



## **OPEN SESSION**

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

**Tuesday, March 16, 2021 - 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 *Civil Code §4930* and was hereby noticed in accordance with *Civil Code §4920*

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- 1. Call meeting to order / Establish Quorum – President Parsons**
- 2. Pledge of Allegiance – Director Bhada**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
  - a. February 16, 2021—Regular Board Meeting
- 6. Report of the Chair**
- 7. Open Forum (Three Minutes per Speaker) -** *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The Board reserves the right to limit the total amount of time allotted for the Open Forum. Members can join the Zoom Meeting by clicking on the link <https://zoom.us/j/94899806730> or call (949) 268-2020 or email [meeting@vmsinc.org](mailto: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 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. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of January 2021, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.
- b. **RECOMMENDATION FROM THE FINANCE COMMITTEE:**
  - (1) Approve a Resolution for Recording a Lien against Member ID# 932-121-16
- c. **RECOMMENDATION FROM THE THIRD ARCHITECTURAL CONTROLS AND STANDARDS COMMITTEE:**
  - (1) Recommendation to Approve Request to Retain the Removal of an Interior Bearing Wall Between the Kitchen and Living Room (3493-C, La Quinta, LH06, York/Bennett)
- d. **RECOMMENDATION FROM THE LANDSCAPE COMMITTEE:**
  - (1) Recommendation to Deny Off-Schedule Trimming Request: 3076-C Via Serena S. (Serifin) – One Rusty Leaf Fig tree
  - (2) Recommendation to Approve Landscape Revision Request: 5589-A Avenida Sosiega (Pullman)
  - (3) Recommendation to Approve Staff Request to Remove Two Carrotwood Trees at Building 5358

## **11. Unfinished Business**

- a. Entertain a Motion to Adopt a Resolution for Barbeque Rules and Regulations **(FEBRUARY Initial Notification—28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied)**
- b. Entertain a Motion to Adopt a Resolution for a Social Media Use Policy **(FEBRUARY Initial Notification—28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied)**
- c. Insurance Broker Services Update – Director Mutchnick (oral report)

## **12. New Business**

- a. Discuss and Consider Replacement of Two Intake Trash Chute Doors at Building 3486

## **13. Committee Reports**

- a. Report of the Finance Committee / Financial Report – Director Mutchnick. The committee met on March 2, 2021; next meeting April 6, 2021, at 1:30 p.m. as a virtual meeting
  - (1) Treasurer's Report
  - (2) Third Finance Committee Report
  - (3) Resales/Leasing Reports

- b. Report of the Architectural Controls and Standards Committee – Director Parsons. The committee met on February 22, 2021; next meeting March 22, 2021 at 9:30 a.m. as a virtual meeting.
- c. Report of the Communications Committee – Director McCary. The committee meeting was held on January 13, 2021; next meeting TBA.
- d. Report of the Maintenance and Construction Committee – Director Mutchnick. The committee met on March 1, 2021; next meeting May 3, 2021 at 1:30 p.m. as a virtual meeting.
  - (1) Report of the Parking and Golf Cart Subcommittee – Director Dotson. The subcommittee met on March 12, 2021; next meeting TBA.
  - (2) Garden Villa Rec. Room Subcommittee – Director Jarrett. The subcommittee met on February 23, 2021; next meeting June 30, 2021 at 1:30 p.m. as a virtual meeting.
- e. Report of the Landscape Committee – Director Jarrett. The committee met on March 4, 2021; next meeting April 1, 2021 at 9:30 a.m. as a virtual meeting.
- f. Report of the Water Conservation Committee – Director Rane-Szostak. The committee met on January 20, 2021; next meeting TBA.
- g. Report of the Resident Policy and Compliance Task Force – Director Jarrett. The task force met on February 3, 2021; next meeting April 7, 2021 at 9:30 a.m. as a virtual meeting.

#### **14. GRF Committee Highlights**

- a. Community Activities Committee – Director Karimi. The committee met on March 11, 2021; next meeting April 8, 2021, at 1:30 p.m. as a virtual meeting.
  - (1) Equestrian Center Ad Hoc Committee – Director McCary. The committee met on March 4, 2021; next meeting TBA.
- b. GRF Finance Committee – Director Mutchnick. The committee met on February 17, 2021; next meeting April 21, 2021, at 1:30 p.m. as a virtual meeting.
- c. GRF Landscape Committee – Director Karimi. The committee met on March 10, 2021; next meeting May 12, 2021, at 1:30 p.m. as a virtual meeting.
- d. GRF Maintenance & Construction Committee – Director Frankel – The committee met on February 10, 2021; next meeting April 14, 2021, at 9:30 a.m. as a virtual meeting.
  - (1) Clubhouse 1 Renovation Ad Hoc Committee – Director Engdahl. The committee met on September 2, 2020; next meeting TBA.

- e. Media and Communications Committee – Director McCary. The committee met on March 15, 2021; next meeting April 19, 2021, at 11:30 a.m. as a virtual meeting.
  - f. Mobility and Vehicles Committee – Director Karimi – The committee met on February 3, 2021; next meeting April 7, 2021, at 1:30 p.m. as a virtual meeting.
  - g. Security and Community Access Committee – Director Bhada. The committee met on February 22, 2021; next meeting April 26, 2021 at 1:30 p.m. as a virtual meeting.
    - (1) Disaster Preparedness Task Force – Director McCary. The task force met on January 26, 2021; next meeting March 30, 2021 at 9:30 a.m. as a virtual meeting
  - h. Report of the Laguna Woods Village Traffic Hearings – Director Dotson. The hearings were held on February 17, 2021; next meeting March 17, 2021 at 9:00 a.m. and 1:00 p.m. as a virtual meeting.
  - i. GRF Strategic Planning Ad Hoc Committee – Director Mutchnick. The committee met on December 30, 2020; next meeting March 17, 2021 at 1:30 p.m. as a virtual meeting.
  - j. Budget Ad Hoc Committee – Director Mutchnick. The next meetings March 22 - 31, 2021.
- 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
  - e. Presentation from El Toro Water District
  - f. Authorization of Additional Employees for the Manor Alteration Division
- 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) February 16, 2021—Regular Closed Session*

*Discuss and Consider Member Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Litigation Matters*

**18. Adjourn**

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## **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, February 16, 2021 - 9:30 a.m.  
Laguna Woods Village Virtual Meeting  
24351 El Toro Road  
Laguna Woods, California**

**Directors Present:** Steve Parsons, Annie McCary, Lynn Jarrett, John Frankel, Ralph Engdahl, Robert Mutchnick, Craig Wayne, Reza Karimi, Donna Rane-Szostak, Cush Bhada, Debbie Dotson

**Directors Absent:**

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

**Others Present:** Rosemarie diLorenzo, Wei-Ming Tao (VMS)  
Sandra Gottlieb, Esq.

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

President Parsons called the meeting to order at 9:30 a.m. and established that a quorum was present.

**2. Pledge of Allegiance – Director McCary**

Director McCary led the pledge of allegiance.

**3. Acknowledge Media**

The media was acknowledged online and through Village Television.

**4. Approval of Agenda**

Director Karimi made a motion to approve the agenda. Director Dotson seconded the motion.

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

## **5. Approval of Minutes**

- 5a. January 8, 2021 – Special Open Meeting (Election)
- 5b. January 11, 2021 – Special Open Meeting (VMS Appointment)
- 5c. January 19, 2021 – Regular Board Meeting

Director Karimi made a motion to approve the minutes of the Special Open Meeting (Election) on January 8, 2021, the Special Open Meeting (VMS Appointment) on January 11, 2021, and the regular Open meeting on January 19, 2021.

Director Jarrett seconded the motion and the motion passed by unanimous consent.

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

President Parsons made a comment about the members meeting and announced the results of the election on the restatement of the Bylaws and CC&Rs. He thanked residents for cooperating with the COVID-19 rules. The vaccine distribution program has been successful.

**7. Open Forum (Three Minutes per Speaker)** - *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The Board reserves the right to limit the total amount of time allotted for the Open Forum. Members can request to speak via email to [meeting@vmsinc.org](mailto:meeting@vmsinc.org) any time before the meeting is scheduled to begin or during the meeting. Please use the name of the board meeting in the subject line of the email or call 949-268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and unit number.*

Eileen Paulin read the member comments:

- A member commented about shopping carts seen throughout the community and requested the board to pass a policy. In addition, the member feels that the buses are underutilized.
- A member asked about the current status of the purchase of the insurance.
- A member commented about the restatement of the Bylaws and CC&Rs and about the closing of the Community Center.

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

- Siobhan Foster-COO commented that gate ambassadors do not let in residents into the community with shopping carts. Residents can contact security to have shopping carts removed. Bus services are modified based on the need of the residents.
- President Parsons responded regarding the restatement of the Bylaws and CC&Rs which did not pass. 67% of all Mutual members are required to change the Bylaws and CC&Rs.
- Director Mutchnick responded regarding negotiation with the insurance broker.



## 9. CEO Report (Jeff Parker-CEO and Siobhan Foster-COO)

- COVID-19 Update. Orange County Health Care Agency (OCHCA) reported that number are going down. Under 1,000 new confirmed COVID-19 cases were reported. The hospitalization and the ICU beds rate have decreased to under 300 COVID cases in ICU. Orange County is still in the most restrictive purple tier.
- Update on COVID-19 vaccines. This weekend was the third round of vaccinations. We have vaccinated over 8,500 residents of ages 65 and older which is a great accomplishment. The second dose of vaccines will start on Friday and Saturday. We are working with Memorial Care to establish a portal to schedule an appointment or look up your appointment time. Resident will be contacted by email regarding vaccinations. Residents should bring their vaccination card when they come for the second vaccination. 68 home-bound residents received vaccination at their manor.
- A team has been put together to help with the backlog of calls to Manor Alteration. All residents have received a callback regarding the status of their permit and/or manor alteration request.
- The next New Resident Orientation will be held virtually on Wednesday February 17, 2021 and March 19, 2021.
- New schedule for coin exchange is from 8 a.m. to Noon on the second and fourth Thursdays at Clubhouse 5.
- the third, second and fourth Thursdays at Thursday at Clubhouse 5.
- The new portal has been updated to allow residents to handle more services online.
- SCE equipment upgrade has been postponed for two weeks.
- Tennis Center will be open during vaccinations. Residents must park across the street at Clubhouse 2 and walk across the street.
- Next free Bulky Item pickup is Saturday, February 20, 2021.

Jeff Parker and Siobhan Foster answered questions from the board.

President Parsons asked Rosemarie diLorenzo, VMS Board chair, to make a comment.

VMS Director diLorenzo commented that inaccurate information has been reported through social media by one of our VMS Board Members. There will be a closed meeting later today to consider disciplinary action against the Board Member.

Director Karimi thanked staff for organizing the COVID-19 vaccine program.

**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.*

**10a. Finance Committee Recommendations:**

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

**10b. Landscape Committee Recommendations:**

**10b (1)** Recommendation to Approve Removal of two Canary Island Pine trees at 4026-2G (Kim)

**Resolution 03-21-07**  
**Approve the Request for Removal**  
**of Two Canary Island Pine Trees**  
**4026-2G Calle Sonora Oeste**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

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

**WHEREAS**, on February 4, 2021, the Landscape Committee reviewed the request for the removal of two Canary Island Pine trees. The request was received from the Member at 4026-2G who cited the reason as proximity to the building potentially causing damage to the building; and

**WHEREAS**, the Committee determined that this tree meets the guidelines set forth in Resolution 03-11-149 and recommends approving the request for the removal of two Canary Island Pine trees located at 4026-2G Calle Sonora Oeste.

**NOW THEREFORE BE IT RESOLVED**, February 16, 2021, the Board of Directors approves the request for the removal of two Canary Island Pine trees located at 4026-2G;



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

**10b (2)** Recommendation to Deny a Removal of one Camphor tree at 5333-B (Hsu)

**Resolution 03-21-08**  
**Deny the Request for Removal**  
**of One Camphor Tree**  
**5333-B Bahia Blanca**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

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

**WHEREAS**, on February 4, 2021, the Landscape Committee reviewed the request for the removal of one Camphor tree. The request was received from the Member at 5333-B who cited the reasons as litter/debris and structural damage; and

**WHEREAS**, the Committee determined that this tree does not meet the guidelines set forth in Resolution 03-11-149 and recommends denying the request for the removal of one Camphor tree located at 5333-B Bahia Blanca.

**NOW THEREFORE BE IT RESOLVED**, February 16, 2021, the Board of Directors denies the request for the removal of one Camphor tree located at 5333-B;

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

**10b (3)** Recommendation to Deny a Removal of one Bottle Brush tree at 5589-A (Pullman)

**Resolution 03-21-09**  
**Deny the Request for Removal**  
**of One Bottle Brush Tree**  
**5589-A Avenida Sosiega W.**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

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

**WHEREAS**, on February 4, 2021, the Landscape Committee reviewed the request for the removal of one Bottle Brush tree. The request was received from the Member at 5589-A who cited the reasons as litter/debris and the presence of bees when accessing the mail box when the tree is in bloom; and

**WHEREAS**, the Committee determined that this tree does not meet the guidelines set forth in Resolution 03-11-149 and recommends denying the request for the removal of one Bottle Brush tree located at 5589-A Avenida Sosiega West.

**NOW THEREFORE BE IT RESOLVED**, February 16, 2021, the Board of Directors denies the request for the removal of one Bottle Brush tree located at 5589-A;

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

**10b (4)** Proposed All Inclusive Resolution Regarding Tree Trimming, Tree Topping, Fruit Tree Maintenance and Tree Removal Guidelines



**RESOLUTION 03-21-10**  
**Tree Maintenance Policy**

**WHEREAS**, pursuant to the Governing Documents of Third Mutual, the Board of Directors is responsible for the management and upkeep of the common areas within, including the landscaping and trees;

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

**WHEREAS**, the Mutual adopted Resolution 03-19-06, Five-Year Species-Based Tree Trimming Policy, as the most efficient manner in which to maintain the Mutual's tree inventory and resources;

**WHEREAS**, under the policy, trees are maintained on a rotating five-year schedule with fast growing species trimmed as often as every two years and slower growing species are trimmed at five-year intervals;

**WHEREAS**, the Mutual receives numerous requests annually to trim or remove trees at intervals that differ from those set forth in the policy, and;

**WHEREAS**, Staff proposes the attached Tree Trimming Policy as a standard for staff and the Board to use when evaluating off-schedule requests for tree maintenance services.

**NOW THEREFORE BE IT RESOLVED**, effective February 16, 2021, that the Board of Directors of this Corporation hereby establishes the Tree Maintenance Policy;

**RESOLVED FURTHER**, Resolution 03-18-58, adopted May 4, 2018, and Resolution 03- 11-149 adopted September 20, 2011, are hereby superseded in their entirety and no longer in effect;

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

**10c.** Approve the Resolution Updating the Committee Appointments

**RESOLUTION 03-21-11**  
**THIRD MUTUAL COMMITTEE APPOINTMENTS**

**RESOLVED**, February 16, 2021, 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

**Insurance Task Force**  
**Meeting of the Whole**

**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)**

Donna Rane-Szostak, **Chair**

Reza Karimi, Chair

Lynn Jarrett

John Frankel

Advisor: Katheryn Freshley, Kay Havens

**Parking & Golf Cart Task Force**

Deborah Dotson, **Chair**

Steve Parsons

Lynn Jarrett

John Frankel

Advisors: Hal Horne

**Resident Policy and Compliance Committee**

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

Lynn Jarrett

Advisors: Sue Stephens, Bill Walsh

**RESOLVED FURTHER**, that Resolution 03-20-78, adopted November 17, 2020, is hereby superseded and canceled; and,

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

**RESOLUTION 03-21-12**  
**GRF COMMITTEE APPOINTMENTS**

**RESOLVED**, February 16, 2021, 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

**Broadband Ad Hoc Committee**

Annie McCary (Third)  
Lynn Jarrett (Third)  
Debbie Dotson (Third)

**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

**Customer Experience Subcommittee**

Cush Bhada  
Robert Mutchnick

**Facilities Subcommittee**

Cush Bhada

**Budget Ad Hoc Committee**

Steve Parsons  
Robert Mutchnick  
Reza Karimi, Alternate

**Insurance Ad Hoc Committee**

Robert Mutchnick  
Reza Karimi

**RESOLVED FURTHER**, that Resolution 03-20-79, adopted November 17, 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

President Parsons asked for a motion to approve the consent calendar.

Director Karimi made a motion, seconded by Director Dotson, to approve the consent calendar as presented.

Director Jarrett made a scrivener's correction to the resolution for committee appointment.

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

**11. Unfinished Business--none**

**12. New Business**

**12a. Entertain a Motion to Introduce a Resolution for Barbeque Rules and Regulations**

Director Jarrett read the following resolution:

**RESOLUTION 03-21-XX**  
**Barbeque Grill Rules & Regulations**

**WHEREAS**, the Resident Compliance & Policy Committee has recognized the need to adopt a Barbeque Grill Rules & Regulations to set forth guidelines for the use of barbeque grills;

**NOW THEREFORE BE IT RESOLVED**, on March 21, 2021, the Board of Directors of this Corporation hereby adopts the Barbeque Grill Rules & Regulations, as attached to the official minutes of this meeting; and

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

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

Director Jarrett commented that the vote on the resolution for Barbeque Grill Rules & Regulations will be postponed for 28-days for member review and comment to comply with Civil Code §4360.

**12b. Entertain a Motion to Introduce a Resolution for a Social Media Use Policy (FEBRUARY Initial Notification—Must postpone 28-days for member review and comment to comply with Civil Code §4360)**

Director Jarrett read the following resolution:

**RESOLUTION 03-21-XX**  
**Social Media Use Policy**

**WHEREAS**, the Resident Policy & Compliance Committee has recognized the need to adopt a Social Media Use Policy to set forth guidelines for individuals serving in a representative capacity for the Mutual; and

**WHEREAS**, Mutual representatives includes Directors, Committee members, advisors and/or volunteers who may wish to communicate with other residents and members outside of official meetings about Mutual business via social media platforms; and

**WHEREAS**, these communications may inadvertently give the impression to others that they (the representative) are speaking in an official capacity as a representative of the Mutual; and

**WHEREAS**, the requirements of the Davis-Stirling Common Interest Development Act that official Mutual business only be conducted at officially-noticed meetings; and



**NOW THEREFORE BE IT RESOLVED**, on March 16, 2021, the Board of Directors of this Corporation hereby adopts the Social Media Use Policy, as attached to the official minutes of this meeting; and

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

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

Director Jarrett commented that the vote on the resolution for Social Media Use Policy will be postponed for 28-days for member review and comment to comply with Civil Code §4360.

### **13. Committee Reports**

13a. Report of the Finance Committee / Financial Report – Director Mutchnick gave the Treasurer’s Report. The committee met on February 2, 2021; next meeting March 2, 2021, 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 January 25, 2021; next meeting February 22, 2021 at 9:30 a.m. as a virtual meeting.

13c. Report of the Communications Committee – Director McCary. The committee met on January 13, 2021; next meeting TBA.

13d. Report of the Maintenance and Construction Committee – Director Mutchnick. The committee met on January 4, 2021; next meeting March 1, 2021, at 1:30 p.m. as a virtual meeting.

- (1) Report of the Parking and Golf Cart Task Force – Director Dotson. The task force met on January 20, 2021; next meeting will be held on March 12, 2021, at 2 p.m. as a virtual meeting.

- (2) Garden Villa Rec. Room Subcommittee – Director Jarrett. The Garden Villas Rec. Room Subcommittee will be held on February 23, 2021, at 1:30 p.m. as a virtual meeting.

13e. Report of the Landscape Committee – Director Jarrett. The committee met on February 4, 2021; next meeting March 4, 2021, at 9:30 a.m. as a virtual meeting.



13f. Report of the Water Committee – Director Rane-Szostak. The committee met on January 20, 2021; next meeting will be held on April 21, 2021.

13g. Report of the Resident Policy and Compliance Committee – Director Jarrett. The committee met on February 3, 2021; next meeting April 7, 2021, at 9:30 a.m. as a virtual meeting.

#### **14. GRF Committee Highlights**

14a. Community Activities Committee – Directors Karimi. The committee met on February 11, 2021; next meeting March, 11 2021, at 1:30 p.m. as a virtual meeting.

(1) Equestrian Center Ad Hoc Committee – Director Bhada the committee met on January 6, 2021; next meeting March 4, 2021.

14b. GRF Finance Committee – Director Mutchnick. The committee met on December 16, 2020; next meeting February 17, 2021, at 1:30 p.m. as a virtual meeting.

14c. GRF Landscape Committee – Director Jarrett. The committee met on November 30, 2020; next meeting March 10, 2021 at 1:30 p.m. as a virtual meeting.

14d. GRF Maintenance & Construction Committee – Director Frankel – The committee met February 10, 2021; next meeting April 14, 2021, at 9:30 a.m. as a virtual meeting.

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

14e. Media and Communications Committee – Director McCary. The committee met on January 18, 2021, as a virtual meeting; next meeting February 22, 2021, at 11:30 a.m. as a virtual meeting.

14f. Mobility and Vehicles Committee – Director Karimi – The committee met on February 3, 2021; next meeting April 7, 2021, at 1:30 p.m. as a virtual meeting.

President Parsons turned over the meeting to Director McCary because of connectivity issues.

14g. Security and Community Access Committee – Director McCary. The committee met on December 28, 2020; next meeting February 22, 2021 at 1:30 p.m. as a virtual meeting.

(1) Disaster Preparedness Task Force – Director McCary. The task force met on January 26, 2021; next meeting March 30, 2021, 9:30 a.m. as a virtual meeting.

14h. Report of the Laguna Woods Village Traffic Hearings – Director Frankel. The traffic hearings were on January 20, 2021; next meeting is February 17, 2021 at 9 a.m. and 1 p.m. as a virtual meeting.

14i. Report of the GRF Strategic Planning Ad Hoc Committee – Director Mutchnick. The committee met on December 30, 2020; next meeting TBA.

14j. Budget Ad Hoc Committee – Director Mutchnick. The next meeting TBA.

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

- a. Parking Report
- b. Resident Suggestion Program
- c. Alterations Review
- d. Property and Casualty Insurance
- e. Presentation from El Toro Water District

**16. Director's Comment**

- Director Bhada asked about member comments.
- Director Wayne commented that the security department has done a good job directing traffic for the vaccination program.
- Director Frankel thanked the board members involved in the vaccination program.
- Director Mutchnick thanked Eileen Paulin for her hard work on the vaccination program.
- Director Dotson thanked the volunteers working on the vaccination program.
- VMS Director diLorenzo thanked Eileen Paulin for her program management skills.
- VMS Director Tao commented that she disagrees with one of the member comments.
- Siobhan Foster-COO commented that electronic waste can be placed out during the bulky item pick-up.

**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 11:04 a.m.

**Summary of Previous Closed Session Minutes per Civil Code §4935.**

*During the January 6, 2021 Special Closed Meeting the Board:  
Discussed Legal and Contractual Matters*

*During the January 19, 2020, Regular Closed Session, the Board:  
Approval of Agenda*

*Approval of the Following Meeting Minutes.*

*(a) December 1, 2020—Emergency Closed Meeting*

*(b) December 15, 2020 – Regular Closed Session*

*Discussed Member Disciplinary Matters*

*Discussed Personnel Matters*

*Discussed Contractual Matters*

*Discussed and Considered Legal/Litigation Matters*

## **18. Adjournment**

The meeting was adjourned at 4:40 p.m.

A handwritten signature in cursive script, appearing to read "L. Jarrett", written over a horizontal line.

Lynn Jarrett, Secretary of the Board  
Third Mutual Laguna Hills

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## **RESOLUTION 03-21-XX**

### **Recording of a Lien**

**WHEREAS**, Member ID 932-121-16; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, March 16, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-121-16 and;

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

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## STAFF REPORT

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**DATE:** March 16, 2021  
**FOR:** Third Board  
**SUBJECT:** Variance Request  
Mr. and Mrs. York and Angela Bennett of 3493-C (La Quinta, LH06)  
Request to Retain the Removal of an Interior Bearing Wall Between  
the Kitchen and Living Room

---

### **RECOMMENDATION**

Third ACSC recommends the Board approve the request to remove an interior bearing wall between the kitchen and living room with the conditions stated in Appendix A.

### **BACKGROUND**

Mr. and Mrs. Bennett of 3493-C Monte Hermoso, a La Quinta style unit, are requesting Board approval of a variance to retain removing the interior bearing wall between the kitchen and living room as described in the submitted plans (see Attachment 1) and the Variance Request (see Attachments 2).

On 09/02/20 a Mutual Consent for demolition within unit 3493-C was issued by the Manor Alterations office for standard alteration work that could be completed as 'over-the-counter' permits. On 11/18/2020, Staff found non-standard work to have been performed inside of the unit (replacement of structural post with beam) without Mutual Consent. Staff issued a correction notice to return the posts, or to submit a variance to retain the structural beam. On 1/18/2021, staff received a variance for the non-standard alterations, and on 1/31/2021 received additional drawings for their submission.

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

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



## **DISCUSSION**

Mr. and Mrs. Bennett of 3493-C Monte Hermoso, a La Quinta style unit, is requesting Board approval of a variance to remove the interior bearing wall between the kitchen and living room.

The bearing walls removed are approximately 10' long by 11' long, opening the kitchen to the living room within the manor. The walls were replaced by new posts and beams. Plans provided show a new pad footing for an interior column, incorporated into a 2'-6" new wing wall. Mr. and Mrs. Bennett wish to extend the kitchen into the dining room, with cabinetry around the perimeter with a new kitchen island with a sink and dishwasher in the center. The alterations would create a larger kitchen and more open floorplan.

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

The modifications are interior to the manor, and represent no concern with respect to view from neighboring manors, or anyone else. Mr. and Mrs. Bennett have submitted architectural and structural drawings of the proposed alterations. Due to the relocation of plumbing fixtures as part of the total remodel project (kitchen sink and dishwasher), a contingency of a plumbing plan should be required.

Staff found no previous variance requests for bearing wall removal La Quinta floor plan units. While Staff is aware of the alteration being performed in the past, we do not have complete records for specific examples due to the malware attack.

There is currently one open Mutual Consent for demolition for standard (over-the-counter) alterations at Unit 3934-C. Plans provided show additional alterations of kitchen remodel, dining room remodel, etc., which are able to be approved with a standard (over-the-counter) Mutual Consent.

A City of Laguna Woods building permit final would verify compliance with all applicable building codes. A City of Laguna Woods building permit is a requirement of this approval.

A Neighbor Awareness Notice has been sent to Units, 3934-A, 3934-B, 3934-N, 3934-O, and 3934-P on February 12, due to the potential noise and parking impacts.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 3493-C.



**Prepared By:** Richard de la Fuente, Alterations Inspector II

**Prepared By:** Gavin Fogg, Inspections Supervisor  
Robbi Doncost, Manor Alterations Manager

**ATTACHMENT(S)**

Appendix A: Conditions of Approval  
Attachment 1: Scope of Work  
Attachment 2: Variance Request, January 18, 2021  
Attachment 3: Photos  
Attachment 4: Map

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## APPENDIX A

### CONDITIONS OF APPROVAL

Conditions of approval would be as follows:

1. An Unauthorized Alteration fee of \$300 will be required to be paid along with the existing application for Mutual Consent as per existing Fee Schedule
2. No improvement shall be installed, constructed, modified or altered at unit **3493-C**, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
3. A Variance for Unit Alterations has been granted at **3493-C** for **Bearing Wall Removal**, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
4. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
5. 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 **3493-C** and all future Mutual members at **3493-C**.
6. 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.
7. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
8. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be

submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

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

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

17. 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.
18. 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.
19. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
20. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
21. 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.
22. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.

23. 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.
24. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
25. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
26. The Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
27. 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.
28. 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.



**Design Criteria**

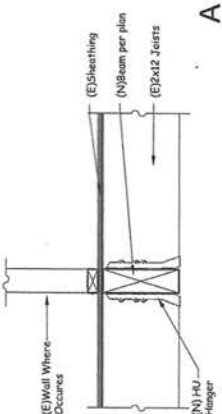
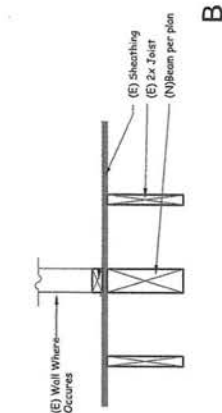
1. 2019 California Building Code
2. Floor live load, 40 ppg, uniformly distributed
3. Soil Bearing = 1000 pcf Assumed
4. Concrete Strength 4000psi

Special inspection shall be required for the following items:  
1. Foundation and footing construction  
2. Wall and column construction  
3. Slab and beam construction  
4. Roof and floor construction  
5. Staircase construction  
6. Mechanical, electrical, and plumbing installation  
7. Fire protection installation  
8. Energy efficiency measures  
9. Accessibility features  
10. Other items as required by the building official

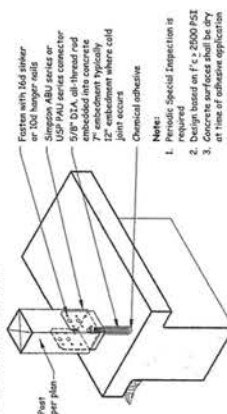
The building official shall inspect the project in accordance with the building code and the special inspection requirements. The building official shall also inspect the project for compliance with the building code and the special inspection requirements. The building official shall also inspect the project for compliance with the building code and the special inspection requirements.

THE INSTALLATION OF THE ADDED POSTS, BEAMS, AND FOOTINGS SHALL NOT INFRINGE INTO ANY ADJACENT MANOR. THIS INCLUDES ANY HARDWARE OR OTHER MISCELLANEOUS COMPONENT ASSEMBLIES NECESSARY TO PROVIDE FOR A COMPLETED PROJECT.

AREA AFFECTED BY NEW FOOTINGS, POSTS, AND BEAMS

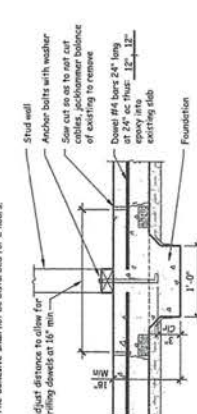


- Anchor Rod**
- A. All-Thread rod shall conform to ASTM F 1554 Steel Anchor Rods 36, SS, and JIS S45C Yield Strength.
  - B. Corrosion Protection, when required by the application, shall be provided.
- Chemical Adhesive**
- A. Adhesive exchange (epoxy and vinyl anchors) shall be the following:  
• SET-XP Epoxy Adhesive, Simpson Strong-Tie Co., Inc., Pleasanton, California, ICC ESR-2508 SET-XP Epoxy  
• SET-XP Epoxy Adhesive, Simpson Strong-Tie Co., Inc., Pleasanton, California, ICC ESR-2508 SET-XP Epoxy  
• Adhesive Anchors for Cracked and Uncracked Concrete.
- B. Installation and Special Inspection shall be in accordance with the manufacturer's recommendations and shall be in accordance with the ICC report.
  - C. The anchor shall not be embedded for 2 hours.
  - D. Measure to bottom of rod.



**Post Base Replacement**

- Chemical Adhesive**
- A. Adhesive exchange (epoxy and vinyl anchors) shall be one of the following:  
• SET-XP Epoxy Adhesive, Simpson Strong-Tie Co., Inc., Pleasanton, California, ICC ESR-2508 SET-XP Epoxy  
• SET-XP Epoxy Adhesive, Simpson Strong-Tie Co., Inc., Pleasanton, California, ICC ESR-2508 SET-XP Epoxy
- B. Installation and Special Inspection shall be in accordance with the manufacturer's recommendations and shall be in accordance with the ICC report.
  - C. The adhesive shall not be embedded for 2 hours.



- Note:**
1. Periodic Special Inspection is required for application of adhesive.
  2. Design based on Fc = 2500 PSI.
  3. Concrete surfaces shall be dry at time of adhesive application.

**Footing and Slab**



**FLOOR PLAN**  
SCALE: 1/4" = 1'-0"



Laguna Woods Village

## Variance Request Form

SA

Model: <u>La Quinta</u>	Plan:	Date: <u>Jan. 18, 2021</u>
Member Name: <u>York &amp; Angela Bennett</u>	Signature: <u>York J. Bennett</u>	
<u>[REDACTED]</u>	<u>[REDACTED]</u>	
Contractor Name/Co: <u>Ron Harbin Mykaton Const.</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
Owner Mailing Address: (to be used for official correspondence)		

## Description of Proposed Variance Request ONLY:

Requesting that we can remove wall between Kitchen and Living Room, to open Kitchen up to Living Room will be installing new support Beams, in place of wall  
(Plans have been provided to show what we want to do)  
~~Requesting that we can lower window sill height at Master Bathroom from 36" x 12" to 36" x 19"~~

## Dimensions of Proposed Variance Alterations ONLY:

## 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&amp;S Committee (TACSC): \_\_\_\_\_

United M&amp;C Committee: \_\_\_\_\_

Board Meeting: \_\_\_\_\_

☐ Denied☐ Approved☐ Tabled☐ Other \_\_\_\_\_

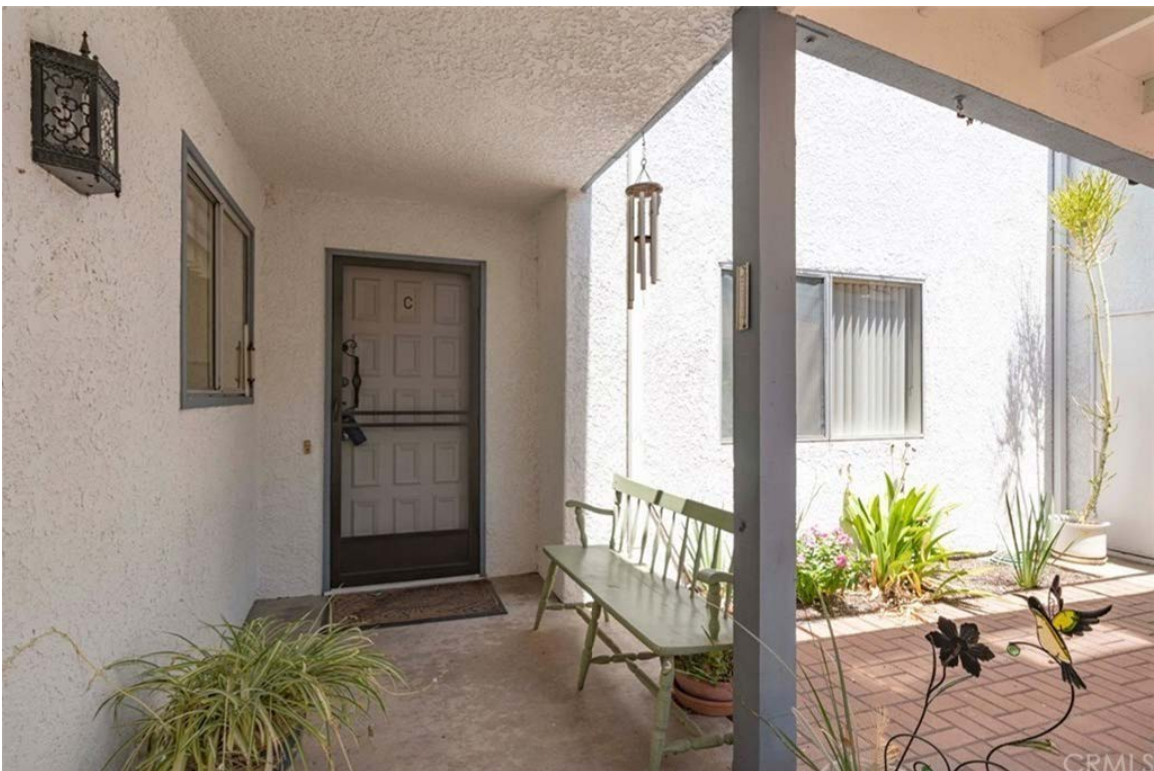




ATTACHMENT 3



FRONT ELEVATION



UNIT 3493-C  
ENTRY



KITCHEN



KITCHEN  
(VIEW TOWARD DINING ROOM)





DINING ROOM



LIVING ROOM



# ATTACHMENT 4



## **RESOLUTION 03-21-XX**

### **Deny the Request for Off-Schedule Trimming of One Rusty Leaf Fig Tree 3076-C Via Serena S.**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

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

**WHEREAS**, on March 4, 2021, the Landscape Committee reviewed the request for the off-schedule trimming of one Rusty Leaf Fig tree. The request was received from the Member at 3076-C who cited the reason as overgrown;

**WHEREAS**, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-11-149 and recommends denying the request for the off-schedule trimming of one Rusty Leaf Fig tree located at 3076-C Via Serena S.

**NOW THEREFORE BE IT RESOLVED**, March 16, 2021, the Board of Directors denies the request for the off-schedule trimming of one Rusty Leaf Fig tree located at 3076-C;

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

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## **RESOLUTION 03-21-XX**

### **Approve the Request to Install Artificial Turf 5589-A Avenida Sosiega**

**WHEREAS**, on March 4, 2021, the Landscape Committee reviewed the request for installing artificial turf adjacent to the sidewalk on the rear and side of the manor, at the Member's expense. The request was received from the Member at 5589-A who cited the reason as the existing landscape is difficult to maintain due to limited access;

**WHEREAS**, the Committee recommends approving the request for installing artificial turf adjacent to the sidewalk on the rear and side of the manor, at the Member's expense, located at 5589-A Avenida Sosiega with the following conditions:

1. All costs for design, construction, and maintenance of the improvement are the responsibility of the Property's Member Owner at 5589-A.
2. All materials and installation methods shall be approved by the Landscape Department prior to start of work.
3. The requesting Members understand that the area will remain Common Area subject to the use and passage of all members of Third Mutual.

**NOW THEREFORE BE IT RESOLVED**, March 16, 2021, the Board of Directors approves the request for installing artificial turf adjacent to the sidewalk on the rear and side of the manor, at the Member's expense, located at 5589-A;

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

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## **RESOLUTION 03-21-XX**

### **Approve the Request by Staff to Remove Two Carrotwood Trees at the Side of B5358**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

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

**WHEREAS**, on March 4, 2021, the Landscape Committee reviewed the staff request for the removal of two Carrotwood trees. The request was received from staff who cited the reason as the proximity of the trees to the building's roof is causing the need for annual off-schedule trimming in lieu of the current two-year cycle;

**WHEREAS**, the Committee determined that the tree meets the guidelines set forth in Resolution 03-11-149 and recommends approving the request for the removal of two Carrotwood trees located at the side of B5358.

**NOW THEREFORE BE IT RESOLVED**, March 16, 2021, the Board of Directors approves request for the removal of two Carrotwood trees located at the side of B5358;

**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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considered Barbeque Grill Rules and Regulations. By a vote of 4-1-0, the motion carried.

### **DISCUSSION**

The purpose to adopt Barbeques Grill Rules & Regulations is to provide guidelines on the use of barbeque grills. It would require members in multi-story units to use grills on common area. This can be a liability for Third if the member leaves the grill unattended during use while in common area.

The implementation of the proposed Barbeques Grills Rules & Regulations includes an article in the Laguna Woods Village Breeze advising Third members of the new rules and regulations coming into effect. Members with open fire barbeques will be allowed to retain their barbeques however, at time of replacement the new grill must adhere to the rules. Additionally, new owners will be advised of the Barbeque Rules & Regulations in the resale packet 'Enjoying Your Life in Third Laguna Hills Mutual'.

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

**Reviewed By:** Francis Gomez, Operations Manager  
Dan Yost, Risk Manager

### **ATTACHMENT(S)**

Attachment 1: Endorsement from Committee

Attachment 2: Enjoying Your Life in Third Laguna Hills Mutual

Attachment 3: Resolution 03-21-XX, Barbeque Grill Rules & Regulations

## **ENDORSEMENT (to Board)**

### **Barbeque Grill Rules & Regulations**

The Resident Compliance & Policy Committee has recognized the need to adopt a Barbeque Grill Rules & Regulations to set forth guidelines for the use of barbeque grills;

Third Laguna Hills Mutual's ("Third") members are currently directed to follow the guidelines for barbeque grill use and safety provided by the Orange County Fire Authority ("OCFA") and the City of Laguna Woods.

On December 3, 2020, the Resident Policy and Compliance Committee discussed and considered Barbeque Grill Rules and Regulations. By a vote of 4-1-0, the motion carried.

The implementation of the proposed Barbeques Grills Rules & Regulations includes an article in the Laguna Woods Village Breeze advising Third members of the new rules and regulations coming into effect. Members with open fire barbeques will be allowed to retain their barbeques however, at time of replacement the new grill must adhere to the rules. Additionally, new owners will be advised of the Barbeque Rules & Regulations in the resale packet 'Enjoying Your Life in Third Laguna Hills Mutual'.

On February 3, 2021 the Resident Policy and Compliance Committee reviewed the Barbeque Grill Rules & Regulations.

Director Parsons made a motion to approve the Barbeque Rules and Regulations with changes. Director Karimi seconded the motion.

By consensus, the motion carried.

**Enjoying Your Life in Third Laguna Hills Mutual**  
**A Condominium in Laguna Woods Village**

Before closing escrow the following addresses some points about which Third Mutual wanted to make certain you are aware. Please read and initial each of the points below and feel free to ask further questions of your realtor.

Initial(s)

- ☐ ☐ I understand this is a common interest development with rules and regulations regarding residency and alterations to my unit.
- ☐ ☐ I am aware that assisted living is not provided and should I require help, I will need to hire my own caregiver and register that person with the mutual.
- ☐ ☐ I am aware of the rules regarding maximum number of occupants, that guests may stay for no more than 60 days in any 12-month period and that guests may not stay in a resident's home if the resident is absent.
- ☐ ☐ I am aware I may need to obtain city and community permits before starting any alterations to my unit, and I will be financially responsible for the maintenance of any alterations to my manor, even when the mutual performs the work.
- ☐ ☐ I am aware the mutual insures only the exterior walls of my unit, and I am aware I will need to seek advice from my own insurance agent regarding condominium insurance for my personal possessions, all things inside the manor and any exterior upgrades or alterations that exist in my home.
- ☐ ☐ I am aware that I will be billed for my real estate taxes from the Orange County Tax Assessor and that my monthly assessments may increase annually.
- ☐ ☐ I understand that the mutual endeavors to maintain affordability, but the cost of living in Southern California is continually changing. These costs are reviewed each year and monthly assessments are adjusted accordingly to maintain and enhance the community.
- ☐ ☐ Open flame grills are prohibited in multi-story buildings, but electric grills may be used in these buildings. Open flame grills (gas, LPG, propane) must be located at least 10 feet from combustible material and may not be used in an enclosed area. If an open flame BBQ grill is replaced in a multi-story building, it must be with an electric grill. (Resolution 03-XX-XX)
- ☐ ☐ I have read and I understand the Last-Minute Reminders on the following page.

1 Name (Print) *	Signature	Date
2 Name (Print)	Signature	Date



**RESOLUTION 03-21-XX**

**Barbeque Grill Rules & Regulations**

**WHEREAS**, the Resident Compliance & Policy Committee has recognized the need to adopt a Barbeque Grill Rules & Regulations to set forth guidelines for the use of barbeque grills;

**NOW THEREFORE BE IT RESOLVED**, on March 16, 2021, the Board of Directors of this Corporation hereby adopts the Barbeque Grill Rules & Regulations, as attached to the official minutes of this meeting; and

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

FEBRUARY Initial Notification

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



## STAFF REPORT

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**DATE:** February 3, 2021  
**FOR:** Resident Policy & Compliance Committee  
**SUBJECT:** Barbeque Grill Rules & Regulations

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### **RECOMMENDATION**

Adopt Barbeque Grill Rules & Regulations.

### **BACKGROUND**

Third Laguna Hills Mutual's ("Third") members are currently directed to follow the guidelines for barbeque grill use and safety provided by the Orange County Fire Authority ("OCFA") and the City of Laguna Woods.

The guidelines include the following:

What is allowed in the Village?

- Electric Grills
- Propane grills with a container capacity no more than 2.5 pounds
- Grills that are stored in a safe manner and do not obstruct walkways

What is *not* allowed?

- Use of grills on balconies and decks
- Use of grills within 10 feet of buildings or combustible material
- Propane grills with a container larger than 2.5 pounds\*
- Use of a grill that creates a nuisance (excessive smoke or odor) to neighboring units.

\* an adapter can be purchased to convert to the smaller tank.

In addition to the above items, please follow the safety tips below when operating a BBQ grill:

- Follow the manufacturer instructions
- Fasten the propane tank securely to the grill
- Place your grill on a level surface so it will not topple over
- Light your grill with the top open
- Supervise the grill when in use and keep everyone away, including pets
- Use long-handled tools especially made for cooking on the grill
- Do not wear a loose apron or loose clothing while grilling, and always wear shoes
- Thoroughly clean grill after each use
- Keep a fire extinguisher nearby
- Always use or store cylinders outdoors in an upright (vertical) position

In the last five years there have been four fires started by barbeque grills; since May 2020 there have been two fires. Only one of the incidents required Third's insurance company to be involved. Since 2011, the Compliance Division has mailed seven disciplinary letters regarding nuisance violations caused by the use of barbeque grills.

On December 3, 2020, the Resident Policy and Compliance Committee discussed and

**Barbeque Rules & Regulations**  
**Resolution 03-21-XX; Adopted March XX, 2021**

**I. Purpose**

The purpose of this document is to define the policies of Third Laguna Hills Mutual ("Third") regarding the use of Barbeque Grills.

**II. Definitions**

For the purposes of this policy:

- a. Barbeque Grills are devices that cook food by applying heat from below. There are three categories of grills common for residential use:
  - Gas-fueled grills typically use LPG (propane or butane) or natural gas as a fuel source and are known as an "open flame" source.
  - Charcoal grills are prohibited.
  - Electric grills typically use an electric element to supply a constant heat source with no open flames.
- b. Common Area means the area which is available for use by more than one person.
- c. Community Rules are defined as the Articles of Incorporation, Bylaws, the recorded Covenants, Conditions, and Restrictions (CC&Rs); and any rules and regulations adopted by Third.
- d. Any reference to the "Governing Documents" shall, for purposes of this Policy, be deemed a reference to the Community Rules set forth in this definition.
- e. Enclosed Area is defined as an area closed in by roof and contiguous walls or windows, connecting floor to ceiling with appropriate opening for ingress and egress.
- f. Member is defined as any person entitled to membership in Third.
- g. Multi Story-Unit Residential Facility means a building or portion thereof that contains more than one story of dwelling units.
- h. Private residence is defined as that portion of any Condominium which is not owned in common with other owners.
- i. Combustible material includes materials made of or surfaced with wood, plastic compressed paper or other material that will ignite and burn. These materials shall be considered as combustible even though flameproofed, fire-retardant treated.

**III. General Rules for all Barbeque**

- a. Hot Barbeque units may be left in place where used until cool.
- b. Barbeque units must be used and stored so as not to block walkways.
- c. Barbeque procedures must not cause excessive smoke or offensive odor or be a nuisance to neighboring residents.
- d. Open flame grills are prohibited in multi-story buildings. Only electric grills are permitted in multi-storied buildings.

- e. Members with open fire barbeques will be allowed to retain their barbeques however, at time of replacement the new grill must adhere to the rules.

#### **IV. Rules specific to “open flame” Barbeque units (gas, LPG, propane)**

- a. Active open flame units (gas, LPG, propane) must be located at least 10 feet from combustible material as defined above.
- b. Active open flame units must not be located under roof eaves, combustible patio covers or similar overhead coverings.
- c. Active open flame units (gas, LPG, propane) may not be used in an Enclosed Area.
- d. Any cooking device tanks shall contain no more than 15 pounds net weight of propane.

#### **V. Safety Tips**

- a. Follow the manufacture instructions.
- b. Fasten the propane, or LPG, tank securely to the grill assembly.
- c. Place your grill on a solid and level surface to prevent accidental overturn.
- d. Ignite gas grills with the top open.
- e. If ignition of a gas grill does not occur immediately, or the flame goes out, turn the gas off and wait at least 5 minutes before attempting ignition. This includes safety tip v.
- f. Supervise the grill when in use and keep everyone away, including pets.
- g. Use long-handled tools especially made for cooking on the grill
- h. Do not wear a loose apron or loose clothing while grilling,
- i. Thoroughly clean grill after each use to help avoid grease fires.
- j. Keep a fire extinguisher nearby.
- k. Always use and store cylinders outdoors in an upright (vertical) position unless the Bar-B-Que manufacturer has designed the system otherwise.
- l. Leak test all gas connections with soap solution at least once each year and the tank connection every time a cylinder is replaced.
- m. Close the gas tank valve when finished Bar-B-Queuing if so equipped.
- n. Be sure any extension cords used with an electric grill are rated for the power (current) stated by the Bar-B-Que manufacturer and rated for outdoor use.
- o. Be sure to locate power cords so as not to be a trip hazard.

#### **VI. Enforcement**

Third is authorized to take disciplinary action against a Member found to be in violation of these Barbeques Rules and Regulations. When a violation occurs, the Board is obligated to evaluate and impose certain appropriate, member-discipline as set forth in the governing documents. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action.

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

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

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## **ENDORSEMENT (to Board)**

### **Social Media Use Policy**

The Board created a Resident Policy and Compliance Committee to review policies and processes for consistency. The committee and staff have identified areas of improvement including, but not limited to, the need to adopt a Social Media Use Policy. On March 6, 2013, the Board amended the Conduct Guidelines for Directors to advise directors of approved behavior within the Davis-Stirling Act (Resolution 03-13-18). This policy is specific to Board members only. On November 15, 2016, the Board amended the Conduct Guidelines for Directors to include clarifying language (Resolution 03-16-114).

On January 6, 2021, the Resident Policy and Compliance Committee discussed and considered the adoption of a Social Media Policy.

On February 3, 2021 the Resident Policy and Compliance Committee reviewed Social Media Use Policy

Director McCary made a motion to approve the Social Media Use Policy with changes. Director Karimi seconded the motion.

By a 5-1-0 (Director Bhada opposed) vote, the motion carried.

**RESOLUTION 03-21-XX**

**Social Media Use Policy**

**WHEREAS**, the Resident Policy & Compliance Committee has recognized the need to adopt a Social Media Use Policy to set forth guidelines for individuals serving in a representative capacity for the Mutual; and

**WHEREAS**, Mutual representatives includes Directors, Committee members, advisors and/or volunteers who may wish to communicate with other residents and members outside of official meetings about Mutual business via social media platforms; and

**WHEREAS**, these communications may inadvertently give the impression to others that they (the representative) are speaking in an official capacity as a representative of the Mutual; and

**WHEREAS**, the requirements of the Davis-Stirling Common Interest Development Act that official Mutual business only be conducted at officially-noticed meetings; and

**NOW THEREFORE BE IT RESOLVED**, on March 16, 2021, the Board of Directors of this Corporation hereby adopts the Social Media Use Policy, as attached to the official minutes of this meeting; and

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

FEBRUARY Initial Notification

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



## STAFF REPORT

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**DATE:** February 3, 2021  
**FOR:** Resident Policy & Compliance Committee  
**SUBJECT:** Social Media Use Policy

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### **RECOMMENDATION**

Adopt the Social Media Policy.

### **BACKGROUND**

The Board created a Resident Policy and Compliance Committee to review policies and processes for consistency. The committee and staff have identified areas of improvement including, but not limited to, the need to adopt a Social Media Use Policy. On March 6, 2013, the Board amended the Conduct Guidelines for Directors to advise directors of approved behavior within the Davis-Stirling Act (Resolution 03-13-18). This policy is specific to Board members only. On November 15, 2016, the Board amended the Conduct Guidelines for Directors to include clarifying language (Resolution 03-16-114).

On January 6, 2021, the Resident Policy and Compliance Committee discussed and considered the adoption of a Social Media Policy.

### **DISCUSSION**

The purpose for the Social Media Use Policy is to provide guidelines and expectations for Directors, Committee members and volunteers who are acting in a representative capacity for Third Laguna Hills Mutual on a social media platform.

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

**Reviewed By:** Francis Gomez, Operations Manager

### **ATTACHMENT(S)**

Attachment 1: Endorsement from Committee

Attachment 2: Resolution 03-21-xx` Social Media Use Policy

## **Social Media Use Policy**

### **Resolution 03-21-XX; Adopted March XX, 2021**

#### **I. Purpose**

The Board of Directors (the “Board”) of Third Laguna Hills Mutual (the “Association and/or Mutual”) has adopted the following Social Media Use Policy (the “Policy”) to provide guidance and expectations regarding the use of social media relating to issues involving the Mutual by members of the Board, any Mutual committee member, volunteers, or other persons otherwise currently acting or serving in some representative capacity for the Mutual, or serving in such role in the past.

#### **II. Background**

While the widespread adoption of social media, and its use by members and residents of the Mutual allows for members and residents to communicate regarding Mutual-related matters and to share information quickly and easily with other Mutual members and residents, it also presents unique challenges to the Mutual’s representatives on the Board and various committees who are also residents.

As representatives of the Mutual, Board members and committee members, as well as other volunteers, when communicating with other residents and members outside of official meetings about Mutual business, may inadvertently give the impression to others that they speak in an official capacity as a representative of the Mutual and thus speak for the Mutual. Even if such representatives state that they are communicating in an “unofficial capacity”, by virtue of their position, they inherently convey that they speak with authority and/or from knowledge that may not be publicly known, and their statements and opinions may thus carry more weight than those of other residents due to their position on the Board or a committee. In other words—a representative of the Mutual serving on the Board or on a committee cannot simply change hats when it suits them, and during the entire term of their position as a representative of the Mutual, their actions reflect on the Mutual itself. As such, all representatives of the Mutual are expected to conduct themselves in a manner appropriate to such position and which will not reflect poorly on the Mutual or expose the Association to undue risk or potential liability.

With regard to social media in particular—which includes, without limitation, such platforms as Nextdoor, Facebook, Twitter, Youtube, Instagram, Gab, Parler, Reddit, and TikTok among others—representatives of the Mutual may wish to communicate with other members and residents regarding certain Mutual-related information, or to respond to and/or clarify information being circulated that may be incorrect or reflect poorly on such individual, the Board or a particular committee, or the Mutual and its staff. However, in doing so, such person may convey non-public/confidential information and/or

communicate in such a way that implies that person speaks as a representative of the Mutual with the authority of the Mutual, which could have potentially significant legal consequences for the Mutual.

### **III. Guidelines for Social Media Use by Mutual Representatives**

Given the potential risk of legal liability for the Mutual, the potential for representatives to tarnish the Mutual's reputation through inappropriate actions, words, and/or behavior, and the requirements of the Davis-Stirling Common Interest Development Act that official Mutual business only be conducted at officially-noticed meetings, the following guidelines shall be applicable to all persons serving in a representative capacity for the Mutual, including without limitation, members of the Board, members of any committee, and official volunteers, such as, without limitation, advisors, and other such persons who have access to nonpublic knowledge relating to the Mutual's business.

- A. All Mutual representatives are expected to exercise personal responsibility whenever they use social media in any capacity, even in a personal capacity not related to the Mutual.
- B. Mutual representatives shall not post any content on any social media platform relating to official Mutual business, actions taken by the Mutual, or otherwise relating to Mutual issues under the purview of the Mutual's corporate powers and duties.
- C. Mutual representatives shall not post any content on any social media platform relating to Mutual staff and the performance of any staff member's duties on behalf of the Mutual, or to the performance of other representatives of the Mutual including Board members, committee members, or volunteers. Mutual representatives are expected to address any concerns with staff or other representatives through official channels of communication and in a constructive manner keeping in mind their obligation to act in the best interests of the Mutual.
- D. Mutual members shall not respond to any posting on social media by *other* persons relating to official Mutual business, actions taken by the Mutual, or otherwise relating to Mutual issues under the purview of the Mutual's corporate powers and duties, including both written comments or statements, sharing or re-posting, "liking," or otherwise reacting to such content. This includes responding to content specifically targeting or referring to such representative and the performance of their duties as a representative of the Mutual.
- E. Postings on any social media platforms that a representative believes in good faith warrants a response by the Mutual due to such posting being defamatory, containing objectively false information, or otherwise, should be brought to the attention of the Board as soon as practicable so that the Board or an executive committee thereof may determine whether an official response is warranted and to prepare an official response on behalf of the Mutual with the assistance of legal



counsel, as may be appropriate. In the alternative, the Board or executive committee may approve a response for the individual representative to post that protects the Mutual and such representative.

- F. Any posting or response to any posting on any social media platform by the Mutual or a representative of the Mutual responding in their official capacity with the prior written approval of the Board shall clearly indicate that the posting is a communication approved by the Board and that any issues or concerns with the Mutual or its representatives should be sent directly to the Board or staff for the Board to address in an official meeting.

#### **IV. Guidelines for Social Media Use by Former Mutual Representatives**

While persons who have previously served as representatives of the Mutual, but who no longer serve in such capacity, shall not be subject to the same guidelines as those currently serving in a representative capacity for the Mutual, such persons and their actions do still, in some respects, reflect on the Mutual. Further, such former representatives, including without limitation, prior members of the Board, members of any committee, and official volunteers, may have had, through such position, access to nonpublic knowledge relating to the Mutual's business. Given the foregoing, the following guidelines and expectations for such former representatives shall apply.

- A. Former Mutual representatives shall not post any content on any social media platform relating to official Mutual business, actions taken by the Mutual, or otherwise relating to Mutual issues under the purview of the Mutual's corporate powers and duties that involves nonpublic and/or confidential information that such former representative had access to by means of their prior position, as the duty to maintain confidentiality extends beyond the term of any position or representative relationship of such person on behalf of the Mutual.
- B. Former Mutual representatives shall not hold themselves out on any social media platform as currently representing the Mutual in any capacity.
- C. Former Mutual representatives are still expected to exercise personal responsibility whenever they use social media in any capacity, due to their prior affiliation with the Mutual, and to not engage in behaviors on social media directed toward current Mutual representatives, including without limitation, the Board or Mutual staff, that may constitute a nuisance.

#### **V. Violations of Policy**

Mutual representatives, including members of the Board, members of any committee, and official volunteers, who violate the guidelines in this Policy are deemed to be acting outside the course and scope of their authority as representatives of the Mutual. Any representative in violation of this Policy may be subject to immediate disciplinary action, including, but not limited to: (i) censure, (ii) removal from committees, (iii) removal as an

officer of the Board, (iv) request for resignation from the Board or committee, as may be applicable, and (v) removal from any volunteer position or capacity and suspension from acting in any future volunteer capacity. Depending on the circumstances of the violation, a representative in violation of this Policy may also be subject to disciplinary action in accordance with the Mutual's governing documents, ~~including, without limitation, the imposition of fines and/or the levy of a reimbursement assessment.~~

Prior to taking any of the actions described above, the Board shall review the evidence of violation, endeavor to meet with the representative member who allegedly is in violation, and confer with the Mutual's legal counsel. The Board shall meet with the director/committee member in executive session prior to imposing disciplinary action against that person; provided, however, that such person may be suspended from an officer, committee, or volunteer position pending the outcome of a hearing. Notwithstanding the foregoing, in cases of extreme or egregious violations, the Board may remove a person from an officer, committee, or volunteer position without a hearing in accordance with its authority pursuant to the Mutual's governing documents.

Former Mutual representatives found to be in violation of this Policy, depending on the circumstances of the violation, may also be subject to disciplinary or enforcement action in accordance with the Mutual's governing documents

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After staff evaluated the area, we worked with the Mutual's current contractor to provide an estimated cost for the replacement of the intake doors of floors two and three of Building 3486 (Attachment 3), for the Committee's review and consideration.

### **FINANCIAL ANALYSIS**

The 2021 Building Structures budget has adequate funding to complete the lowering of the intake trash doors at Building 3486. Supplemental funding would not be required.

**Prepared By:** Laurie Chavarria, Executive Assistant

**Reviewed By:** Guy West, Projects Division Manager  
Ernesto Munoz, P.E. Maintenance and Construction Director

### **Attachment(s):**

Attachment 1 – Letter from Building Captain of 3486 Bahia Blanca West

Attachment 2 – Pictures of Intake Doors

Attachment 3 – Terra Pacific Proposal

**Attachment 1 – Letter from Building Captain of 3486 Bahia Blanca West**

MEMO

FROM: JOHN LUSTIG, BUILDING CAPTAIN 3486 BAHIA BLANCA WEST  
UNIT 2B  
TO: ROBERT MUTCHNICK, DIRECTOR, 3RD MUTUAL  
IN RE: GARBAGE CHUTES IN 3486  
DATE: 4 DECEMBER 2020

BACKGROUND:

Since the fire on 14 January 2010, that closed the building to 14 January 2011, work was performed including the Garbage Chutes. As I am not on staff, I do not have the dates for that work. The changes made increased the difficulty getting trash into the Chutes. These changes have impacted all the residents on the 2nd and 3rd floor. Obviously, the wheel chair bound, in poor physical shape cannot use the chutes at all. Complaints have been leveled for a long time; actually far too long!

The purpose of this Memo is for the 3rd Mutual Board to request a proposal from Staff to make the changes required for the Garbage Chutes on the 2nd and 3rd floor of 3486 to: conform with the Garbage Chutes in the 3 story buildings in gate 14 those cited above. as well as the other building that are of the same configuration.

CURRENT!

I have now tried again! On the recommendation of Stuart Hack, after his visit to the 3486 building, I undertook an examination of Garbage Chutes in other 3rd Mutual buildings. I started with my building 3486! Then I drove to examine the 3 story buildings in Gate 14. I started with 4012 Calle Sonora Oeste and neighboring buildings. Then I visited 2393 Mariposa West (Stuart Hack lives in that building). After talking with you I visited 3488-89 Bahia Blanca West followed by a few others courtesy of delivering some lunches.

Stuart recommended that pictures and measurements be taken and given to you. I am providing the following: 1) inches from floor to base of Chute; 2) inches to top of chute; 3) inches to handle (and pictures when handle is different). I used my cane ( app. 37" in height) as a visual aid. It was easily noted that all the Garbage Chutes in the buildings visited were significantly lower: to be reasonably precise the base of the Garbage Chutes in 3486 (2nd and 3rd floor) were a bit higher than the top of the Garbage Chutes in the buildings visited. Precise measurements shall be attached.

Important notes: The Handle on the 2nd floor Chute in building 3486 is different on the 3rd floor. It has an additional handle to turn in order to open. Both Chutes open about half way and must be held to stay open. The half way open limits what can be placed and requires someone to reach over 57" to drop garbage in Chute; a third hand would help with the added handle.

**Attachment 1 – Letter from Building Captain of 3486 Bahia Blanca West (continued)**

The current Garbage Chutes fail to conform to the regulations in the Americans With Disabilities Act of 1990. While I spent the last six of my 50+ of my public service life in the Office of the City Manager, we had a City Attorney to deal with those issues.

This is not a professional staff report. I am not staff; I do not have the resources the Staff has. Staff can provide precise measurements, costs, other information requested by the Board. To be blunt, the need for this change is obvious to the naked eye! This "model" appears rather unique in this community. Why are the handles different on the 3rd from the 2nd floor? When the proposed changes are made, residents can easily dispose of trash, reduce trips and accidents caused by dropping trash in the bins on the first floor. There, the doors are heavy to open; the trash containers are high making it quite difficult to throw over with accuracy!

I have had conversations with several companies that install Garbage Chutes; one familiar with our community. They see no problems in fixing the situation.

RECOMMENDATION:

IT IS WORTH REPEATING: ENOUGH BUILDING IN 3RD WERE CHECKED TO REACH TWO CONCLUSIONS: 1) IN 3486 FLOOR TO BASE IS 2" HIGHER THAN FLOOR TO TOP OF ALL THE OTHER BUILDING CHUTES! 2) THERE IS A 24" DIFFERENTIAL BETWEEN 3486 (61") AND THE OTHER BUILDING CHUTES (37") WHEN MEASURING FLOOR TO TOP.

It is hereby proposed that the 3rd Mutual Board request Staff to draft a proposal to make such alterations as are required for the Garbage Chutes on the 2nd and 3rd floor in Building 3486 conform with the Garbage Chutes in the 3 story buildings cited in this report.

Respectfully submitted.



**Attachment 2 – Pictures of Intake Doors**



High Intake Door



Low Intake Door



## **STAFF REPORT**

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**DATE:** March 15, 2021  
**FOR:** Board of Directors  
**SUBJECT:** Building 3 Trash Intake Door Replacement

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### **RECOMMENDATION**

The Third Mutual M&C Committee recommends that the Board authorize the replacement of the two trash intake doors at Building 3486, at a not to exceed cost of \$19,000.

### **BACKGROUND**

The Building Captain at 3486 Bahia Blanca West, a 3-story building with 21 units, notified staff and a Third Mutual Director that residents on the second and third floors of the building were having difficulty using the intake door to dispose of their garbage down the trash chute (Attachment 1).

On March 1, 2021, the M&C Committee reviewed this report and discussed the height of intake doors at other buildings; repairs to the firewall; the contract clause for sub-contracting costs; and placing a cap on the project cost. A motion was made and unanimously approved to recommend the Board authorize the two trash intake doors on the 2<sup>nd</sup> and 3<sup>rd</sup> floor of building 3486 to be replaced as long as the total cost does not exceed \$19,000.

### **DISCUSSION**

Staff visited building 3486 to inspect the intake trash chute doors and took measurements of the door fully extended open in the downward position to determine the difficulty of holding the door open with one hand and raising the trash to a height it could be disposed of with the other hand. Staff noted that it would be a very difficult task for a person with a petite stature and almost impossible for those who are also handicapped. The height from the floor to the door handle was measured at 57 inches (Attachment 2). Staff was unable to find any building code violations related to the maximum height of the intake doors. There is a minimum height requirement of 36 inches. We were also unable to locate any records related to the fire at this building in 2010, which may have caused the trash intake doors to be replaced, per the Building Captain's statement.

Staff visited three additional LH-21 style buildings and measured the doors at 36 inches to the floor surface which appear to be a standard height. The substantial difference in door height was found to have an impact on the ease in which the intake door is opened and used for trash disposal.

### Attachment 3 – Terra Pacific Proposal



## QUOTE

**SOLD TO:** Laguna Woods Village  
 Roger Richter  
 949-468-6427  
 Rodger.Richter@vmsinc.org  
 24351 El Toro Rd.  
 LAGUNA WOODS CA 92637

**Quote Number** QU-18-14474  
**Account Number**  
**Date** 01 Feb 2021  
**Expiry** 03 Mar 2021  
**Prepared By** Troy Apodaca

### Laguna Woods Village Chute Repair and Height Adjustment of Intake Doors Estimate 2-1-2021

Laguna Woods Village Bldg 3486- Terra Pacific to Demo, removal of existing chute intake section, and installation of new chute intake section to secure existing trash chute intake doors. Build back of fire-rated wall including stucco work. fire sprinkler management. 2nd & 3rd floors of designated building, Trash chute door handles measure at 57" from floor to handle. Customer would like doors lowered so the handle sits at 36" from floor to handle. 36" is the minimum height requirement by NFPA fire code.

Description	Qty	Unit Price	Tax	Amount USD
Misc, 2 Floors-Demo, removal of existing chute intake section, and installation of new chute intake section to secure existing trash chute intake doors. Per floor pricing for Demo.	2.00	4,500.00	Tax Exempt	9,000.00
Misc, Build back of fire-rated wall including stucco work. Per Floor Pricing	2.00	2,100.00	Tax Exempt	4,200.00
Misc, fire sprinkler management	1.00	4,200.00	Tax Exempt	4,200.00
			Subtotal	17,400.00
			Total No Tax 0%	0.00
			<b>TOTAL USD</b>	<b>17,400.00</b>

*If a sub-contract will be required there will be a 10% or \$500 charge (which ever is higher) added the the order. Terra Pacific Waste Management Payment Terms can not be altered by a sub contract.*

*Please inform Terra Pacific of any upcoming inspections or re-test dates by your local fire department so we can plan accordingly. Thank you.*

#### Notes:

50% Deposit Required at time of approval.  
 Balance due upon completion of service.

Signature \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

By signing here you acknowledged that you have read & agree to the Terms & Conditions on Page 2



### Attachment 3 – Terra Pacific Proposal (continued)

TERRA PACIFIC WASTE MANAGEMENT  
Quote #QU-18-14474 Page 2 of 2

---

#### TERMS AND CONDITIONS OF SALE

PLEASE READ THIS AGREEMENT CAREFULLY. IT CONTAINS THE SOLE TERMS AND CONDITIONS OF SALE THAT APPLY TO THE PURCHASE OF PRODUCTS FROM TERRA PACIFIC WASTE MANAGEMENT ("THE COMPANY"). ANY DIFFERENT OR ADDITIONAL TERMS SET FORTH IN CUSTOMER'S PURCHASE ORDER OR SIMILAR COMMUNICATION ARE OBJECTED TO AND SHALL NOT BE BINDING ON THE COMPANY UNLESS A SEPARATE AGREEMENT HAS BEEN SIGNED BY AN AUTHORIZED OFFICER OF THE COMPANY. BY PLACING AN ORDER FOR PRODUCTS FROM THE COMPANY, OR BY ACCEPTING DELIVERY OF THE PRODUCTS DESCRIBED ON THE APPLICABLE ORDER OR INVOICE RECEIVED WITH THE PRODUCTS, YOU AGREE TO BE BOUND BY AND ACCEPT THESE TERMS AND CONDITIONS OF SALE.

The Company may also change or modify these Terms and Conditions of Sale from time to time without notice.

**PAYMENT TERMS:** Unless noted above, OR your company has been assigned an account number, payment terms are 50% deposit, balance due on completion. Terms for Companies with an account number are NET14. Invoices not paid by the due date will be assessed a late payment charge at a rate of 1 1/2% (18% annual) or the maximum allowed by law. All late charges must be paid to retain an open account. All open accounts with an invoice forty-five (45) days past due will automatically be placed on "Credit Hold" until the account is current and may risk losing the privilege of buying on account. Open accounts must continually be active to remain open. Accounts that become inactive over a period of time may be required to re-apply.

**UNDISPUTED AMOUNTS:** Subject to the express provisions of this Quotation, where there is any dispute as to the amount of money owing by any Party to any other Party hereunder, the portion of the amount owing that is not in dispute or otherwise contested or challenged (the "Undisputed Amount") if any, shall be paid within the time required herein or if the required time has elapsed, shall be paid immediately, without deduction or abatement, but without prejudice to the rights of the Parties to contest, challenge or otherwise dispute the appropriate disposition of the remaining portion of the money claimed hereunder.

**ACCEPTANCE OF WORK:** ON COMPLETION OF WORK A FINAL WALK THROUGH WITH AN AUTHORIZED AGENT IS MANDATORY. 30 MINS PRIOR TO COMPLETION OF WORK, WE WILL MAKE EVERY EFFORT TO ALERT MANAGEMENT. FAILURE TO PARTICIPATE IN A WALK THROUGH WILL BE DEEMED AS AN ACCEPTANCE OF THE WORK DONE.

**CONCEALED OR UNKNOWN CONDITIONS:** If conditions are encountered at the site which are (1) subsurface or otherwise concealed physical conditions which differ materially from those indicated in the Quote or (2) unknown physical conditions of an unusual nature, which differ materially from those ordinarily found to exist or generally recognized as inherent in construction activities of the character provided for in the Quote, written notice by the observing party shall be given to the other party promptly before conditions are disturbed and in no event later than 5 days after first observation of the conditions. If the conditions cause an increase in Terra Pacific Waste Management's costs of, or time required for, performance of any part of the Work, Terra Pacific Waste Management will, prior to performing any work, provide an estimate of the additional charges necessary to complete the job. If the Customer is in disagreement with the additional charges, the Customer may pay for all work completed to date and terminate the Contract/Work Order.

**SPECIAL ORDERS:** Special order items are processed only after receipt of your deposit. Special order or non-stock items may not be cancelled, changed or returned once the product has been ordered. All special order sales are final.

**TIME AND MATERIAL REPAIR ORDERS:** To furnish all labor and material on a time and material (T&M) basis to repair the trash chute, linen chute, recycle chute. There is a minimum charge plus all time spent on site. These rates are listed on the Time and Material Quote. Should additional trips be required for parts etc. additional travel charges will be incurred. Every effort is made to stock the most common parts needed on our service truck, given the wide range of equipment and possible problems our service truck may not always have the required part on hand.

Before an appointment can be given, the minimum charge must be collected via Terra Pacific's online store front. Acceptance of this Quote authorizes the full repair of the system. In cases where major repairs or replacement is found to be required a quotation will be provided for approval. If necessary, overtime and double time rates will be charged at the current rate listed in the Time and Material Quote. Service calls between 3:30 pm and 7:00 am Monday through Friday and all day Saturday and Sunday Pacific Time to be after-hours.

**RETURNS:** If you are not satisfied with a product you have purchased, you may return it within 5 business days of order for a refund of the purchase price less 15% restocking fee. Any shipping charges are non-refundable and return shipping fees are the purchaser's responsibility, except in cases where the return is the result of a shipping error or the item arrives damaged or defective.

**EXCLUSIONS:** Unless stated above, the following items are excluded from work: permits, drawings, inspections, wall patching, painting, plumbing, sprinklers, electrical, concrete, any mold remediation of any kind.

**INSURANCE:** OUR EXISTING COMMERCIAL GENERAL LIABILITY INSURANCE INCLUDES BLANKET ENDORSEMENTS FOR WAIVER OF SUBROGATION AND ADDITIONAL INSURED WITH PRIMARY AND NON-CONTRIBUTORY COVERAGE. ANY OTHER COVERAGE REQUESTED WILL RESULT IN ADDITIONAL CHARGES.

**EXISTENCE OF ASBESTOS:** California Labor Code §6301.9 requires the owner of any building or structure as well as any employer or contractor to make a good faith effort to determine if asbestos or asbestos-containing material ("ACM") is present before work in any building or structure is begun. Further, the contractor or employer must inquire of the owner if asbestos is present in any building or structure built prior to 1978. The purpose is to determine if that work may release asbestos or ACM into the air. Such a release of asbestos or ACM may constitute "asbestos related work" which is defined in Labor Code §6301.8 (a) to include "...any activity which by disturbing asbestos-containing materials may release asbestos fibers into the air...". Such a release of asbestos or ACM may constitute a health risk to those exposed.

Accordingly, please make a good faith attempt to determine if either asbestos or ACM is present in the building or structure. Please note that Terra Pacific Waste Management is not in the asbestos abatement business and does not hold itself out as having any expertise in this field. You should contact a qualified asbestos contractor or other qualified environmental health and safety advisor to assist you in making this determination prior to the commencement of the work.

Please note that in the event you learn of the existence of asbestos or ACM in the building or structure, certain other legal requirements concerning notice and abatement may be imposed by law specifically, without limitation, by Division 3, Chapter 6 of the California Labor Code; Division 20, Chapters 10.3 and 10.4 of the California Health and Safety Code; 42 United States Code, Section 7401 et seq.; 40 Code of Federal Regulations, Part 61, Subpart M; and other regulations issued by the state and federal agencies including, without limitation, the Occupational Safety and Health Administration ("OSHA"). Please consult your own legal advisor or the appropriate local, state or federal governmental agency for more details concerning your possible obligations.

You are required to certify to Terra Pacific Waste Management in writing, prior to the commencement of the work that you have made a good faith effort to determine if asbestos or ACM is present in the building or structure and that pursuant to such effort, do not believe asbestos or ACM is present.

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# Financial Report - January 31, 2021

- ▲ Third Laguna Hills Mutual
- ▲ Robert Mutchnick, Treasurer
- ▲ March 16th, 2021

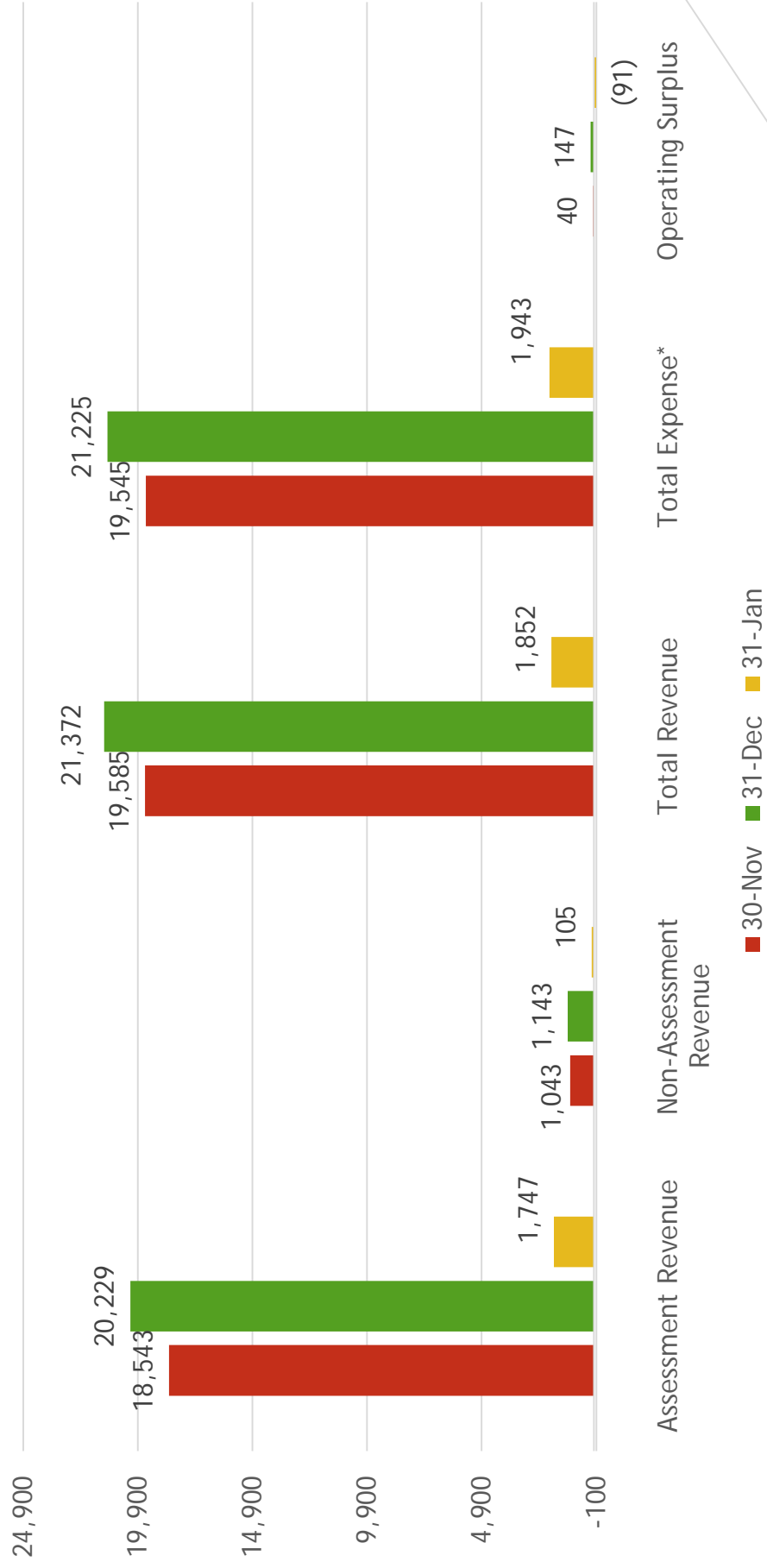
## Thousands)





# Income Statement - Operating Fund Only

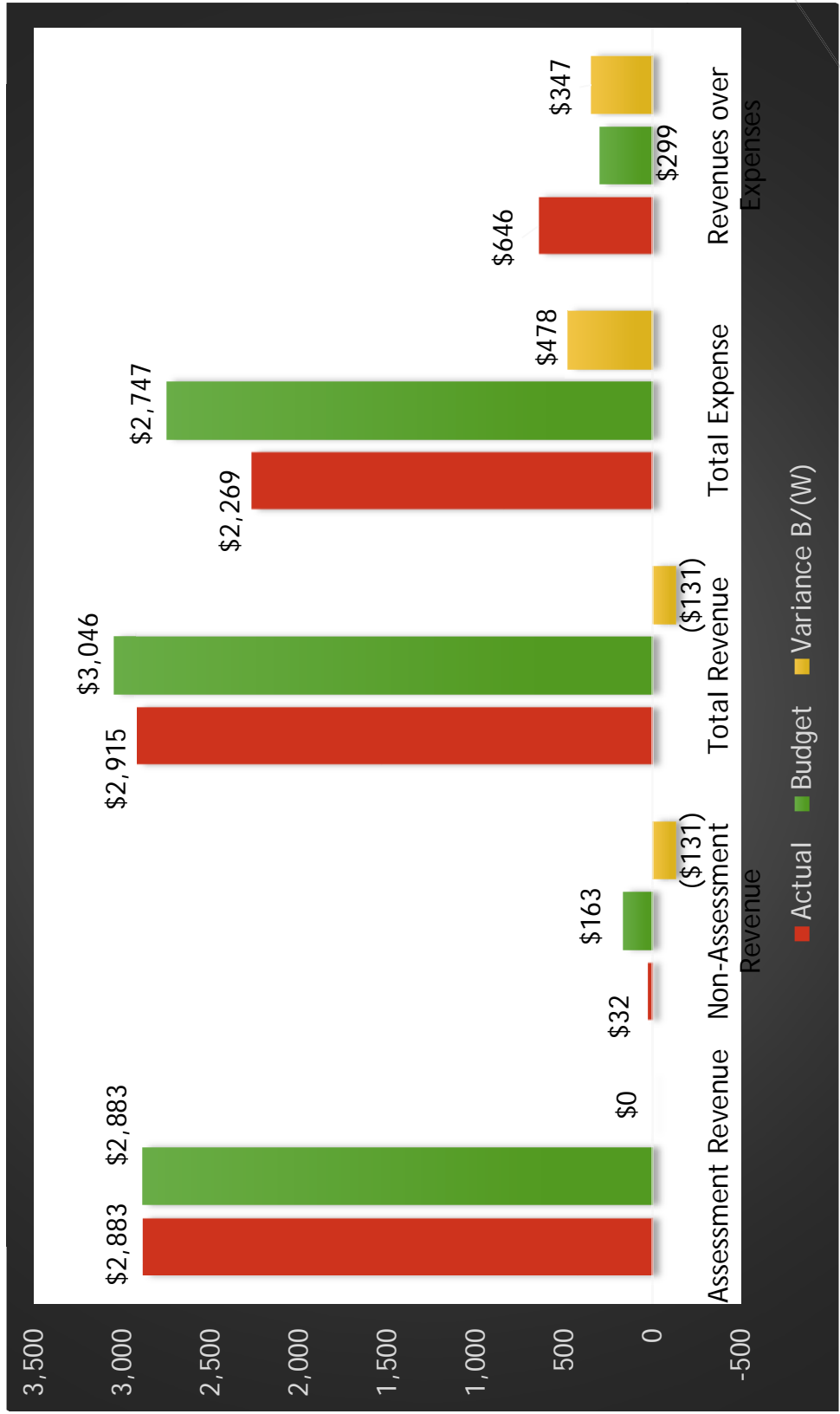
(In Thousands)



\*Excludes Depreciation

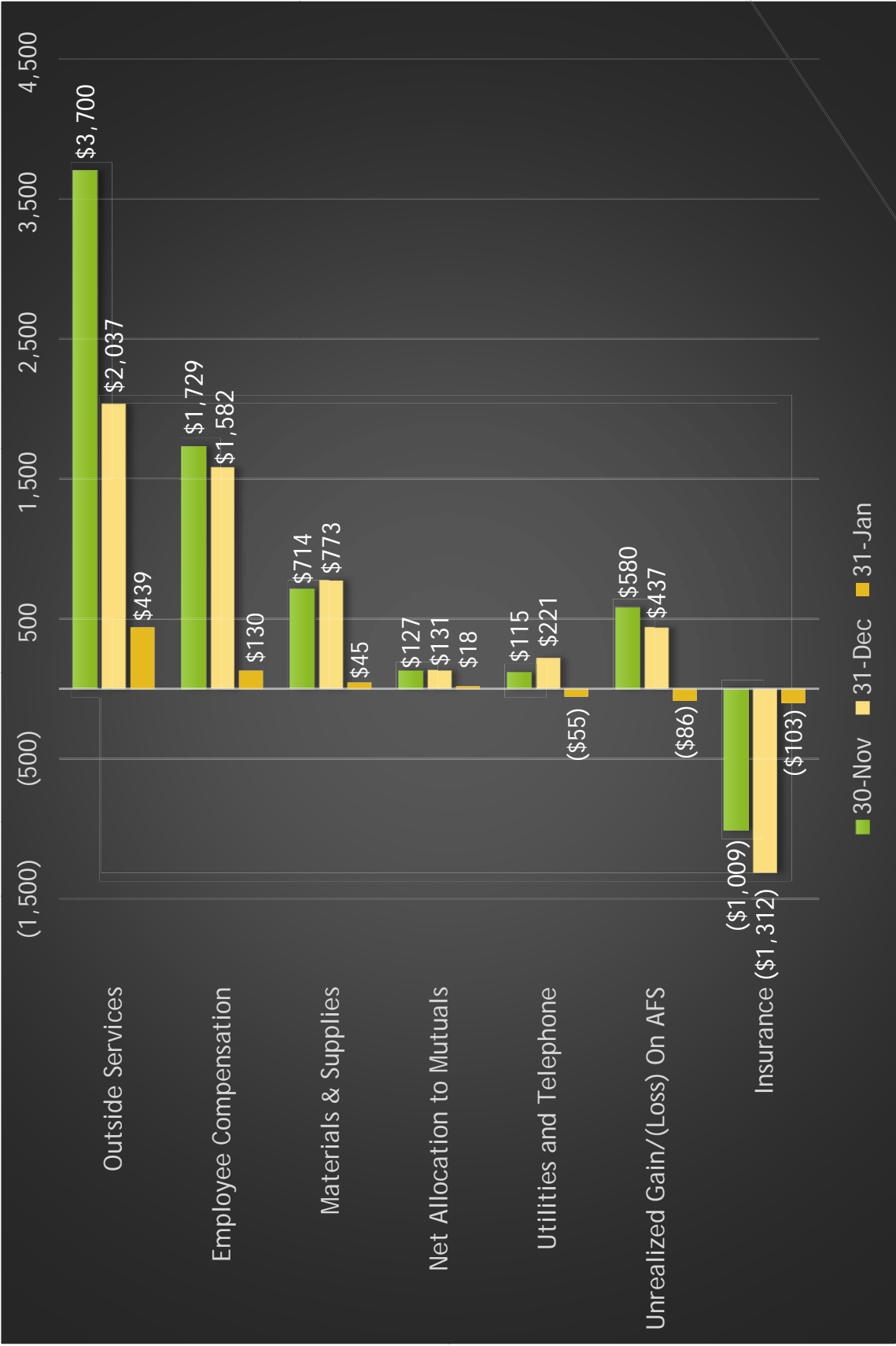
# Income Statement - Actual v. Budget

(YTD 1/31/2021, In Thousands)



# Selected Variances

(In Thousands)



# Total Non-Assessment Revenue

December 31<sup>st</sup>

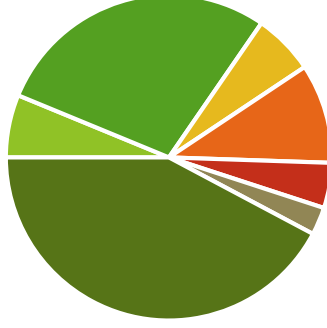
\$2,023,770



- Investment Income - 22%
- Fees & Charges to Residents - 20%
- Lease Processing Fee - Third 12%
- Laundry - 10%
- Resale Processing Fee - Third 7%
- Miscellaneous Revenue - 4%
- Golf Cart Electric Fee - 3%
- Unrealized Gain/(Loss) On AFS - 22%

January 31<sup>st</sup>

\$31,622

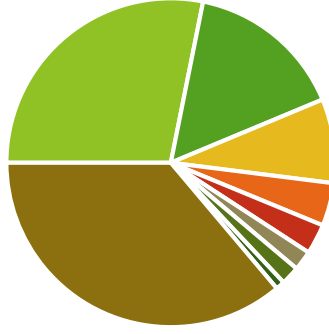


- Investment Income - 40%
- Fees & Charges to Residents - 183%
- Lease Processing Fee - 39%
- Resale Processing Fee - 64%
- Miscellaneous Revenue - 29%
- Golf Cart Electric Fee - 18%
- Unrealized Gain/(Loss) On AFS - (272%)

# Total Expenses

December 31<sup>st</sup>

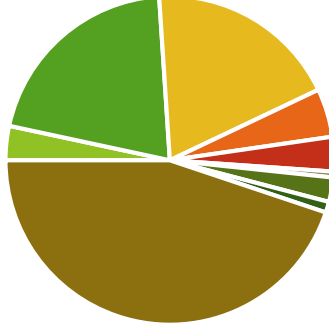
\$34,184,357



- Outside Services - 28%
- Utilities & Telephone - 16%
- Insurance - 8%
- Net Allocations to Mutuals - 4%
- Materials & Supplies - 3%
- Other - 2%
- Legal Fees - 2%
- Repairs & Maintenance - 1%
- Employee Comp. & Related - 36%

January 31<sup>st</sup>

\$2,268,644



- Outside Services - 3%
- Utilities & Telephone - 21%
- Insurance - 19%
- Net Allocations to Mutuals - 5%
- Materials & Supplies - 3%
- Other - 1%
- Legal Fees - 2%
- Repairs & Maintenance - 1%
- Employee Comp. & Related - 45%

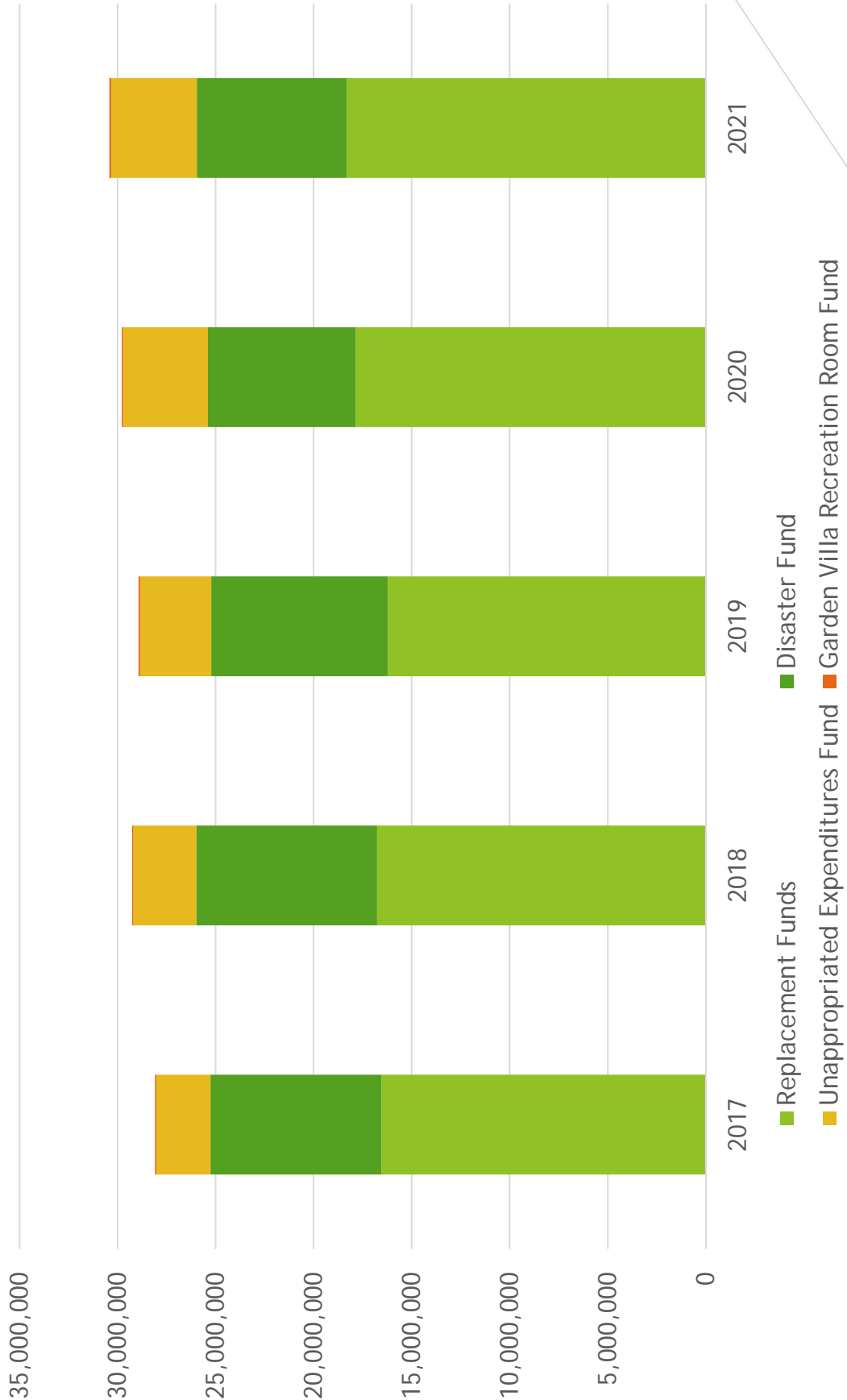
# Non-Operating Fund Balances

(In Thousands)

Non-Operating Fund Balances	Replacement Funds*	Disaster Fund	Unappropriated Expenditures Fund	Garden Villa Fund	Total
Beginning Balances: 1/1/21	\$17,730	\$7,525	\$4,326	\$90	\$29,671
Contributions & Interest	884	133	38	7	1,062
Expenditures	294	19	0	2	315
Current Balances: 1/31/21	\$18,320	\$7,639	\$4,364	\$95	\$30,418

\* Includes Elevator and Laundry Funds

# Fund Balances - January 31st

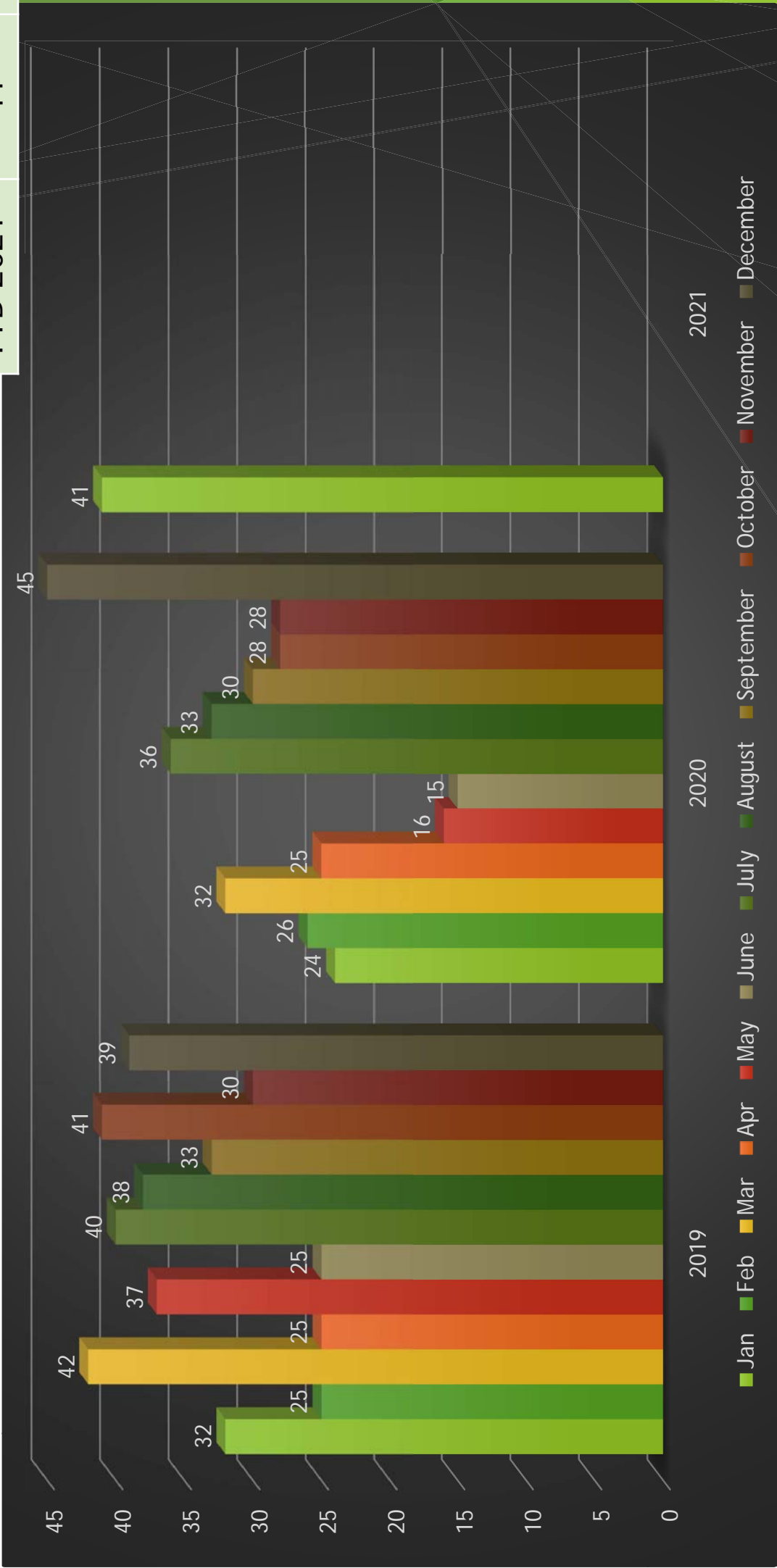




# Resale History -Third Mutual

Preliminary as of January 31, 2021

	No. of Resales	Av. Resale Price
YTD 2019	32	\$390,066
YTD 2020	24	\$417,292
YTD 2021	41	\$400,823





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

Tuesday, March 2, 2021 – 1:30 p.m.  
Virtual Meeting

**MEMBERS PRESENT:** Robert Mutchnick – Chair, Steve Parsons, Annie McCary, Ralph Engdahl, Lynn Jarrett, Cush Bhada. John Frankel, Reza Karimi, Craig Wayne, Debbie Dotson, Donna Rane-Szostak, Advisor: John Hess, Wei-Ming Tao

**MEMBERS ABSENT:** None

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

**Call to Order**

Director 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 February**

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

**DRAFT**

**Chair Remarks**

None.

**Member Comments**

None.

**Department Head Update**

Betty Parker, Chief Financial Officer, provided updates on the year-end audit, the upcoming budget process, and the change in progress for insurance broker services.

**Preliminary Financial Statements dated January 31, 2021**

The committee reviewed preliminary financial statements dated January 31, 2021 and questions were addressed. The committee requested follow up information on several line items, including resident violation revenue, holiday and vacation usage, building number replacement budget, and the insurance reclass to Disaster Fund.

**Investment Policy**

Director Mutchnick provided an overview of the investment policy and asked for committee input on including equities in the portfolio. Director Wayne commented on diversification of the

# Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

Third

REPORT PERIOD

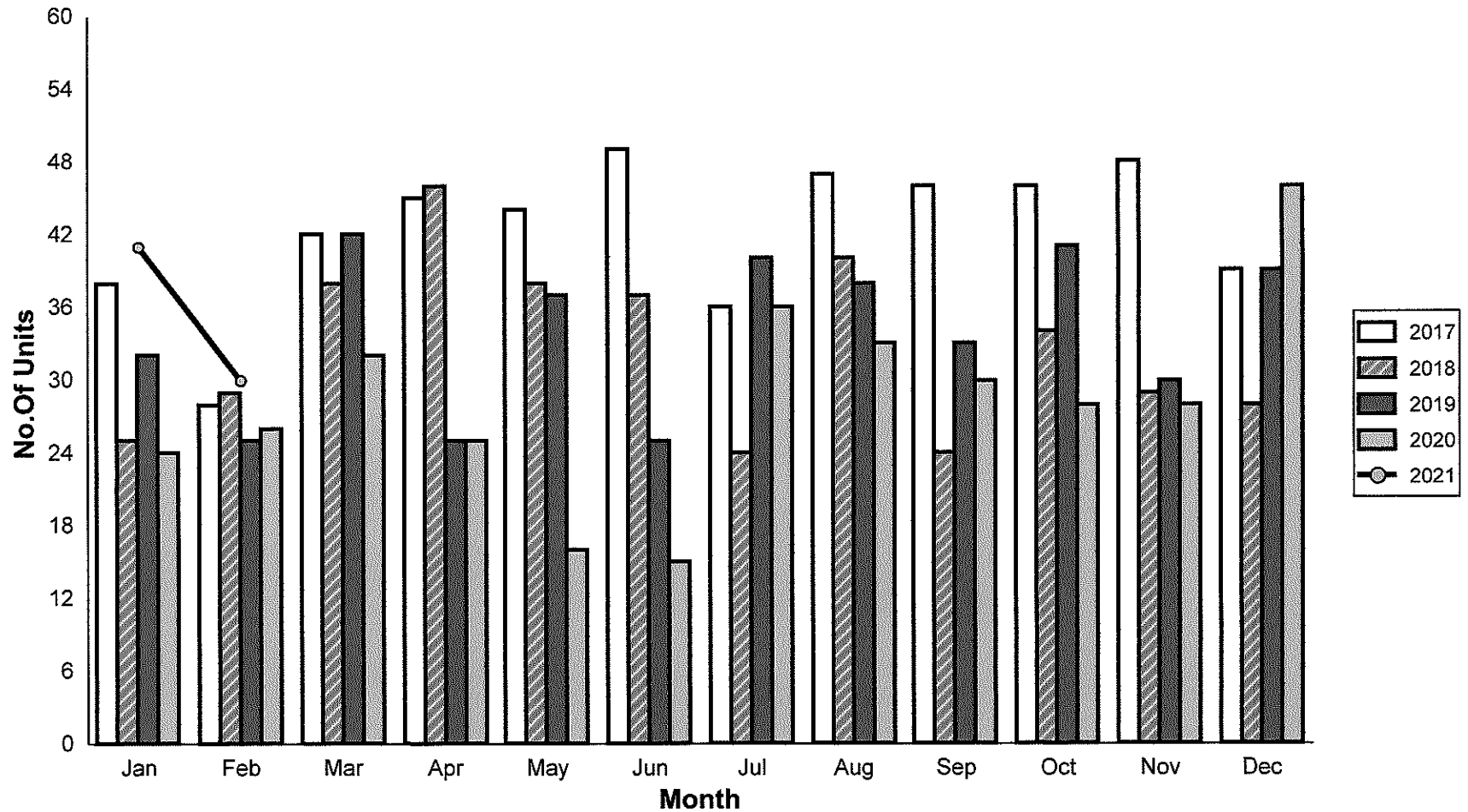
February, 2021

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	41	24	\$16,433,725	\$10,015,000	\$400,823	\$417,292
February	30	26	\$11,904,525	\$12,158,700	\$396,818	\$467,642
March		*	32	\$13,946,416	*	\$435,826
April		*	25	\$10,830,833	*	\$433,233
May		*	16	\$5,604,000	*	\$350,250
June		*	15	\$5,881,500	*	\$392,100
July		*	36	\$15,240,248	*	\$423,340
August		*	33	\$14,612,928	*	\$442,816
September		*	30	\$14,314,100	*	\$477,137
October		*	28	\$10,707,400	*	\$382,407
November		*	28	\$11,057,300	*	\$394,904
December		*	46	\$18,548,901	*	\$403,237
<b>TOTAL</b>	71.00	50.00	\$28,338,250	\$22,173,700		
<b>MON AVG</b>	35.00	25.00	\$14,169,125	\$11,086,850	\$398,820	\$442,467
<b>% CHANGE - YTD</b>	42.0%		27.8%		-9.9%	

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

## Resales - 5 Year Comparison



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# Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

REPORT PERIOD

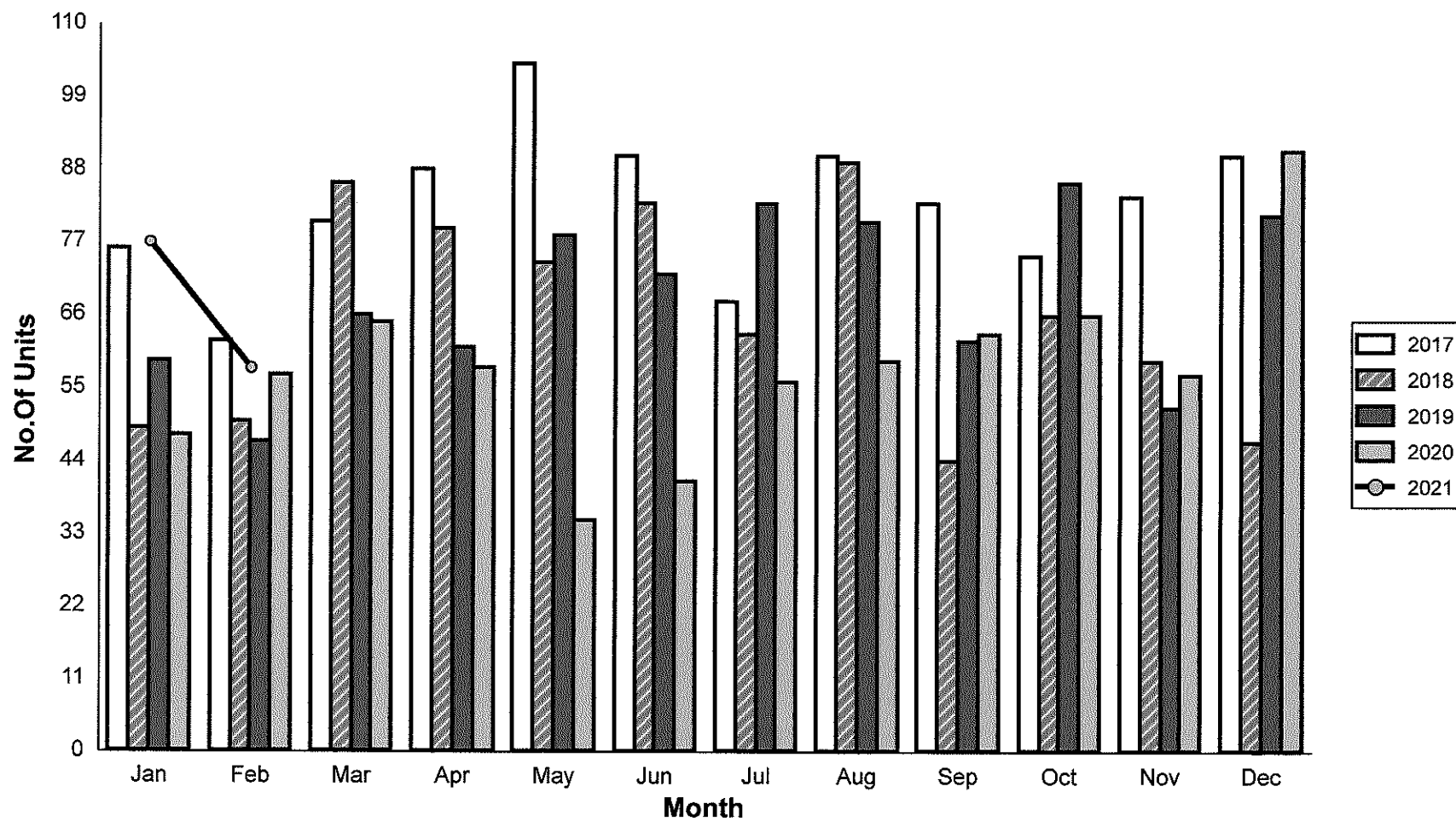
February, 2021

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	77	48	\$25,440,878	\$16,125,300	\$330,401	\$335,944
February	58	57	\$18,806,125	\$18,886,210	\$324,244	\$331,337
March		* 65		* \$21,969,916		* \$337,999
April		* 58		* \$18,200,321		* \$313,799
May		* 35		* \$10,277,500		* \$293,643
June		* 41		* \$12,315,399		* \$300,376
July		* 56		* \$20,514,748		* \$366,335
August		* 59		* \$21,522,228		* \$364,784
September		* 63		* \$22,132,600		* \$351,311
October		* 66		* \$20,962,800		* \$317,618
November		* 57		* \$17,923,188		* \$314,442
December		* 91		* \$29,495,361		* \$324,125
<b>TOTAL</b>	135.00	105.00	\$44,247,003	\$35,011,510		
<b>MON AVG</b>	67.00	52.00	\$22,123,502	\$17,505,755	\$327,322	\$333,640

\* Amount is excluded from percent calculation

Year to-date totals now include Mutual Fifty.

## Resales - 5 Year Comparison



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## Resales Report Third Laguna Hills Mutual February, 2021

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
02/08/2021	2173-Q	3	\$165,000	Monterey	FSBO	FSBO	Granite Escrow
02/22/2021	2270-Q	3	\$245,000	Castilla	Fortune Weavers Realty	Elite Real Estate Services	Blue Pacific Escrow
02/05/2021	2279-P	3	\$222,500	Casa Contenta	HomeSmart Evergreen	HomeSmart Evergreen	Escrow Options Group
02/04/2021	2286-A	3	\$239,900	Castilla	Keller Williams Pacific Estates	Reliance Real Estate	Cardinal Escrow
02/25/2021	2314-D	3	\$350,000	La Jolla	TNG Real Estate	HomeSmart Evergreen	Escrow Options Group
02/02/2021	2327-O	3	\$400,000	Casa Linda	Allison James	Keller Williams Real Estate	Corner Escrow Inc.
02/16/2021	2384-1E	3	\$325,000	Garden Villa	Village Real Estate	Coldwell Banker	Corner Escrow Inc.
02/05/2021	2393-1D	3	\$325,000	Garden Villa	Coldwell Banker George Realty	First Team Real Estate	Granite Escrow
02/09/2021	2393-3H	3	\$550,000	Garden Villa	Realty Quest	Compass	Corner Escrow Inc.
02/04/2021	2397-3C	3	\$260,000	Villa Capri	Century 21 Rainbow	Laguna Premier Realty, Inc	Corner Escrow Inc.
02/03/2021	3032-O	3	\$325,000	Casa Del Mar	Laguna Premier Realty, Inc	Sweet Bay Properties	Blue Pacific Escrow
02/02/2021	3033-C	3	\$264,000	Montecito	HomeSmart Evergreen	Berkshire Hathaway	Escrow Options Group
02/08/2021	3070-D	3	\$333,125	Villa Nova	Regency Real Estate	Regency Real Estate	Corner Escrow Inc.
02/10/2021	3121-D	3	\$325,000	Encanto	Laguna Woods Village Realty	Coldwell Banker Residential	Granite Escrow
02/19/2021	3148-A	3	\$815,000	El Doble	Marlene Thompson, Broker	Team Spirit Realty, Inc.	Granite Escrow
02/26/2021	3241-1A	3	\$300,000	Villa Puerta	Century 21 Rainbow	Hallmark West Real Estate	Corner Escrow Inc.
02/23/2021	3292-A	3	\$710,000	El Doble	Berkshire Hathaway	Harcourts Prime Properties	Granite Escrow
02/18/2021	3296-D	3	\$875,000	El Doble	Century 21 Rainbow	Laguna Premier Realty, Inc	Corner Escrow Inc.
02/04/2021	3304-P	3	\$240,000	Casa Vista	FSBO	FSBO	Corner Escrow Inc.
02/17/2021	3308-B	3	\$280,000	Casa Vista	Keller Williams Newport Estates	Laguna Premier Realty, Inc	Coast Pointe Settlement
02/10/2021	3367-2B	3	\$200,000	Aragon	Century 21 Rainbow	Keller Williams Real Estate	Generations Escrow
02/22/2021	3441-B	3	\$730,000	Andaluz	HomeSmart Evergreen	Realty Quest	Escrow Options Group
02/11/2021	3486-3D	3	\$300,000	Sierra	Laguna Premier Realty, Inc	HomeSmart Evergreen	Blue Pacific Escrow
02/24/2021	3501-3C	3	\$375,000	Villa Nueva	Realty Quest	Village Real Estate	Corner Escrow Inc.

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Prepared by Community Services Department as of: 03/02/2021

Page 1 of 2



# **Resales Report Third Laguna Hills Mutual February, 2021**

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
02/25/2021	4001-2G	3	\$320,000	Villa Nueva	Laguna Woods Village Realty	No Broker	Granite Escrow
02/22/2021	4009-2D	3	\$335,000	El Mirador	Allison James	Uniti Realty	Granite Escrow
02/25/2021	4013-2E	3	\$335,000	Villa Nueva	HomeSmart Evergreen	Coldwell Banker	Escrow Options Group
02/24/2021	5463-B	3	\$590,000	Cabrillo	Keller Williams Real Estate	Pro Group Corona Inc	Corner Escrow Inc.
02/16/2021	5495-C	3	\$798,000	Cabrillo	Laguna Premier Realty, Inc	Keller Williams Real Estate	Blue Pacific Escrow
02/16/2021	5510-1H	3	\$372,000	El Mirador	Laguna Premier Realty, Inc	ReMax Premier Realty	Blue Pacific Escrow

Number of Resales: 30

Total Resale Price: \$11,904,525

Average Resale Price: \$396,818

Median Resale Price: \$325,000

## Monthly Resale Report Third Mutual

PREPARED BY  
Community Services Department

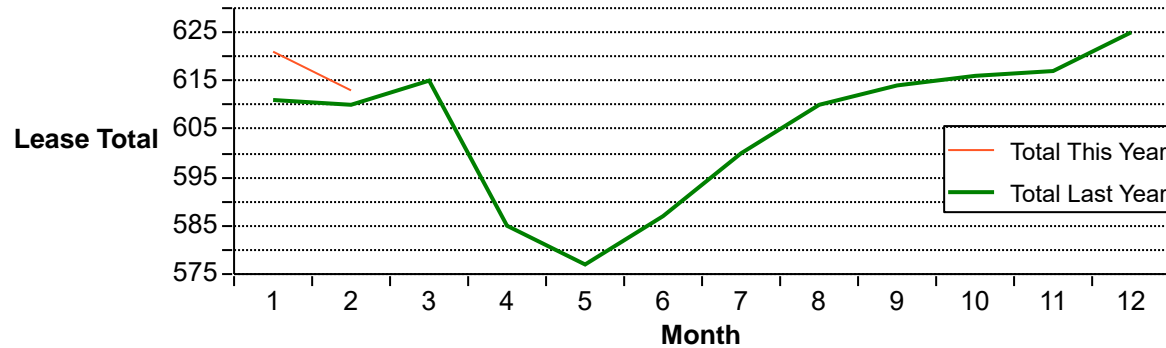
Feb-21

Month	NUMBER OF REALES				TOTAL SALES VOLUME IN \$\$				AVG RESALE PRICE			
	2021	2020	2019	2018	2021	2020	2019	2018	2021	2020	2019	2018
January	41	24	32	25	\$16,433,725	\$10,015,000	\$12,482,100	\$8,807,150	\$400,823	\$417,292	\$390,066	\$352,286
February	30	26	25	29	\$11,904,525	\$12,158,700	\$10,208,000	\$12,600,892	\$396,818	\$467,642	\$408,320	\$434,514
March	0	32	42	38	\$0	\$13,946,416	\$16,639,712	\$16,909,199	\$0	\$435,826	\$396,184	\$444,979
April	0	25	25	46	\$0	\$10,830,833	\$10,435,500	\$18,869,626	\$0	\$433,233	\$417,420	\$410,209
May	0	16	37	38	\$0	\$5,604,000	\$16,273,033	\$15,452,990	\$0	\$350,250	\$439,812	\$406,658
June	0	15	25	37	\$0	\$5,881,500	\$10,290,000	\$16,981,138	\$0	\$392,100	\$411,600	\$458,950
July	0	36	40	24	\$0	\$15,240,248	\$17,327,373	\$9,892,800	\$0	\$423,340	\$433,184	\$412,200
August	0	33	38	40	\$0	\$14,612,928	\$15,994,900	\$17,327,000	\$0	\$442,816	\$420,918	\$433,175
September	0	30	33	24	\$0	\$14,314,100	\$12,643,180	\$12,552,692	\$0	\$477,137	\$383,127	\$523,029
October	0	28	41	34	\$0	\$10,707,400	\$16,142,900	\$14,146,300	\$0	\$382,407	\$393,729	\$416,068
November	0	28	30	28	\$0	\$11,057,300	\$13,520,950	\$10,675,000	\$0	\$394,904	\$450,698	\$381,250
December	0	45	39	28	\$0	\$17,933,901	\$18,319,800	\$13,693,599	\$0	\$398,531	\$469,738	\$489,057
<b>TOTAL</b>	71	50	57	54	\$28,338,250	\$22,173,700	\$22,690,100	\$21,408,042				
<b>MON AVG</b>	35.5	25.0	28.5	27.0	\$14,169,125	\$11,086,850	\$11,345,050	\$10,704,021	\$398,821	\$442,467	\$399,193	\$393,400
<b>% CHANGE-YTD</b>	42.0%	-12.3%	5.6%	-18.2%	27.8%	-2.3%	6.0%	-12.3%	-9.9%	10.8%	1.5%	7.0%

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

Percent calculation only includes YTD figures in black.

## Monthly Active Leasing Report 2021 Period 2 (Mutual 1)



Year	Month	1 to 3 Month	4 to 6 Month	7 to 12 Month	12+ Month	Total This Year	Total Last Year	% Leased	% Leased Last Year	% Change	Total Renewals	Total Expirations
2021	January	19	30	165	407	621	611	9.8	9.7	0.1	27	30
2021	February	12	26	177	398	613	610	9.7	9.6	0.1	18	29
2021	March						615					
2021	April						585					
2021	May						577					
2021	June						587					
2021	July						600					
2021	August						610					
2021	September						614					
2021	October						616					
2021	November						617					
2021	December						625					

*Data is dynamic and changes month over month.*



**OPEN MEETING**

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

Monday, February 22, 2021 - 9:30 AM  
Laguna Woods Village Community Center (Virtual GoToMeeting)  
24351 El Toro Road, Laguna Woods, CA 92637

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair Steve Parson, Jon Frankel, Ralph Engdahl, Robert Mutchnick,  
Craig Wayne

**DIRECTORS PRESENT:**

**COMMITTEE MEMBERS ABSENT:** Reza Karimi

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

**STAFF PRESENT:** Robbi Doncost, Lauryn Varnum, Gavin Fogg, Richard DeLaFuentes

**1. Call to Order**

Chair Parsons called the meeting to order at 9:41am.

**2. Acknowledgement of Media**

None present.

**3. Approval of Agenda**

Chair Parsons moved to accept the agenda, Director Mutchnick seconded.

**4. Approval of Meeting Report for February 22, 2021**

The committee approved the meeting report as presented.

**5. Chair's Remarks**

Chair Parsons inquired if the Permitless Alteration proposal was approved by the United ACSC and United Board. Staff Officer Doncost confirmed that it has been approved.

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

None.

**7. Manor Alterations Division Update**



Mr. Doncost updated the current status of the Manor Alterations staff, with the onboarding of multiple staff, including a new inspector. Mr. Doncost further explained the updates coming to the VMS website, a conveyor belt system of processing requests, and a full log updated bi-weekly which will be posted to the VMS website.

**Consent:**

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

**8. Status of Mutual Consents**

Mr. Doncost explained that the onboarding and training of staff has resulted in a reduced wait time, reduction in backlog, and that MA has started to involve other departments to create metrics.

Director Parsons inquired as to the ration of Open v Closed permits. Mr. Doncost explained that once a permit is open, it may remain open for extended periods of time due to completion of work. Director Mutchnick requested a breakdown of incoming inquiries, classification of permits, quantity of variances, etc. Director Plean requested to have the information disseminated between Third Mutual and United Mutual, and inquired as to when the counter would be open, as in-person appointments are much more effective. Director Mutchnick discussed the Classification system proposed by the Permitless Alteration, explaining that the committee would require further review before approving.

**Items for Discussion**

**9. Ongoing Communication with 3<sup>rd</sup> Party Vendors and Community Members**

Mr. Doncost summarized how MA is meeting with Tech Support and the Website Team to update forms available via the website. Discussion ensued on the efficacy of the Permitless Alteration Proposal, and the potential adjustment of alteration fees, including variances. Mr. Doncost explained that adjusting fees is involved within the proposal being reviewed by M&C Committee and the ACSC committees. Staff Officer Fogg gave a historical account of fee adjustment, but these are required to be approved by the Board. Mr. Doncost discussed the full breadth of work required for a variance, and for the initiation of a newsletter within the next 2-3 weeks.

**10. Asbestos Rules & Regulations Meeting**

Mr. Doncost explained that United ACSC cancelled the meeting due to AQMD denying MA's request for a speaker. Director Parsons requested to move forward with the meeting regardless of AQMD's presence.

**Variance Requests:**

11. Variance Request - Mr. and Mrs. York and Angela Bennett of 3493-C (La Quinta, LH06) – Request to Retain Removing an Interior Bearing Wall Between the Kitchen and Living Room



Mr. Doncost introduced Staff Officer Richard DeLaFuenta who gave a summary of the Variance Request. After discussion ensued, Director Parsons made a motion to approve the Variance Request, which passed with no objection, however Director Mutchnick approved with the caveat that Mr. Doncost be present while the City representative and contractors meet onsite.

**Items for Future Agendas:**

- **Standard Details Update – Cost Estimates**
- **Path to Provide More Information to Members**

Chair Parsons requested more information be provided to members, such as highlighting weekly standards or material updates. Discussion ensued regarding pathway materials.

**Concluding Business:**

**12. Committee Member Comments:**

No comments were made, however Director Parsons requested committee members review and provide feedback on the Permitless Alteration Proposal.

**13. Date of Next Meeting – March 22, 2021**

**14. Adjournment at 11:01 AM**

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Steve Parsons, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281



investment portfolio and would like to discuss with SageView. Director Dotson commented on the need to see more information from SageView before moving forward.

By consensus, the committee requested that SageView present options at the next Third Finance Committee meeting for expanding the portfolio to include an equity position. Staff will coordinate a conference call with Director Mutchnick and Director Wayne to speak with SageView regarding this topic before the next finance meeting.

### **Future Agenda Items**

SageView Presentation – Equity Position

### **Committee Member Comments**

Director Wayne commented on the current investment policy and diversification of the portfolio.

Advisor Tao requested a budget workshop to review the 2021 Greenbook so board members can become familiar with the contents. She also commented on the need for workshops to set budget guidelines and discuss potential improvements for each area of operation, including legal fees and utilities. During the budget process she would like to see a bridge between the current year budget, trends, and proposed new budgets.

### **Date of Next Meeting**

Tuesday, April 6, 2021 at 1:30 p.m.

### **Recess to Closed Session**

The meeting recessed at 2:34 p.m.

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Robert Mutchnick, Chair



**OPEN MEETING**

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

**Monday, March 1, 2021 – 1:30 PM**

**Virtual On-Line Meeting**

**MEMBERS PRESENT:** Robert Mutchnick – Chair, John Frankel, Ralph Engdahl, Debbie Dotson, Craig Wayne

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** None

**STAFF PRESENT:** Ernesto Munoz – Staff Officer, Guy West, Robbi Doncost, Rodger Richter, Laurie Chavarria

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

Chair Mutchnick called the meeting to order at 1:30 PM and stated that the meeting is being held pursuant to notice duly given and established that a quorum of the Committee was present.

**2. Acknowledgement of Media**

The media was not present.

**3. Approval of the Agenda**

The meeting agenda was approved as written.

**4. Approval of Meeting Report from January 4, 2021**

The meeting report was approved as written.

**5. Chair's Remarks**

Chair Mutchnick commented on the cost incurred by members for the reinstallation of fixtures, appliances, cabinets after they have been removed due to a moisture intrusion event.

Staff will look into costs from its current vendors and bring a report back to the next meeting for a discussion on this issue.

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

- Susan Smallwood (3456-B) – Commented on a broken concrete utility cover behind Manor 3451-A.
- Chen Huang (2169-A) – Commented on the postponed meeting regarding asbestos rules.
- Kristine O'hara (2131-H) – Commented on coordination between divisions for dry rot and gutter repairs.

Staff Officer Ernesto Munoz and various Committee members responded to the member comments.

## **7. Department Head Update**

Staff Officer Ernesto Munoz provided an update on the recovery of files and the purchase of new software that was destroyed due to the Malware attack; informed the Committee that a new Damage Restoration Manager has been hired;

### **Consent:**

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

The Consent Calendar was approved by consensus. Staff Officer Ernesto Munoz summarized each report on the consent calendar and answered questions from the Committee.

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

## **9. Project Log**

## **10. Solar Plant Generation**

## **11. Programs Report**

### **For Discussion and Consideration:**

## **12. Verbal Update – Shepherd's Crook at the Dog Park (Guy West, Projects Division)**

Projects Division Manager Guy West provided an update on the status of adding Shepherd's Crook to the new wall separating the golf course and the City Dog Park using a PowerPoint presentation and answered questions from the Committee.

**Reports:**

**13. Trash Chute Doors at Building 3486 (Guy West, Projects Division)**

Projects Division Manager Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding the height of intake doors at other buildings; repairs to firewall; the contract clause for a sub-contracting cost; and a cap on the total project cost.

A motion was made and unanimously approved to recommend the Board authorize the replacement of the intake doors at Building 3486 at a not to exceed cost of \$19,000.

**14. Additional Employees for Manor Alterations Division (Robbi Doncost, Manor Alterations)**

Manor Alterations Manager Robbi Doncost summarized the report and answered questions from the Committee.

Discussion ensued regarding permit-less alterations; the alteration class for partition wall modifications; the temporary suspension of variance requests; increased service fees; reorganization of the Manor Alterations Division; and staffing increases.

Chair Mutchnick asked for a motion to approve staff's request with the following contingencies:

1. Move partition wall from class II to class III
2. Do not suspend variance requests for 6 months
3. Recalculate resale inspection value for 2021

A motion was made and unanimously approved to recommend the Board authorize the reorganization of the Manor Alterations Division, the reclassification of alterations for permit-less applications and the additional employees pending the contingencies noted above and the approval of the Architectural Control and Standards Committee.

Staff will forward this motion to the Third ACSC, so this item can be added to their next agenda. If approved by the ACSC, this item will be endorsed to the Board for final approval.

**Items for Future Agendas:**

- List of Contractor Costs for Fixture & Appliance Installation after Restoration
- Proposed EV Charging Station Locations
- Programs Report (March, September)
- Residents Costs for Fixture/Appliance Replacement after Restoration Events
- Entryway Modifications for all GV Buildings (by General Services)
- Ramp Request at B3244 (pending Entryway Modification Report)

**Concluding Business:**

**15. Committee Member Comments**

There were no Committee Member Comments.

**16. Date of Next Meeting – May 3, 2021**

**17. Adjournment - The meeting was adjourned at 3:55 pm.**

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Robert Mutchnick, Chair



**OPEN MEETING**

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

**Thursday, March 4, 2021 – 9:30 a.m.**

**VIRTUAL MEETING**

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

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair - Lynn Jarrett, Annie McCary, Reza Karimi, Ralph Engdahl, Donna Rane-Szostak

**COMMITTEE MEMBERS ABSENT:**

**OTHERS PRESENT:**

**ADVISORS PRESENT:**

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

**1. Call to Order**

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

**2. Acknowledgement of Media**

No media was present.

**3. Approval of the Agenda**

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

**4. Approval of the February 4, 2021 Report**

Director Karimi moved to approve the Report. The motion passed with a unanimous vote.

**5. Committee Chair Remarks**

Chair Jarrett stated that many people are washing their cars and shouldn't be. There is a lot of money spent on water in Third Mutual so please call Security if you see someone washing their car.

We are close to getting the ok from the County to clear preserve area with a fire break.

We have over 1,400 berry trees and some will be injected so they won't drop their berries. Mr. Wiemann will report more on that.

At the Third Board meeting, we approved the Tree Maintenance Policy which combines all policies about trees into one policy.

#### **6. Department Head Update**

Mr. Wiemann reported that he is excited about a pilot tree injection program on trees which drop seeds often referred to as "berries." It is a plant growth regulator which prevents the tree from dropping their berries. We will photograph the process and show the committee next month.

At Gate 10 and 11, we are trying to get approval for clearing 100 feet from the wall as a fire fuel reduction measure. It is county property out there and is under a nature conservancy which manages wildland throughout the state. Hopefully, we will perform this clearing in late June. The timing depends on a contract between the county and the nature conservancy.

#### Consent:

None

#### Items for Discussion and Consideration

#### **7. Tree Trimming Request: 3076-C Via Serena S. (Serifin) – One Rusty Leaf Fig**

Director Karimi made a motion to accept staff recommendation and deny this request. Director McCary seconded. The committee was in unanimous support.

#### **8. Landscape Revision Request: 5589-A Avenida Sosiega**

Director Rane-Szostak made a motion to accept staff recommendation and approve this request. Director McCary seconded. The committee was in unanimous support.

#### **9. Staff Request for Tree Removals: Building 5358 – Two Carrotwood trees**

Director Rane-Szostak made a motion to accept staff recommendation and approve this request. Director McCary seconded. The committee was in unanimous support.

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

**Doug Gibson (5289)** *"FYI -- The Landscaping crews working this area, apparently on what is hoped the QTR schedule -- front, side, back. Crew seems to be the same that was here in the Fall which helps with requests and landscaping understanding. I am seeing better results and the general feedback "is nice to see them, hope they are back in June, and the weeds are taken care of this time!!"*



*Juan, the supervisor, seems happy and pleased that efforts with his crews and the residents' requests are working. The results are not quite perfect but a big improvement. Several residents (me included) have seen Juan 'working' which is greatly appreciated. Good guy, happy that he is here."*

#### **11. Response to Member Comments**

None.

#### **Reports**

#### **12. Project Log**

Mr. Wiemann reviewed the Project Log with the committee and answered some questions.

He stated this is the first year in the last five where staff will be fertilizing the turf. We have completed the aeration a year or so ago and this year we have been lowering the mower blades to get down the grass height. So, now we are spraying any weeds in the grass. Then, in the spring we will be fertilizing the turf. Residents should see a big improvement in the turf.

#### **13. Tree Work Status Report**

Mr. Wiemann reviewed the Tree Work Status Report with the committee and answered some questions.

#### **14. KPI Report; Shrub Bed Maintenance Cycles**

Mr. Wiemann reviewed this informational report with the committee and answered some questions.

#### **15. KPI Report; Resident Requests**

Mr. Wiemann reviewed this informational report with the committee and answered some questions.

#### **Future Agenda Items**

#### **Concluding Business:**

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

Director McCary felt Mr. Wiemann's slides added a lot of value to his reports today. Great meeting.

Director Rane-Szostak also appreciated the slides and hopes cycles continue to improve.

Director Karimi said great meeting. We all know that the first thing people see when they come to this community is the landscaping. We shouldn't nickel and dime when it comes to landscaping. Even with reduced staff, we are still maintaining the landscaping.

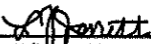
Director Engdahl apologized for arriving late to the meeting. He complimented Mr. Wiemann on the presentation.

Mr. Wiemann stated he couldn't do anything without his dedicated staff.

Chair Jarrett stated that this was an excellent meeting with a lot of information. She told Mr. Wiemann he is doing a wonderful job.

**17. Date of Next Meeting – Thursday, April 1, 2021 at 9:30 a.m.**

**18. Adjournment at 10:40 a.m.**

  
Lynn Jarrett (Mar 9, 2021 14:14 PST)

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

## **OPEN MEETING**

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

Thursday, February 11, 2021 – 1:30 p.m.  
Virtual GoToMeeting

**MEMBERS PRESENT:** Jon Pearlstone, Chair, Bunny Carpenter, Yvonne Horton, Ryna Rothberg, Andre Torng, Elsie Addington, Debbie Dotson, Reza Karimi, Dennis Boudreau, Juanita Skillman

**MEMBERS ABSENT:** Ed Tao

**OTHERS PRESENT:** Bert Moldow, Dick Rader

**STAFF PRESENT:** Brian Gruner, Jennifer Murphy, Jackie Kupfert

#### **Call to Order**

Chair Pearlstone called the meeting to order at 1:32 p.m.

#### **Acknowledgement of Media**

There was no press present.

#### **Approval of Agenda**

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

#### **Approval of Committee Report for January 14, 2021**

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

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

Chair Pearlstone stated this committee is completing projects with limited resources at this time. He is working with staff to obtain financial analysis on shared costs which will be presented at future CAC meetings. Chair Pearlstone stated the goal is to find common ground for a recommendation to the board.

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

Mr. Gruner stated vaccination distribution started a few weeks ago with staff working closely with Memorial Care. COVID numbers are trending down however Orange County is still in the purple tier.

Mr. Gruner stated the Garden Center billing will be issued out shortly which will include the Garden Center operating rules. The operating rules will also be emailed. Garden Center tree trimming and weeding will begin and staff will remind gardeners to be attentive to their individual plots. The Garden Center 2 gate reactivation is proceeding. The foreUp tee time reservation system will be implemented soon at the golf course. This system implementation was delayed due to the Malware incident. This new program is expected to save staff time. Golf Maintenance has undergone managerial changes including a new contract service for 90 days. The interim superintendent and interim foreman are working together with Mr. McCray, Golf Operations Manager, to ensure a smooth transition as all tee times are booked each day equating to 400 rounds per day with residents only as guests are not allowed at this time. The Equestrian Ad Hoc committee is meeting bi-monthly which assisted with operations at the Equestrian Center. The following Equestrian Center updates were stated: new trees were planted for shade near the stalls; additional lighting will be added in arena area and near the hot walker; staff received bids for the arena footing project; new boarders are moving in which may fill all the stalls by March. Mr. Gruner stated the Performing Arts Center interior lighting has been reviewed and will be replaced along with a new HVAC system and the refurbishing of the curtains. The driving range project is under review with the M&C Committee with an onsite meeting to occur in the next two weeks. Some of the Recreation facilities are still without computers with IT working diligently on returning them soon. The Performing Arts Center will be prioritized so staff may continue processing refunds for past concerts.

Director Tornig inquired as to cost savings at golf maintenance and would like to see the cost efficiency comparison.

Advisor Boudreau stated the golf course looks good and inquired as to M&C meeting discussion regarding all clubhouse filtration systems. Mr. Gruner stated installation of ionic system for safety is being reviewed.

Director Addington stated the Garden Center 2 gate feeds out to Via Campo Verde and when the gate is operational, it may create a traffic hazard. The Garden Center 2 speed bumps have not been addressed. Mr. Gruner stated he will contact Chris Laugenour regarding the speed bumps. Director Horton stated they are bolted in and can be removed, but need a way to ensure drivers are slowed down within Garden Center 2.

Staff was directed to include Garden Center 2 Speed Bumps under Items for Future Agendas.

Director Karimi inquired as to number of vaccines offered to our residents this week. Mr. Gruner stated 600 doses are available for this Friday only. These past weekend allotments conclude the first round for those meeting the criteria set forth. The second round will commence next weekend. Once both rounds are complete, approximately 8500 residents will be fully vaccinated. Director Karimi inquired as to following state and county recommendations versus opening amenities. Mr. Gruner stated Laguna Woods Village must still follow state and county guidelines on reopening as the virus can still be transmitted. Mr.

Gruner stated Media and Communications has done a great job informing the public. Director Tornig inquired as to if tennis and the driving range will remain open Saturday. Mr. Gruner stated yes, these amenities will remain open on Saturday. Advisor Skillman stated the Friday ebblast this afternoon informed residents regarding vaccines and appointment changes. The information was sent via email through MyChart from Memorial Care.

Director Tornig inquired as to volunteering for tee time software testing. Mr. Gruner stated he will contact Director Tornig should that need arise.

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

A resident was called to speak regarding safe and prompt reopening of amenities.

Staff was directed to contact the resident.

A resident was called to speak regarding vaccination allotments for both first and second dosage.

Director Carpenter stated she spoke with Ms. Paulin and those that have received the first dose will receive the second dose. Mr. Gruner concurred.

### **CONSENT**

Director Tornig inquired as to website posting of the open activities list.

Staff was directed to resend the email to all committee members and include the open activities list in next CAC agenda packet.

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

### **REPORTS**

None.

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

**Updated Outdoor Activity List** – Mr. Gruner stated no changes to date, but staff will review more offerings once Orange County is downgraded to the red or yellow tier. The Recreation Department will need to hire more staff as we lost approximately 60 staff members due to layoffs.

Director Horton stated many local stables have riding programs open at this time and requested to open with experienced riders only to ensure the GRF horses are exercised. Mr.

Gruner stated 2020 presented many reasons as to why we did not reopen our program, but the riding program is expected to open within the next couple of weeks.

Discussion ensued.

Motion was made to move item #16 Pickleball Lighting Update to item #13a.

Motion passed unanimously.

**Shared Fee/Financial Analysis Update** - Chair Pearlstone stated those interested will meet after CAC to continue discussions on Recreation analysis. Mr. Gruner stated some areas cannot be analyzed due to accessibility, but staff continues to review what is available.

Director Addington, Director Torng, Director Horton, Advisor Boudreau and Dick Rader would like to join the monthly meetings on a rotational basis.

**July 4, 2021 Alternative Entertainment Committee** – Mr. Gruner stated this is an informal working group to discuss July 4, 2021 and inquired as to moving forward with this group.

Chair Pearlstone inquired with Director Carpenter as to moving forward as an informal committee. Director Carpenter stated to please move forward as an informal committee with the following members: Director Carpenter, Director Karimi, Director Dotson, Advisor Skillman and Director Brown (VMS Board).

Director Horton will be an alternate member.

Mr. Gruner stated next meeting date will be set once new tiers are announced.

**Pickleball Lighting Update** – Mr. Gruner stated quotes were obtained for additional pickleball court lighting. He stated this project will be a fundraising project through Village Community Fund (VCF).

Joan Brown, Pickleball club president, was called to speak regarding the request for additional lighting.

Discussion ensued.

Staff was directed to obtain all necessary signatures for approval.

Motion was made to support the pickleball lighting fundraising project.

Motion passed unanimously.

## **ITEMS FOR FUTURE AGENDAS**

**Removal of Garden Center 1 Office Building** - Mr. Gruner stated this project would require demolition of building.

**Long Range Plans for Outdoor Activities** – Mr. Gruner stated this project has not moved forward due to cost. Director Horton stated this type of outdoor fitness equipment is not often used and may not be a sound investment. Director Torng concurred. Chair Pearlstone stated the current outdoor fitness area offered is successful.

Chair Pearlstone directed staff to leave this item under Items for Future Agendas.

**Garden Center 2 Access Gate** – Staff was directed to keep this item under Items for Future Agendas.

## **CONCLUDING BUSINESS**

### **Committee Member Comments**

Director Rothberg wished everyone a Happy Chinese New Year.

Director Addington stated good meeting and thanked all in attendance.

Director Horton stated we need to move forward on new arena footing at Equestrian Center and kudos to the nursery for planting new trees at the Equestrian Center.

### **Date of Next Meeting**

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. via the GoToMeeting platform on Thursday, March 11, 2021.

### **Adjournment**

There being no further business, the Chair adjourned the meeting at 3:10 p.m.

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Jon Pearlstone, Chair



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FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION

Wednesday, February 17, 2021 – 1:30 p.m.  
Virtual Meeting

MEMBERS PRESENT: James Hopkins, Chair; Gan Mukhopadhyay, Egon Garthoffner, Steve Parsons, Robert Mutchnick, Azar Asgari, Carl Randazzo, Al Amado, Advisor: Rosemarie diLorenzo

MEMBERS ABSENT: None

STAFF PRESENT: Betty Parker, Steve Hormuth, Jose Campos, Christopher Swanson, Chris Laugenour, Dan Hoxie, Dan Yost

OTHERS: VMS – Diane Phelps, Judith Troutman, Stefanie Brown, Juanita Skillman, Norman Khan

GRF – Bunny Carpenter, Sue Stephens, Yvonne Horton, Bert Moldow, Joan Milliman, Maggie Blackwell

United – Sue Margolis, Cash Achrekar, Elsie Addington, Diane Casey, United Advisor – Dick Rader

Third – Debbie Dotson, John Frankel

Select Audit Task Force – Peggy Moore

Sageview Advisory Group – Dan Quirk

**Call to Order**

Director James Hopkins, Treasurer, chaired the meeting and was called to order at 1:35pm.

**Acknowledgement of Media**

The meeting was streamed online via Granicus.

**Approval of Meeting Agenda**

The meeting agenda was approved without exception.

**Approval of the Regular Meeting Report of December 16, 2020**

The meeting report was approved without exception.

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

Director Moldow commented on the microgrid proposal that is to be submitted to the GRF M&C committee. Director Hopkins requested that this item be placed onto future agenda items for discussion.

**Chair Remarks**

None.

**Department Head Update**

Betty Parker, CFO, commented on the timing of financials for the first reporting period of the year.

**Review Preliminary Financial Statements dated January 31, 2021**

The committee reviewed the financial statements dated January 31, 2021. Questions were addressed and requests were made for follow up information, including: update on crime policy renewal, month-to-month comparison on balance sheet, and timing of vendor invoices.

**Presentation of Investment Portfolio by SageView Advisory Group, LLC.**

Dan Quirk, representative from SageView Advisory Group, LLC., provided an overview of the portfolio performance for each of the separate accounts: GRF, United, and Third. Results were presented through December 31, 2020 along with a brief update on January 2021. Mr. Quirk also explained the strategy behind reducing corporate bond exposures in Q2 last year.

In response to board member inquiries, Mr. Quirk recommended introducing a 10% equity position in the portfolios to help alleviate inflationary risk. Ms. Parker noted that the Investment Policy for each corporation will be put on subsequent finance committee agendas for review of this recommendation.

Dick Rader requested a total rate of return from inception of the accounts. Mr. Quirk stated that this is not part of the standard reporting but will provide what is available.

**Recess to Closed Session**

The committed recessed into Closed Session at 3:30 p.m

**Call to Order from Recess**

The meeting called back to order at 5:36 p.m

**Obsolete Equipment Policy**

Chris Laugenour, General Services Director, presented a staff report recommending changes to the current Obsolete Equipment Policy, requiring all obsolete items and vehicles to be directly sent to a professional auctioneer without internal sales to the community.

Director Garthoffner requested that obsolete vehicles be identified and reviewed prior to sale. Mr. Laugenour noted that this information will be presented to the Mobility & Vehicles Committee prior to disposition.

Director Hopkins stated that he would like to review the Vehicle Replacement Policy as one of the financial goals this year.

A motion was made, seconded, and carried unanimously to recommend the board approve the recommended obsolete equipment policy revisions at their next open session board meeting.

**Future Agenda Items**

GRF Investment Policy

GRF Vehicle Replacement Policy

Microgrid Financial Impact

**Committee Member Comments**

Director DiLorenzo commented on the different level of reporting, past versus present, for the Expenditure Report presentation.

**Date of Next Meeting**

Wednesday, April 21, 2021 at 1:30 p.m.

**Recess to Closed Session**

The meeting recessed to closed session at 6:05 p.m.

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James Hopkins, Chair

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**OPEN MEETING**  
**THE GOLDEN RAIN FOUNDATION**  
**MEDIA AND COMMUNICATIONS COMMITTEE**  
Monday, February 22, 2021, at 11:30 a.m.  
Laguna Woods Village Community Center  
Virtual Meeting  
24351 El Toro Road, Laguna Woods, CA 92637

**REPORT**

**MEMBERS PRESENT:** Chair Joan Milliman; Directors Elsie Addington, Neda Ardani, Maggie Blackwell, Lynn Jarrett, Annie McCary and Ryna Rothberg; Advisors Tom Nash, Carmen Pacella, Lucy Parker and Juanita Skillman; Alternates Bunny Carpenter and Deborah Dotson

**MEMBERS ABSENT:** Advisor Theresa Frost

**OTHERS PRESENT:** None

**STAFF PRESENT:** Eileen Paulin, Chuck Holland, Susan Logan-McCracken, Paul Ortiz and Ellyce Rothrock

1. **Call to Order**  
Meeting was called to order at 11:30 a.m. and a quorum established by Chair Milliman.
2. **Acknowledgement of Media**  
None present.
3. **Approval of the Agenda**  
Approved by unanimous consent.
4. **Approval of Meeting Report from January 18, 2021**  
Approved
5. **Chair's Remarks**  
Chair commended Ms. Rothrock on the latest issue of the Village Breeze (February/March 2021) and discussed a few of its highlights. She also commended Mr. Ortiz and his team for the broadcasts they produce on Village

Television. She also commended the numerous ways the Media and Communications Department communicates with residents—through targeted emails such as the Friday “What’s Up in the Village” email blast, the CodeRED emergency system and the Laguna Woods Village Globe.

Chair Milliman announced that The Broadband Group’s report will be repeated at the GRF Board meeting on Tuesday, March 2.

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

Ms. Paulin read questions from Richard Rader, who asked:

- Are there committee meetings available for retrospective review by residents either by video or voice?
- Is there a way to ensure that PowerPoint slides can be presented on Granicus so that they are not blurred and thus unreadable?
- Is it possible to post agenda packets for committee meetings on the TeamUp calendar so that everything is in one place—date, time, agenda and agenda packet?

**7. Director’s and Staff Responses to Member Comments**

Ms. Paulin answered Mr. Rader’s first question, stating it depends on the committee and whether that meeting is recorded.

Ms. Paulin answered the second question, stating that we’re moving open meetings to a Zoom platform, which will allow residents to come on and ask questions and receive answers live. Mr. Holland added that the goal is to move all committee meetings to the Zoom platform beginning with the March meetings.

Ms. Paulin stated that she will forward the third question to the corporate secretary.

**REPORTS:**

**8. Media and Communications Report – Eileen Paulin**

Ms. Paulin discussed:

- Moving committee meetings to a Zoom platform
- The 2020 year-in-review presentation at the next VMS Board meeting
- The February/March 2021 issue of the Village Breeze
- The new board training series
- Board of Directors handbooks
- Vaccination clinics in Clubhouse 7
- Utilization of the CodeRED system for the vaccination clinics

Ms. Paulin mentioned favorable media coverage on the vaccination clinics including one CBS report by Michele Gile.



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**9. Broadband Update – Eileen Paulin and Chuck Holland**

Ms. Paulin stated that the GRF Board made the decision to rerun and discuss The Broadband Group's report at the next board meeting.

Mr. Holland presented the year-end financials for Broadband Services, Media Services, the TV Studio and Media and Communications Administration within the Media and Communications Department. He went over revenues and expenses in each of the divisions.

Director Carpenter asked about payment for advertising and a discussion on the standard industry process ensued.

Mr. Holland commended Broadband Services staff who worked throughout the year while having to adjust to PPE and other pandemic working conditions.

Director Ardani asked about the transition to the Zoom platform and a discussion on how this will enable members to participate live in committee meetings ensued.

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

**ITEMS FOR FUTURE AGENDAS:**

**CONCLUDING BUSINESS:**

**13. Committee Member Comments**

Director McCary commended the Media and Communications team on the February/March 2021 issue of the Village Breeze.

Director Jarrett and Advisor Skillman mentioned social media policies in the works.

Director Ardani asked about the vaccine clinic this weekend. Ms. Paulin stated that upcoming clinics at the Village will focus on second doses and encouraged everyone age 65 and over to register on Othena.com if they haven't already received their first dose.

**14. Date of Next Meeting – March 15, 2021, at 1:30 p.m.**

**15. Adjournment**

12:37 p.m.

  
Joan Milliman, Chair  
Media and Communications Committee



OPEN MEETING

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

**Wednesday, February 3, 2021 – 1:30 p.m.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road, Laguna Woods, CA 92637**

**MEMBERS PRESENT:** Don Tibbets, Egon Garthoffner, Joan Milliman, Craig Wayne, Reza Karimi, Elsie Addington, Reza Bastani, Margaret Bennett

**ADVISORS:**

**MEMBERS ABSENT:**

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

**STAFF PRESENT:** Siobhan Foster, Francisco Perez, Elizabeth Cortez, Kelli Newton

**1. Call to Order**

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

**2. Acknowledgment of Media**

No media was present.

**3. Approval of the Agenda**

Agenda was approved by acclimation.

**4. Approval of Meeting Report for October 7, 2020**

The Regular Meeting Report of October 7, 2020 was approved by acclimation.

**5. Chair's Remarks**

None

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

None

**7. Response to Member Comments**

None

**Reports:**

**8. Director's Report**

Ms. Cortez provided the committee with an overview of the Transportation programs and its ridership trends for the year 2020. Due to Covid-19 restrictions, ridership for all three programs decreased after March 2020. The Fixed Route and Journey slightly increased after August 2020 and stayed stable the rest of the year. Director Karimi requested a financial report accompany ridership information for the three programs – fixed-route, Boost and Journey including the cost of service and cost per user.

Also included in the director's report, is a copy of the Mobility and Vehicles Committee Charter revised by the committee in August 2018 and a list of the 2021 approved vehicles for purchase.

**Items for Future Agendas:**

**9. Obsolete Equipment Policy Amendment**

Staff presented to the committee the Obsolete Equipment Policy with the proposed amendments to the policy. The recommended amendments include the utilization of a private auction company for the disposal and sale of obsolete equipment.

After discussion, Director Addington motioned to accept staff's recommendation of the amended Obsolete Equipment Policy. Director Karimi second the motion. Chair Tibbetts called for a vote, the motion was passed to recommend to the GRF board the amended policy by unanimous consent.

**10. New Vehicle Replacement Request**

Staff presented to the committee a recommendation to replace a GRF vehicle under the approved Miscellaneous - 2021 Vehicle Purchase budget. The vehicle is assigned to the Concrete and Repair department and was identified by the Fleet Maintenance division as needing extensive transmission and catalytic converter repairs that exceed the value of the vehicle. After discussion, Director Addington made the motion to recommend to the GRF board the replacement of a GRF vehicle under the approved Miscellaneous 2021 Vehicle Purchase budget, director Bennett second the motion. Chair Tibbetts called for a vote, the motion was passed by unanimous consent.

**Items for Future Agendas:**

- 11. Alternative Fuel Vehicles
- 12. DOJ 5310 Grant

**Concluding Business:**

**13. Committee Member Comments**

Director Garthoffner suggested to the committee to review the vehicle inventory and replacement schedule at the next committee meeting in April 2021.

**14. Date of Next Meeting – Wednesday, April 7, 2021**

**15. Adjournment**

The meeting was adjourned at 2:27 p.m.

*Don Tibbetts*

Don Tibbetts (Feb 24, 2021 10:56 PST)

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Don Tibbetts, Chair  
GRF Mobility & Vehicles Committee

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REPORT OF THE REGULAR MEETING OF THE  
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS  
SECURITY AND COMMUNITY ACCESS COMMITTEE

The Regular Meeting of the Security and Community Access Committee was held on Monday, February 22, 2021 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

**MEMBERS PRESENT:** Don Tibbetts – Chair, , Cush Bhada, Reza Bastani, Margaret Bennett, Maggie Blackwell, Manuel Armendariz, Craig Wayne (arrived at 1:38 P.M.), and Bert Moldow (arrived at 1:40 P.M.),

**MEMBERS ABSENT:** Andre Torng

**ADVISORS PRESENT:** Larry Cunningham and Frank Tybor (left at 1:43 P.M.)

**ADVISORS ABSENT:** None

**OTHERS PRESENT:** John Frankel and Bunny Carpeter

**STAFF PRESENT:** Carlos Rojas, and Jennifer Zion

**CALL TO ORDER**

Don Tibbetts, Chair, called the meeting to order at 1:32 p.m.

**ACKNOWLEDGEMENT OF PRESS**

The Media was not present.

**APPROVAL OF AGENDA**

By way of consensus, the Committee approved the agenda as presented.

**APPROVAL OF MEETING REPORT**

By way of consensus, the Committee approved the December 28, 2020 meeting report.

**CHAIRMAN'S REMARKS**

Chair Tibbetts had no comments.

**MEMBER COMMENTS ON NON-AGENDA ITEMS**

Director Torng (389-Q) emailed regarding ongoing issue with neighbor with cars parked in open parking, with pass. He was told that this neighbor is not in violation of policy and that there was nothing that could be done.

Dick Radar (270-D) emailed and asked about re-instating criminal statistics.

**RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS**



Carlos Rojas, Chief of Security, responded to Director Tornig that it is under review. Margaret Bennet wants to policy reviewed. Cunningham discussed the downside of the cost savings from the RFID, there is no visual to know a car belongs in the Village.

By consensus, the Committee directed staff to obtain information and cost for a one-time Laguna Woods Village decal.

## **REPORTS**

### **Disaster Preparedness Task Force Report**

Chief Rojas explained that there is a Good Neighbor Captin meeting tomorrow, February 23<sup>rd</sup>. He is also in the process of updating the Good Neighbor Captian list.

### **RV Update**

Chief Rojas informed the Committee that right now, there are 1 space available for RV Lot A and 2 spaces for RV Lot B. He explained that they will probably be 100% full soon.

### **Noteworthy Incidents**

Chief Rojas presented noteworthy incidents. There is a new Gate Ambassador Supervisor that started this week and will be hiring for a supporting scheduler role. Chief Rojas also informed the Committee updates with the vaccine clinic.

### **Security Statistics**

Chief Rojas reported on the statistics for the Security Department that includes Social Services and the Compliance Division. Reports are attached to the official minutes of this meeting.

Chief Rojas went through reports and explained certain statistics to the Committee. The Committee commented and asked questions.

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **Emergency Equipment Update**

Chief Rojas updated the Committee on the Emergency Equipment questions from the last meeting. The Committee commented and asked questions.

### **Security Officers at Specialty Events**

Chief Rojas informed the Committee that the Voluntary Security Officers at Specialty Events Resolution was approved by the Board.

### **Garden Center Security Update**

Chief Rojas reported to the Committee that he and the Director of Recreation did a walkthrough in both Garden Centers. As of right now, Security will add Foot Patrol and Patrol Checks to save on costs. Also, when people terminate their plot, there will Security there to escort them out.

### **Gate Access System (RFID)**

Chief Rojas reported to the Committee the cost of the RFID's. The Committee commented and asked questions.

### **Fire Avert Devices**

Chief Rojas presented the Fire Avert Devices. Chief Rojas gave some back history. He proposed that a pilot program of (6) units, costing no more than \$930 be presented to the Board. The Committee commented and asked questions

Director Armendariz made a motion to approve the Fire Avert Devices pilot program. Director Bhada seconded the motion.

By a vote of (5-2-0), (Director Moldow and Advisor Cunningham), the motion passed

### **ITEMS FOR FUTURE AGENDAS**

None

### **CONCLUDING BUSINESS**

#### **Committee Member Comments**

Advisor Cunningham comments on the poor quality of audio on the meeting.

#### **DATE OF THE NEXT MEETING**

The next meeting is scheduled for Monday, April 26, 2021, at 1:30 p.m. in a virtual meeting.

#### **ADJOURNMENT**

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 2:39 p.m.

*Don Tibbetts*

Don Tibbetts (Feb 25, 2021 09:44 PST)

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Don Tibbetts, Chair

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