



OPEN SESSION

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

**Tuesday, November 17, 2020 - 9:30 a.m.
Laguna Woods Village Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

NOTICE OF MEETING AND AGENDA

The purpose of this meeting is to conduct the regular Third Mutual Board Meeting in accordance with Third Bylaw Section 5.4.1

- 1. Call meeting to order / Establish Quorum**
- 2. Pledge of Allegiance – Director Dotson**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. October 20, 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. Member should call (949) 268-2020 or email meeting@vmsinc.org to request to speak***
- 8. Responses to Open Forum Speakers**
- 9. CEO/COO Report**

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

a. Architectural Control and Standards Committee Recommendations:

(1) Recommendation to Approve Variance Request—Mr. Nathaniel Lewis of 3449-A (Navarro, P46B) – Patio Door/Window Modification and Kitchen Window Enlargement

b. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of September 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. Approve Resolution to Update Third Committee and GRF Committee Appointments

d. Ratify Decision to Increase Landscaping Division Service Levels

11. Unfinished Business

a. Entertain a Motion to Approve Third Mutual Rules for Board Meetings (**OCTOBER Initial Notification—28 day notification for Member review and comment to comply with Civil Code §4360 has been satisfied**)

12. New Business

a. Entertain a Motion to Introduce a Resolution for Revision to Standard 12 Exterior Wall Attachments (**NOVEMBER Initial Notification—Must postpone 28-days for Member review and comment to comply with Civil Code §4360**)

b. Review State, County and other Applicable COVID-19 Requirements

13. Committee Reports

a. Report of the Finance Committee / Financial Report – Director Mutchnick. The committee met on October 6, 2020; next meeting December 1, 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 – President Parsons. The committee met on September 28, 2020; next meeting November 23, 2020 at 9:30 a.m. as a virtual meeting.
- c. Report of the Communications Committee – Director McCary. The committee has not met this year; next meeting TBA.
- d. Report of the Maintenance and Construction Committee – Director Mutchnick. The committee met on September 9, 2020; next meeting TBA.
 - (1) Report of the Parking and Golf Cart Task Force – President Parsons. The task force met on January 6, 2020; next meeting TBA.
 - (1) Garden Villa Rec. Room Sub-Committee – Director Jarrett. The committee met October 5, 2020; next meeting TBA.
- e. Report of the Landscape Committee – Director Jarrett. The committee met on October 1, 2020; next meeting December 3, 2020 at 9:30 a.m. as a virtual meeting.
- f. Report of the Water Subcommittee – Director Karimi. The subcommittee met has not met this year; next meeting TBA.
- g. Report of the Resident Policy and Compliance Committee – Director Jarrett. The task force meeting on October 27, 2020 was postponed; next meeting TBA.

14. GRF Committee Highlights

- a. Community Activities Committee – Director Bhada. The committee met on October 8, 2020; next meeting December 10, 2020, at 1:30 p.m. as a virtual meeting.
 - (1) Equestrian Center Ad Hoc Committee – Director Bhada. The committee met on October 27, 2020; next meeting TBA.
- b. GRF Finance Committee – Director Mutchnick. The committee met on October 21, 2020; next meeting December 16, 2020, at 1:30 p.m. as a virtual meeting.
- c. GRF Landscape Committee – Director Jarrett. The committee met on August 12, 2020; next meeting November 30, 2020, at 1:30p.m. as a virtual meeting.
- d. GRF Maintenance & Construction Committee – Director Bhada – The committee met on November 13, 2020; next meeting February 10, 2021, at 9:00 a.m. as a virtual meeting
 - (1) Clubhouse 1 Renovation Ad Hoc Committee – Director Mutchnick. The committee met on September 2, 2020.

- e. Media and Communications Committee – Director McCary. The committee met on October 19, 2020; next meeting December 14, 2020, at 1:30 p.m. as a virtual meeting.
- f. Mobility and Vehicles Committee – Director Frankel – The committee met on October 7, 2020; next meeting December 2, 2020, at 1:30 p.m. as a virtual meeting.
- g. Security and Community Access Committee – Director Bhada. The committee met on August 24, 2020; next meeting December 28, 2020 at 1:30 p.m. as a virtual meeting.
 - (1) Disaster Preparedness Task Force – Director McCary. The task force met on September 29, 2020; next meeting November 24, 2020, 9:30 a.m. as a virtual meeting
- h. Report of the Laguna Woods Village Traffic Hearings – Director Frankel. The hearings were held on October 21, 2020; next meeting December 16, 2020 at 9:00 a.m. and 1:00 p.m. as a virtual meeting.

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. Resident Suggestion Program
- c. Alterations Review
- d. Property and Casualty Insurance

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 Minutes

(a) October 14, 2020—Emergency Closed Meeting

(b) October 20, 2020—Regular Closed Session

(c) October 28, 2020—Emergency Closed Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

Discuss COVID-19 Matters

18. Adjourn

Hearing loop technology is available in the Board room for attendees who have hearing aids with a t-coil



OPEN SESSION

**MINUTES OF THE REGULAR OPEN MEETING OF THE THIRD LAGUNA HILLS
MUTUAL BOARD OF
DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION
Tuesday, October 20, 2020 - 9:30 a.m.
Laguna Woods Village Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

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

Directors Absent: None

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

Others Present: Wei-Ming Tao, Rosemarie DiLorenzo, Raquel Unger
Sandra Gottlieb, Esq.

1. Call meeting to order / Establish Quorum – President Parsons

President Parsons called the meeting to order at 9:32 a.m.

Siobhan Foster made an announcement that VMS is experiencing a network outage. Residents can call in for comments.

2. Pledge of Allegiance – Director Engdahl

Director Engdahl led the pledge of allegiance

3. Acknowledge Media

4. Approval of Agenda

Director Mutchnick made a motion to approve the agenda. Director McCary seconded the motion.

Director Bhada commented that agenda item 11a has language issues. Asked to postpone agenda item 12a because he did not have a chance to read the packet.

President Parsons called for the motion and the amended agenda passed without objection.

5. Approval of Minutes

5a. September 15, 2020 – Regular Open Meeting

Director Mutchnick made a motion to approve the minutes. Director Wayne seconded the motion and the motion passed without objection.

6. Report of the Chair

President Parsons introduced the new board members Donna Rane-Szostak and Debbie Dotson who were elected by acclamation and will be seated at the Third Board Annual Meeting on November 5, 2020. There will be another Town Hall Meeting on October 22, 2020.

7. Open Forum

Members made comments regarding the following:

- A member commented about the insurance increase and asked for a summary of the changes in the CC&Rs.

8. Responses to Open Forum Speakers

- Director Mutchnick responded regarding the insurance renewal.
- President Parsons responded about the changes in the CC&Rs.
- Sandra Gottlieb, Esq. commented that once the ballot is submitted to the Inspector of Election you cannot retrieve your ballot or change your vote.

9. CEO/COO Report

Jeff Parker-CEO and Siobhan Foster-COO

- Network outage at Laguna Woods VMS. We are still operating however, we currently cannot take work orders.
- COVID-19 update: 203 positive case which is an increase from last month. Orange County reported 168 hospital beds, and 68 ICU COVID-19 cases. Laguna Woods Village remains the same with 70 COVID-19 cases and 8 deaths. Increase rate is at 4.6% per 100,000. Orange County will stay in the red tier for some time longer.
- New Resident Orientation has resumed. This is an opportunity to familiarize yourself with the operating rules. Must RSVP.
- Recreation Department updates outdoor fitness center open at clubhouse 1, bocce courts open, pool 1 open for recreational use, pool 4 hours extended.
- Halloween golf cart parade will be held on October 30 at 10 a.m.
- Tree trimming will occur next to the Aliso Creek.
- Drive through flu clinic will be held on October 30, 2020.

- National Election City of Laguna Woods is a voting center and has an official ballot box in front of City Hall.

Siobhan Foster answered question from the board.

10. Consent Calendar

10a. Finance Committee Recommendations:

Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of August, 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.

Director McCary made a motion, seconded by Director Mutchnick to approve the consent calendar as presented. The motion was approved by unanimous consent.

11. Unfinished Business

11a. Entertain a Motion to Approve the 2021 Collection and Lien Enforcement Policy

Director Jarrett gave a summary of the resolution:

RESOLUTION 03-20-74 2021 COLLECTION AND LIEN ENFORCEMENT POLICY

WHEREAS, in accordance with California Civil Code, Third Laguna Hills Mutual maintains a collection and lien enforcement policy that outlines the procedures, policies and practices employed by the Mutual in enforcing lien rights or other legal remedies for default in payment of assessments; and

WHEREAS, legal counsel has reviewed the existing Collection and Lien Enforcement Policy and determined that the updated policy complies with Civil Code requirements and reflects current practices for collection of Mutual delinquencies.

NOW THEREFORE BE IT RESOLVED, October 20, 2020, that the Board of Directors hereby adopts the 2021 Third Laguna Hills Mutual Collection and Lien Enforcement Policy as attached to the official minutes of this meeting; and

RESOLVED FURTHER, the policy statement is provided pursuant to the requirements of California Civil Code section 5310(a)(7) and will be distributed to members in November 2020 as part of the Annual Policy Statement.

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

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

Director McCary made a motion, seconded by Director Mutchnick to approve the 2021 collection and lien enforcement policy resolution.

Discussion ensued among the directors.

Director Bhada made an amendment to postpone the vote one month. The amendment failed because it lacked a second.

President Parsons called for the vote and the motion passed by majority vote.

11b. Entertain a Motion to Approve the Change in the Exterior Paint and Prior to Paint Programs from a 10-year Cycle to a 15-year Cycle

Director Jarrett gave a summary of the resolution:

RESOLUTION 03-20-75
CHANGE IN THE EXTERIOR PAINT AND PRIOR TO PAINT PROGRAMS FROM A 10 YEAR CYCLE TO A 15 YEAR CYCLE

WHEREAS, the Board expressed a desire to extend the current Prior-to-Paint and Exterior Paint programs from a 10-year cycle to a 15-year cycle, for the dry rot preparation and painting of all buildings, carports, and laundry structures; and

WHEREAS, the balcony and breezeway resurfacing (top coat) mid-cycle program will also be extended from a 5-year program to a 7.5-year program cycle to coincide with buildings and the 15-year exterior paint program; and

WHEREAS, this program change will allow the Mutual to realize an annual savings for programs that have a broader life cycle; and to maximize the potential of the high quality products being applied, as well as the upgraded surface preparation methodology implemented by VMS; and

WHEREAS, the produce warranties for the exterior paint and resurfacing sealant, as well as the recommended application practices, will increase the long-term condition of the building envelope, and its structural components, without being negatively impacted by the extended cycles; and

NOW THEREFORE BE IT RESOLVED, on October 20, 2020, the Board of Directors of this Corporation hereby adopts a 15-year cycle change for the prior to paint and exterior paint programs, and a 7.5-year cycle change for the resurfacing programs; and

RESOLVED FURTHER, that the program cycle change will take effect with the 2021 fiscal year; and

RESOLVED FURTHER, that Resolution 03-12-97 adopted July 17, 2012, is hereby superseded and cancelled; and

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

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

Director McCary made a motion, seconded by Director Mutchnick, to approve the resolution to change the exterior paint and prior to paint programs from a 10 year to a 15 year cycle.

Discussion ensued among the directors.

President Parsons called for the vote and the motion passed by unanimous consent.

12. New Business

12a. Entertain a Motion to Approve Third Mutual Rules for Board Meetings

Director Jarrett gave a summary of the resolution:

RESOLUTION 03-20-XX **THIRD MUTUAL RULES FOR BOARD MEMBERS**

WHEREAS, each Owner Member of Laguna Woods Village has an ongoing interest and right under California law to participate in the governance of their community; and

WHEREAS, the Board of Directors of the Third Laguna Hills Mutual has an equal interest and duty under law to ensure that the management of the community's affairs is carried out professionally and in adherence with the provisions of the Davis-Stirling Act; and

WHEREAS, the Board of Directors wishes to promote order and regulate meeting time in an even and consistent fashion;

NOW THEREFORE BE IT RESOLVED, November 17, 2020, that the Board of Directors of this Corporation hereby approves the attached revised Rules for Board Meetings; and

RESOLVED FURTHER, that Resolution 03-14-04 adopted January 21, 2014 is hereby superseded and cancelled; and

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

OCTOBER Initial Notification

Must postpone 28-days for member review and comment to comply with Civil Code §4360.

Director Mutchnick made a motion, seconded by Director McCary, to introduce the resolution for Third Mutual rules for board members for 28-day review. The motion was approved by unanimous consent.

12b. Entertain a Motion to Ratify Insurance Payments and Funding from Disaster Fund for 2020/2021 Annual Insurance Renewal

Director Mutchnick gave a summary of the resolution :

RESOLUTION 03-20-76
**RATIFY INSURANCE PAYMENTS AND FUNDING FROM DISASTER FUND FOR
2020/2021 ANNUAL INSURANCE RENEWAL**

WHEREAS, Beecher Carlson Insurance Services, the insurance broker for the community, worked several months on the October 1, 2020 renewal for expiring lines of property insurance.

WHEREAS, the boards were advised during business planning meetings of the potential financial impact of renewals in a difficult market and discussed the inclusion of pricing increases in the proposed budget for 2021.

WHEREAS, the broker met with the Board multiple times in August and September to discuss renewal progress and continued difficulties faced during a tightening of the reinsurance market, in addition to premium increases related to updated property values.

WHEREAS, final premium quotations for all renewing lines were received and bound on September 30, 2020 amounting to \$4,975,797 for the Third Mutual portion of the 12-month policy period, exceeding the operating budget of \$3,143,112 for same.

WHEREAS, the Disaster Fund is used for the repair or replacement of mutual assets damaged by uninsured or unexpected disasters in addition to providing for certain insurance premiums as directed by the Board. This

fund may also be used for write-offs of uncollectible accounts according to original definition of the General Operating Fund.

NOW THEREFORE BE IT RESOLVED, October 20, 2020 that the Board of Directors hereby ratifies expenditures up to \$1.8 million from the Disaster Fund to cover insurance policy payments from 10/1/2020 through 9/30/2021, in addition to the amounts included in the 2020 and 2021 Business Plans for insurance during the same time period.

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

Director Bhada made a motion, seconded by Director Jarrett, to approve the resolution to approve funding from the disaster fund for 2020-2021 insurance renewals.

Discussion ensued among the directors.

President Parsons called for the vote and the motion passed by unanimous consent.

13. Committee Reports

13a. Report of the Finance Committee / Financial Report – Director Mutchnick. The Committee met on October 6, 2020; next meeting December 1, 2020, at 1:30 p.m. as a virtual meeting.

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

13b. Report of the Architectural Controls and Standards Committee – President Parsons. The committee met on September 28, 2020; next meeting November 23, 2020 at 9:30 a.m. as a virtual meeting

13c. Report of the Communications Committee – Director McCary. The committee has not met this year; next meeting TBA.

13d. Report of the Maintenance and Construction Committee – Director Mutchnick. The committee met on September 9, 2020; next meeting November 2, 2020, at 1:30 p.m. as a virtual meeting

(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 on October 5, 2020; next meeting TBA

13e. Report of the Landscape Committee – Director Jarrett. The Committee met on October 1, 2020; next meeting November 5, 2020, at 2:30 p.m. as a virtual meeting

13f. Report of the Water Subcommittee – Director Karimi. The committee has not met this year; next meeting TBA

13g. Report of the Resident Policy and Compliance Committee – Director Jarrett. The Committee met on September 22, 2020; next meeting October 27, 2020 at 9:30 a.m. as a virtual meeting.

14. GRF Committee Highlights

14a. Community Activities Committee – Director Bhada. The committee met on October 8, 2020; next meeting November 23, 2020, at 1:30 p.m. as a virtual meeting

(1) Equestrian Center Ad Hoc Committee – Director Bhada. The committee met on August 25, 2020; next meeting October 27, 2020, at 9:30 a.m. as a virtual meeting.

14b. GRF Finance Committee – Director Mutchnick. The committee met on August 31, 2020; next meeting October 21, 2020, at 1:30 p.m. as a virtual meeting

14c. GRF Landscape Committee – Director Jarrett. The committee met on August 12, 2020; next meeting November 9, 2020 at 1:30 p.m. as a virtual meeting.

14d. GRF Maintenance & Construction Committee – Director Bhada – The committee met October 14, 2020; next meeting December 9, 2020, at 9:30 a.m. as a virtual meeting

(1) PAC Renovation Ad Hoc Committee – Director Mutchnick. The committee has been disbanded.

(2) Clubhouse 1 Renovation Ad Hoc Committee – Director Mutchnick. The committee met on September 2, 2020; next meeting TBA.

14e. Media and Communications Committee – Director McCary. The committee met on October 19, 2020 as a virtual meeting; next meeting November 16, 2020, at 1:30 p.m. as a virtual meeting

14f. Mobility and Vehicles Committee – Director Frankel – The committee met on October 7, 2020; next meeting December 2, 2020, at 1:30 p.m. as a virtual meeting

14g. Security and Community Access Committee – Director Bhada. The committee met on August 24, 2020; next meeting October 26, 2020 at 1:30 p.m. as a virtual meeting

(1) Disaster Preparedness Task Force – Director McCary. The task force met on September 29, 2020; next meeting November 24, 2020, 9:30 a.m. as a virtual meeting

14h. Report of the Laguna Woods Village Traffic Hearings – Director Frankel. The traffic hearings were on September 16, 2020; next meeting is October 21, 2020 at 9 a.m. and 1 p.m. as a virtual meeting.

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. Resident Suggestion Program
- c. Alterations Review
- d. Property and Casualty Insurance

16. Director's Comment

- Directors McCary and Jarrett are working on the Annual Meeting.
- Director Mutchnick commented he will have updated financial slides for the Annual Meeting.
- Director Engdahl liked the financial presentation.
- Director Gibson feels the financial presentation was easier to understand.
- Director DiLorenzo commented about the real estate and contractor meetings, she asked about the VMS Management Agreement
- Sandra Gottlieb, Esq. thanked the board for all their hard work.

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.*

The meeting was recessed at 11:00 a.m.

Closed Session Agenda

Approval of Agenda

Approval of the Following Meeting Minutes;

- (a) September 4, 2020—Special Closed Meeting*
- (b) September 11, 2020 – Special Closed Meeting*
- (c) September 16, 2020 – Emergency Closed Meeting*
- (d) September 15, 2020—Regular Closed Session*
- (e) September 18, 2020—Special Closed Meeting*
- (f) September 25, 2020 – Special Closed Meeting*

Discuss Member Disciplinary Matters

Discuss Personnel Matters

Discuss and Consider Legal/Litigation Matters

- (a) September 4, 2020—Special Closed Meeting*
 - (b) September 11, 2020 – Special Closed Meeting*
 - (c) September 16, 2020 – Emergency Closed Meeting*
 - (d) September 15, 2020—Regular Closed Session*
 - (e) September 18, 2020—Special Closed Meeting*
 - (f) September 25, 2020 – Special Closed Meeting*
- Discuss Member Disciplinary Matters*
Discuss Personnel Matters

Discuss and Consider Legal/Litigation Matters

18. Adjournment

The meeting was adjourned at 3:05 p.m.



Lynn Jarrett, Secretary of the Board
Third Mutual Laguna Hills



STAFF REPORT

DATE: September 28, 2020
FOR: Architectural Control & Standards Committee
SUBJECT: Variance Request
Mr. Nathaniel Lewis of 3449-A (Navarro, P46B)
Patio Door/Window Modification and Kitchen Window Enlargement

RECOMMENDATION

Staff recommends the Board approve the variance request to replace the existing rear patio door and window in the living room with a non-standard sliding glass door and to enlarge the kitchen window, with the conditions as stated in Appendix A.

BACKGROUND

Mr. Lewis of 3449 Bahia Blanca West, Unit A, a Navarro style unit, is requesting Board approval of a variance to remove the existing original sliding glass door and window located in the living room and replace them with a larger non-standard four panel sliding glass door. Plans, and specifications and the member's variance request have been submitted for review (Attachments 1 and 2).

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

The size and weight of the non-standard door and window are requires replacement of the existing headers with a larger structural support beam. This requires staff to seek Board approval prior to issuing the Mutual Consent.

DISCUSSION

Mr. Lewis is proposing to remove the existing 5'-0" wide by 6'-0" tall slider/fixed combination window and the 6'-0" wide by 6'-8" tall sliding glass door in the living room that leads onto the rear patio and replace them with a 12'-0" wide by 8'-0" tall, four-panel sliding glass door. The remainder of the wall would be filled in with wood framing and stucco exterior to match the existing building.

The four-panel sliding glass doors would necessitate a 12' wide opening, which would require replacing the existing headers with a structural support beam. Structural drawings would be required to be submitted at the Mutual Consent application phase and the City would perform the structural review prior to the start of any work.

The existing kitchen picture window was installed as an alteration in 1980 with Mutual Consent 4110b and measures 2'-6" wide by 3'-0" tall. Mr. Lewis proposes to remove the existing window and replace it with a 6'-0" wide by 4'-0" tall picture window. The larger window will require new framing to accommodate the larger opening. Structural drawings would be required to be submitted at the Mutual Consent application phase and the City would perform the structural review prior to the start of any work.

The door and window will be of white vinyl in accordance to Mutual Standard Section 34: Windows & Window Attachments for consistency.

A similar rear sliding glass door removal and replacement with larger doors on a P46 model unit has previously been approved at unit 3505-C in May 2018.

Staff was unable to find any previous examples of a similar alteration for the window enlargement on file.

Due to the location of the unit and the consistency of materials with Mutual Standards, staff believes the alteration would not have a negative aesthetic effect on this elevation and surrounding area.

At the time of preparing this report, there is one pending Mutual Consent for Manor 3449-A for demolition within the unit ahead of an interior manor remodel, which can be performed with an over-the-counter Mutual Consent.

A Neighbor Awareness Notice was sent to manors 3448-A, 3550-A, 3550-B, 3454-B and 3453-A on September 14, 2020 due to line of sight and/or effects of construction noise/debris within 150' of the alteration.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 3449-A.

Per the request of the Architectural Control and Standards Committee, staff has included photos and a site map as Attachments 3 and 4.

Prepared By: Gavin Fogg, Inspections Supervisor

Reviewed By: Robbi Doncost, R.A., Manor Alterations Manager

Ernesto Munoz, P.E., Maintenance & Construction Director

ATTACHMENT(S)

Appendix A: Conditions of Approval
Attachment 1: Site Plans
Attachment 2: Variance Request
Attachment 3: Photos
Attachment 4: Map

APPENDIX A - CONDITIONS OF APPROVAL

Conditions of approval would be as follows:

1. No improvement shall be installed, constructed, modified or altered at Manor **3449-A**, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Variance for Manor Alterations has been granted at **3449-A** for installing an enlargement for a **Patio Door/Window Modification and Kitchen Window Modification**, subject to the City of Laguna Woods permit to be approved, and is subject to the final inspection by the Division. Any variations to this approval as depicted herein are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural, and waterproofing modifications ensuring the structural and moisture resistant integrity of the building is maintained upon completion of the proposed improvement.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at **3449-A** and all future Mutual members at **3449-A**.
5. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
6. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
7. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not

limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.

8. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
9. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
10. Member Owner is responsible for following the gate clearance process located at <http://www.lagunawoodsvillage.com/residents/resident-services> (click on documents and Business Pass Application Instructions) which is in place to admit contractors and other invitees.
11. Member Owner's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
12. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible, contractors' or other invitees' vehicles should be limited in number.
13. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until the final City Building Permit has been issued, if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls and roof.
14. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs

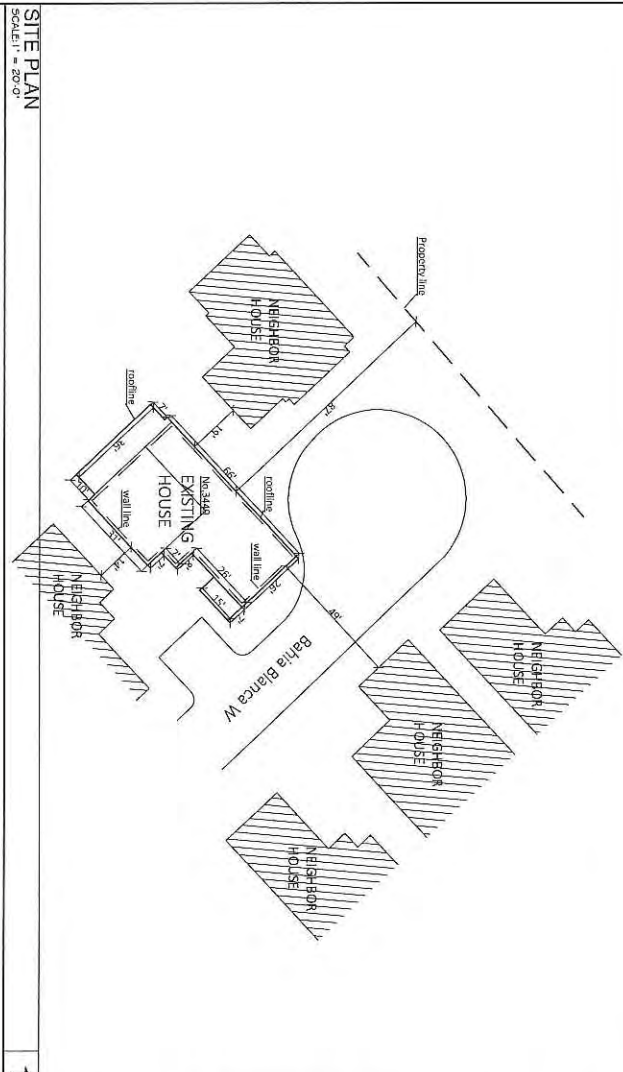
posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.

15. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
16. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Manor Alterations Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
17. All improvements must be installed in accordance with the California State Building Code and the published Mutual Architectural Alterations Standards, found on the website at <http://www.lagunawoodsvillage.com>.
18. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
19. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
20. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
21. A dumpster is approved for placement at the location identified by Security Department Staff by calling 949-580-1400. Any dumpster must be covered and locked at the end of each day. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
22. A portable bathroom is approved for placement at the location identified by Security Department Staff by calling 949-580-1400.
23. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
24. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or

severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

25. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

Attachment 1 - Site Plans



SITE PLAN
SCALE: 1" = 20'-0"

1

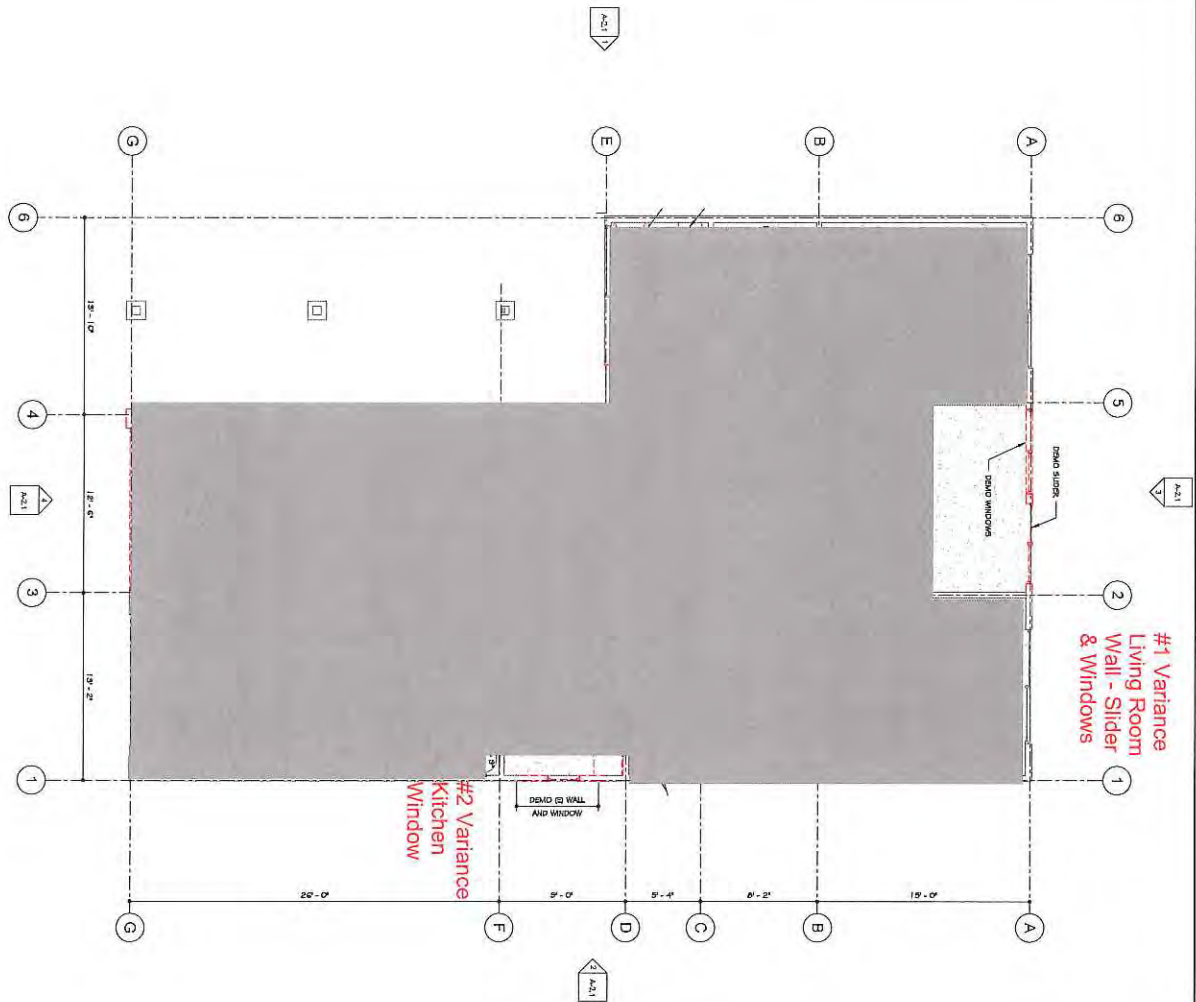


Rendering 1
SCALE: 1/2" = 1'-0"

2

Attachment 1 - Site Plans - Continued

DEMO FLOOR PLAN
SCALE 1/8" = 1'-0"



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A-1.1

DEMO FLOOR
PLAN
DRAWN BY BA
CHECKED BY TWA
PROJECT # 28014
Not For Construction



NO.	DESC.	DATE

LEWIS RESIDENCE REMODEL

3449 BAHIA BLANCA W
LAGUNA WOODS, CA 92673

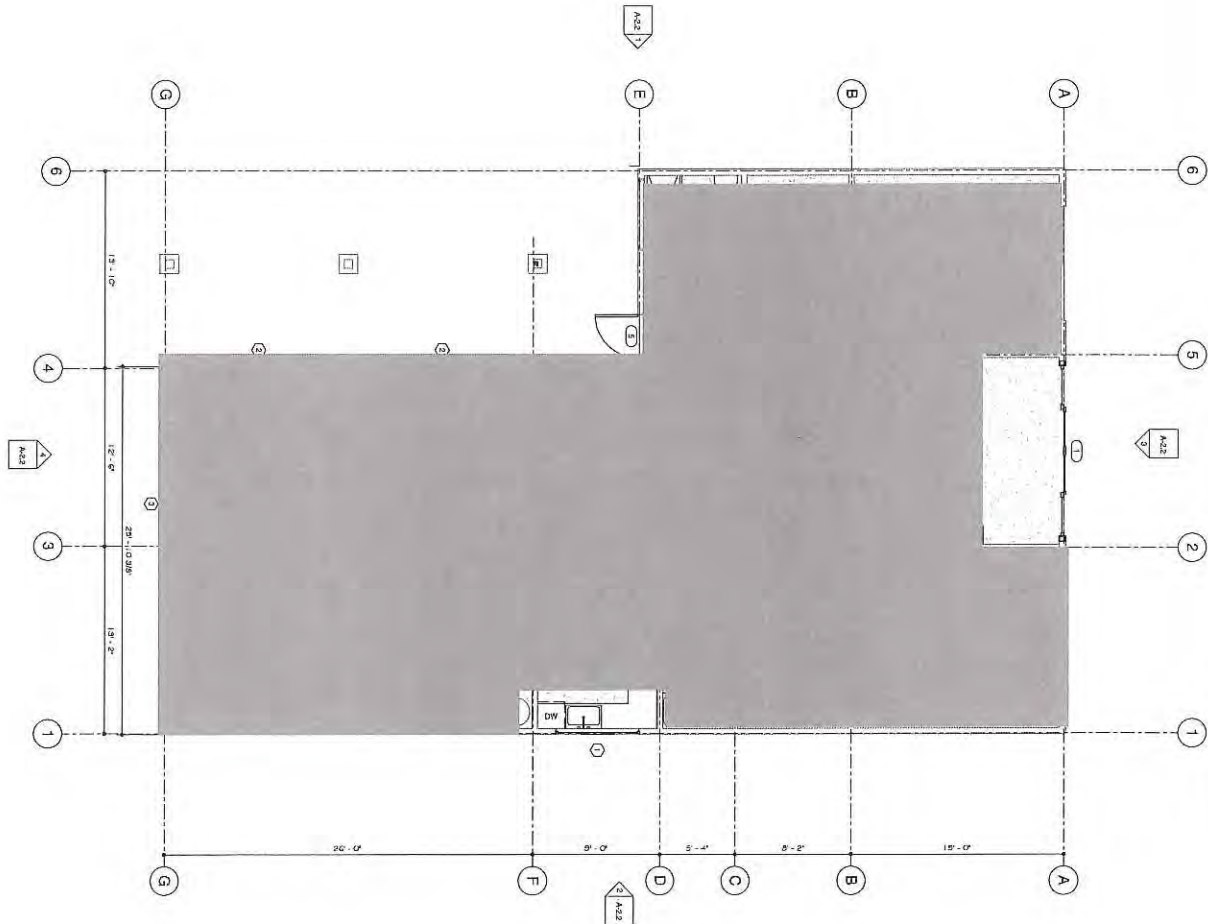
Agenda Item #10a

Page 8 of 21

ALLEN DESIGNS

2020.08.02

Attachment 1 - Site Plans - Continued



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A-1.2

PROPOSED
FLOOR PLAN
DRAWN BY - BA
CHECKED BY TWA
PROJECT # 28014
TWA For Construction



NO.	REVISION	DATE
1	ISSUED	01/15/20

LEWIS RESIDENCE REMODEL

3449 BAHIA BLANCA W
LAGUNA WOODS, CA 92673

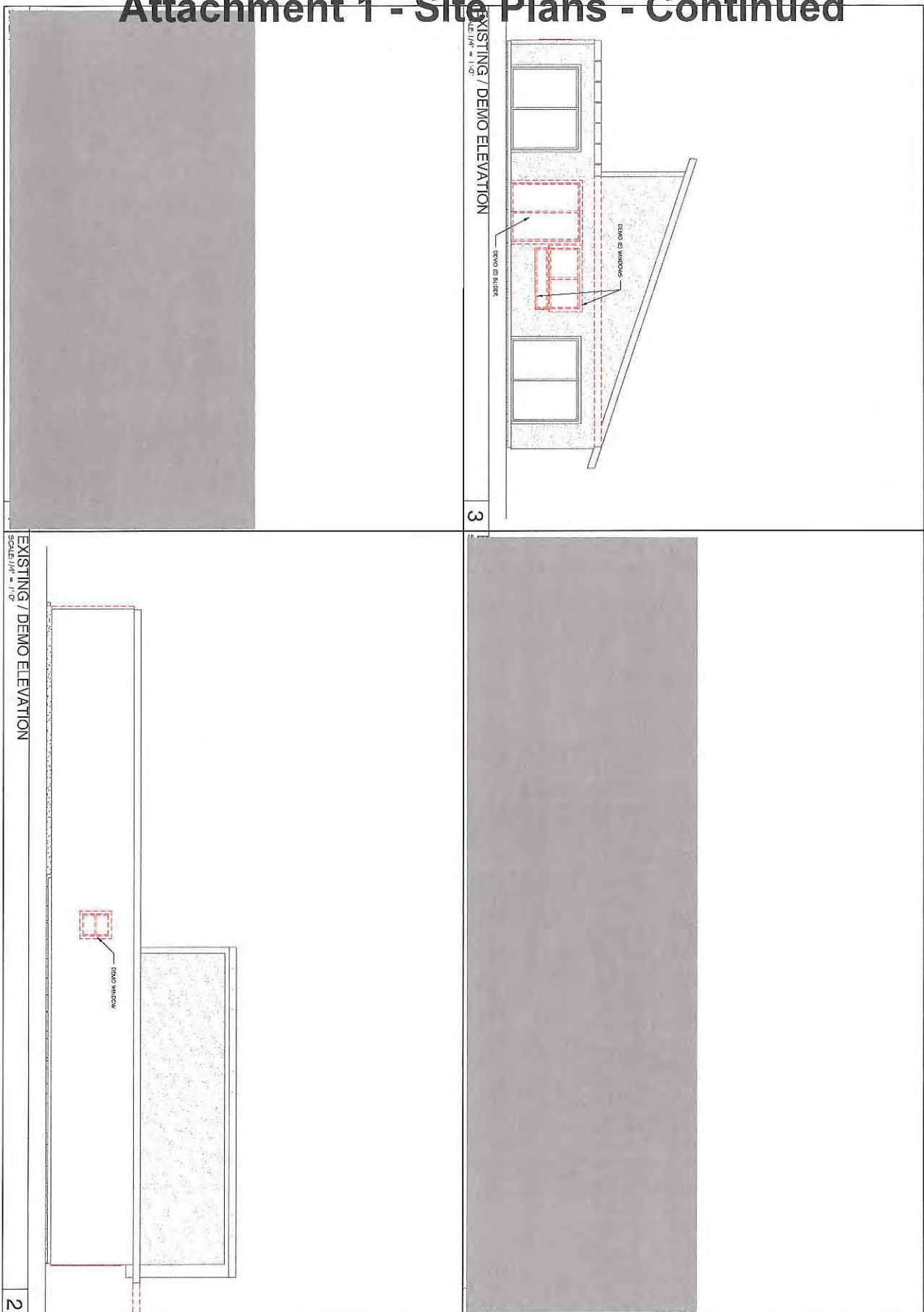
Agenda Item #10a(1)

Page 9 of 21

ALLEN DESIGNS

12/18/20

Attachment 1 - Site Plans - Continued



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A-2.1

EXISTING /
DEMO
ELEVATIONS
DRAWN BY BA
CHECKED BY TWA
PROJECT # 26014
Not For Construction



REVISION SCHEDULE
NO. 26014 DATE

LEWIS RESIDENCE REMODEL

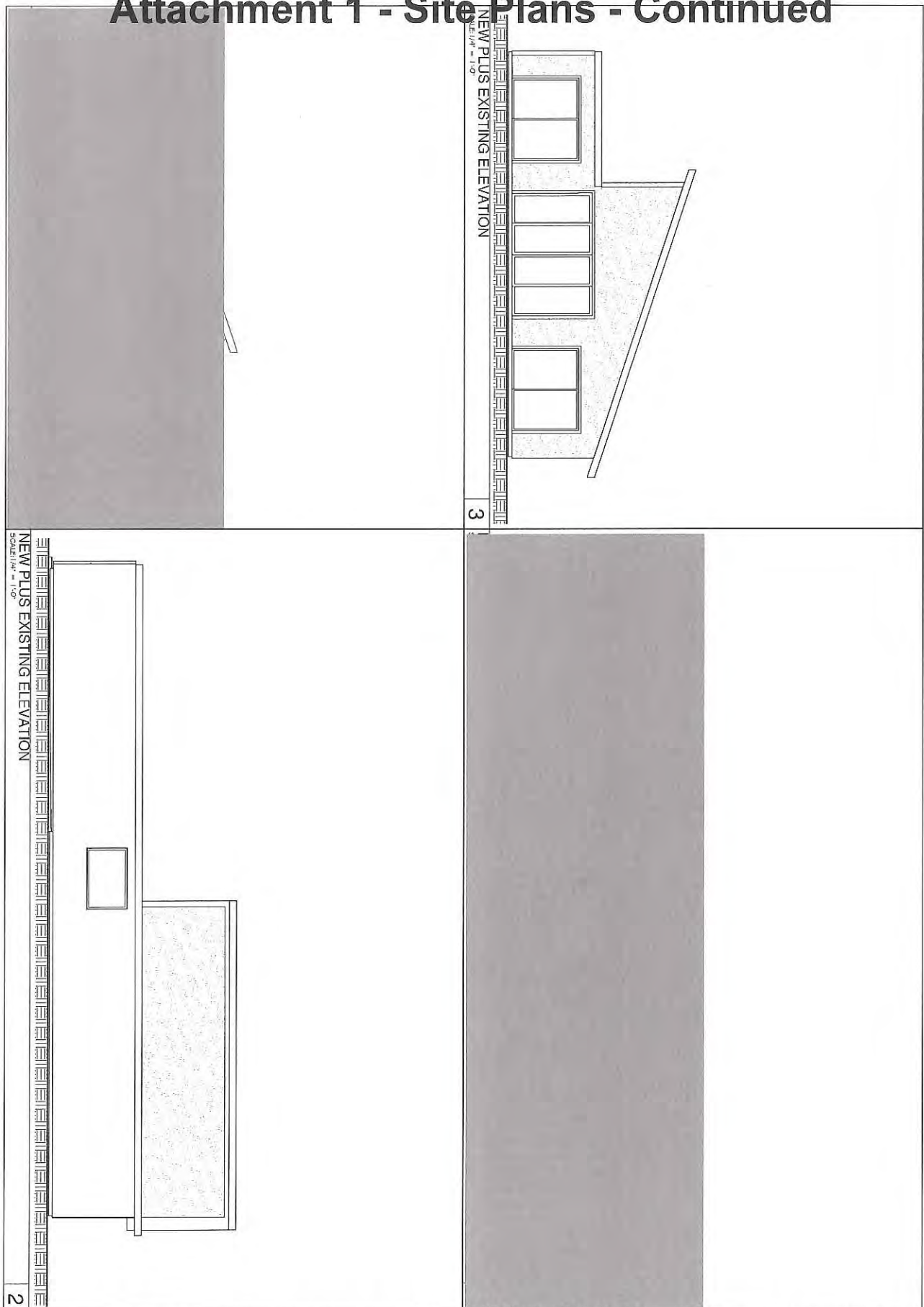
3449 BAHIA BLANCA W
LAGUNA WOODS, CA 92673

Agenda Item #10a(1)

Page 10 of 21

ALLEN DESIGNS
14400 Canyon Blvd, Suite 100
Boulder, CO 80501
Phone: 303.440.1234
Fax: 303.440.1235
Email: info@alldesigns.com

Attachment 1 - Site Plans - Continued



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LEWIS RESIDENCE REMODEL

3449 BAHIA BLANCA W
LAGUNA WOODS, CA 92673

Agenda Item #10a(1)
Page 11 of 21

A-2.2

PROPOSED
ELEVATIONS
DRAWN BY BA
CHECKED BY TWA
PROJECT # 22014
Not For Construction



NO.	DATE	BY
1	08/11/20	BA



Laguna Woods Village

Attachment 2 - Variance Request

MANOR # 3449-A

☐ ULWM☒ TLHM

Variance Request Form

SA

Model: <u>NAVARRO</u>	Plan: <u>P46B</u>	Date: <u>8/21/2020</u>
Member Name: <u>NATHANIEL T. LEWIS</u>	Signature: <u>Nathaniel T. Lewis</u>	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor: <u>Jose Caballero / Caball Corp</u>	[REDACTED]	
Owner Mailing Address: (to be used for official correspondence) <u>3449-A Bahia Blanca West, Laguna Woods, CA 92637</u>		

Description of Proposed Variance Request ONLY:

#1 - Remove existing Slider & Windows from back Living Room wall. Replace with new OXO Slider to fill the space.

#2 - Remove existing Window from Kitchen Wall. Replace with larger proportional picture window

Dimensions of Proposed Variance Alterations ONLY:

#1 - Install new 12'x8' OXO Slider to fill the space. AS per Attached specifications

#2 - Install new 6'x4' picture window above sink AS shown in Attached. Specifications also Attached

FOR OFFICE USE ONLY

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

Alteration Variance Request

Check Items Received:

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

Complete Submittal Cut Off Date:

Meetings Scheduled:

Third AC&S Committee (TACSC): _____

United M&C Committee: _____

Board Meeting: _____

☐ Denied☐ Approved☐ Tabled

Attachment 2 - Variance Request - Continued



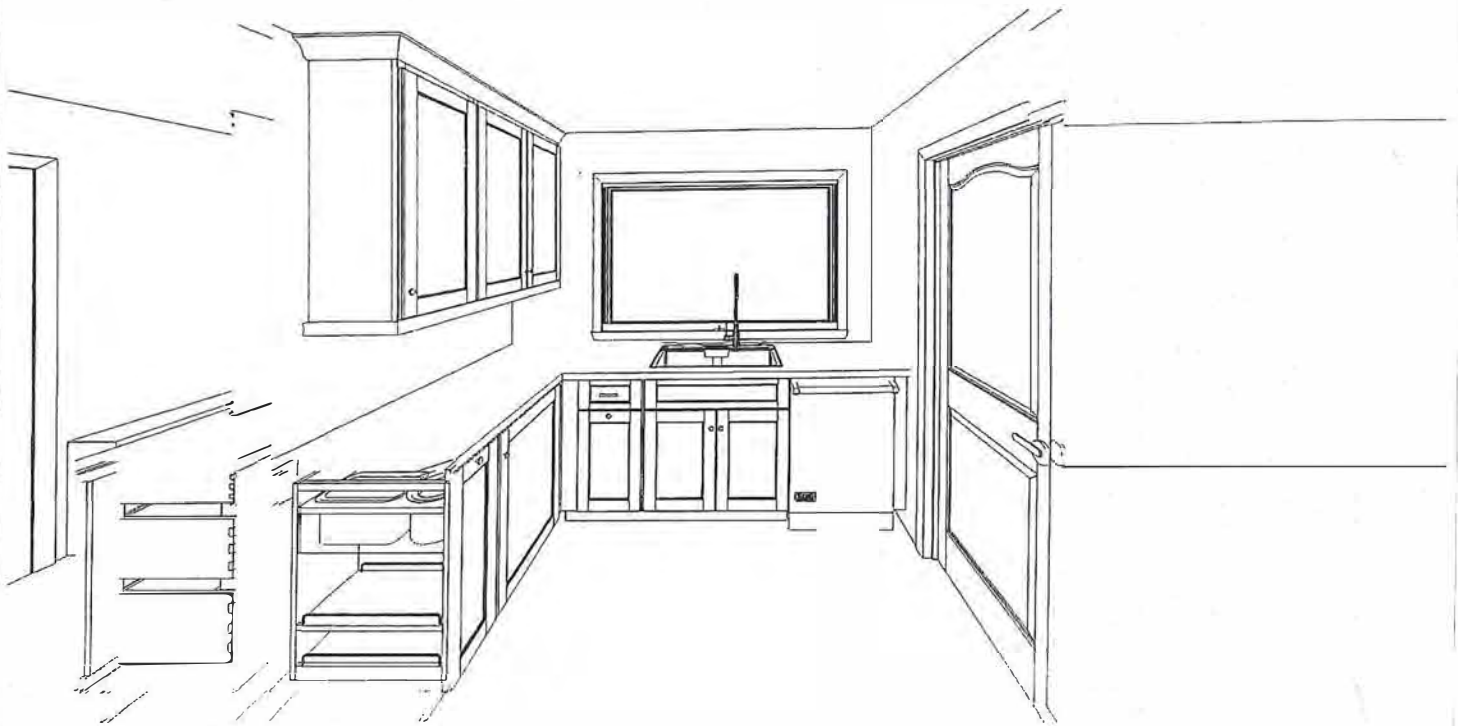
Agenda Item #9

Page 13 of 21

Agenda Item #10a(1)

Page 13 of 21

Attachment 2 - Variance Request - Continued



Note: This drawing is an artistic interpretation of the general appearance of the design. It is not meant to be an exact rendition.

2020

Designed: 4/28/2020
Printed: 6/4/2020

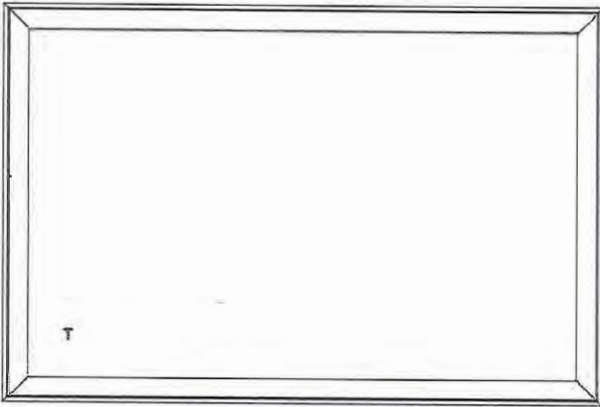
Lewiis 4-28-20

All

Line: 1 **Location:** Kitchen
Quantity: 1 Tuscany, 8360T, PWR, 1" Setback, Ext White / Int White, U-Factor: .27, SHGC: .22, VT: .50, PG: No Rating
 5/32" SunCoatMAX (Low-E) Tempered over 5/32" Clear Tempered
 Argon Gas Filled
 Tariff

Model = Slider Picture
 Size = Net Frame: 72" x 48"
 Energy Package = Title 24 2019
 Glass = 5/32" SunCoatMAX (Low-E) Tempered over 5/32" Clear Tempered with Gray
 EdgeGardMAX Spacer
 Glazing = Dual Glaze with Argon
 Frame Accessories = Stucco Key
 Other Options = Glass Breakage Warranty
 Ratings = STC: No Rating, OITC: No Rating, PG: No Rating
 Other Ratings = CPD: MIL-A-236-04581-00005

Item Total:
Line Total:



Viewed From Exterior

Customer Approval: _____

Attachment 2 - Variance Request - Continued



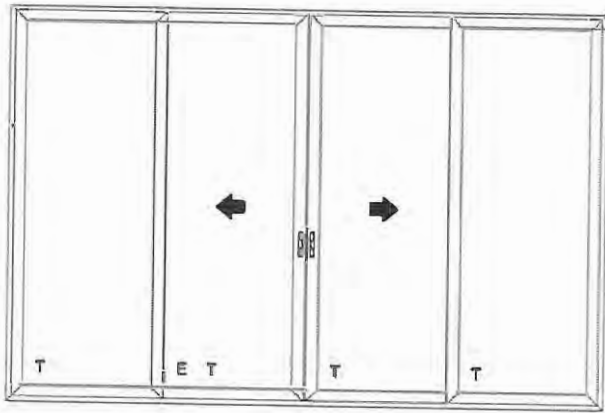
Agenda Item #9
Page 16 of 21

Agenda Item #10a(1)
Page 16 of 21

Line: 1
Quantity: 1

Location:

Tuscany, 8631T, SD4, 1" Setback, Ext White / Int White, U-Factor: .28, SHGC: .21, VT: .50
 5/32" SunCoatMAX (Low-E) Tempered over 5/32" Clear Tempered
 Custom Size
 Upgraded Screen with Fiberglass Mesh
 Argon Gas Filled
 Tariff



Viewed From Exterior

Model = Sliding Door Four Panel

Size = RO: 144" x 96"

Net Frame: 143 1/2" x 95 1/2"

Handing = OXXOL

Energy Package = Title 24 2019

Glass = 5/32" SunCoatMAX (Low-E) Tempered over 5/32" Clear Tempered with Gray EdgeGardMAX Spacer

Glazing = Dual Glaze with Argon

Hardware = SmartTouch Handle, Multi Point Lock

Other Options = Glass Breakage Warranty, Glazing Policy: This Door may ship open due to its size. Please contact your Milgard Sales Representative for more information.

Screen = Upgraded with Fiberglass Mesh

Ratings = STC: 33, OITC: 24, PG: R20

Clear Opening = W 62 1/8" x H 92 1/2" Sq. Ft. 39.91, Egress: Yes

Other Ratings = CPD: MIL-A-137-06619-00001

Item Total:

Line Total:

Customer Approval: _____

Attachment 3 - Photos

Street View



Rear Elevation



Attachment 3 – Photos - Continued

Rear View Left

B3448



Rear View Right

B3449

B3450



Attachment 3 – Photos - Continued

Right Elevation



Right Elevation



Attachment 4 - Maps



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RESOLUTION 03-20-xx
THIRD MUTUAL COMMITTEE APPOINTMENTS

RESOLVED, November 17, 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
Reza Karimi
Ralph Engdahl
Robert Mutchnick
Craig Wayne, Alternate
Voting Advisors: Mike Butler and Mike Plean

Communications Committee

Annie McCary, Chair
Lynn Jarrett
Reza Karimi
Deborah Dotson
Donna Rane-Szostak
Cush Bhada, Alternate

Executive Hearing Committee

Annie McCary, Chair
Ralph Engdahl, Co-Chair
Robert Mutchnick
Deborah Dotson
Donna Rane-Szostak
John Frankel, Alternate

Finance (Committee of the Whole)

Robert Mutchnick, Chair
Steve Parsons, Co-Chair
Non-Voting Advisors: John Hess, Wei-Ming Tao

Investment Task Force

Robert Mutchnick
Craig Wayne
Donna Rane-Szostak, Alternate

Garden Villa Recreation Room Subcommittee (Quarterly)

Lynn Jarrett, Chair
Deborah Dotson
Donna Rane-Szostak
Robert Mutchnick, Alternate
Craig Wayne, Alternate
Voting Advisors: Sharon Molineri, Stuart Hack, Randy Scott

Landscape Committee

Lynn Jarrett, Chair
Annie McCary
Ralph Engdahl
Reza Karimi
Donna Rane-Szostak
Cush Bhada, Alternate
Advisor: Cindy Baker

Maintenance and Construction Committee

Robert Mutchnick, Chair
Ralph Engdahl, Co-Chair
Deborah Dotson
John Frankel
Craig Wayne
Reza Karimi, Alternate

New Resident Orientation

Per Rotation List

Water Conservation Committee (Quarterly)

Reza Karimi, Chair
Lynn Jarrett
John Frankel
Donna Rane-Szostak
Advisor: Katheryn Freshley, Kay Havens

Parking & Golf Cart Task Force

Steve Parsons, Chair
Lynn Jarrett
John Frankel
Deborah Dotson
Advisors: Hal Horne

Resident Policy and Compliance Task Force

Lynn Jarrett, Chair
Steve Parsons
Robert Mutchnick
Cush Bhada

Reza Karimi
Annie McCary, Alternate
Voting Advisors: Stuart Hack

Energy Research Group

Ralph Engdahl
Deborah Dotson
John Frankel
Advisors: Sue Stephens, Bill Walsh

RESOLVED FURTHER, that Resolution 03-20-63, adopted August 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.

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RESOLUTION 03-20-xx
GRF COMMITTEE APPOINTMENTS

RESOLVED, November 17, 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
Deborah Dotson
Donna Rane-Szostak, Alternate

Community Activities Committee

Deborah Dotson
Reza Karimi
Annie McCary, Alternate

Equestrian Center Ad Hoc Committee

Cush Bhada
Annie McCary

GRF Finance Committee

Steve Parsons
Robert Mutchnick
Deborah Dotson, Alternate

Purchasing Ad Hoc Committee (new)

Steve Parsons
Donna Rane-Szostak
Ralph Engdahl, Alternate

GRF Landscape Committee

Lynn Jarrett
Reza Karimi
Donna Rane-Szostak, Alternate

GRF Maintenance and Construction Committee

John Frankel
Ralph Engdahl
Deborah Dotson, Alternate

Clubhouse 1 Renovation Ad Hoc Committee

John Frankel
Cush Bhada
Ralph Engdahl, Alternate

Media and Communication Committee

Annie McCary
Lynn Jarrett
Deborah Dotson, Alternate

Mobility and Vehicles Committee

Craig Wayne
Reza Karimi
Cush Bhada, Alternate

Security and Community Access Committee

Cush Bhada
Craig Wayne
Donna Rane-Szostak, Alternate

Disaster Preparedness

Annie McCary
John Frankel
Donna Rane-Szostak

Laguna Woods Village Traffic Hearings

John Frankel
Deborah Dotson
Cush Bhada, Alternate

Strategic Planning Committee

Robert Mutchnick
Cush Bhada
Steve Parsons, Alternate

RESOLVED FURTHER, that Resolution 03-20-64, adopted August 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



STAFF REPORT

DATE: September 14, 2020
FOR: Board of Directors
SUBJECT: Ratify Decision to Increase Landscaping Division 2020 Service Levels

RECOMMENDATION

Direct staff to recruit and hire three Gardener positions approved for 2021 Business Plan.

BACKGROUND

The 2021 Business Plan provides for three new FTE Gardener positions for the Landscape Department, with fully-loaded funding of \$60,000 for each Gardener. The Gardener position has historically been difficult to fill and the Landscape Department has generally been understaffed due to lack of qualified candidates. As a result of this chronic shortage, the service levels provided to residents has deteriorated due to the shortage of manpower.

DISCUSSION

Staff is currently in the process of recruitment for two Gardener vacancies from the 2020 Business Plan. Approval of the staff recommendation would permit the Human Resources Department to expand the recruitment to include the three positions from the 2021 Business Plan, potentially saving staff time and recruitment costs.

FINANCIAL ANALYSIS

The proposed recruitment would incur approximately \$5,000 per month, per position in unbudgeted operating costs if successfully onboarded before January 1, 2021.

Prepared By: Kurt Wiemann, Director of Landscape Services
Reviewed By: Eve Morton, Landscape Coordinator
Siobhan Foster, COO
Betty Parker, CFO

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STAFF REPORT

DATE: October 20, 2020
FOR: Third Board of Directors
SUBJECT: Rules for Board Meetings

RECOMMENDATION

Adopt the amended Rules for Board Meetings.

BACKGROUND

On January 15, 2013, the Board established rules for Board Meetings to ensure the management of the community's affairs are carried out professionally and in adherence with the provision of the Davis-Stirling Act (Resolution 03-13-04). On January 21, 2014, the Board approved revisions for Rules for Board Meetings (Resolution 03-14-04).

The Executive Hearings Committee directed staff to include clarifying language to section IV., Closed Session Hearings, sub-section B., Attendance and sub-section C., Addressing the Board.

On July 29, 2020, the Resident Policy and Compliance Committee approved the amendments to the Rules for Board Meetings.

On August 18, 2020, the Board sent the policy back to the Resident Policy and Compliance Committee for additional corrections.

DISCUSSION

The purpose of the amendment is to provide clarifying language regarding witnesses and reporting party attendance at the hearing; and breakdown of timeframe for the hearing.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Resolution 03-20-XX, Rules for Board Meetings

Attachment 2: Rules for Board Meetings

ENDORSEMENT (to Board)

Discuss & Consider Rules for Board Meetings

On January 15, 2013, the Board established rules for Board Meetings to ensure the management of the community's affairs are carried out professionally and in adherence with the provision of the Davis-Stirling Act (Resolution 03-13-04). On January 21, 2014, the Board approved revisions for Rules for Board Meetings (Resolution 03-14-04).

The Executive Hearings Committee directed staff to include clarifying language to section IV., Closed Session Hearings, sub-section B., Attendance and sub-section C., Addressing the Board.

On July 29, 2020, the Resident Policy and Compliance Committee approved the amendments to the Rules for Board Meetings.

On August 18, 2020, the Board sent the policy back to the Resident Policy and Compliance Committee for additional corrections.

On September 22, 2020, the Resident Policy and Compliance Committee reviewed the Rules for Board Meetings. Director Lynn Jarrett, Chair, presented the Rules for Board Meetings. The Committee commented and asked questions.

Director Karimi made a motion to approve Rules for Board Meetings with changes. Director Parsons, second the motion.

By consensus, the motion carried.

RULES FOR BOARD MEETINGS

Resolution 03-13-04, adopted January 15, 2013; Resolution 03-14-04, adopted January 21, 2014; and Resolution 03-20-XX; Adopted September XX, 2020

I. INTRODUCTION

Successful, efficient and orderly Board meetings benefit everyone in the community. Manor owners ("Members") have the right to observe the open board meetings and are encouraged to attend, but meetings which are disorderly or too long can be discouraging.

These Rules inform both Director and non-Director as to what is expected of all attending Board meetings, and how meetings are conducted. The goal is orderly and efficient meetings, protection of Owners' right to observe productive deliberations, and enhancement of the governance and the membership experience in Third Laguna Hills Mutual ("Third").

II. BOARD MEETINGS

A. Regular Board Meetings

Notice of the date, time and location of regular Board meetings will be provided by posting in the Clubhouse kiosks and the community center bulletin board and on the web site a minimum of four days before the meeting is to take place. Board meetings are open to all Association Members to attend and observe. Non-Members may attend only at the discretion of the Board of Directors.

Normally, regular Board meetings are held in the morning on the third Tuesday of each month. However, four days posted advance notice is always given of all open Board meetings except in case of emergency. Regular Board meetings are normally held in the Board Room on the ground floor of the Community Center at 9:30 a.m.

B. Special Meeting or Altering Location, Date or Time

If a special Board meeting is called or if the location, date or time of a Board meeting is to be changed, all Members will be notified at least four days prior to the meeting by posting in the Clubhouse kiosks and on the web site. In an emergency, the President or any two Directors may call for a Board meeting on shorter notice.

C. Attendance

Members may attend Board meetings, but Executive Session meetings are closed. **A "Member" is not a tenant, guest, family, or legal counsel of the Member.**

D. Agendas

1. **Preparation.** Agendas are prepared by the President 1, in cooperation with management staff. At least one week prior to a Board meeting, the President will inquire if any Director requests inclusion of an agenda item. The Chair may also call a Board meeting for the purpose of setting the regular Board meeting agenda.
2. **Request for inclusion.** A Director may request an item be included in an agenda, by submitting the action requested and an explanation of the reason for the request. A Director requesting an agenda item is responsible to present that item to the Board with supporting information if the item is included in the agenda.
3. **Rejected agenda items.** The Chair with the assistance of Management Staff shall include a requested item in the agenda unless the item:
 - a) Has no suggested action;
 - b) Is redundant with an item already on the agenda or was addressed in a Board meeting in the previous three months;
 - c) Must be discussed in Executive Session;
 - d) Would make the agenda unduly lengthy (and so will be on the next agenda);
 - e) Is sent first to a committee for recommendation; or
 - f) Is, based on the advice of legal counsel, proposing action barred by law.
4. **Board request for agenda item.** Notwithstanding the foregoing, if an agenda item is requested in writing or by electronic mail by at least six Directors, the Chair shall include it in the Agenda for the open meeting or the Executive Session meeting, depending upon the item.
5. **Member Request for Agenda Item.**
 - a) A Member may request the President in advance that a topic be added to the agenda, but the President with the assistance of Staff will determine whether a requested topic will be included in the agenda.
 - b) A topic will also be added to the agenda if at least one week prior to the scheduled Board meeting, the Chief Executive Officer (CEO) or Staff receives a petition signed by at least twenty five different Members entitled to vote.
 - c) The requested agenda topic must still meet the standards of Rule II(D)(3) above.

¹ Any action to be taken by the President may be taken by the First Vice President or the next officer in

order as stated in the By-laws if the President is unable to attend or participate.

- d) A Member who has requested an agenda item which is placed on the agenda ("Requesting Member"), may speak to the item during Open Forum, or at the election of the Chair, may present the topic to the Board immediately before the Board begins its deliberation of the item (assuming there is a Motion from the Board after the Requesting Member speaks). The Requesting Member may speak on the matter for up to five minutes. Only one person may be considered the "Requesting Member" for the purpose of addressing the Board. The Board may by motion give the Requesting Member more time to speak.
6. **Publication, agenda packets.** Agendas will be published at least four days prior to any non-emergency Board meeting. The Board will receive a board packet (also referred to as "agenda package"), prepared by management staff, at least four days prior to the meeting, and may be transmitted electronically upon request. To make the meeting more efficient, Directors should read the board packet prior to arriving at the meeting.
7. **No discussion of matters not disclosed on agenda.** The Board may not discuss subjects which are not on the agenda unless the matter is determined by a majority of the Board to involve an emergency, or unless the matter arose prior to the meeting but after the agenda was published and at least eight Directors concur that the matter requires immediate action.

Sample agenda. The following is a typical Agenda:

- a) Call meeting to order/Establish Quorum.
- b) Pledge of Allegiance
- c) Acknowledge Media
- d) Approval of Agenda
- e) Approval of Minutes
- f) Report of the Chair
- g) Open Forum (Three Minutes per Speaker)
- h) Responses to Open Forum Speakers
- i) CEO/COO Report
- j) Consent Calendar
- k) Unfinished business
- l) New Business
- m) Committee Reports
- n) GRF Committee Highlights
- o) Future Agenda Items
- p) Director's Comments
- q) Recess

r) Adjournment

E. Committees: Reports, Meetings

1. If the Bylaws provide for standing committees or if the Board from time to time establishes committees, committee reports may be submitted to the Board prior to the meeting for review. If the committee recommends any Board action, the report should also indicate the reasons it is recommended. If possible, the committee Chair or a member of the committee should present the report.
2. A committee consisting of six or more Directors, or including at least six Directors in its roster, shall conduct its meetings in the same manner as a Board meeting, with agendas, minutes, Open Forum, and in compliance with all other requirements applicable to Board meetings.
3. A committee consisting of both Directors and non-Directors but which has less than six Directors may, but is not required to, conduct its meetings in the same manner as a Board meeting, but shall prepare and submit a report to the Board prior to the agenda publication, including any recommended action.
4. Any committee reports will be included in the board packets if they are timely submitted. Committee reports which do not contain a request for action will be noted in the minutes as “received.”
5. A committee request for action shall be placed by the Chair or staff on the agenda, so long as it complies with Rule D(3).
6. Directors, upon presentation of a committee report, may ask questions about the report, but may not deliberate about the report unless that subject was timely placed on the agenda for deliberation and possible action in that meeting.

F. Open Forum

The Open Meeting Act, Civil Code §§4900-4950, provides that Board meetings are open to Members. A “meeting” under the law is “a congregation of a majority of the members of the board at the same time and place to hear, discuss, or deliberate upon any item of business that is within the authority of the board.” The Board thus may not exclude Members from attending, absent discipline imposed as provided herein. The only exception is for Executive Session as discussed further below.

1. **Time for Open Forum.** Open Forum will normally occur at the beginning of the Board meeting. The agenda may also provide for a second Open Forum time at the end of the agenda. The Board may by motion re-open

Open Forum on a specific agenda item, or reschedule Open Forum within the agenda.

2. **Member's Right to Speak.** Open Forum is a valuable and legally required portion of every open Board meeting. Open Forum is the opportunity for the Member to inform the Board of matters which may not be known.
 - a) During Open Forum, a Member may speak to the Board on any topic not on the agenda. The purpose of Open Forum is to inform the Board of viewpoints or information of which the Board may not be aware regarding Third. Therefore, although a Member may use their time to speak upon any topic of interest to the Member, Members are advised that the Board may not be as attentive to comments on matters outside the Board's jurisdiction.
 - b) At the time designated on the agenda for Open Forum, the Chair shall ask the Members present to raise their hand if they wish to speak in Open Forum. In order to give all Members an opportunity to speak at meetings, and to control meeting length, each member may speak for a maximum of three minutes. In the event more than ten Members indicate a desire to speak, the time limit per speaker shall be shortened to two minutes per speaker.
 - c) Open Forum is the time for Members to speak and provide additional opinions and viewpoints to the Board, and is not a time for the Board to speak. Directors will listen and not respond or otherwise interrupt a speaker at Open Forum, so long as the speaker is within these Rules and time limits. A response, if any, by a Director or staff to an Open Forum remark or question shall be after the close of Open Forum. The Chair may appoint a Director or Staff-person as timekeeper.
 - d) So long as the Open Forum comments comply with these Rules, neither staff, the Chair, nor other Director shall interrupt the speaker.
 - e) The statements made by Members in Open Forum are not the position of the Association, and Third takes no responsibility as to the content of Open Forum comments. At the beginning of Open Forum, the Chair shall remind all attending as to these Rules regarding Open Forum.
3. **Open Forum During Agenda Item Discussions.**
 - a) During the Board deliberations of a matter, and when the Chair at the Chair's sole discretion determines there has been sufficient discussion to inform the attendees in the audience of the issue, the Chair will inquire if any Members in the audience wish to speak to the motion at hand.
 - b) If the Chair sees any hands raised indicating a desire to speak, Open
Forum will be reopened on the issue, and the Members indicating a

desire to speak to the topic may speak for up to three (3) minutes on the specific agenda item.

- c) Off-topic commentary will not be permitted, but so long as the speaker complies with the Rules, neither the Chair nor any Director will interject or otherwise interrupt during the speaker's remarks.
 - d) The Chair in its sole discretion may reduce the time per speaker to two (2) minutes on an issue, if the Chair deems it necessary to insure that all who wish to speak have the opportunity to do so.
 - e) A member (or co-Owner of a Member) shall only speak once on a given agenda item.
 - f) Once the Chair determines that all have spoken who wished to speak, or that no one has indicated a desire to speak, the Chair shall announce Open Forum is again closed, and the Board shall resume and conclude its deliberations on the item.
4. **Re-opening of Open Forum.** If an issue on the Agenda is deemed by the Board to require further Membership input, the Board may by majority vote re- open Open Forum, to allow Members to speak to the pending subject. If Open Forum is reopened, Members may speak for up to two minutes each. Upon completion of such Membership input, in compliance with Open Forum Rules, the Board will then close Open Forum and resume deliberating the subject.
5. **Member Observation of Deliberations.** Except for Open Forum, Members may not speak to the Board, and shall quietly observe Board deliberations except for those in Executive Session. Members do not vote or make motions at Board meetings, as only Directors vote at Board meetings. Applause, boos, or other audible response to Board deliberations or decisions is out of order.
6. **Addressing the Board During Open Forum.** When speaking, the Member will identify Member's name and Manor, and will stand at the speaker's podium if physically able to stand, and will address the Board, not the audience.

G. Meeting Conduct

Directors, Members and anyone else permitted to attend the meeting will conduct themselves in a reasonable manner. The following conduct is strictly prohibited:

- 1. Profane or obscene language;
- 2. Slurs involving race, religion, ethnicity, gender, sexual orientation, gender identity, or age;
- 3. Shouting or yelling;

4. Physical threats, including non-verbal communications such as gestures or using body language in such a way as to intimidate;
5. Pounding on table or throwing items; and
6. All other unreasonable and disruptive behavior which does not allow Members to peacefully observe the proceedings, or which otherwise impedes the ability of the Board to peacefully conduct its deliberations and the Members to peacefully observe those deliberations.

Directors will also refrain from making comments which:

7. Divulge information from closed sessions;
8. Divulge attorney client privileged confidential advice; or
9. Maliciously malign any person, business or entity.

To create a positive atmosphere, all persons present will be seated (unless some handicap exists by which they cannot be seated) and will remain seated at all times when others are speaking, except when standing in line to speak for their turn in Open Forum. Neither Directors nor anyone addressing the Board will be allowed to speak while standing or hovering over someone else. All in attendance must behave in a professional and orderly manner. Directors shall refrain from interrupting each other or from making audible "sidebar" remarks while a fellow Director is speaking. Directors shall keep their microphones off except when they are addressing the Board.

H. Violation of Rules

Anyone (Member or Director) violating these Rules during a meeting may be:

1. First warned by the Chair,
2. Then warned by majority vote of the Board, and
3. Then by majority vote of the Board asked to leave the meeting.
4. In the event a person refuses to leave after the Board votes to eject the individual, the meeting shall be recessed until such time as security and/or law enforcement can be summoned to assist or until the person voluntarily leaves.

The Board may schedule a disciplinary hearing to determine whether a Member will as a result of violation of these Rules be suspended from attending one or more future Board meetings as well as any other appropriate disciplinary measures.

A non-Member who is permitted to attend but disrupts a Board meeting may be ejected upon majority Board vote without warning.

I. Parliamentary Procedure

Meetings will generally follow "Robert's Rules of Order." In brief, there should be no discussion on an item unless and until motion is made and there is a second to the motion. A motion is a proposal that the Board takes a stand or

takes action on some issue. Only Directors can make motions.

The Resolution or motion recommended by a Committee report shall be considered as a motion and need not have a second for discussion to commence, so long as the recommendation has been stated on the agenda at least four days in advance of the meeting, absent emergency.

The Chair, normally the President, may call for a motion or, if temporarily passing the gavel, may make a motion. If there is no second to a motion, the issue is dropped. If a motion receives a second, then the Chair will ask for debate and discussion. Fair play, courtesy and cooperative behavior is preferred over strict compliance with Robert's Rules.

J. Recording of meetings: Minutes

The proceedings of Board meetings shall not be electronically recorded, except by "Village TV". Any other recording devices (audio, video or photographic) at Board or committee meetings are forbidden. The proceedings of such meetings shall be recorded in the minutes of the meeting. Minutes of Board meetings are prepared by the Secretary or, if the Board directs, by a Recording Secretary who need not be a Director. Minutes shall record actions taken, but shall not record commentary or statements by Directors, or comments during Open Forum.

K. Board Deliberations

1. Directors will deliberate topics only when on an agenda, except for emergency matters, and when a motion has been made and seconded by a Director, except for Committee recommendations, which do not require a motion or second. Unless a Director is only asking a question, Directors will indicate at the beginning of their remarks if they speak for or against the pending motion.
2. Generally, the motion initiating discussion should be made by the Director requesting the item to be placed on the agenda.
3. Directors shall:
 - a) Cooperate to keep their remarks on the topic of a motion,
 - b) Speak to each other,
 - c) Not address the live audience or the television audience, and
 - d) Avoid repetition of points already made, or repeating their own previous remarks on a motion.
4. If a Director violates the standards set forth in these Rules, the Chair may remind the Director of the standard being violated, and will then request the Director to bring their comments into compliance. In the event a Director continues to violate these Rules, the Board may proceed pursuant to subpart II(H) herein.
5. Motions may be amended in at least two ways:
 - a) A motion, after receiving a second, may be amended by a motion,

which motion must also receive a second and a majority vote.

- b) A motion may also be amended by a “friendly amendment” in which the author of the original motion consents to a proposed amendment to the motion. If the second also consents, the motion is amended and deliberations continue on the motion as amended.

L. Board Comments During Meetings

1. The comments of Directors, staff, or Mutual consultants during Board or Committee Meetings are not comments of the Mutual, and only the speaker’s opinions.
2. The position of the Mutual is only that expressed in Motions or Resolutions which are adopted by the Board of Directors.
3. The Chair of any Board or Committee Open Meeting shall make an announcement at the beginning of the Board or Committee meeting which recites the first two sentences of this section verbatim.

M. Chair

1. The Chair shall be the President of Third, if present at the meeting, unless the Chair passes the gavel temporarily to the First Vice President. If the First Vice President is unavailable, then the Second Vice President may serve as Chair. If neither the President, First or Second Vice President are in attendance, then the Secretary or Treasurer may serve as Chair.
2. The Chair may discuss and vote on any motion, unless the Chair recuses itself.
3. If the Chair wishes to make a motion, the Chair shall pass the gavel to the First Vice President or next Officer in succession until deliberation of the motion is concluded by a vote on the motion.
4. The Chair shall be entrusted with the orderly progress of the Board’s deliberations. In the event the Chair perceives that deliberations have ceased to move the discussion forward (either because unanimity already exists; debate has become repetitive or otherwise unduly lengthy; positions on a motion have become clear; or because the Board is not ready to decide on the matter), the Chair shall call for a motion to close debate, or a motion to table the matter.
5. The relationship between the Board and Chair should be one of mutual respect. The Board should give respect and deference to the Chair’s leadership in moving deliberations forward, while the Chair should give respect and not request a conclusion to deliberations of a matter if the Board majority wishes to continue deliberation of a topic.
6. Any Director also may move the previous question, which is not debatable, and requires a two thirds vote to conclude deliberations so that the matter being deliberated may be voted upon.

III. EXECUTIVE SESSION

A. Purpose of Executive Session

Executive Session meetings allow the Board of Directors to address issues of sensitive nature, which may involve attorney client privilege or other privacy rights. It is important that all information discussed and disclosed at these sessions remain private.

The Board may meet in Executive Session only on the following subjects:

1. Litigation or threatened litigation.
2. Contract negotiations.
3. Member disciplinary hearings (i.e.: imposing fines or other penalties).
4. **Hearings on Mutual reimbursement claims against a Member**
5. Member's proposal of a payment plan for delinquent assessments.
6. Voting on the decision to foreclose upon an assessment lien.
7. Personnel issues.

Subsequent Board minutes will contain a general note of the actions taken.

B. Confidentiality Agreement

To protect Third and its Members, each Director shall annually sign a confidentiality agreement before attending and participating in Executive Session meetings. A Director who refuses to do so will not be permitted to attend Executive Session meetings, and legal counsel will not copy that Director on confidential communications, nor participate in legal advice discussions with that Director present.

The Confidentiality Agreement shall state substantially as follows:

"I, _____ (Name), after having been duly elected or appointed as a Director of Third Laguna Hills Mutual, do hereby agree that all information which is disclosed by or to me, orally or in writing, and all discussions held at an Executive Session Meeting of the Board and all attorney advice shall be kept confidential and shall remain confidential, even after I am no longer a Director. I understand that this means that anything I say, hear or see at an Executive Session Meeting may not be discussed with anyone outside of Executive Session.

I further understand that if I do not sign this Confidentiality Agreement or do not honor this Agreement, I will not be permitted to participate in or attend Executive Session Meetings or to receive confidential attorney-client communications. I further understand that I will be held responsible for any damages which result to the Mutual or its individual Members if I violate this agreement."

C. Procedure for Setting

The notice for a meeting which is solely an Executive Session meeting must

be posted two days in advance, unless it is an emergency Executive Session meeting.

The notice should state that the only item of business to come before the Board will be held in Executive Session and that no issues will be discussed in open session.

D. Agenda Packets

Due to the sensitive nature of the subjects discussed in closed session, Directors will return their Executive Session agenda packets to management staff immediately upon adjournment of the meeting, or when they depart from the meeting, whichever occurs first. The Secretary, Treasurer and Committee Chair and Co-chair may retain the agenda packet. Executive session agenda packets will not be distributed to Directors in electronic form.

IV. CLOSED SESSION HEARINGS

The Mutual conducts its disciplinary hearings and reimbursement claim hearings in closed session. The following rules are to inform both members and Directors regarding how these hearings are conducted.

A. Notification

If the Mutual is considering discipline or pursuing a reimbursement claim against a Member, it will first provide written notification to the Member, of a hearing to be held by the Board to consider the matter, at least ten days after the date the notification is sent to the Member. The notification will inform the Member the nature of the alleged violation or reimbursement claim.

B. Attendance

A Member being considered for discipline or a reimbursement claim may attend the hearing to address the Board regarding whether the Board should impose discipline or pursue reimbursement. The Member may bring written witnesses statements. The member may not bring legal counsel. The member being considered for discipline or reimbursement claim may not observe the Board's deliberation of the matter. A member may provide a written statement as a substitute for personally appearing at the hearing.

A complaining member may provide a written statement to the Board. The complaining member will not be permitted to hear the Board's deliberation or the presentation by the Member being considered for discipline.

C. Addressing the Board

A Member being considered for discipline or reimbursement claim may speak to the Board for a maximum of five minutes of uninterrupted time. Then the

Board will have five minutes to ask questions for a total of 10 minutes. If a Member brings supporting documentation, it is suggested the member bring one copy for staff, one copy for Mutual legal counsel, and 11 copies for the Board. If a member brings supporting witnesses, an additional five minutes can be added to the member's time.

Members addressing the Board should be prepared and organized for the hearing, to maximize their allotted time.

D. The Board's Decision

The Board will notify the Member being considered for discipline or reimbursement claim within fifteen (15) days of the hearing. The Board will not notify other Members of the Board's decision, which shall remain confidential.



Rules for Board Meetings
RESOLUTION 03-20-XX

WHEREAS, each Owner Member of Laguna Woods Village has an ongoing interest and right under California law to participate in the governance of their community; and

WHEREAS, the Board of Directors of the Third Laguna Hills Mutual has an equal interest and duty under law to ensure that the management of the community's affairs is carried out professionally and in adherence with the provisions of the Davis-Stirling Act; and

WHEREAS, the Board of Directors wishes to promote order and regulate meeting time in an even and consistent fashion;

NOW THEREFORE BE IT RESOLVED, XX XX, 2020, that the Board of Directors of this Corporation hereby approves the attached revised Rules for Board Meetings; and

RESOLVED FURTHER, that Resolution 03-14-04 adopted January 21, 2014 is hereby superseded and cancelled; and

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

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STAFF REPORT

DATE: September 28, 2020
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Standard 12 – Exterior Wall Attachments

RECOMMENDATION

Approve the revisions to Alterations Standard 12: Exterior Wall Attachments.

BACKGROUND

During the July 27, 2020 Third Mutual Architectural Control and Standards Committee (ACSC) meeting, staff was directed to review the existing Alteration Standard 12 regarding exterior wall attachments (Attachment 1) and provide recommendations to the Committee for addressing asbestos and dry rot.

DISCUSSION

The revised Standard 12: Exterior Wall Attachments (Attachments 2 and 3) provides for a more defined scope of work and responsibility for members. The revisions include notification of asbestos testing and monitoring; weight limits specifications of attached objects (25 pounds per framing stud); the use of silicone for waterproofing; and clarification regarding the member's obligation to remove the alteration for necessary maintenance.

FINANCIAL ANALYSIS

None.

Prepared By: Robbi Doncost, R.A., Manor Alterations Manager
Reviewed By: Gavin Fogg, Inspections Supervisor
Ernesto Munoz, P.E., Maintenance & Construction Director

ATTACHMENT(S)

Attachment 1 – Current Standard 12: Exterior Wall Attachments, Resolution 03-18-88
Attachment 2 – Redlined Standard 12: Exterior Wall Attachments, Resolution 03-20-XX
Attachment 3 – Final Version of Standard 12: Exterior Wall Attachments 03-20-XX



STANDARD 12: EXTERIOR WALL ATTACHMENTS

MARCH 1983

REVISED APRIL 1996, RESOLUTION M3-96-28

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

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

REVISED JUNE 2018, RESOLUTION 03-18-88

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** No attachments may cover any electrical outlets or junction boxes.
- 2.2** No attachments may cover over plumbing access covers, cleanouts, or shutoffs.
- 2.3** No attachments may cover any vents, openings, or related items that will violate building code or hinder access in any way.
- 2.4** All attachments must be permanent in nature and not subject to extreme weathering or deterioration.
- 2.5** Any exterior wall attachment will be limited to only those walls which face Exclusive Use Common Areas, such as patios or atriums with the exception of American Flags.

3.0 TILE AND VENEER

- 3.1** Tile and veneer used on a vertical surface exterior wall must be attached with thin set/epoxy mortar mixes.
- 3.2** Tile and veneer will be limited to use on stucco covered exterior chimneys and entryway columns.
- 3.3** Tile must match in color, design, and size as close as possible any existing brickwork on building.

4.0 TRELLIS AND WROUGHT IRON DESIGNS

- 4.1** Any trellis attached to a wall must be painted the same color as the wall.
- 4.2** Trellis and wrought iron shall be within 12" of walls and not used as screens, shades, or shields, nor higher than wall to which it is attached.

- 4.3** Wrought iron shall be easily removable for access to the wall for painting purposes.
- 4.4** All lags or screws into walls must be sealed prior to installation to prevent water penetration.
- 4.5** All trellis and wrought iron shall be mounted vertically.

5.0 MURALS AND WALL HANGINGS

- 5.1** Any installation of murals or wall hangings shall be limited to patio and atrium locations. No installation will protrude above the height of a patio wall.
- 5.2** Visual access through a wrought iron gate will be considered to be within the above statement and not a factor.

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STANDARD 12: EXTERIOR WALL ATTACHMENTS

MARCH 1983

REVISED APRIL 1996, RESOLUTION M3-96-28

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

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

REVISED JUNE 2018, RESOLUTION 03-18-88

REVISED NOVEMBER 17, 2020, RESOLUTION 03-20-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

2.1 No attachments may cover any common area mechanical system including, but not be limited to, electrical outlets, ~~or~~ junction boxes, plumbing access, cleanouts, utility shut-off/disconnects, vents ~~or~~ existing openings.

~~**2.2** No attachments may cover over plumbing access covers, cleanouts, or shutoffs.~~

~~**2.32.2** No attachments may cover any pedestrian access vents, or opening s, or related items that will violate building code or hinder access, inclusive of restricting ingress or egress ADA-access requirements, in any way.~~

~~**2.42.3** All attachments must be permanent in nature and not subject to deterioration due to extreme weathering or deterioration.~~

2.4 Any exterior wall attachment will be limited to only those walls which face Exclusive Use Common Areas, such as patios or atriums with the exception of American Flags.

2.5 No attachment of an object weighing more than 25 pounds shall be allowed on the wall at a single wood framed stud. The attachment is to be made into the wood framing studs for support.

2.6 Provide silicone sealer in all holes in the wall. All lag bolts and screws into walls must be sealed, with full depth silicone caulking, prior to installation to prevent water penetration and dry rot of wall components.

2.7 Any attachment to the wall may require removal by the member for Mutual wall maintenance ~~with~~ a 72 hour written notice. Resident shall be responsible for all costs associated with the removal and re-installation of any Alterations on the wall(s).

~~2.52.8~~ All approvals of the addition of an element to the wall will be considered an Alteration and become the responsibility of the manor owner.

~~2.9~~ No wood may be used in conjunction with Third Mutual Alternative Construction Materials Policy 03-17-38.

3.0 TILE AND VENEER

3.1 Tile and veneer used on a vertical surface exterior wall, without disturbance of the stucco veneer, must be attached with thin set/epoxy mortar mixes.

3.2 Tile and veneer will be limited to use on stucco covered exterior chimneys and entryway columns.

~~3.3~~ Tile must match in color, design, and size as close as possible any existing brickwork on building.

4.0 TRELLIS AND WROUGHT IRON DESIGNS

4.1 Any trellis (which must be void of vegetation), or wrought iron component, attached to a wall must be painted the same color as the wall. ~~These items cannot be wood.~~ The wrought iron may be black in color if readily removable by the resident at the request of the Mutual or its agent.

4.2 Trellis and wrought iron shall be within 12" of walls and not used as screens, shades, or shields, ~~nor cannot be~~ higher than wall to which it is attached.

4.3 Wrought iron shall be easily removable for access to the wall for maintenance painting purposes.

~~4.4 All lags or screws into walls must be sealed prior to installation to prevent water penetration.~~

~~4.54.4~~ All trellis and wrought iron shall be mounted vertically on the wall.

5.0 MURALS AND WALL HANGINGS

5.1 Any installation of murals or wall hangings shall be limited to patio and atrium locations. No installation will protrude above the height of a patio wall.

~~5.2~~ -Visibility of mural and wall hangings through wrought iron gates is acceptable.

6.0 ASBESTOS TESTING AND MONITORING

6.1 The Mutual is required to ensure that Aall work for installation and

demolition work related to exterior surfaces with presumed asbestos containing materials properly follow the current governing authorities' rules and regulations, as they pertain to Condominiums. This may include the use of a certified asbestos abatement contractor and an Industrial Hygienist for asbestos testing and/or clearance reports. ~~Visual access through a wrought iron gate will be considered to be within the above statement and not a factor.~~

5.0 — Reports of asbestos findings and final clearance reports shall be provided at Member expense to Manor Alterations.

5.16.2 -

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STANDARD 12: EXTERIOR WALL ATTACHMENTS

MARCH 1983

REVISED APRIL 1996, RESOLUTION M3-96-28

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

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

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REVISED NOVEMBER 17, 2020, RESOLUTION 03-20-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** No attachments may cover any common area mechanical system including, but not be limited to, electrical outlets, junction boxes, plumbing access, cleanouts, utility shut-off/disconnects, vents or existing openings.
- 2.2** No attachments may cover any pedestrian access or opening that will violate building code or hinder access, inclusive of restricting ingress or egress requirements, in any way.
- 2.3** All attachments must be permanent in nature and not subject to deterioration due to weathering.
- 2.4** Any exterior wall attachment will be limited to only those walls which face Exclusive Use Common Areas, such as patios or atriums with the exception of American Flags.
- 2.5** No attachment of an object weighing more than 25 pounds shall be allowed on the wall at a single wood framed stud. The attachment is to be made into the wood framing studs for support.
- 2.6** Provide silicone sealer in all holes in the wall. All lag bolts and screws into walls must be sealed, with full depth silicone caulking, prior to installation to prevent water penetration and dry rot of wall components.
- 2.7** Any attachment to the wall may require removal by the member for Mutual wall maintenance with a 72 hour written notice. Resident shall be responsible for all costs associated with the removal and re-installation of any Alterations on the wall(s).
- 2.8** All approvals of the addition of an element to the wall will be considered an Alteration and become the responsibility of the manor owner.

- 2.9 No wood may be used in conjunction with Third Mutual Alternative Construction Materials Policy 03-17-38.

3.0 TILE AND VENEER

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- 3.3 Tile must match in color, design, and size as close as possible any existing brickwork on building.

4.0 TRELLIS AND WROUGHT IRON DESIGNS

- 4.1 Any trellis (which must be void of vegetation), or wrought iron component, attached to a wall must be painted the same color as the wall. The wrought iron may be black in color if readily removable by the resident at the request of the Mutual or its agent.
- 4.2 Trellis and wrought iron shall be within 12" of walls and not used as screens, shades, or shields, cannot be higher than wall to which it is attached.
- 4.3 Wrought iron shall be easily removable for access to the wall for maintenance purposes.
- 4.4 All trellis and wrought iron shall be mounted vertically on the wall.

5.0 MURALS AND WALL HANGINGS

- 5.1 Any installation of murals or wall hangings shall be limited to patio and atrium locations. No installation will protrude above the height of a patio wall.
- 5.2 Visibility of mural and wall hangings through wrought iron gates is acceptable.

6.0 ASBESTOS TESTING AND MONITORING

- 6.1 The Mutual is required to ensure that all installation and demolition work related to exterior surfaces with presumed asbestos containing materials properly follow the current governing authorities' rules and regulations, as they pertain to Condominiums. This may include the use of a certified asbestos abatement contractor and an Industrial Hygienist for asbestos testing and/or clearance reports.
- 6.2 Reports of asbestos findings and final clearance reports shall be provided at Member expense to Manor Alterations.



STAFF REPORT

DATE: November 12, 2020
FOR: Third Laguna Hills Mutual Board of Directors
SUBJECT: State, County and Other Applicable COVID-19 Requirements

RECOMMENDATION

Review of State, County and other applicable COVID-19 requirements.

BACKGROUND

On June 26, 2020, the Third Laguna Hills Mutual and United Laguna Woods Mutual boards of directors adopted Temporary COVID-19 Rules on an emergency basis in response to the ongoing public health threat to members/residents from the COVID-19 disease outbreak and global health pandemic. Mutual No. Fifty, which had previously implemented comprehensive restrictions to reduce risk of exposure to the disease, supported the Temporary COVID-19 Rules adopted on an emergency basis by Third Mutual and United Mutual on June 26, 2020.

As all corporations, including the Golden Rain Foundation, appreciated the need for unanimity in implementing Temporary COVID-19 Rules to address the severity of the disease-related public health crisis facing the entire Laguna Woods Village community, the boards of directors formed a working group consisting of two members from each corporation to review and amend the resolution adopted by Third Mutual and United Mutual on June 26, 2020. The designated representatives met as needed to achieve unanimity among the corporations and develop modified Temporary COVID-19 Rules to be considered on an emergency basis by each corporation.

On July 24, 2020, the Third Mutual board of directors approved modified Temporary COVID-19 Rules in an emergency meeting held in compliance with California Civil Code Section 4923. The modified Temporary COVID-19 Rules were also approved by GRF and United Mutual on July 18, 2020, and July 28, 2020, respectively. On August 18, 2020, the Third Mutual board of directors ratified approval of the resolution pertaining to the adoption of modified Temporary COVID-19 rules. GRF and United Mutual ratified approval of the resolution on August 4, 2020, and August 11, 2020, respectively. The modified Temporary COVID-19 rules expired on October 26, 2020.

DISCUSSION

With the expiration of the Modified Temporary COVID-19 rules on October 26, 2020, the Village is adhering to State of California Department of Public Health (CDPH), county and other applicable public health guidelines relating to the components of the emergency resolution, including face coverings, gatherings and indoor activities, with state guidelines as the typical guiding resource.

Face Coverings

Attachment 1 contains state guidelines pertaining to mask and face coverings, updated October 20, 2020, and CDPH Guidance for the Use of Face Coverings, released by the state on June 18, 2020. These guidelines require people in California to wear face coverings when they are in high-risk situations, including, but not limited to, those listed below:

- Inside of, or in line to enter, any public space;
- When getting healthcare;
- Waiting for or riding on public transportation or paratransit or while in a taxi, private car service or ride-sharing vehicle; and
- At work, when near others or moving through common areas;
- Outdoors when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.

While residents and visitors must adhere to the state requirements outlined above and contained in Attachment 1, with specified exceptions, employees and VMS contractors continue to wear face coverings when working in the community.

Outdoor Gatherings and Activities

The Village currently adheres to the state's COVID-19 industry-specific guidance for activities such as outdoor recreation (Campgrounds, RV Parks and Outdoor Recreation) and fitness centers (Gyms and Fitness Centers) and is transitioning to CDPH requirements for private outdoor gatherings (Private Gatherings) and soon-to-be-released CDPH guidelines for outdoor musical, theatrical and artistic performances, which are based on requirements for face coverings and social distancing.

Salient components of outdoor gatherings and performance requirements include, but are not limited to, the following:

- Audience members and others not performing must wear masks;
- Audience members from different households must be spaced at least 6 feet apart in all directions (front-to-back and side-to-side) when seated or otherwise viewing the performance;
- Performers who are not wearing face coverings must be at least 6 feet apart from each other;
- Individuals should not attend gatherings if feeling sick or in a high-risk group; and
- Everyone at a gathering should frequently wash hands or use hand sanitizer.

Attachment 2 contains CDPH Guidance for Private Gatherings issued October 9, 2020. Attachment 3 highlights conditional guidelines for live musical, theatrical and other performances. At this time, only those counties in the "Moderate" (orange) or "Minimal" (yellow) risk tiers are permitted hold such gatherings. The CDPH currently is preparing guidance documentation. Currently, the Recreation and Special Events Department is holding outdoor drive-in movies and entertainment in accordance with state-issued industry guidance.

Clubhouses/Indoor Activities

VMS continues to monitor state, county and other applicable public health guidance pertaining to clubhouses and associated indoor activities. At this juncture, such guidance has not been issued, and clubhouses and indoor activities remain closed.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster, COO
Brian Gruner, Recreation and Special Events Director

Reviewed By: Jeffrey C. Parker, CEO
Carlos Rojas, Chief of Security

ATTACHMENT(S)

- ATT 1: State guidelines pertaining to mask and face coverings, updated October 20, 2020, and CDPH Guidance for the Use of Face Coverings, released June 18, 2020
- ATT 2: CDPH Guidance for Private Gatherings, October 9, 2020
- ATT 3: State guidelines pertaining to outdoor musical, theatrical and other artistic performances



COVID19.CA.GOV

Your Actions Save Lives

SEARCH **Qs**

Select language ▼

Menu

Masks and face coverings

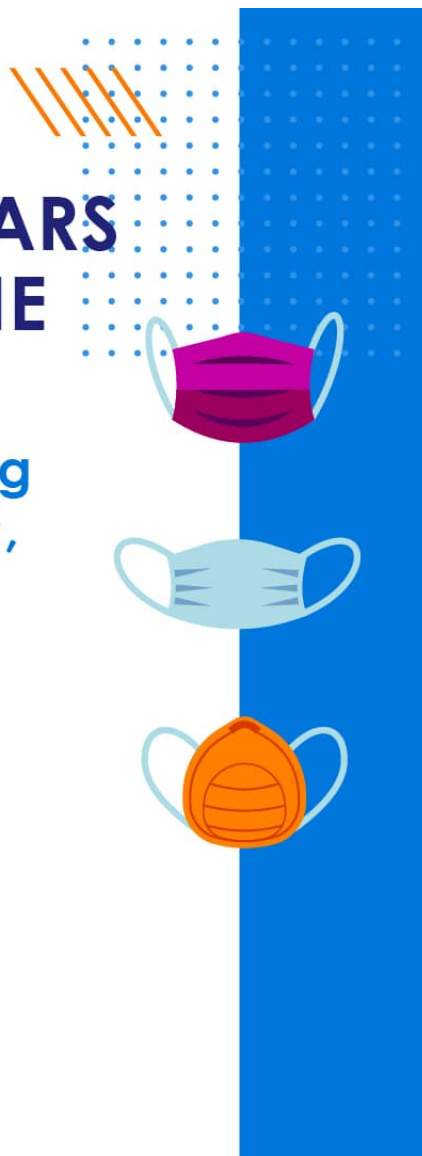
Last updated October 22, 2020 at 11:17 AM

Attachment 1



**IF EACH OF US WEARS
A MASK, EVERYONE
IS PROTECTED.**

You can make yours using
a scarf or common fabric,
like cotton.

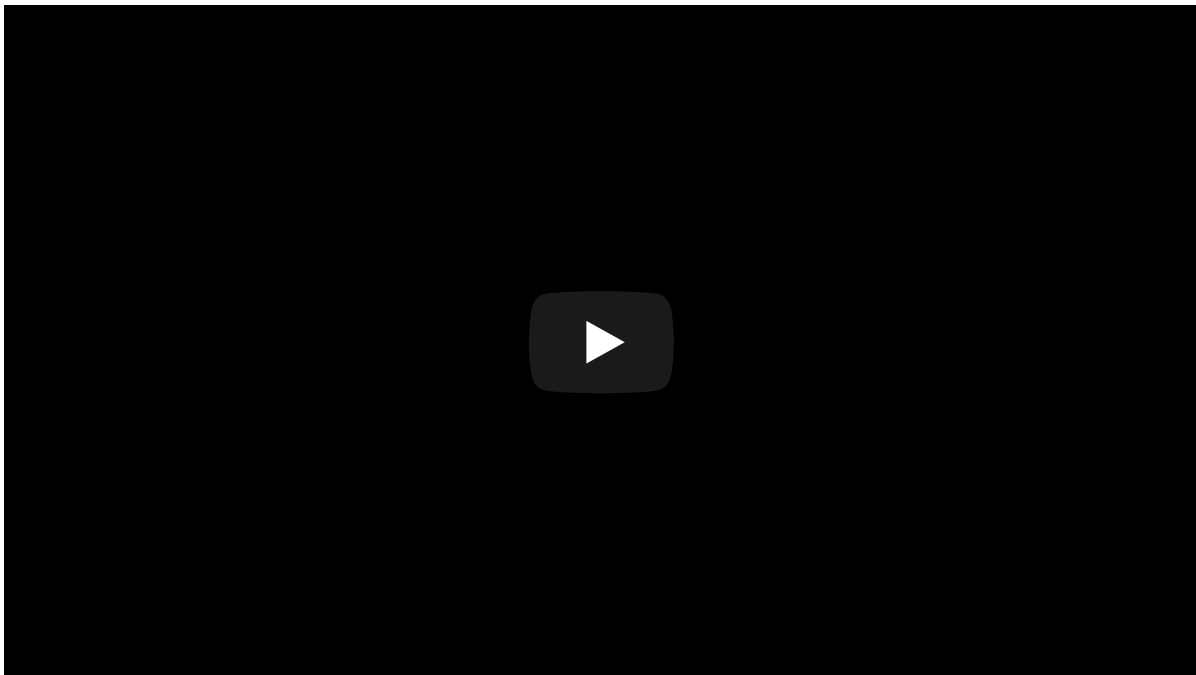


covid19.ca.gov

Coronavirus spreads when an infected person speaks, sneezes, or coughs within 6 feet of others. You may have the virus and spread it even if you feel well.

To prevent infection, you must cover your nose and mouth when outside your home. So wearing a mask is now required statewide. Wearing a mask or cloth face covering can slow the spread of COVID-19 by limiting the release of virus into the air. It also reinforces physical distancing, and shows you care about the health of others.

Don't wear your mask under your nose or just on your chin. A mask is only effective if it covers both ways you breathe.



Read the official [mask guidance from the California Department of Public Health](#). (Lee las [reglas de la máscara en español](#).)

Who needs a mask?

- Anyone going outside their home
- Workers in customer-facing industries
- Workers in offices, factories, or any group setting
- Doctors, nurses, and other health care professionals
- Other workers, as dictated by [industry guidance](#)

Who shouldn't wear a mask?

- Children under 2 years old
- Anyone with trouble breathing
- Anyone unable to remove the mask without help
- Anyone with a medical condition, mental health condition, or disability that does not allow them to wear a mask

See a [complete list](#) of who should not wear a mask.

What kind of mask should you wear?

Most people should wear a cloth mask or face coverings.

- Wear masks with two or more layers of washable, breathable fabric.
- Do not wear masks intended for healthcare workers, like an N95 respirator.
- CDC does not recommend the use of gaiters or face shields. They're still evaluating them and their effectiveness is unknown.

When should you wear a mask?

You should wear a mask or face covering whenever you'll be around someone you don't live with, including:

- In any indoor public space
- When waiting in line
- When getting health care
- On public transportation or when ride-sharing
- At work, when near others or moving through common areas
- Outdoors, if you can't stay 6 feet away from others

When can you take off your mask?

There are times when it's okay to take your mask off when you're away from home, such as:

- When eating or drinking
- If a hearing-impaired person needs to read your lips
- If wearing a face covering imposes a risk to you at work – for example, if it could get caught in machinery
- When you're not sharing a common area, room or enclosed space with others
- When you are getting a service to the nose or face
- When outdoors in public and can stay six feet from others

You should replace the mask as soon as you can after these

activities to reduce the risk of infection.

How to wear a mask?

Wear a mask correctly and **consistently** for the best protection.

- Choose a mask that covers your nose and mouth, goes under your chin, and fits snugly against the sides of your face
- Be sure to wash your hands before putting on a mask
- Do not touch the mask when wearing it

The CDC has more information about [how to wear masks](#).

Kinds of masks

There are many kinds of masks, but these are the 3 most common.

Cloth mask or face covering



This is cloth used to cover the nose and mouth, tied behind the head, or secured over the ears with elastic loops. It is made of cotton, silk, linen, or neoprene, and can be machine-made or hand-sewn. A homemade version can be improvised from a scarf or t-shirt. It should be made of tightly woven fabric.

Most people should wear a cloth mask. This is so there can be enough surgical masks and N95 respirator masks for medical personnel.

Wearing a cloth face covering doesn't take the place of physical distancing. It is effective when combined with keeping a 6-foot distance from others.

Use and care: Wear a clean mask every time you go out. Wash in the laundry or by hand between uses. See more [mask care instructions](#) from the California Department of Public Health.

Where to find: Many online sellers now offer masks in a variety of materials. You can also make your own. Read how in this [cloth mask](#)

[guidance](#) from the CDC.

Surgical mask



This is a manufactured disposable mask, often used in surgery. Medical personnel wear them for protection against fluid splashes.

Some non-medical workers also wear surgical masks for disposability and fluid protection. They include those who work in:

- Manufacturing
- Food processing
- Community/social services
- Social work
- In-home day care
- Law enforcement/public safety
- Schools

Don't buy surgical masks for personal use. They are part of PPE needed by medical professionals.

Use and care: Start with a new mask every day. Replace and dispose of it according to your workplace guidelines.

Where to find: If you are in one of the above industries, your employer must provide masks at work. If you're a frontline employer and need to order them for your workers, see [how to get PPE](#).

N95 respirator mask



This is a mask with a respirator that blocks 95% of particles that are otherwise inhaled. Medical personnel need them the most, but they're used by some workers in other industries.

Don't buy N95 respirator masks for personal use. They are part of PPE needed by medical professionals.

Use and care: Start with a new mask every day. Replace and dispose of it according to your workplace guidelines.

Where to find: If an N95 respirator mask is required for your job, your employer must provide them at work. If you're a frontline employer who needs them for your workers, see [how to get PPE](#).

See this [chart of the various types of masks \(PDF\)](#) for more details.

Questions and answers

Should I wear a mask or face covering to protect against COVID-19?



What is a face covering?



How well do face coverings prevent spread of COVID-19?



How should I care for a cloth mask or face covering?



Are face shields acceptable as face coverings to prevent spread of COVID-19?

+

Should I wear a mask on public transportation and at transportation hubs?

+

Is there any proof that masks are effective in preventing coronavirus infection?

+

Stay informed

- CDC: [Use of Masks to Help Slow the Spread of COVID-19](#)
- CDC: [Wear Face Masks on Public Transportation Conveyances and at Transportation Hubs](#)
- CDC: [How to Select, Wear, and Clean Your Mask](#)
- CalOSHA: [Face Coverings, Masks, and Respirators – When to Use Them to Prevent the Spread of COVID-19](#)
- Wear a mask: [Images you can share on social media](#)
- CDC: [Emerging evidence on effectiveness of masks](#)



SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

State of California—Health and Human Services Agency California Department of Public Health



GAVIN NEWSOM
Governor

Released June 18, 2020

- Revised on June 29, 2020 to clarify that children under two years old are exempt from wearing face coverings due to risk of suffocation

GUIDANCE FOR THE USE OF FACE COVERINGS

Because of our collective actions, California has limited the spread of COVID-19 and associated hospitalizations and deaths in our state. Still, the risk for COVID-19 remains and the increasing number of Californians who are leaving their homes for work and other needs, increases the risk for COVID-19 exposure and infection.

Over the last four months, we have learned a lot about COVID-19 transmission, most notably that people who are infected but are asymptomatic or pre-symptomatic play an important part in community spread. The use of face coverings by everyone can limit the release of infected droplets when talking, coughing, and/or sneezing, as well as reinforce physical distancing.

This document updates existing [CDPH guidance](#) for the use of cloth face coverings by the general public when outside the home. It mandates that face coverings be worn state-wide in the circumstances and with the exceptions outlined below. It does not substitute for existing guidance about social distancing and handwashing.

Guidance

People in California must wear face coverings when they are in the high-risk situations listed below:

- Inside of, or in line to enter, any indoor public space;¹
- Obtaining services from the healthcare sector in settings including, but not limited to, a hospital, pharmacy, medical clinic, laboratory, physician or dental office, veterinary clinic, or blood bank;²
- Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle;
- Engaged in work, whether at the workplace or performing work off-site, when:
 - Interacting in-person with any member of the public;
 - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;

¹ Unless exempted by state guidelines for specific public settings

² Unless directed otherwise by an employee or healthcare provider



- Working in any space where food is prepared or packaged for sale or distribution to others;
- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
- In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.
- Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.

The following individuals are exempt from wearing a face covering:

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- Persons who are seated at a restaurant or other establishment that offers food or beverage service, while they are eating or drinking, provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others.

- Persons who are incarcerated. Prisons and jails, as part of their mitigation plans, will have specific guidance on the wearing of face coverings or masks for both inmates and staff.

Note: Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

Background

What is a cloth face covering?

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

How well do cloth face coverings work to prevent spread of COVID-19?

There is scientific evidence to suggest that use of cloth face coverings by the public during a pandemic could help reduce disease transmission. Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well. Cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill, but they may be helpful when combined with these primary interventions.

When should I wear a cloth face covering?

You should wear face coverings when in public places, particularly when those locations are indoors or in other areas where physical distancing is not possible

How should I care for a cloth face covering?

It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

###

Attachment 2



Sandra Shewry
Acting Director

State of California—Health and Human
Services Agency
**California Department of
Public Health**



GAVIN NEWSOM
Governor

October 9, 2020

TO: All Californians

SUBJECT: Guidance for Private Gatherings

Summary

This guidance provides an updated plan for Californians to gather outside their household and replaces the prior gatherings guidance issued on September 12, 2020 and March 16, 2020. It applies to private gatherings, and all other gatherings not covered by existing sector guidance are prohibited. Gatherings are defined as social situations that bring together people from different households at the same time in a single space or place. When people from different households mix, this increases the risk of transmission of COVID-19.

Mandatory Requirements for All Gatherings

All persons planning to host or participate in a private gathering, as defined above, must comply with the following requirements. Local health jurisdictions may be more restrictive than this guidance. Refer to your local guidance for what is allowed in your area.

1. Attendance

- *Gatherings that include more than **3 households are prohibited**. This includes everyone present, including hosts and guests. Remember, the smaller the number of people, the safer.*
- *Keep the households that you interact with stable over time. By spending time with the same people, risk of transmission is reduced. Participating in multiple gatherings with different households or groups is strongly discouraged.*
- *The host should collect names of all attendees and contact information in case contact tracing is needed later.*

2. *Gather Outdoors*

- Gatherings that occur outdoors are significantly safer than indoor gatherings. All gatherings must be held outside. Attendees may go inside to use restrooms as long as the restrooms are frequently sanitized.
- Gatherings may occur in outdoor spaces that are covered by umbrellas, canopies, awnings, roofs, and other shade structures provided that at least three sides of the space (or 75%) are open to the outdoors.
- A gathering of no more than three households is permitted in a public park or other outdoor space, even if unrelated gatherings of other groups up to three households are also occurring in the same park or other outdoor space. If multiple such gatherings are occurring, mixing between group gatherings is not allowed. Additionally, multiple gatherings of three households cannot be jointly organized or coordinated to occur in the same public park or other outdoor space at the same time – this would constitute a gathering exceeding the permitted size.

3. *Don't Attend Gatherings If You Feel Sick or You Are in a High-Risk Group*

- Anyone with any COVID-19-like symptoms (fever, cough, shortness of breath, chills, night sweats, sore throat, nausea, vomiting, diarrhea, tiredness, muscle or body aches, headaches, confusion, or loss of sense of taste/smell), **must stay home and not come into contact with anyone outside their household.**
- Anyone who develops COVID-19 within 48 hours after attending a gathering should notify the other attendees as soon as possible regarding the potential exposure.
- People at higher risk of severe illness or death from COVID-19 (such as older adults and people with chronic medical conditions) are strongly urged not to attend any gatherings.

4. *Practice Physical Distancing and Hand Hygiene at Gatherings*

- For any gatherings permitted under this guidance, the space must be large enough so that everyone at a gathering can maintain at least a 6-foot physical distance from others (not including their own household) at all times.
- Seating must provide at least 6 feet of distance (in all directions—front-to-back and side-to-side) between different households.
- Everyone at a gathering should frequently wash their hands with soap and water, or use hand sanitizer if soap and water are not available. A place to wash hands or hand sanitizer must be available for participants to use.
- Shared items should not be used during a gathering. As much as possible, any food or beverages at outdoor gatherings must be in single-serve disposable containers. If providing single-serve containers is not possible, food and beverages must be served by a person who washes or sanitizes their hands frequently, and wears a face covering. Self-serve items from communal containers should not be used.

5. *Wear a Face Covering to Keep COVID-19 from Spreading*

- When gathering, face coverings must be worn in accordance with the CDPH Guidance on the Use of Face Coverings (PDF), unless an exemption is applicable.
- People at gatherings may remove their face coverings briefly to eat or drink as long as they stay at least 6 feet away from everyone outside their own household, and put their face covering back on as soon as they are done with the activity.
- Face coverings can also be removed to meet urgent medical needs (for example, to use an asthma inhaler, take medication, or if feeling light-headed).

6. *Keep it short*

- Gatherings should be two hours or less. The longer the duration, the risk of transmission increases.

7. *Rules for Singing, Chanting, and Shouting at Outdoor Gatherings*

- Singing, chanting, shouting, and physical exertion significantly increases the risk of COVID-19 transmission because these activities increase the release of respiratory droplets and fine aerosols into the air. Because of this, singing, chanting, and shouting are strongly discouraged, but if they occur, the following rules and recommendations apply:
 - All people who are singing or chanting should wear a face covering at all times while singing or chanting, including anyone who is leading a song or chant. Because these activities pose a very high risk of COVID-19 transmission, face coverings are essential to reduce the spread of respiratory droplets and fine aerosols;
 - People who are singing, shouting, chanting, or exercising are strongly encouraged to maintain physical distancing beyond 6 feet to further reduce risk.
 - People who are singing or chanting are strongly encouraged to do so quietly (at or below the volume of a normal speaking voice).
- Instrumental music is allowed as long as the musicians maintain at least 6-foot physical distancing. Musicians must be from one of the three households. Playing of wind instruments (any instrument played by the mouth, such as a trumpet or clarinet) is strongly discouraged.

Context

COVID-19 continues to pose a severe risk to communities and requires all people in California to follow necessary precautions and to adapt the way they live and function in light of this ongoing risk. The safest way to gather is to spend time with people in the same household or to gather virtually.

In general, the **more people from different households** a person interacts with at a gathering, the **closer** the physical interaction is, and the **longer** the interaction lasts, the higher the risk that a person with a COVID-19 infection, symptomatic or asymptomatic, may spread it to others. Public health studies have also shown that the risk of transmission is increased **in indoor spaces**, particularly when there isn't appropriate ventilation.[1] Unlike indoor spaces, wind and air in outdoor spaces can help reduce spread of the virus from one person to another.

Planning scenarios published by the CDC estimate that, on average, a person with COVID-19 goes on to infect between 2-4 people, with a best estimate of 2.5 when there are no preventive measures.[2] For example, if each infected person spreads the virus to two people, who in turn spread it to two others each; those four will spread the virus to eight others; those eight will spread the virus to 16; and so on. As a result, after 10 transmission cycles, one person could be responsible for 1,024 other people contracting the virus.[3] Additionally, there is broad agreement

that people who are not experiencing symptoms can still spread COVID-19[4]. The fact that COVID-19 can be spread by people who don't have symptoms or aren't showing symptoms yet is one of the aspects of the COVID-19 that makes it difficult to control.

All gatherings pose a higher risk of transmission and spread of COVID-19 when people mix from different households and communities. The likelihood of transmission and spread increases with laughing, singing, loud talking and difficulty maintaining physical distance. Limiting attendance at gatherings is a way to reduce the risk of spread as it lowers the number of different people who are interacting. Additionally, by limiting attendance there is an improved ability to perform effective contact tracing if there is a positive case discovered, which can help to slow the spread of COVID-19[5]. People who do choose to attend gatherings should discuss and agree upon the specific group rules before convening together.

[1] See, e.g., Hiroshi Nishiura, et al., Closed environments facilitate secondary transmission of coronavirus disease 2019 (COVID-19) (PDF), (www.medrxiv.org/content/10.1101/2020.02.28.20029272v2.full.pdf); Hu Qian, et al., "Indoor transmission of SARS-CoV-2" (www.medrxiv.org/content/10.1101/2020.04.04.20053058v1) [pre-print] published in medRxiv on April 4, 2020.

[2] See the CDC COVID-19 Pandemic Planning Scenarios web page

[3] See, e.g., Report 3: Natsuko Imai et al, WHO Collaborating Centre for Infectious Disease Modelling, MRC Centre for Global Infectious Disease Analysis, J-IDEA, "Imperial college London, UK. Transmissibility of 2019 -n-CoV)." See also Inglesby T B JAMA Public Health Measures and the Reproduction Number of SARS-CoV-2. JAMA Network.2020.7878 (May 1, 2020).

[4] World Health Organization (WHO) Transmission of SARS-CoV-2: implications for infection prevention precautions

[5] See Harvard Health Preventing the spread of the coronavirus Social distancing, hand washing, and other preventive measures

California Department of Public Health
PO Box, 997377, MS 0500, Sacramento, CA 95899-7377
Department Website (cdph.ca.gov)



Page Last Updated : October 10, 2020

Are gatherings for musical, theatrical, and artistic performances permitted?

Source: covid19.ca.gov

Gatherings for live musical, theatrical, and other artistic performances are permitted outdoors subject to guidance that is being prepared by CDPH. Because such gatherings frequently involve the mixing of people from different communities creating a high risk of transmission of COVID-19, until that guidance is issued, such gatherings are allowed only in counties in the “Moderate” (orange) or “Minimal” (yellow) risk levels of the [Blueprint for a Safer Economy](#). In addition, performances are permitted only if, in the exercise of their discretion, the relevant local or city health officer approves the precautions taken to ensure the safety of audience members, performers and others connected with the performance. Performances may have no more than 50 persons in the audience in counties in the “Moderate” risk level and no more than 100 in counties in the “Minimal” risk level. If a local or city health officer approves a performance, the officer shall notify CDPH of the approval within two business days.

During approved performances, all audience members and others not performing must wear masks, and audience members from different households must be spaced at least six feet apart when seated or otherwise viewing the performance. Performers who are not wearing face coverings must be at least six feet apart from each other.

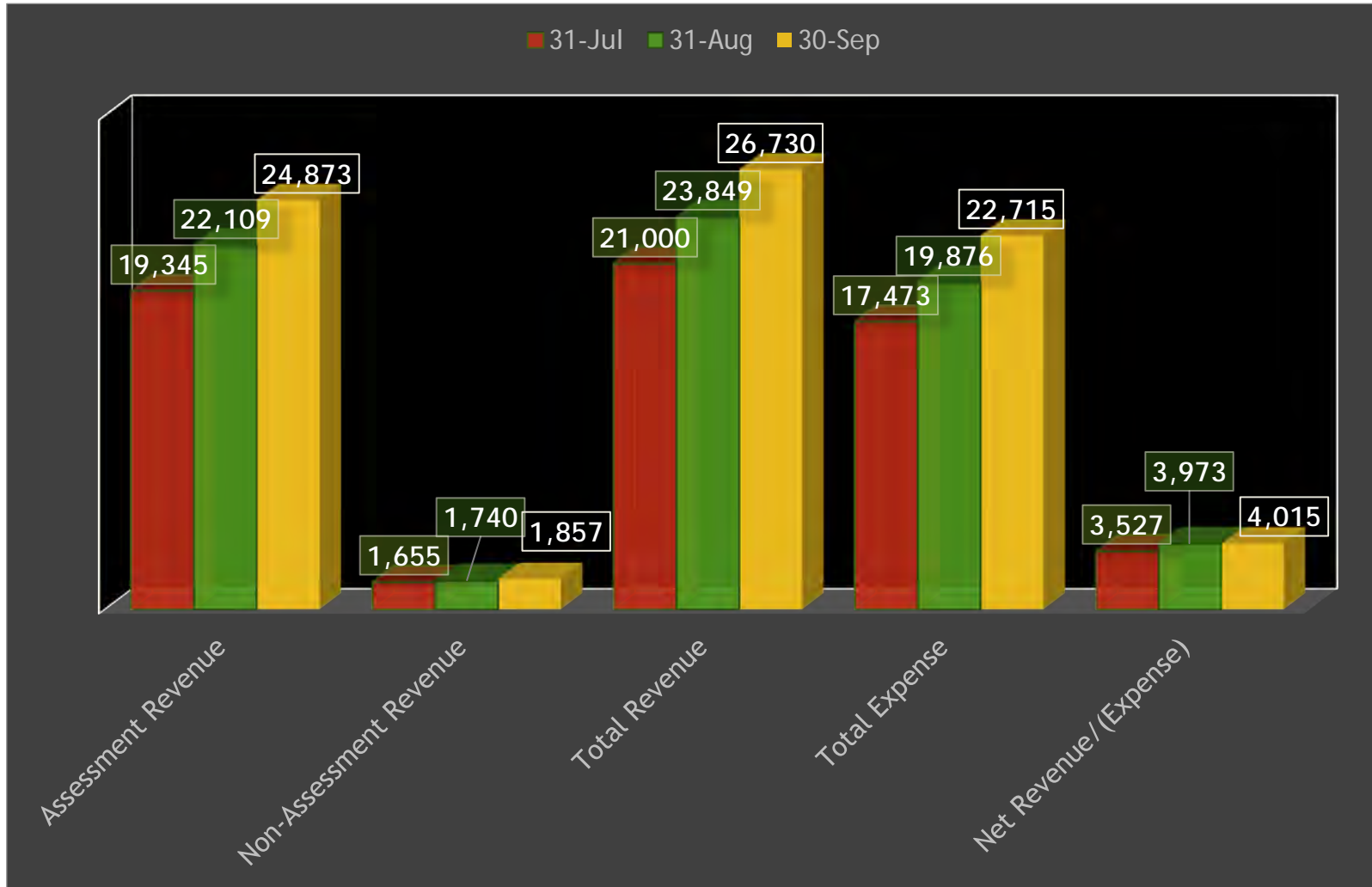
Approval is not required for a live musical, theatrical, or artistic performance if, in aggregate, members of no more than three households attend, perform, or otherwise are involved in the performance.

Financial Report – August 31, 2020

- ▶ Third Laguna Hills Mutual
- ▶ Robert Mutchnick, Treasurer
- ▶ October 20, 2020

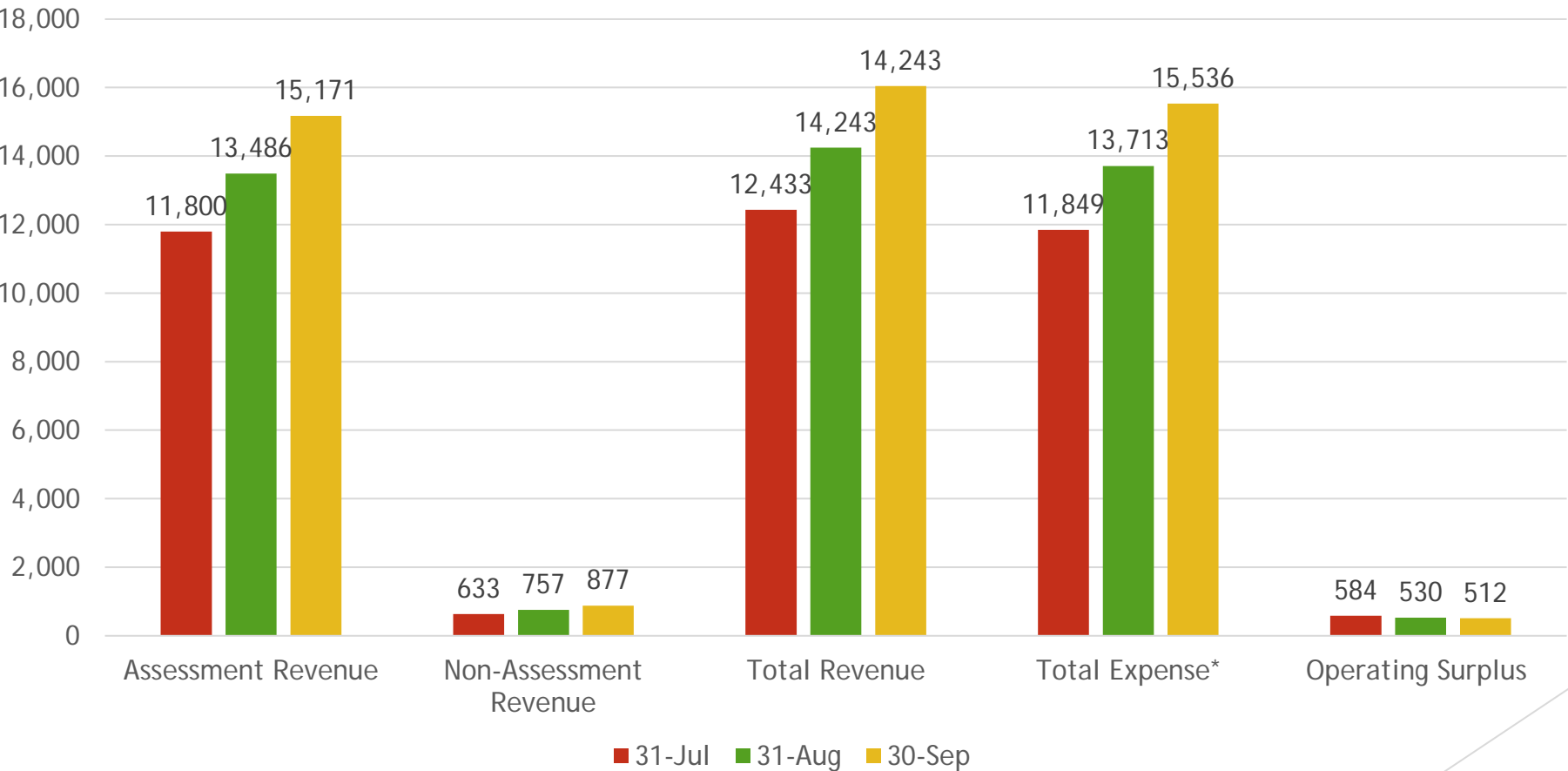
Income Statement

(In Thousands)



Income Statement - Operating Fund Only

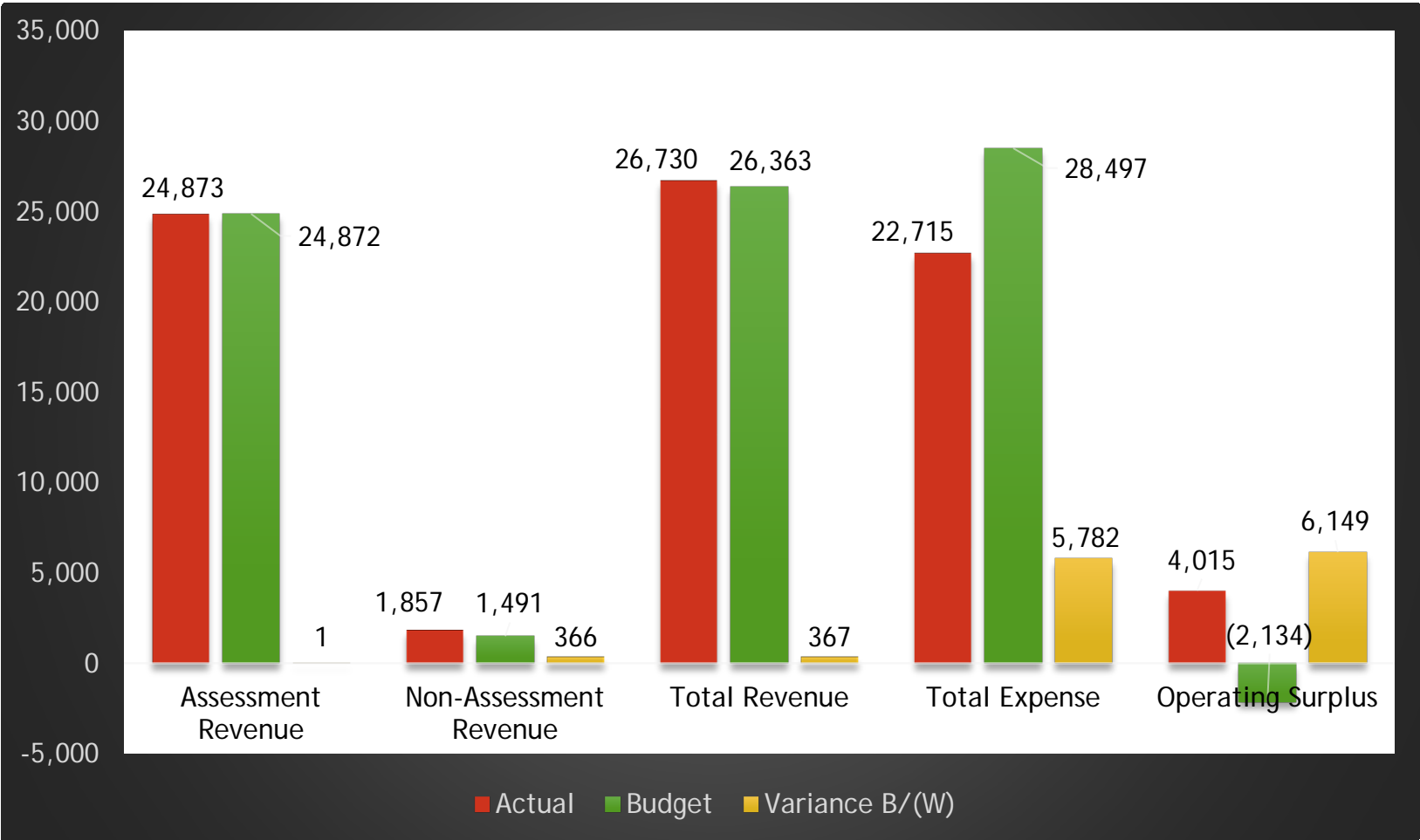
(In Thousands)



*Excludes Depreciation

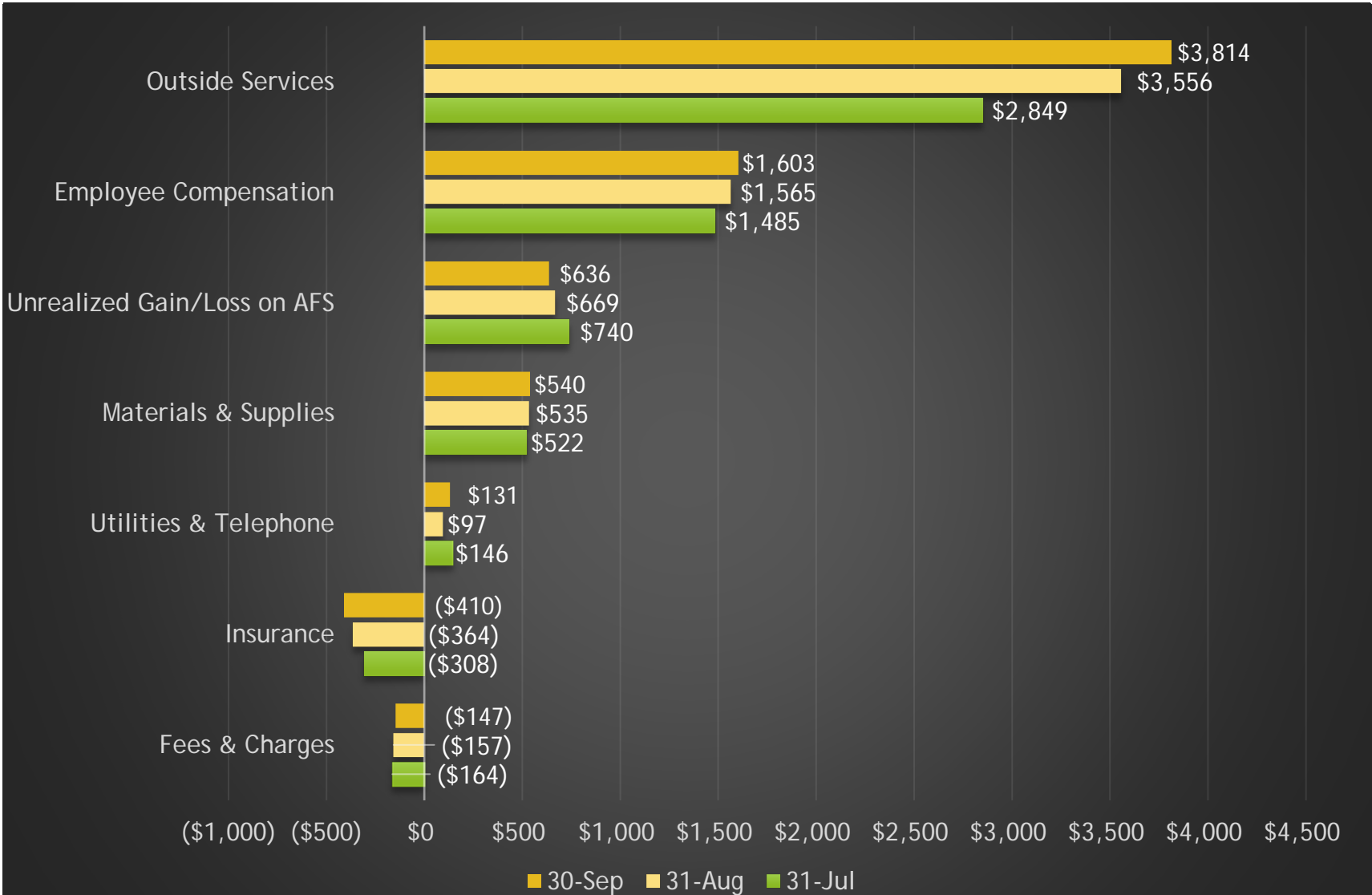
Income Statement - Actual v. Budget

(In Thousands)



Selected Variances

(In Thousands)



Total Non-Assessment Revenue

August 31st

\$1,740,176



- Investment Income - 18%
- Fees & Charges to Residents - 14%
- Lease Processing Fee - Third 9%
- Laundry - 9%
- Resale Processing Fee - Third -5%
- Miscellaneous Revenue - 4%
- Golf Cart Electric Fee - 3%
- Unrealized Gain/(Loss) On AFS - 38%

September 30th

\$1,857,064

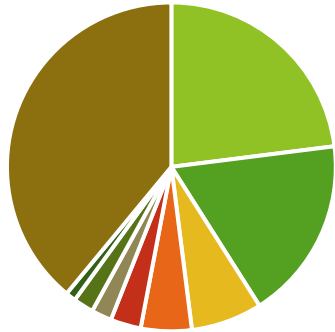


- Investment Income - 19%
- Fees & Charges to Residents - 16%
- Lease Processing Fee - Third 10%
- Laundry - 9%
- Resale Processing Fee - Third -5%
- Miscellaneous Revenue - 4%
- Golf Cart Electric Fee - 3%
- Unrealized Gain/(Loss) On AFS - 34%

Total Expenses

August 31st

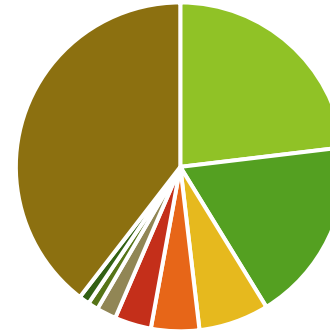
\$19,876,086



- Outside Services - 23%
- Utilities & Telephone - 18%
- Insurance - 7%
- Net Allocations to Mutuals - 5%
- Materials & Supplies - 3%
- Other - 2%
- Legal Fees - 2%
- Repairs & Maintenance - 1%
- Employee Comp. & Related - 39%

September 30th

\$22,714,621



- Outside Services - 23%
- Utilities & Telephone - 18%
- Insurance - 7%
- Net Allocations to Mutuals - 5%
- Materials & Supplies - 4%
- Legal Fees - 2%
- Other - 1%
- Repairs & Maintenance - 1%
- Employee Comp. & Related - 39%

Non-Operating Fund Balances

(In Thousands)

Non-Operating Fund Balances	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	8,894	1,158	562	67	10,681
Expenditures	5,829	1,168	14	66	7,077
Current Balances: 9/30/20	\$19,098	\$9,055	\$4,174	\$74	\$32,401

* Includes Elevator and Laundry Funds

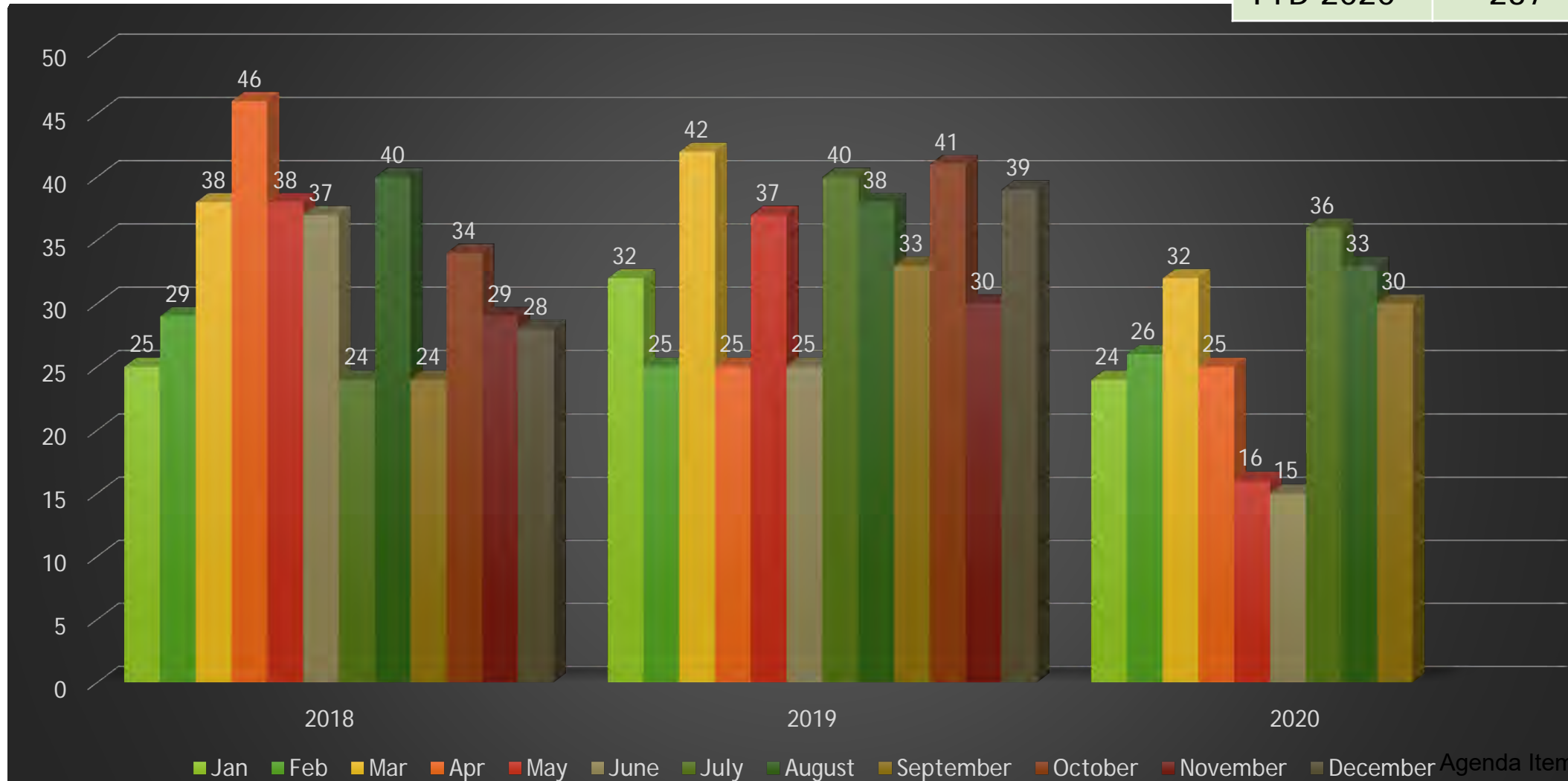
Fund Balances - August 31st



Resale History -Third Mutual

Preliminary as of August 31, 2020

	No. of Resales	Av. Resale Price
YTD 2018	301	\$430,667
YTD 2019	297	\$411,181
YTD 2020	237	\$426,626





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

Wednesday, November 4, 2020 – 1:30 p.m.
Virtual Meeting

MEMBERS PRESENT: Robert Mutchnick – Chair, Steve Parsons, Annie McCary, Cush Bhada, Lynn Jarrett, John Frankel, Ralph Engdahl, Doug Gibson, Reza Karimi, Advisors: John Hess

MEMBERS ABSENT: Craig Wayne, Advisors: Wei-Ming Tao
VMS: Raquel Unger

STAFF PRESENT: Betty Parker, Steve Hormuth, Christopher Swanson

Call to Order

Director Robert Mutchnick, Treasurer, chaired the meeting and called it to order at 1:31 p.m.

Approval of Meeting Agenda

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

Approval of Meeting Report for October 6, 2020

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

Chair Remarks

None.

Member Comments

None.

Preliminary Financial Statements dated September 30, 2020

The committee reviewed financials and questions were addressed.

Department Head Update

The Department Head update was moved until after the review of the Preliminary Financial Statements dated September 30, 2020. Betty Parker, Chief Financial Officer, provided an update on the 2021 Budget, 2021 Collection & Lien Enforcement Policy, Civil Code 5500, Insurance and Investments updates.

Update on Insurance

This item was addressed during the Department Head Update.

Update on Projections

Betty Parker provided a verbal update on the status of year-end projections. Staff will provide projection details once they are available.

Future Agenda Items

Year End Projections for Operating and Reserves

Solar System Update – Q3 (January)

Chargeable Services Analysis (Semi-Annual)

Committee Member Comments

Director Bhada commented on different options for data backups.

Date of Next Meeting

Tuesday, December 1, 2020 at 1:30 p.m.

Recess to Closed Session

The meeting recessed at 2:13 p.m.

DRAFT

Robert Mutchnick, Chair

Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

REPORT PERIOD

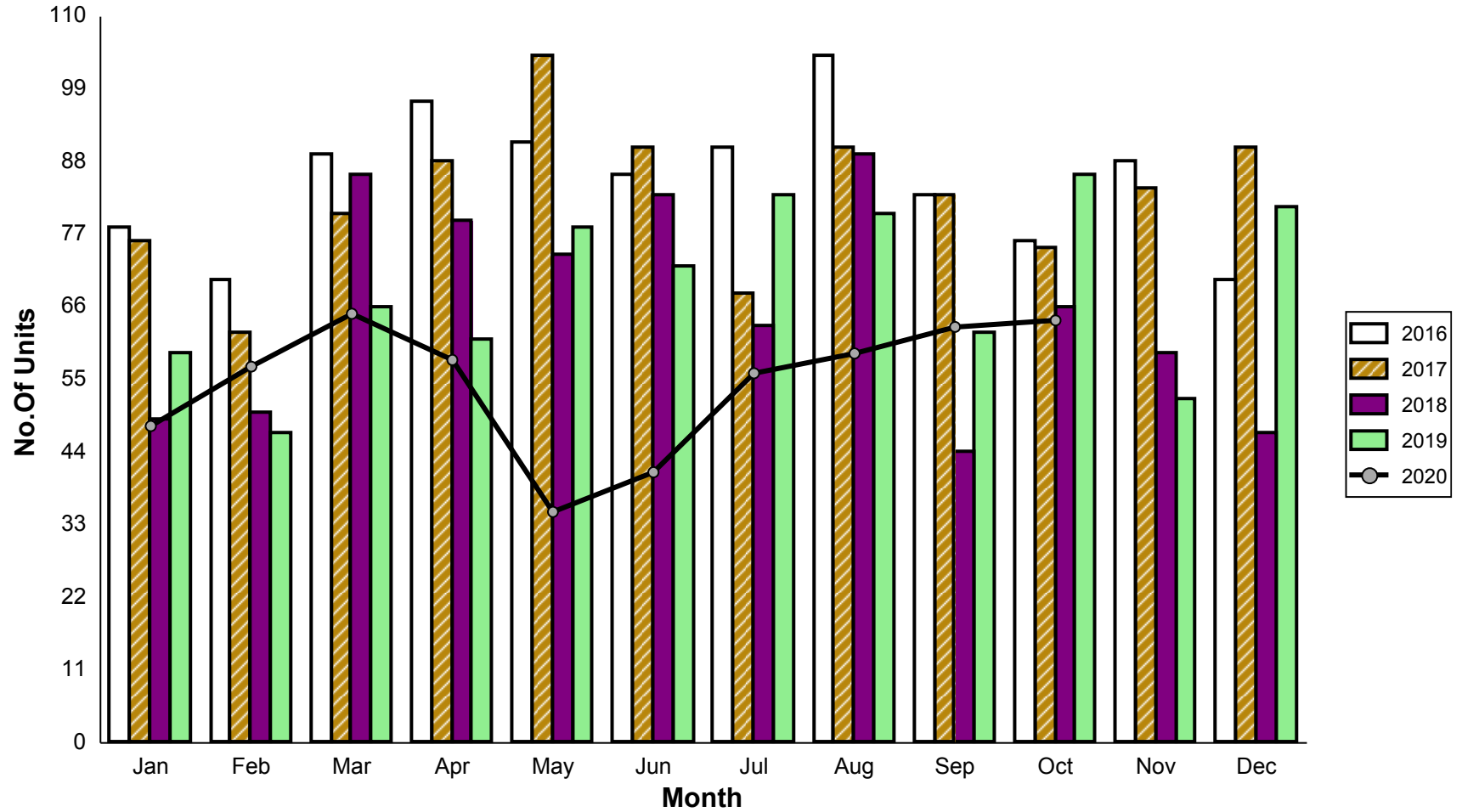
October, 2020

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	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	35	78	\$10,277,500	\$23,975,536	\$293,643	\$307,379
June	41	72	\$12,315,399	\$21,298,290	\$300,376	\$295,810
July	56	83	\$20,514,748	\$27,170,573	\$366,335	\$327,356
August	59	80	\$21,522,228	\$26,206,000	\$364,784	\$327,575
September	63	62	\$22,132,600	\$20,171,980	\$351,311	\$325,355
October	64	86	\$20,612,800	\$26,648,300	\$322,075	\$309,864
November		*		\$18,653,350		* \$358,718
December		*		\$27,517,600		* \$339,723
TOTAL	546.00	694.00	\$182,557,022	\$222,268,242		
MON AVG	54.00	69.00	\$18,255,702	\$22,226,824	\$331,760	\$320,562

* Amount is excluded from percent calculation

Year to date total now includes
Mutual Fifty

Resales - 5 Year Comparison



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Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

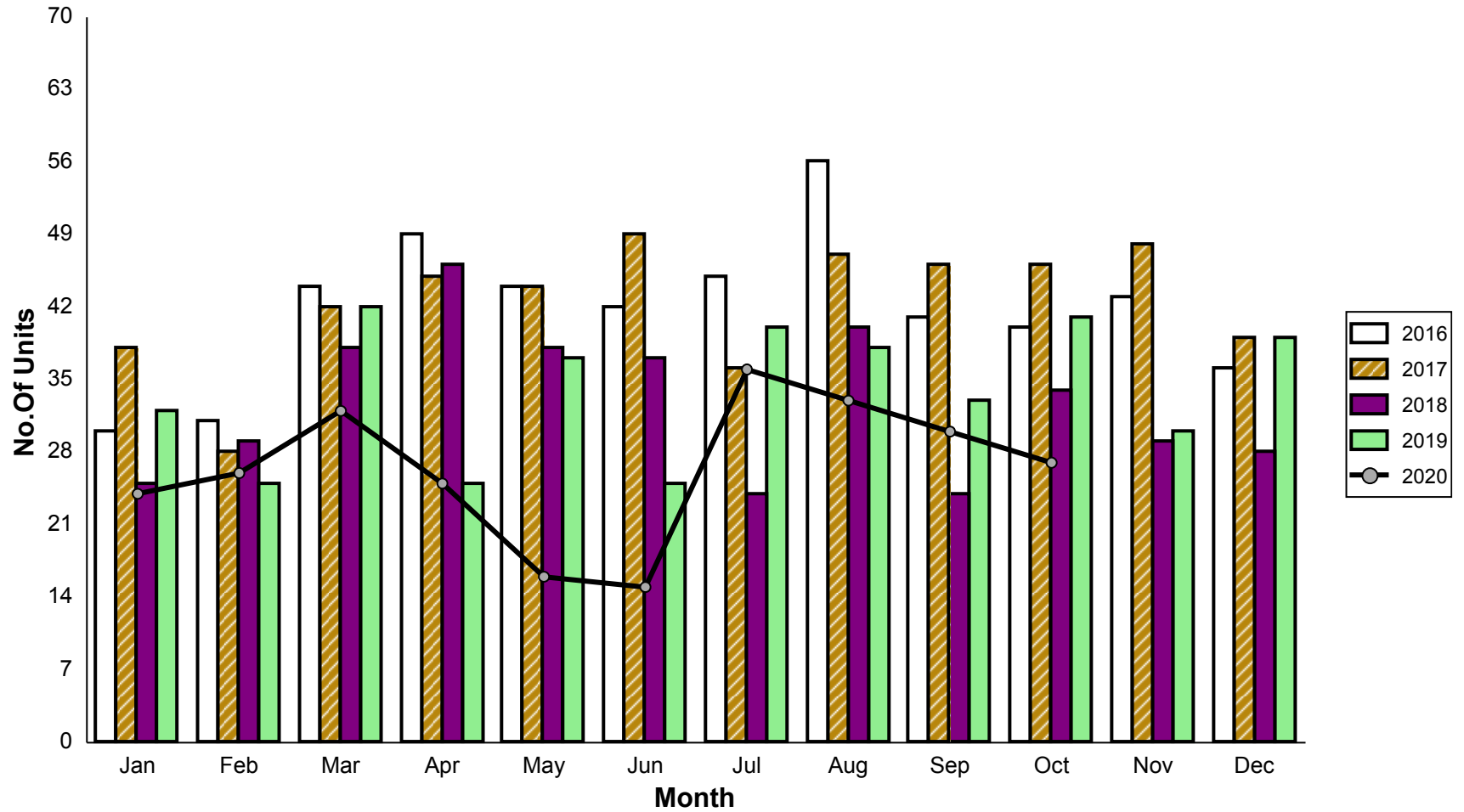
October, 2020

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	16	37	\$5,604,000	\$16,273,033	\$350,250	\$439,812
June	15	25	\$5,881,500	\$10,290,000	\$392,100	\$411,600
July	36	40	\$15,240,248	\$17,327,373	\$423,340	\$433,184
August	33	38	\$14,612,928	\$15,994,900	\$442,816	\$420,918
September	30	33	\$14,314,100	\$12,643,180	\$477,137	\$383,127
October	27	41	\$10,407,400	\$16,142,900	\$385,459	\$393,729
November		*		\$13,520,950		* \$450,698
December		*		\$18,319,800		* \$469,738
TOTAL	264.00	338.00	\$113,011,125	\$138,436,698		
MON AVG	26.00	33.00	\$11,301,113	\$13,843,670	\$422,509	\$409,436
% CHANGE - YTD	-21.9%		-18.4%		3.2%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



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Resales Report

Third Laguna Hills Mutual

October, 2018

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
10/17/2018	2112-B	3	\$240,000	Casa Linda	HomeSmart Evergreen	HomeSmart Evergreen	Homestead Escrow
10/11/2018	2208-A	3	\$225,000	Casa Contenta	First Team Estates	Laguna Premier Realty, Inc	Granite Escrow
10/03/2018	2226-D	3	\$289,900	Valencia	HomeSmart Evergreen	Laguna Premier Realty, Inc	Pacific Closing Services
10/04/2018	2237-P	3	\$265,000	Casa Contenta	Berkshire Hathaway	Regency Real Estate	Homestead Escrow
10/18/2018	2244-B	3	\$228,500	Casa Contenta	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
10/03/2018	2259-Q	3	\$365,000	Casa Contenta	First Team Estates	Realty One Group	Homestead Escrow
10/18/2018	2259-D	3	\$365,000	Casa Contenta	Marblehead Real Estate	Realty One Group	Granite Escrow
10/12/2018	2277-P	3	\$408,000	Casa Linda	Premier Realty Services	Century 21 Rainbow Realty	Granite Escrow
10/30/2018	2280-U	3	\$387,000	Monterey	Realty National	ReMax 1st Class	Pure Logic Escrow
10/16/2018	2282-A	3	\$250,000	Casa Contenta	Century 21 Rainbow	Bennion & Deville Fine Homes	Granite Escrow
10/26/2018	2375-C	3	\$288,000	Valencia	ReMax	Century 21 Astro	Brickstone Escrow
10/31/2018	2381-1A	3	\$285,000	Garden Villa	Laguna Premier Realty, Inc	First Team Real Estate	Pacific Closing Services
10/10/2018	2381-2D	3	\$240,000	Garden Villa	Coldwell Banker Residential	Nautical Properties	Homestead Escrow
10/26/2018	2389-2E	3	\$405,000	Garden Villa	Village Real Estate	No Broker	Granite Escrow
10/25/2018	2392-1G	3	\$385,000	Garden Villa	Berkshire Hathaway	Best Buy Realty	Homestead Escrow
10/12/2018	2404-1C	3	\$278,000	Villa Capri	TOP PRODUCERS REALTY	Keller Williams Real Estate	Linear Title Company of California
10/09/2018	3006-D	3	\$445,000	Villa Nova	Uhrik Group Realty	Village Real Estate	Granite Escrow
10/01/2018	3026-O	3	\$475,000	Casa Del Mar	Laguna Premier Realty, Inc	Presidential Real Estate	Granite Escrow
10/29/2018	3049-D	3	\$317,000	Casa Bonita	HomeSmart Evergreen	Berkshire Hathaway	Homestead Escrow
10/30/2018	3241-3D	3	\$525,000	Villa Puerta	Century 21 Rainbow	Laguna Premier Realty, Inc	Pacific Closing Services
10/31/2018	3308-A	3	\$320,000	Casa Vista	Berkshire Hathaway	Evergreen Realty	Corner Escrow Inc.

Resales Report Third Laguna Hills Mutual October, 2018

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
10/03/2018	3378-B	3	\$660,000	Andaluz	HomeSmart Evergreen	KW Signature Realty	Escrow Options Group
10/15/2018	3510-3C	3	\$330,000	Villa Nueva	Keller Williams Real Estate	Keller Williams Real Estate	Escrow Source
10/09/2018	4005-3A	3	\$385,000	Villa Nueva	Laguna Woods Village Realty	Century 21 Rainbow Realty	Granite Escrow
10/31/2018	4007-2H	3	\$454,900	El Mirador	Century 21 Rainbow Realty	HomeSmart Evergreen	Corner Escrow Inc.
10/17/2018	4008-1E	3	\$425,000	El Mirador	Keller Williams Real Estate	Keller Williams Real Estate	Homestead Escrow
10/16/2018	4009-2H	3	\$352,500	El Mirador	HomeSmart Evergreen	Prime Properties	Escrow Options Group
10/18/2018	4012-2E	3	\$422,500	Villa Nueva	Marlene Thompson	Berkshire Hathaway	Granite Escrow
10/15/2018	5020	3	\$830,000	Villa Reposa	Pacific Sotheby's International	Presidential Incorporated	Homestead Escrow
10/09/2018	5177	3	\$810,000	Villa Paraisa	Century 21 Rainbow	Presidential Incorporated	Homestead Escrow
10/10/2018	5205	3	\$850,000	Villa Paraisa	Century 21 Rainbow	Century 21 Rainbow Realty	Homestead Escrow
10/29/2018	5347-P	3	\$535,000	Casa Vista	Prea Realty	Laguna Premier Realty, Inc	Corner Escrow Inc.
10/05/2018	5515-1B	3	\$445,000	El Mirador	ReMax Select One	Century 21 Rainbow	Granite Escrow
10/09/2018	5520-B	3	\$660,000	Villa Francesca	First Team Estates	Laguna Premier Realty, Inc	Granite Escrow

Number of Resales: 34

Total Resale Price: \$14,146,300

Average Resale Price: \$416,068

Median Resale Price: \$385,000

Monthly Resale Report Third Mutual

PREPARED BY
Community Services Department

Oct-20

Month	NUMBER OF RESALES				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	16	37	38	44	\$5,604,000	\$16,273,033	\$15,452,990	\$18,157,951	\$350,250	\$439,812	\$406,658	\$412,681
June	15	25	37	49	\$5,881,500	\$10,290,000	\$16,981,138	\$21,011,450	\$392,100	\$411,600	\$458,950	\$428,805
July	36	40	24	36	\$15,240,248	\$17,327,373	\$9,892,800	\$13,526,020	\$423,340	\$433,184	\$412,200	\$375,723
August	33	38	40	47	\$14,612,928	\$15,994,900	\$17,327,000	\$17,967,189	\$442,816	\$420,918	\$433,175	\$382,281
September	30	33	24	46	\$14,314,100	\$12,643,180	\$12,552,692	\$16,020,038	\$477,137	\$383,127	\$523,029	\$356,001
October	27	41	34	46	\$10,407,400	\$16,142,900	\$14,146,300	\$18,804,700	\$385,459	\$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	264	338	335	421	\$113,011,125	\$138,436,698	\$143,539,787	\$163,920,860				
MON AVG	26.4	33.8	33.5	42.1	\$11,301,113	\$13,843,670	\$14,353,979	\$16,392,086	\$422,510	\$409,436	\$429,207	\$387,973
% CHANGE-YTD	-21.9%	0.9%	-20.4%	-0.5%	-18.4%	-3.6%	-12.4%	13.5%	3.2%	-4.6%	10.6%	13.9%

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

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