127 | \$523,029 | \$356,001 |
| October | 0 | 41 | 34 | 46 | \$0 | \$16,142,900 | \$14,146,300 | \$18,804,700 | \$0 | \$393,729 | \$416,068 | \$408,798 |
| November | 0 | 30 | 28 | 49 | \$0 | \$13,520,950 | \$10,675,000 | \$19,847,200 | \$0 | \$450,698 | \$381,250 | \$405,045 |
| December | 0 | 39 | 28 | 38 | \$0 | \$18,319,800 | \$13,693,599 | \$18,509,275 | \$0 | \$469,738 | \$489,057 | \$487,086 |
| TOTAL | 107 | 124 | 138 | 153 | \$46,950,949 | \$49,765,312 | \$57,186,867 | \$58,433,512 | | | | |
| MON AVG | 26.8 | 31.0 | 34.5 | 38.3 | \$11,737,737 | \$12,441,328 | \$14,296,717 | \$14,608,378 | \$438,498 | \$402,998 | \$410,497 | \$378,860 |
| % CHANGE-YTD | -13.7% | -10.1% | -9.8% | -0.6% | -5.7% | -13.0% | -2.1% | 7.0% | 8.8% | -1.8% | 8.4% | 6.7% |

% Change calculated (This Year - Last Year)/Last Year
Percent calculation only includes YTD figures in black.



MONTHLY LEASING REPORT

Report Period:
April-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 | 20 | 21 | 402 | 1285 | 1728 | 1699 | 54 | 34 | 83 | 1 |
| March | 19 | 25 | 393 | 1288 | 1725 | 1708 | 73 | 37 | 93 | 7 |
| April | 10 | 22 | 388 | 1281 | 1701 | 1691 | 79 | 32 | 107 | 3 |
| May | | | | | | | | | | |
| June | | | | | | | | | | |
| July | | | | | | | | | | |
| August | | | | | | | | | | |
| September | | | | | | | | | | |
| October | | | | | | | | | | |
| November | | | | | | | | | | |
| December | | | | | | | | | | |
| Monthly Average | 17.5 | 22.3 | 393.8 | 1285.8 | 1719.3 | 1696.5 | 59.3 | 34.5 | 101.5 | 3.5 |
| Percentage Leased | 1701 / 6102 = 27.9% | | | | | | | | | |



OPEN MEETING

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

Thursday, May 7, 2020 – 9:30 a.m.

VIRTUAL MEETING

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

REPORT

COMMITTEE MEMBERS PRESENT: Chair - Lynn Jarrett, Annie McCary, Cush Bhada, Reza Karimi, Jon Pearlstone

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT:

ADVISORS PRESENT: Cindy Baker

STAFF PRESENT: Kurt Wiemann, Eve Morton, Maribel Flores

1. Call to Order

Chair Jarrett called the meeting to order at 9:40 a.m.

2. Acknowledgement of Media

No media was present.

3. Approval of the Agenda

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

4. Approval of the March 5, 2020 Report

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

5. Committee Chair Remarks

Chair Jarrett stated that this is a virtual Open meeting and indicated that Members are welcome to email or call with a Member Comment during the first 15 minutes of the meeting. Staff is on-hand to take the calls or emails. Any Member Comments will be addressed by the committee towards the end of this meeting.

Chair Jarrett spoke about balconies covered with plants. Some people put many plants and large plants on their balcony. There are rules against doing this. There is also a State-mandated project requiring all balconies in the community to be inspected by the end of the year 2024. In cases where work will be need to be done, all plants and other items will be required to be moved to allow work to be done.

Chair Jarrett reminded Members that they may check the Village website and Globe to see when Landscape crews will be in their area.

She noted that CDS 343 could be a possible location for a future landscape modification project. She requested the Mr. Wiemann inquire to see if this property belongs to Third or GRF.

The committee agreed at the Agenda Prep meeting to take a bus tour of Third Mutual to look at different areas in regards to landscaping. This tour will commence when members will be able to ride the bus together due to the Covid-19 issue.

6. Department Head Update

Mr. Wiemann reported that over the last month he was able to bring 12 furloughed people into Landscaping to help with mulching. He explained there was a buildup of mulch because a tub grinder wasn't available for several months until a new one arrived.

The two-week projected landscaping schedule is posted in the Globe and on the Village website. Soon maps will be posted onto the website so Members may see where crews will be going next. This is to create more transparency.

It was misprinted in the Globe that staff was spraying Roundup® and Termidor SC®. Neither are being used in the Community. The Globe will print a correction about this in the next Globe issue.

Consent Calendar:

None.

Reports:

7. Project Log

Mr. Wiemann reviewed the Project Log with the committee.

8. Tree Work Status Report

Mr. Wiemann reviewed this report with the committee.

Unfinished Business

9. Tree Removal Request: 3306-P Via Carrizo (Chung) - One Lemon Scented Gum tree and one Carrotwood tree

Since this item was tabled at the last meeting, Chair Jarrett made a motion to put this on the table so it may be discussed. The committee was in unanimous support.

Director McCary made a motion to approve staffs recommendation to deny this request. Director Bhada seconded. The committee was in unanimous support.

Items for Discussion and Consideration:

10. Tree Removal Request: 3163-D Alta Vista (Schmieder) - One Rustyleaf Fig tree

Director Bhada made a motion to approve this request at the expense of the Member. Director McCary seconded. The committee was in unanimous support.

11. Tree Removal Request: 5537-B Via La Meza (Carpenter) - One Ornamental Pear tree

Director McCary made a motion to approve staffs recommendation and deny this request. Director Pearlstone seconded. The committee was in unanimous support.

12. Landscape Revision Request: 5598-A Vista Del Mando S. (Ferraro) - Artificial Turf Installation

Director McCary made a motion to approve staffs recommendation and approve this request to allow member to install artificial turf at member's expense. Advisor Baker seconded. The committee was in unanimous support. The committee requested that wording be included in the decision letter to the Member that all workmanship must be approved by Staff first.

Items for Future Agendas:

- Check CDS 343 Bahia Blanca regarding possible Landscape Modernization to replace grass with drought tolerant plants.
- A Landscape Department Re-Org Chart
- Cost of Labor for utilizing Bagging Mowers beginning year 2021.

Concluding Business

13. Member Comments (Items Not on the Agenda)

None.

14. Response to Member Comments

None.

15. Committee Member Comments

Director McCary stated that she lives in Gate 9 and the Landscape crews are doing a great job; kudos to the crews working there.

Director Karimi stated that the West Creek has many cattails. Mr. Wiemann let him know that this is a GRF area. He will look into it.

Director Bhada thanked Mr. Wiemann for running the department well. Then, he asked if the turf aeration will be continuing. Mr. Wiemann stated that it will be completed in mid-May. Director Bhada stated that there was some type of potential water issue that is causing a problem on Paseo del Lago West between cul de sacs 360 and 361 and requested investigation.

Director Pearlstone stated that many people are walking around these days and are commenting to him that they see a lot of improvement in the landscaping. They appreciate it and so do we.

Director Jarrett applauded the wonderful efforts of Mr. Wiemann in the work of Third's landscaping.

Department Head Kurt Wiemann spoke about the efforts they're working on trying to get the weeds under control.

16. Date of Next Meeting – June 4, 2020

17. Adjournment at 10:01 a.m.



Lynn Jarrett, Chair

Kurt Wiemann, Staff Officer

Eve Morton, Landscape Operations Coordinator – 268-2565