



OPEN SESSION

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

**Tuesday, May 18, 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*

- 1. Call meeting to order / Establish Quorum – 1st Vice President McCary**
- 2. Pledge of Allegiance – Director Frankel**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. April 20, 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 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 March 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 Third Finance Committee:**
 - (1) Approve Return of Prior Year Surplus
- c. **Recommendation from the Third Landscape Committee:**
 - (1) Recommendation to Approve Tree Removal Request: 2235-C Via Puerta (Plata) – One Weeping Fig tree
 - (2) Recommendation to Approve Tree Removal Request: 5146 Miembro (Ku) – Two White Mulberry trees
 - (3) Recommendation to Deny Tree Removal Request: 5566-B Via Portora (Rose) – One Fern Pine tree
 - (4) Landscape Revision Request: 3032-A Via Vista (Gandall)
Recommendation to Board to:
 - Approve the request to retain non-standard landscape material directly adjacent to the exclusive use patio.
 - Require the requestor to remove all planted material, stepping stones, concrete block, etc. from the common area slope.
 - Require the requestor to remove all clutter from the exclusive use patio and adjacent to common area.
- d. **Recommendation from the Third Architectural Control and Standards Committee:**
 - (1) Recommendation to Approve a Variance Request: (5271-A-Villa Serena-Schuman) to install Architectural Stone Veneer on Garage Wall and Patio Columns
 - (2) Recommendation to Approve a Variance Request: (3282-C-El Doble-Boehm) to retain Architectural Stone Veneer on Garage Wall
- e. Entertain a Motion to Approve the Resolution for Appointment of Officers to Update Assistant Treasurer ex Officio

11. Unfinished Business -- None

12. New Business

- a. Entertain a Motion to Approve the 2021 Annual Election Schedule and Resolution to Appoint the Inspector of Election Services
- b. Entertain a Motion to Approve Limited Pilot Program for Fire Avert Devices

- c. Entertain a Motion to Introduce an Amendment to the Hate Policy (**May Initial Notification—Must postpone 28-days for member review and comment to comply with Civil Code §4360.**)

13. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Mutchnick. The committee met on May 4, 2021; next meeting June 1, 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 Wayne. The committee met on April 26, 2021; next meeting May 24, 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 July 14, 2021 at 1:30 p.m. as a virtual meeting.
- d. Report of the Maintenance and Construction Committee – Director Mutchnick. The committee met on May 3, 2021; next meeting July 5, 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 May 12, 2021; next meeting TBA.
 - (2) Garden Villa Rec. Room Subcommittee – Director Jarrett. The subcommittee met on February 23, 2021; next meeting June 8, 2021 at 1:30 p.m. as a virtual meeting.
- e. Report of the Landscape Committee – Director Jarrett. The committee met on May 6, 2021; next meeting June 8, 2021 at 9:30 a.m. as a virtual meeting.
- f. Report of the Water Committee – Director Rane-Szostak. The committee met on April 29, 2021; next meeting July 29, 2021 at 2:00 p.m.
- g. Report of the Resident Policy and Compliance Committee – Director Jarrett. The committee met on May 5, 2021; next meeting TBA.

14. GRF Committee Highlights

- a. Community Activities Committee – Director Karimi. The committee met on April 8, 2021; next meeting May 13, 2021, at 1:30 p.m. as a virtual meeting.

(1) Equestrian Center Ad Hoc Committee – Director Bhada. The committee met on May 6, 2021; next meeting July 7, 2021 at 1 p.m. as a virtual meeting.

- b. GRF Finance Committee – Director Mutchnick. The committee met on April 21, 2021; next meeting June 23, 2021, at 1:30 p.m. as a virtual meeting.
- c. GRF Landscape Committee – Director Jarrett. The committee met on March 10, 2021; next meeting June 9, 2021, at 1:30 p.m. as a virtual meeting.
- d. GRF Maintenance & Construction Committee – Director Frankel – The committee met on April 14, 2021; next meeting June 9, 2021, at 9:30 a.m. as a virtual meeting.

(1) Clubhouse 1 Renovation Ad Hoc Committee – Director Engdahl. The committee met on March 23, 2021; next meeting TBA.

- e. Media and Communications Committee – Director McCary. The committee met on May 17, 2021; next meeting June 21, 2021, at 1:30 p.m. as a virtual meeting.
- f. Mobility and Vehicles Committee – Director Karimi – The committee met on April 7, 2021; next meeting June 2, 2021, at 1:30 p.m. as a virtual meeting.
- g. Security and Community Access Committee – Director Bhada. The committee met on April 26, 2021; next meeting June 28, 2021 at 1:30 p.m. as a virtual meeting.

(1) Disaster Preparedness Task Force – Director McCary. The task force met on March 30, 2021; next meeting May 25, 2021 at 9:30 a.m. as a virtual meeting

- h. Report of the Laguna Woods Village Traffic Hearings – Director Frankel. The hearings were held on April 21, 2021; next meeting May 19, 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 March 17, 2020; next meeting TBA.
- j. Budget Meeting – Director Mutchnick. The budget meeting will begin in May and end in September 2021. The next meeting is June 2, 2021 as a virtual meeting.

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

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

- d. Presentation from El Toro Water District

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) April 6, 2021 – Special Closed Meeting

(b) April 20, 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, April 20, 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, Robert Mutchnick, Donna Rane-Szostak, Debbie Dotson, Reza Karimi, Ralph Engdahl, Craig Wayne

Directors Absent: Cush Bhada

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

Others Present: Rosemarie diLorenzo (VMS), Wei-Ming Tao (VMS)

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

President Parsons called the meeting to order at 9:31 a.m. and established that a quorum was present.

2. Pledge of Allegiance – Director Jarrett

Director Jarrett led the pledge of allegiance.

3. Acknowledge Media

The media was acknowledged online and through Village Television.

4. Approval of Agenda

Director Dotson made a motion to approve the agenda. Director Rane-Szostak seconded the motion.

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

5. Approval of Minutes

5a. March 16, 2021 – Regular Board Meeting

Director McCary made a motion to approve the minutes of March 16, 2021--Regular Open Meeting. Director Karimi seconded the motion and the motion passed by unanimous consent.

6. Report of the Chair

President Parsons announced the new ballot initiative on insurance. Based on the comments the board received from the Third Mutual members, the board has decided to have a special election on June 29, 2021 to approve the restatement of the CC&Rs and amend the Third Mutual Bylaws to address the increasing insurance premiums for the community. We seek a few volunteers to help with this initiative.

Director Mutchnick read a statement about the new ballot initiative on amending the CC&Rs regarding the insurance provision.

7. VMS Recognition of Excellence Awards

Siobhan Foster-COO, introduced the video for the VMS recognition of excellence awards.

8. Open Forum (Three Minutes per Speaker) - *At this time Members only addressed the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserved the right to limit the total amount of time allotted for the Open Forum. Members requested to speak Zoom at <https://zoom.us/j/94899806730> via email to meeting@vmsinc.org or by calling 949-268-2020 before or during the meeting. Residents were required to provide their name and unit number.*

Members gave their comments:

- A member spoke against the ballot initiative and asked for transparency from the board.
- A member commented about the lack of communication with the residents about the ballot initiative.
- A member asked the Zoom meeting continue after the board room has reopened.
- A member spoke in favor of continuing the Zoom platform for board meetings and spoke against the ballot initiative. Requested more town hall meetings before moving forward with the ballot initiative.

Eileen Paulin read the written member comments:

- A member requested that the black iron gate be painted at her unit.
- A member requested that more information be sent to the residents before moving forward with the ballot initiative.

- A member requested that more discussion be done before you vote on the ballot initiative.
- A member spoke about legal fees.
- A member spoke about a clutter violation.

9. Responses to Open Forum Speakers

- President Parsons responded that members were given time to speak on the previous initiative. The board will be reconsidering the restatement of the CC&Rs and Bylaws at a special election on June 29, 2021. There have been several town hall meetings and information about the restatement of CC&Rs and Bylaws.
- Director Mutchnick commented that the wording of the ballot and ballot information will be shared with members next week.
- Director Dotson commented about continuing Zoom meetings. There is currently an executive order that authorizes the use of Zoom meetings and the state legislators are considering the use Zoom meetings in the future.
- Director Mutchnick commented about insurance issues and the reason Third Mutual is using a different insurance broker.
- President Parsons addressed the issue of fire prevention.
- President Parsons and Director Mutchnick responded on the short timeframe regarding the ballot initiative.
- President Parsons responded regarding the educations of the members regarding the ballot initiative.
- President Parsons and Director Mutchnick responded regarding the clutter issue.
- Director Mutchnick responded regarding legal fees.

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

- Garden Villas Recreation Rooms and Clubhouse will reopen in accordance with the state and county guidelines. State of California is planning to reopen without restrictions on June 15, 2021.
- Now that the county has moved from the red zone to the orange zone, Resident Services and Manor Alterations has reopened for limited services by appointment only at the Community Center. Facilities will begin to reopen according to the guidelines set by the state and county.
- COVID-19 Update. According to the Orange County Health Care Agency (OCHCA) the numbers are declining and Orange County has fallen into a less restricted tier. According to the OCHCA, as of Thursday, April 15, there were 252,692 confirmed COVID-19 cases in Orange County—65 reported recently. The City of Laguna Woods reported 411 confirmed cases. The seven-day testing positivity rate in the OC is 1.6%.
- The purpose of the \$10,000 escrow closing deposit was to make sure all manor

- restoration and corrections have been made before escrow closed. The process is working and money is released within 35 days after escrow closes.
- Starting October 24, 2021, those living within the "949" area code will need to dial the full 10-digit phone number.
 - The budget process schedule starts in June and ends in September.
 - Annual spring mailing will be sent out this Friday, April 23, 2021. The package included a summary of the audit, opt out information for members, and a traffic report.
 - City of Laguna Woods will participate in the National Prescription Take Back Day on Saturday, April 24, 2021.
 - City of Laguna Hills public hearing on the fate of the defunct Laguna Hills May will be held on April 27, 2021 at 7 p.m. at the Laguna Hills Community Center, Heritage Room, at 25555 Alicia Parkway.
 - Bingo is now open at Clubhouse 2. Reservation can be made through ActiveNet.
 - The last COVID-19 vaccination clinic will be held on April 24, 2021.

Jeff Parker and Siobhan Foster answered questions from the board.

11. Consent Calendar - *All matters listed under the Consent Calendar were recommended for action by committees and were enacted by the board by one motion. Items removed from the Consent Calendar by members of the board, were moved for further discussion and action by the board.*

11a. Finance Committee Recommendations:

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

11b. Finance Committee Recommendation:

11b (1) Recommendation to Approve a Resolution for Recording a Lien against Member ID# 934-330-08

Resolution 03-21-20
Recording of Lien

WHEREAS, Member ID 934-330-08; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, April 20, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 934-330-08 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.

11b (2) Recommendation to Approve a Resolution for Recording a Lien against Member ID# 931-580-71

Resolution 03-21-21
Recording of Lien

WHEREAS, Member ID 931-580-71; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, April 20, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-580-71 and;

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

11c. Landscape Committee Recommendations:

11c (1) Recommendation to Approve Tree Removal Request: 3422-E (Leung) – One Indian Laurel Fig tree

Resolution 03-21-22
Approve the Request
For Removal of One Indian Laurel Fig Tree
3422-E Calle Azul

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 April 1, 2021, the Landscape Committee reviewed the request from the Member at 3422-E to remove one Indian Laurel Fig tree. The Member cited the reason as the potential for structural damage;

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 on one Indian Laurel Fig tree located at 3422-E Calle Azul.

NOW THEREFORE BE IT RESOLVED, April 20, 2021, the Board of Directors approves the request for removal of one Indian Laurel Fig tree located at 3422-E;

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

11c (2) Recommendation to Approve Tree Removal Request: 5509-C (Macke) – Once Rusty Leaf Fig tree

Resolution 03-21-23
Approve the Request
For Removal of One Rusty Leaf Fig Tree
5509-C Paseo Del Lago West

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 April 1, 2021, the Landscape Committee reviewed a request from the Member at 5509-C to remove one Rusty Leaf Fig tree. The Member cited the reasons as structural damage and sewer damage;

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 one Rusty Leaf Fig tree located at 5509-C Paseo Del Lago West.

NOW THEREFORE BE IT RESOLVED, April 20, 2021, the Board of Directors approves the request for the removal of one Rusty Leaf Fig tree located at 5509-C;

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 Jarrett made a motion, seconded by Director McCary, to approve the consent calendar as presented.

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

12. Unfinished Business -- none

13. New Business

13a. Entertain a Motion to Approve the 2021 Special Election Schedule and Resolution to Appoint the Inspector of Election Services

RESOLUTION 03-21-24 **Approve Inspector of Election Services**

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

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

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

NOW THEREFORE BE IT RESOLVED, on April 20, 2021, that the Board of Directors of Third Laguna Hills Mutual hereby approves single-sourcing a contract to UniLect to perform Inspectors of Election services for the Special Election on June 29, 2021, for a vote on the Restatement of the Third Laguna Hills Mutual Covenants, Conditions and Restrictions (CC&Rs) and the By-laws; and

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

President Parsons commented about the special election for the restatement of the CC&R and amendment of the Third Mutual Bylaws for the purpose of revising the insurance information.

Director Jarrett made a motion to approve the 2021 Special Election schedule and approve the resolution to appoint the inspector of election services. Director McCary seconded the motion.

Discussion ensued among the directors.

Director Mutchnick made an amendment to add a second town hall meeting to the schedule on May 21, 2021. Director Dotson seconded the motion.

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

Discussion ensued among the directors.

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

14. Committee Reports

14a. Report of the Finance Committee / Financial Report – Director Mutchnick gave the Treasurer's Report. The committee met on April 6, 2021; next meeting May 4, 2021, at 1:30 p.m. as a virtual meeting.

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

14b. Report of the Architectural Controls and Standards Committee – President Parsons. The committee met on March 29, 2021; next meeting April 26, 2021 at 10:30 a.m. as a virtual meeting.

14c. Report of the Communications Committee – Director McCary. The committee met on January 13, 2021; next meeting will be held on July 14, 2021 at 1:30 p.m. as a virtual meeting.

14d. 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 Task Force – Director Dotson. The task force met on March 12, 2021; next meeting May 14, 2021 at 10 a.m. as a virtual meeting.

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

14e. Report of the Landscape Committee – Director Jarrett. The committee met on April 1, 2021; next meeting May 6, 2021, at 9:30 a.m. as a virtual meeting. Director Jarrett showed a presentation regarding Landscape services:

- Landscape tickets (grounds maintenance, complaints, irrigation, tree-related, pest control, clippings, leaf)
- Rodents/Ants

14f. Report of the Water Committee – Director Rane-Szostak. The committee met on January 20, 2021; next meeting will be held on April 29, 2021 at 2:00 p.m. as a virtual meeting.

14g. Report of the Resident Policy and Compliance Committee – Director Jarrett. The committee met on February 3, 2021; next meeting TBA.

15. GRF Committee Highlights

15a. Community Activities Committee – Directors 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.

15b. 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.

15c. 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.

15d. GRF Maintenance & Construction Committee – Director Frankel – The committee met April 14, 2021; next meeting June 9, 2021, at 9:30 a.m. as a virtual meeting.

(1) Clubhouse 1 Renovation Ad Hoc Committee – Director Engdahl. The committee met on March 23, 2021; next meeting TBA.

15e. Media and Communications Committee – Director McCary. The committee met on April 19, 2021, as a virtual meeting; next meeting May 17, 2021, at 11:30 a.m. as a virtual meeting.

15f. Mobility and Vehicles Committee – Director Karimi – The committee met on April 7, 2021; next meeting June 2, 2021, at 1:30 p.m. as a virtual meeting.

15g. Security and Community Access Committee – 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 March 30, 2021; next meeting May 25, 2021, 9:30 a.m. as a virtual meeting.

15h. Report of the Laguna Woods Village Traffic Hearings – Director Dotson. The traffic hearings were on March 17, 2021; next meeting is April 21, 2021 at 9 a.m. and 1 p.m. as a virtual meeting.

15i. Report of the GRF Strategic Planning Ad Hoc Committee – Director Mutchnick. The committee met on March 17, 2021; next meeting TBA.

15j. Budget Ad Hoc Committee – Director Karimi. The budget workshops were held March 22 – 31, 2021. The budget process will begin in June, 2021

16. Future Agenda Items-- *All matters listed under Future Agenda Items are items for a future board meeting. 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

17. Director's Comments

- Director McCary commented that it was a great meeting and thanked the members for their comments.
- Director Jarrett commented the Garden Villas Rec. Room will remain closed because not all residents have been vaccinated. We will wait until the State of California reopens without restrictions for safety reasons.
- Director Mutchnick commented the board will have the draft wording for the ballot initiative by the end of next week.
- Director Dotson commented there is no vaccine discrimination as we are following the State of California guidelines.

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

The meeting was recessed at 12:09 p.m.

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

During the March 16, 2020, Regular Closed Session, the board:

Approval of Agenda

VMS Board Update

Discussed and Considered Legal/Litigation Matters

CEO Report (Personnel Matters)

Approval of the Following Meeting Minutes.

(a) February 16, 2021 – Regular Closed Session

Approve Notice of Sale against Member ID#932-310-40

Approve Notice of Sale against Member ID#932-670-28

Approve Notice of Sale against Member ID#932-200-13

Discussed Contractual Matters

Discussed Member Disciplinary Matters

19. Adjournment

The meeting was adjourned at 4:00 p.m.



Lynn Jarrett, Secretary of the Board
Third Mutual Laguna Hills

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STAFF REPORT

DATE: May 18, 2021
FOR: Board of Directors
SUBJECT: Transfer of 2020 Operating Fund Surplus to Disaster Fund

RECOMMENDATION

Staff recommends the Board entertain a motion to approve the transfer of \$134,823 of Operating Fund Surplus to the Disaster Fund.

BACKGROUND

During the February 2, 2021 Finance Committee meeting, staff presented a year-end projection of Operating Fund Surplus. Through discussion amongst committee members it was proposed to transfer any Operating Fund Surplus to the Disaster Fund once the 2020 audit was completed.

DISCUSSION

On April 5, 2021 Third Laguna Hills Mutual accepted the 2020 audit report into its corporate records. On May 4, 2021, staff presented a 2020 Year-End Analysis of Operating Fund Surplus to the Finance Committee (ATT1) detailing a final surplus of \$134,823. The committee unanimously approved the transfer of the entire surplus from the Operating Fund to the Disaster Fund.

FINANCIAL ANALYSIS

The final excess of revenues over expense for the Operating Fund, as presented on the Changes in Fund Balance – Final 12/31/2020, was \$1,845,013. Detail of the adjustments to the operating surplus amounted to (\$1,710,190) ATT1. The net of the two balances leaves Third Laguna Woods Mutual with a Total Operating Fund Surplus of \$134,823.

\$1,845,013	Final Operating Fund Excess of Revenues Over Expense: 12/31/2020
(1,710,190)	Less Adjustments (Voting Interest in GRF and Depreciation)
\$134,823	TOTAL OPERATING FUND SURPLUS

Prepared By: Steve Hormuth, Controller
Reviewed By: Jose Campos, Financial Services Manager
Richu Saju, Financial Analyst

Attachments: ATT1 – 2020 Year-End Analysis of Operating Fund Surplus
ATT2 -- Resolution 03-21-xx Transfer of Operating Funds
Surplus to Disaster Fund

Third Laguna Hills Mutual

2020 Year-end analysis OPR surplus

	Final 12/31/2020 Operating Statement	Less Adjustments	Adjusted 12/31/2020 Operating Statement
Operating	20,228,546	-	20,228,546
Additions to restricted funds	-	-	-
Merchandise sales	-	-	-
Fees and charges for services to residents	401,033	-	401,033
Laundry	198,525	-	198,525
Interest income	-	-	-
Unrealized gain/loss on AFS investments	-	-	-
Miscellaneous	2,388,713	(1,845,066)	543,647
Total revenue	23,216,817	(1,845,066)	21,371,751
Employee compensation and related	9,437,847	-	9,437,847
Materials and supplies	633,276	-	633,276
Utilities and telephone	5,365,499	-	5,365,499
Legal fees	627,448	-	627,448
Professional fees	216,775	-	216,775
Equipment rental	4,688	-	4,688
Outside services	1,255,418	-	1,255,418
Repairs and maintenance	298,313	-	298,313
Other operating expense	106,218	-	106,218
Income tax	16,295	-	16,295
Property and sales tax	497	-	497
Insurance	1,910,975	-	1,910,975
Investment expense	-	-	-
Uncollectible accounts	71,798	-	71,798
Gain/loss on sale or trade	-	-	-
Depreciation and amortization	134,876	(134,876)	-
Net allocations to mutual	1,291,881	-	1,291,881
Total expense	21,371,804	(134,876)	21,236,928
Excess of revenues over expense	1,845,013	(1,710,190)	134,823

RESOLUTION 03-21-XX
**Transfer Of Operating Fund Surplus
To Disaster Fund**

WHEREAS, the Third Laguna Hills Mutual operating statement as of December 31, 2020 reflected an Operating Fund surplus for the year then ended of \$134,823 (without depreciation); and

WHEREAS, the Board desires to return this amount to the members by way of a transfer to a contingency fund;

NOW THEREFORE BE IT RESOLVED, May 18, 2021 that the Board of Directors of this Corporation hereby authorizes the transfer of \$134,823 of accumulated operating surplus from the Operating Fund to the Disaster Fund; 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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RESOLUTION 03-21-XX

Approve the Request For Removal of One Weeping Fig Tree 2235-C Via Puerta

WHEREAS, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

“...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 shall not be removed to preserve, enhance or create a view.

- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

WHEREAS, on May 6, 2021, the Landscape Committee reviewed a request from the Member at 2235-C to remove one Weeping Fig tree. The Member cited the reasons as structural damage, sewer damage, poor condition, and the potential for uprooting due to surface roots;

WHEREAS, the Committee determined that the tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Weeping Fig tree located at 2235-C Via Puerta.

NOW THEREFORE BE IT RESOLVED, May 18, 2021, the Board of Directors approves the request for the removal of one Weeping Fig tree located at 2235-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 For Removal of Two White Mulberry Trees 5146 Miembro

WHEREAS, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

“...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 shall not be removed to preserve, enhance or create a view.

- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

WHEREAS, on May 6, 2021, the Landscape Committee reviewed a request from the Member at 5146 to remove two White Mulberry trees. The Member cited the reasons as structural damage, sewer damage, and overgrown;

WHEREAS, the Committee determined that the trees meet the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of two White Mulberry trees located at 5146 Miembro.

NOW THEREFORE BE IT RESOLVED, May 18, 2021, the Board of Directors approves the request for the removal of two White Mulberry trees located at 5146;

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

Deny the Request For Removal of One Fern Pine Tree 5566-B Via Portora

WHEREAS, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

“...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 shall not be removed to preserve, enhance or create a view.

- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

WHEREAS, on May 6, 2021, the Landscape Committee reviewed a request from the Member at 5566-B to remove one Fern Pine tree. The Member cited the reasons a, surface roots potentially damaging to infrastructure;

WHEREAS, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Fern Pine tree located at 5566-B Via Portora.

NOW THEREFORE BE IT RESOLVED, May 18, 2021, the Board of Directors denies the request for the removal of one Fern Pine tree located at 5566-B;

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

**Landscape Revision Request
3032-A Via Vista**

WHEREAS, on May 6, 2021, the Landscape Committee reviewed a request from the Member at 3032-A for permission to keep the non-standard landscape plant material and stepping stones directly adjacent to her manor;

WHEREAS, the Committee recommends the following conditions regarding the requests at 3032-A Via Puerta:

1. Approve the request to retain only non-standard landscape material directly adjacent to the exclusive use patio.
2. Require the requestor to remove the remainder of all plant material, stepping stones, concrete block etc. from the common area slope.
3. Require the requestor to remove all clutter from the exclusive use patio and adjacent common area.

NOW THEREFORE BE IT RESOLVED, May 18, 2021, the Board of Directors approves these conditions regarding the request from 3032-A;

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

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STAFF REPORT

DATE: May 18, 2021
FOR: Third Mutual Board
SUBJECT: Variance Request
Mr. Donald and Mrs. Sandra Schuman of 5271 Avenida Del Sol (Villa Serena, C12A_1)
Request to install Architectural Stone Veneer on Garage Wall and Patio Columns

RECOMMENDATION

Third Architectural & Standards Committee recommends the Board approve the portion of the request to install the architectural stone veneer installed on the garage wall and interior patio columns that is consistent with the Third Mutual Standard 12: Exterior Wall Attachments (Appendix A). Additionally, the Third Architectural & Standards Committee puts forth for further discussion and consideration by the Board the exterior portion of the variance request which falls within common area and thus is regulated by Section 4600 of the Civil Code (Appendix B). Upon approval, the variance will comply with the conditions stated in Appendix C.

BACKGROUND

Mr. and Mrs. Schuman of 5271 Avenida Del Sol, a Villa Serena style unit, are requesting Board approval of a variance to apply architectural stone veneer installed on the garage wall and patio columns as described in the submitted plans (see Attachment 1) and the Variance Request (see Attachment 2).

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. Schuman of 5271 Avenida Del Sol, a Villa Serena style unit, are requesting Board approval of a variance to apply architectural stone veneer installed on the garage wall and patio columns.

The stone veneer is visible to Manors 5270, 5272, 5292, 5291, and 5290 as well as all pedestrian and vehicular traffic on Avenida del Sol.

Third Laguna Hills Mutual Standard Section 12 - *Exterior Wall Attachments*, paragraph 2.5 states, “Any exterior wall attachment will be limited to only those walls which face limited common areas, such as patios and atriums.” The subject stone veneer would face neighboring manors and passersby. However, staff is of the opinion the proposed stone veneer on the garage would not create a visual imbalance to the manor or surrounding area. Staff notes that a similar stone veneer alteration was approved at 5202 in 2003, and has been approved by the Board at Manors 5074 in June 2007, 5283 in July 2007 and 5077 in October 2006.

There are currently no open Mutual Consents at Unit 5271.

Neighbor Awareness Notices have been issued to Manors 5270, 5272, 5292, 5291, and 5290.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 5271.

Prepared By: Richard de la Fuente, Alterations Inspector II

Prepared By: Gavin Fogg, Inspections Supervisor

Robbi Doncost, Manor Alterations Manager

ATTACHMENT(S)

Appendix A: Third Mutual - Standard 12: Exterior Wall Attachments

Appendix B: Civil Code Section 4600: Grant of Exclusive Use

Appendix C: Conditions of Approval

Attachment 1: Scope of Work

Attachment 2: Variance Request, February 18, 2021

Attachment 3: Photos

Attachment 4: Map

Attachment 5: Resolution 03-21-xx

APPENDIX A



M U T U A L

THIRD LAGUNA HILLS

STANDARD 12: EXTERIOR WALL ATTACHMENTS

MARCH 1983

REVISED APRIL 1996, RESOLUTION M3-96-28

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

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

REVISED JUNE 2018, RESOLUTION 03-18-88

REVISED NOVEMBER 17, 2020, RESOLUTION 03-20-85

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

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

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

3.0 TILE AND VENEER

- 3.1 Tile and veneer used on a vertical surface exterior wall, without disturbance of the stucco veneer, must be attached with thin set/epoxy mortar mixes.
- 3.2 Tile and veneer will be limited to use on stucco covered exterior chimneys and entryway columns.
- 3.3 Tile must match in color, design, and size as close as possible any existing brickwork on building.

4.0 TRELLIS AND WROUGHT IRON DESIGNS

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

5.0 MURALS AND WALL HANGINGS

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

6.0 ASBESTOS TESTING AND MONITORING

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

APPENDIX B

Civil Code §4600. Grant of Exclusive Use.

(a) Unless the governing documents specify a different percentage, the affirmative vote of members owning at least 67 percent of the separate interests in the common interest development shall be required before the board may grant exclusive use of any portion of the common area to a member.

(b) Subdivision (a) does not apply to the following actions:

(1) A reconveyance of all or any portion of that common area to the subdivider to enable the continuation of development that is in substantial conformance with a detailed plan of phased development submitted to the Real Estate Commissioner with the application for a public report.

(2) Any grant of exclusive use that is in substantial conformance with a detailed plan of phased development submitted to the Real Estate Commissioner with the application for a public report or in accordance with the governing documents approved by the Real Estate Commissioner.

(3) Any grant of exclusive use that is for any of the following reasons:

(A) To eliminate or correct engineering errors in documents recorded with the county recorder or on file with a public agency or utility company.

(B) To eliminate or correct encroachments due to errors in construction of any improvements.

(C) To permit changes in the plan of development submitted to the Real Estate Commissioner in circumstances where the changes are the result of topography, obstruction, hardship, aesthetic considerations, or environmental conditions.

(D) To fulfill the requirement of a public agency.

(E) To transfer the burden of management and maintenance of any common area that is generally inaccessible and not of general use to the membership at large of the association.

(F) To accommodate a disability.

(G) To assign a parking space, storage unit, or other amenity, that is designated in the declaration for assignment, but is not assigned by the declaration to a specific separate interest.

(H) To install and use an electric vehicle charging station in an owner's garage or a designated parking space that meets the requirements of [Section 4745](#), where the installation or use of the charging station requires reasonable access through, or across, the common area for utility lines or meters.

(I) To install and use an electric vehicle charging station through a license granted by an association under [Section 4745](#).

(J) To install and use a solar energy system on the common area roof of a residence that meets the requirements of [Sections 714, 714.1](#), and, if applicable, [Section 4746](#).

(K) To comply with governing law.

(c) Any measure placed before the members requesting that the board grant exclusive use of any portion of the common area shall specify whether the association will receive any monetary consideration for the grant and whether the association or the transferee will be responsible for providing any insurance coverage for exclusive use of the common area.

(Amended by Stats. 2017, Ch. 818, Sec. 2. (AB 634) Effective January 1, 2018.) 180.)

APPENDIX C

CONDITIONS OF APPROVAL

Conditions of approval would be as follows:

1. No improvement shall be installed, constructed, modified or altered at unit **5271**, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Variance for Unit Alterations has been granted at **5271** for **Architectural Stone Veneer**, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at **5271** and all future Mutual members at **5271**.
5. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
6. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
7. 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.
8. 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.

9. 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.
10. 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.
11. Member is responsible for following the gate clearance process in place to admit contractors and other invitees.
12. 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>.
13. 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.
14. 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.
15. 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.
16. 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.
17. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
18. 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.

19. 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.
20. 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.
21. Prior to the issuance of a Mutual Consent for Unit Alterations, a sample of the stone veneer to be installed shall be provided to Manor Alterations for review and approval.

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Villa Serena

ATTACHMENT 1

Approximate Gross Internal Area = 149.7 sq m / 1612 sq ft
(Including Garage)

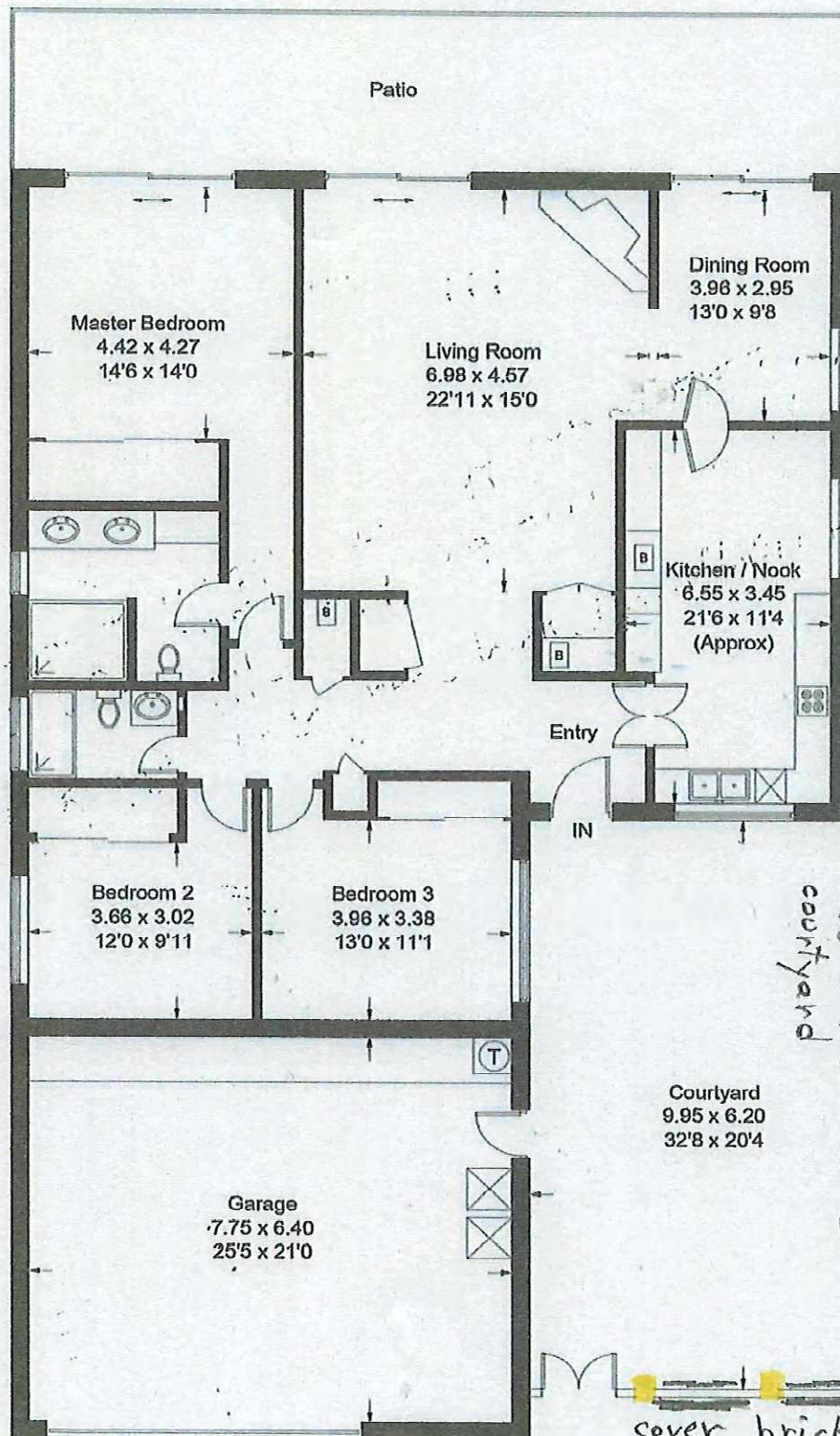


Illustration for identification purposes only, measurements are approximate, not to scale. FloorplansUsketch.com © 2017 (ID367256)

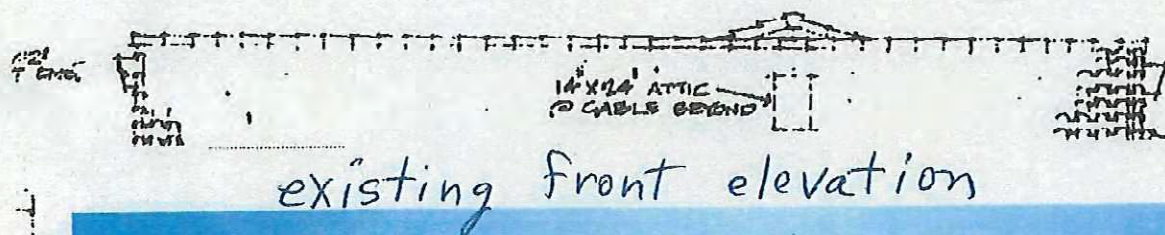
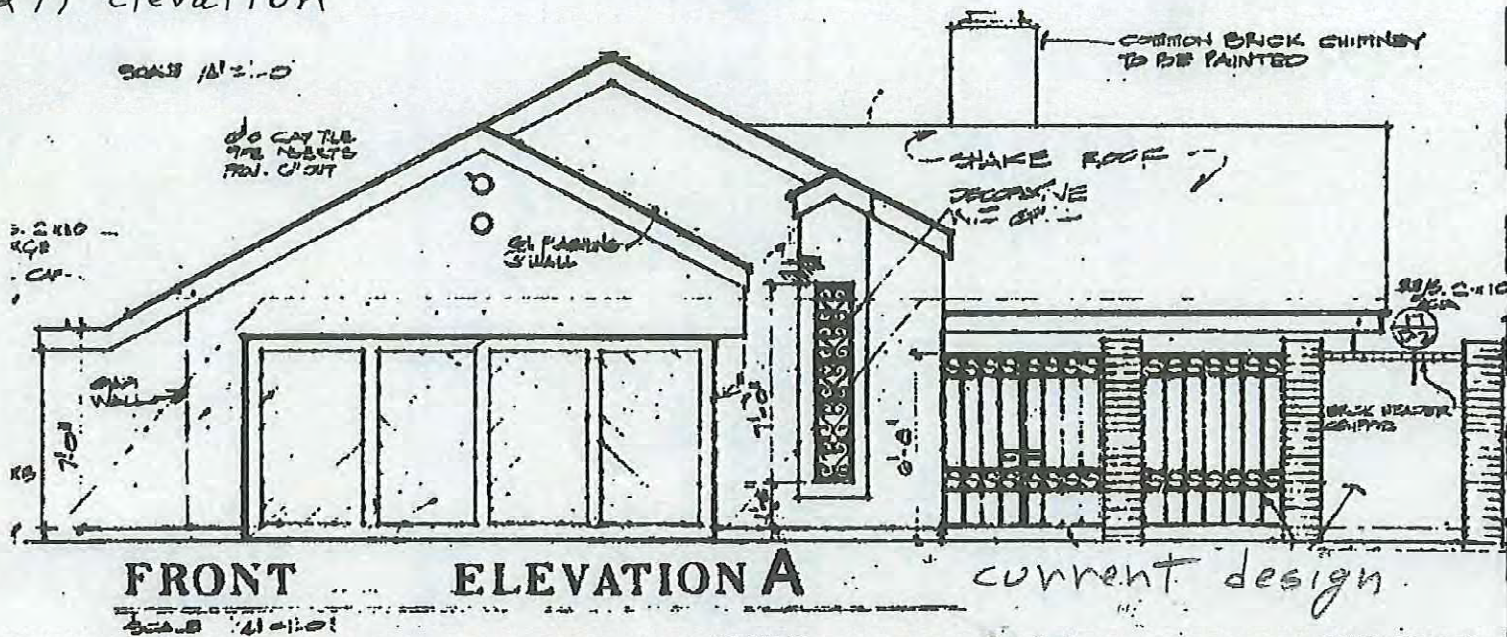
Search...

stone on face of brick - existing brick on top

Agenda Item #106(1)

Page 11 of 22

527/ elevation

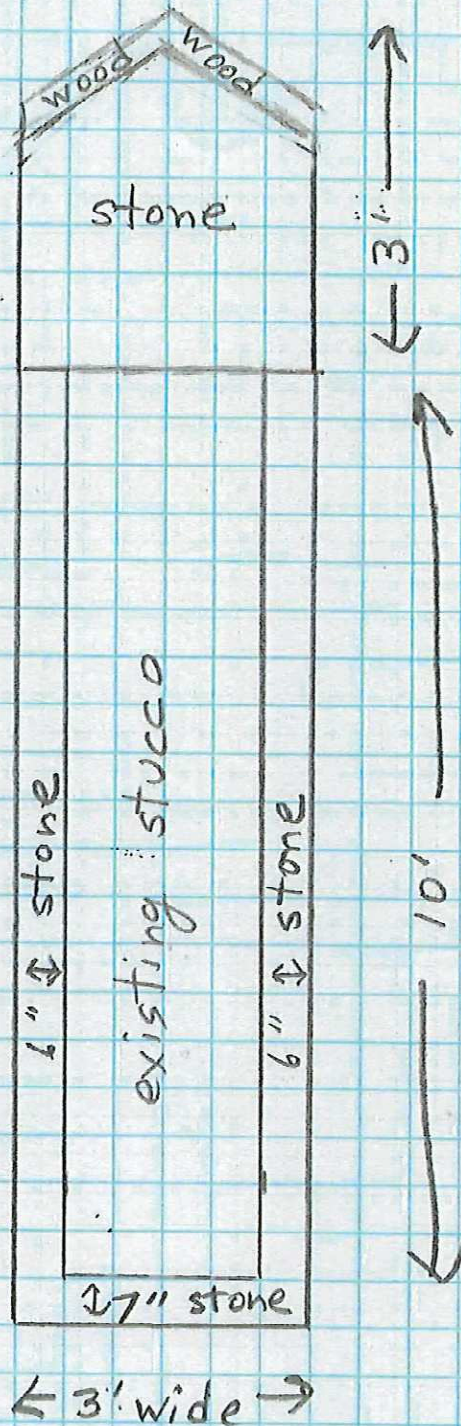


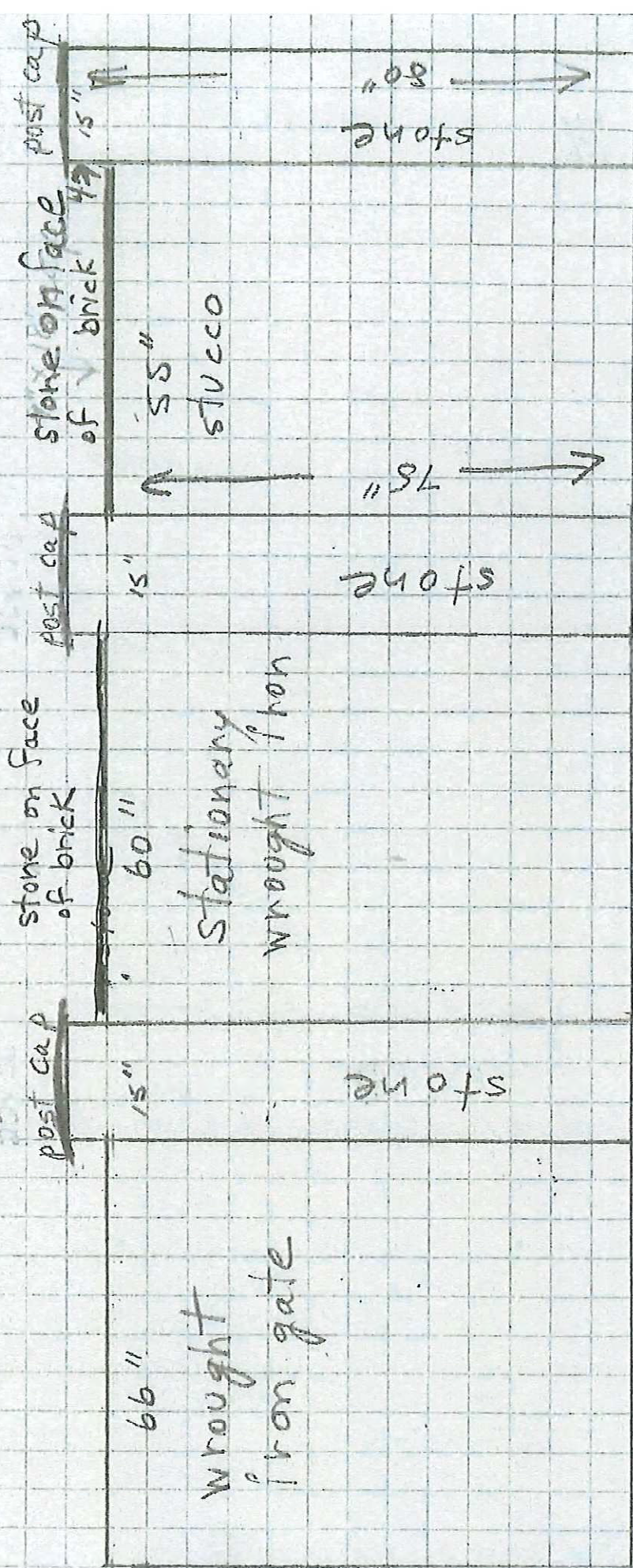
FRONT ELEVATION ~~B~~ A

San Marco/Villa Serena(C12)

Agenda Item #10d(1)

5271 Avenida Del Sol



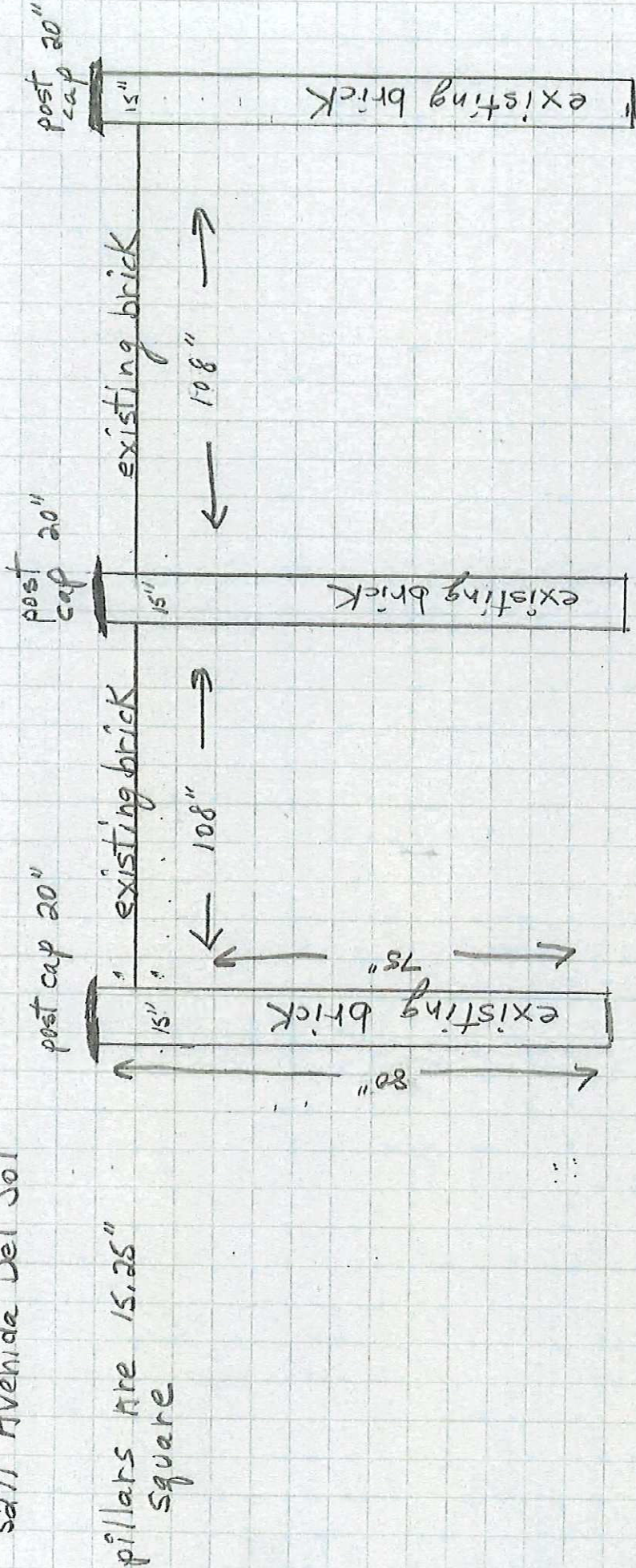


front elevation 5271 Avenida Del Sol

pillars 15.25" square stone on all sides
wall to top of brick 75"

post cap 20" x 20"

5271 Avenida Del Sol



elevation facing side
yard of 5270

only change is a post cap
on each brick pillar



Laguna Woods Villa

ATTACHMENT 2

MANOR # 5271

☐ ULWM☒ TLHM

Variance Request Form

SA _____

Model:

Villa Serena

Plan:

Elevation A

Date:

February 18, 2021

Member Name:

Sandra Schuman

Signature

Sandra Schuman

Phone:

Contractor Name/Co:

Artco Tile

Owner Mailing Address:

(to be used for official correspondence)

5271 Avenida Del Sol Laguna Woods

Description of Proposed Variance Request ONLY:

install stone over red brick on front elevation
and interior courtyard

Dimensions of Proposed Variance Alterations ONLY:

see attached drawings

FOR OFFICE USE ONLY

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

Alteration Variance Request

Check Items Received:

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

Complete Submittal Cut Off Date:

Meetings Scheduled:

Third AC&S Committee (TACSC): _____

United M&C Committee: _____

Board Meeting: _____

☐ Denied☐ Approved☐ Tabled☐ Other _____

Agenda Item #10d(1)

ATTACHMENT 3



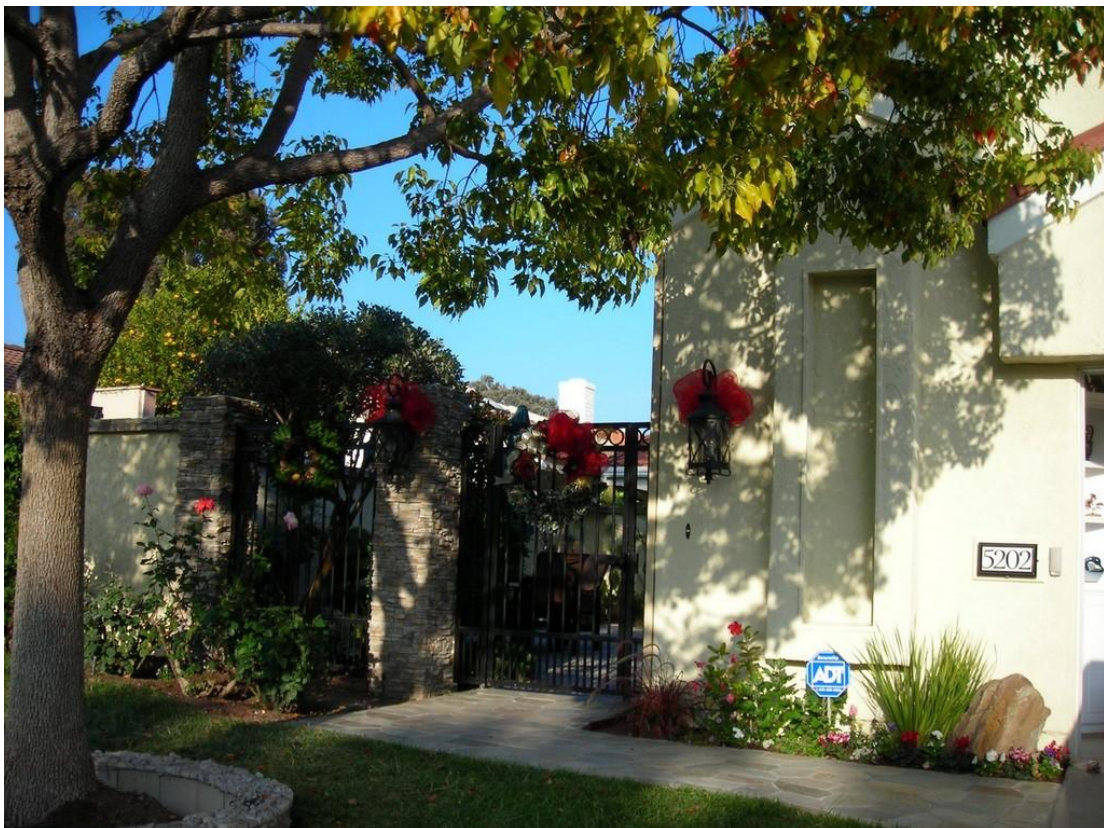
Front of Garage with Brick Columns at Patio



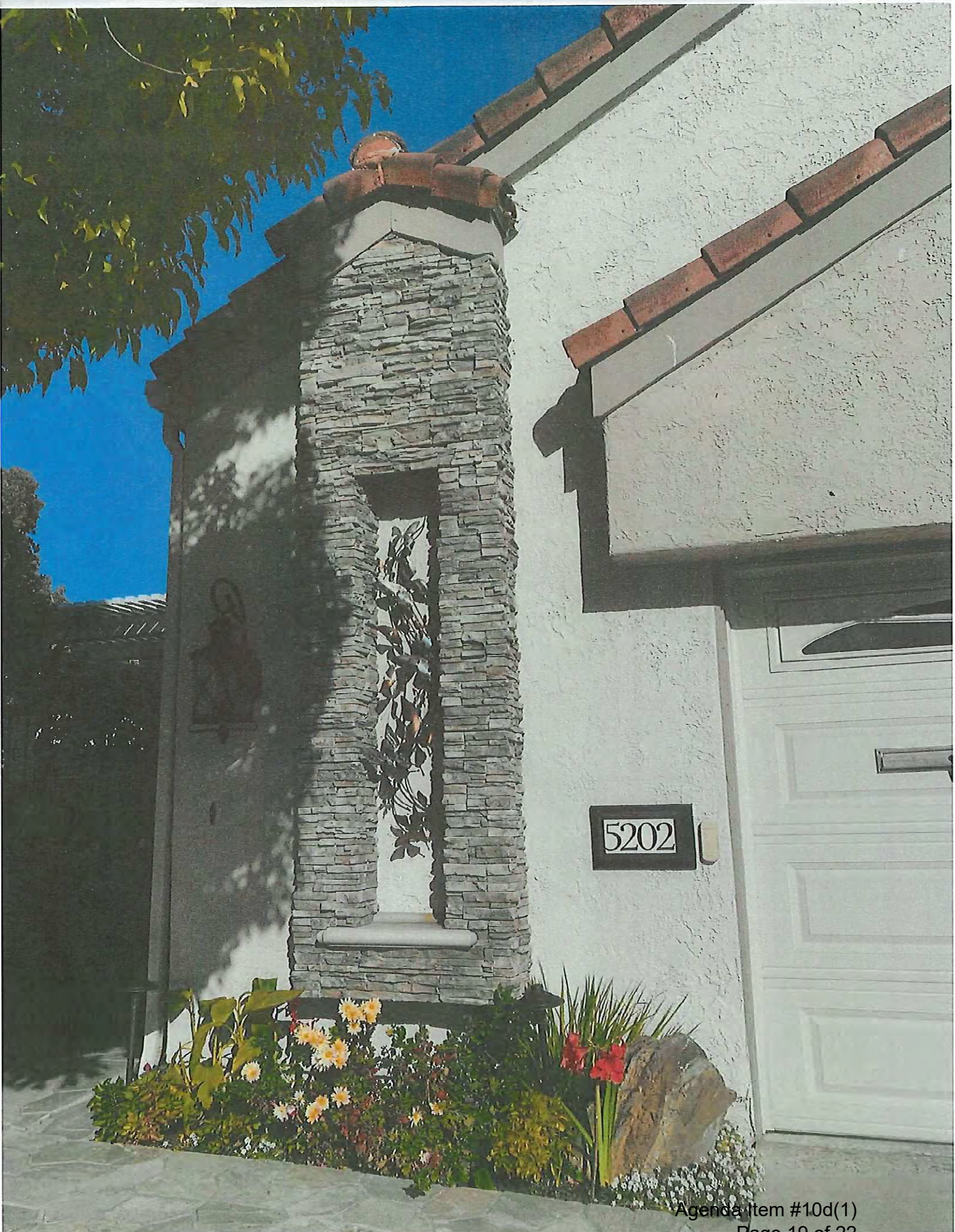
Front Corner of Patio Wall



Front of Neighbor Unit 5202 with Stacked Stone



Front of Neighbor Unit 5202 with Stacked Stone



ATTACHMENT 4



RESOLUTION 03-21-XX

Variance Request

WHEREAS, Mr. Donald and Mrs. Sandra Schuman of 5271 Avenida Del Sol, a Villa Serena style unit, is requesting Board approval of a variance to install Architectural Stone Veneer on Garage Wall and Patio Columns; and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units April 19, 2021, notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on April 26, 2021.

NOW THEREFORE BE IT RESOLVED, on May 18, 2021, the Board of Directors hereby approves the request to to install Architectural Stone Veneer on Garage Wall and Patio Columns;

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5271 Avenida Del Sol and all future Mutual members at 5271 Avenida Del Sol;

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

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STAFF REPORT

DATE: May 18, 2021
FOR: Third Mutual Board
SUBJECT: Variance Request
Mrs. Mary Boehm of 3282-C (El Doble, 46)
Request to Retain Architectural Stone Veneer on Garage Wall

RECOMMENDATION

Third Architectural & Standards Committee recommends the Board approve the request to retain the architectural stone veneer installed on the garage wall with the conditions stated in Appendix A.

BACKGROUND

Mrs. Boehm of 3282-C San Amadeo, an El Doble style unit, are requesting Board approval of a variance to retain the architectural stone veneer installed on the garage wall as described in the submitted plans (see Attachment 1) and the Variance Request (see Attachment 2).

On 01/19/21 a Notice of Corrections was issued by the Manor Alterations office for an exterior alteration without a permit. On 01/19/21, Staff found non-standard work to have been performed outside of the unit (stone veneer applied to exterior garage wall) without Mutual Consent. Staff issued a correction notice to return the wall to original condition, or to submit a variance to retain the stone veneer. On 02/22/21, staff received a variance application for the non-standard alterations.

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

Mrs. Boehm of 3282-C San Amadeo, an El Doble style unit, are requesting Board approval of a variance to retain the architectural stone veneer installed on the garage wall.

The stone veneer is visible to Manors 3283, 3284, and 3285 as well as all pedestrian and vehicular traffic on San Amadeo.

Third Laguna Hills Mutual Standard Section 12 - *Exterior Wall Attachments*, paragraph 2.5 states, *"Any exterior wall attachment will be limited to only those walls which face limited common areas, such as patios and atriums."* The subject stone veneer would face neighboring manors and passersby. However, staff is of the opinion the proposed stone veneer on the garage would not create a visual imbalance to the manor or surrounding area. Staff notes that a similar stone veneer alteration was approved at 3284-C in 2018, and has been approved by the Board at Manors 5074 in June 2007, 5283 in July 2007 and 5077 in October 2006.

There is currently one open Mutual Consent for a kitchen and bathroom remodel for standard (over-the-counter) alterations at Unit 3282-C. Notes indicate the project is In Progress, and waiting for final inspection.

No Neighbor Awareness Notices have been issued as work is already completed, and with approval, no further work will be involved.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 3282-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, February 11, 2021

Attachment 3: Photos

Attachment 4: Map

Attachment 5: Resolution 03-21-xx

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 **3282-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 **3282-C** for **Architectural Stone Veneer**, 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 **3282-C** and all future Mutual members at **3282-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.

ATTACHMENT 1

El Doble

Approximate Gross Internal Area = 116.1 sq m / 1250 sq ft
(Including Garage / Optional Family Room)

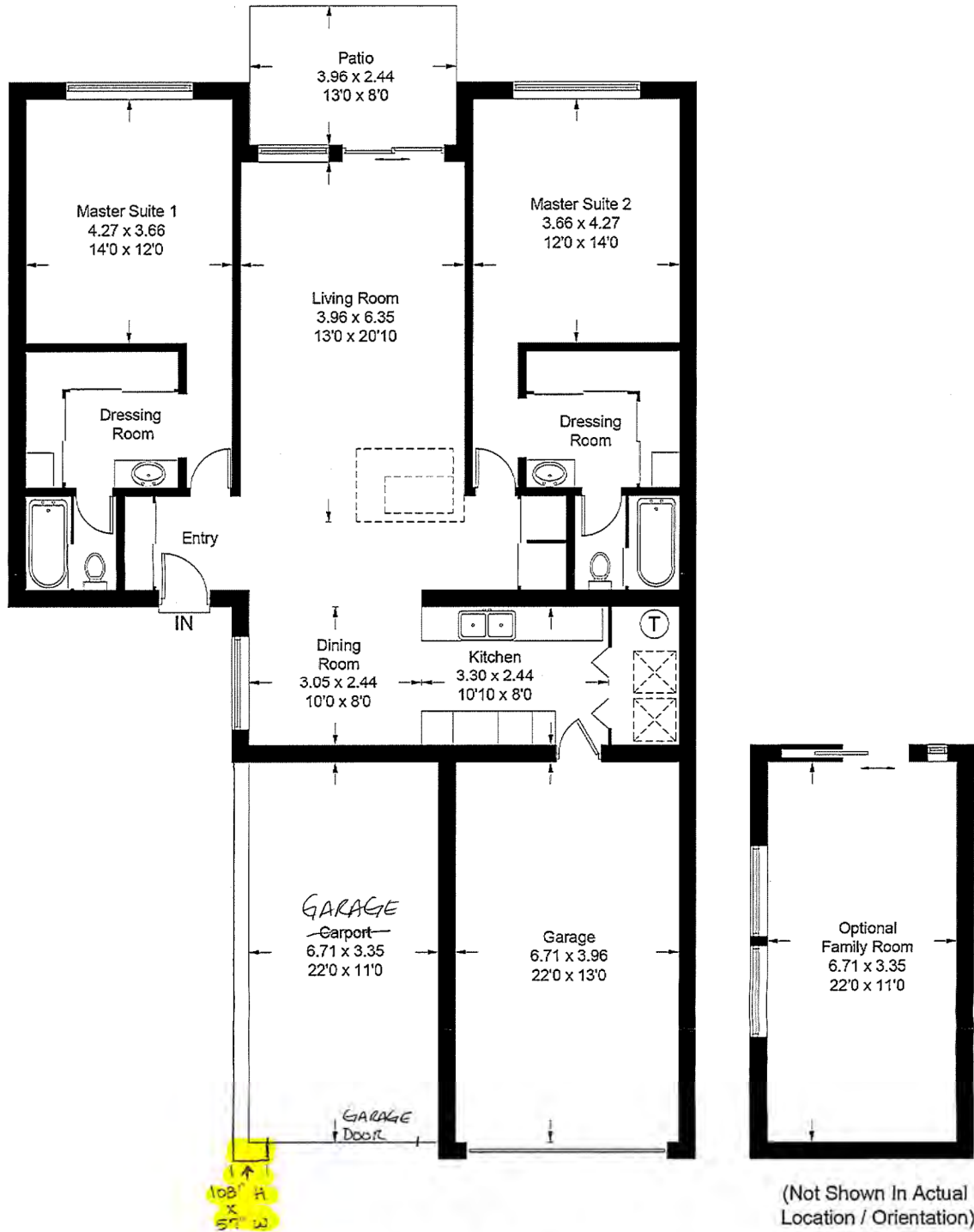


Illustration for identification purposes only, measurements are approximate, not to scale. FloorplansUsketch.com © 2017 (ID367229)

PAID
KCF

Laguna Woods Village

ATTACHMENT 2

MANOR # 3282 C

☐ ULWM

☐ TLHM

Variance Request Form

SA

Model: EL DOBLE	Plan:	Date: 2-11-21
Member Name: MARY BOEHM	Signature: Mary Boehm	
Phone: [REDACTED]	[REDACTED]	
Contract: [REDACTED]	[REDACTED]	
Owner Mailing Address: (to be used for official correspondence) 3282 UNIT C SAN AMADEO, LAGUNA WOODS, CA 92637		

Description of Proposed Variance Request ONLY:

FAUX STONE ATTACHED TO FRONT WALL NEXT TO GARAGE DOOR.

* ALTERATION HAS ALREADY BEEN BUILT AND I WISH TO RETAIN IT. *

(WHEN I PULLED MY PERMITS I WAS TOLD BY JOHN REID AT ALTERATIONS I DIDN'T NEED TO PUT ON PERMIT SINCE SAME STONE (OVER) →

Dimensions of Proposed Variance Alterations ONLY: 57" (INCHES) WIDE BY 108" (INCHES) HIGH.

RECEIVED BY: Geo. C DATE RECEIVED: 2/22/21 Check# CC BY: [Signature]

Alteration Variance Request

Check Items Received:

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

Complete Submittal Cut Off Date:

Meetings Scheduled:

Third AC&S Committee (TACSC): _____

United M&C Committee: _____

Board Meeting: _____

☐ Denied

☐ Approved

☐ Tabled

☐ Other _____

Agenda Item #10d(2)

WAS APPROVED AND USED BY MY NEIGHBOR ACROSS THE STREET AT 3284th C. A PICTURE OF THAT UNIT IS INCLUDED WITH MY PICTURES.

ATTACHMENT 3



Front of Garage with Stacked Stone



Front of Garage with Stacked Stone

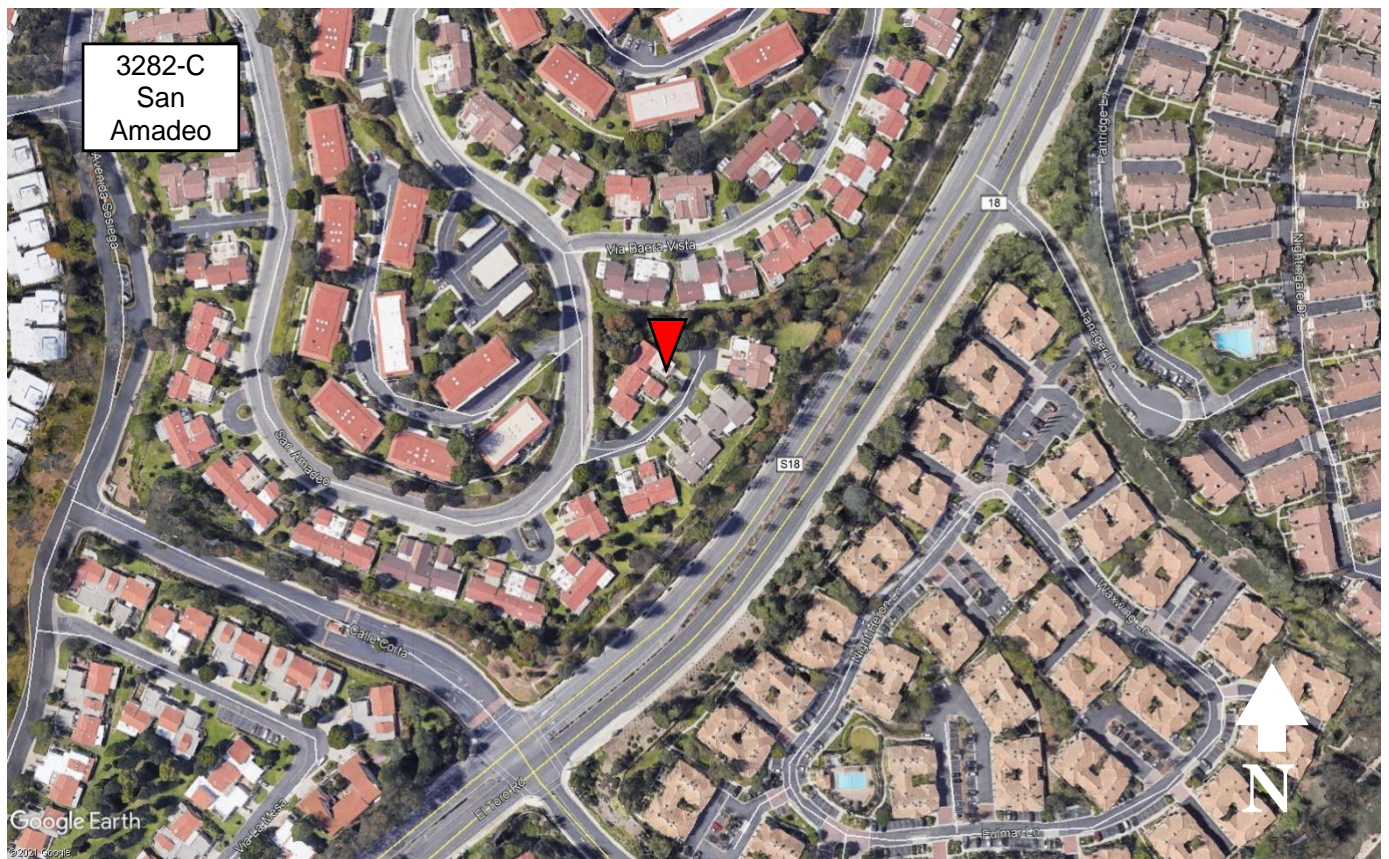


Front of Neighbor Unit with Stacked Stone - Across Street



Front of Neighbor Unit with Stacked Stone - Across Street

ATTACHMENT 4



RESOLUTION 03-21-XX

Variance Request

WHEREAS, Mrs. Mary Boehm of 3282-C, an El Doble style unit, is requesting Board approval of a variance to retain Architectural Stone Veneer on Garage Wall; and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units April 19, 2021, notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on April 26, 2021.

NOW THEREFORE BE IT RESOLVED, on May 18, 2021, the Board of Directors hereby approves the request to retain Architectural Stone Veneer on Garage Wall;

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3282-C and all future Mutual members at 3282-C;

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

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RESOLUTION 03-20-xx

Appointment of Officers

RESOLVED, on May 18, 2021, pursuant to Third Laguna Hills Mutual Bylaws Article 9 which sets guidelines, terms and responsibilities for the election of Officers to this Corporation the following persons are hereby elected to the office indicated next to their names to serve:

Steve Parsons	President
Annie McCary	1 st Vice President
Ralph Engdahl	2 nd Vice President
Lynn Jarrett	Secretary
Robert Mutchnick	Treasurer

RESOLVED FURTHER, that the following Staff person is hereby appointed as ex Officio officer of this Corporation:

Jeff Parker	Vice President ex Officio
Siobhan Foster	Assistant Secretary ex Officio
Steve Hormuth	Assistant Treasurer ex Officio

RESOLVED FURTHER, that Resolution 03-20-77, adopted November 5, 2020, is hereby superseded and cancelled; and

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

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STAFF REPORT

DATE: May 18, 2021
FOR: Board of Directors
SUBJECT: 2021 Election Schedule, Annual Meeting of Mutual Members, and Inspector of Election Services

RECOMMENDATION

Approve the proposed 2021 election schedule, set the annual Meeting of Members, and appoint UniLect Corporation as the inspector of election for the election of directors.

BACKGROUND

Civil Code §5110 requires the association to select an independent third party as inspector of elections. In accordance with Civil Code §5110, §5115, §5120, and §5125, the inspector of elections performs several tasks during the election, including but not limited to print, collate, mail, receive, register, store and safeguard secret ballots and provide required inner (ballot envelope) and outer envelope (mailing envelope) and provide election day services such as ballot counting, tabulation, validation, and certification of election results.

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

DISCUSSION

The proposed 2021 election schedule reflects the timeline required by Civil Code §5115 for the annual election process and the Membership Elections and Voting Policy approved by the board of directors on April 21, 2020 (Resolution 03-20-30). The proposed election schedule has been approved by legal counsel and contains the dates upon which action must be taken by staff and the inspector of elections. Key milestones include the following:

Milestone	Date
Nominations open	June 28, 2021
Nominations close	July 28, 2021
Mail ballot package	August 30, 2021
Ballots due	September 30, 2021
Tabulation of ballots	October 1, 2021
Annual meeting of Mutual Members	October 7, 2021

Following an extensive search to identify a specialized contractor with proven expertise in homeowner association elections and Davis-Stirling Act compliance, UniLect Corporation was appointed as inspector of elections for the 2019 annual election. Based on the firm's satisfactory performance during the 2019 cycle, the board of directors appointed UniLect Corporation to serve during the 2020 election. Staff recommends that the board appoint UniLect Corporation to again serve as Inspector of Election in 2021 based on continued satisfactory performance during the 2020 election.

FINANCIAL ANALYSIS

The proposal submitted by UniLect Corporation for the 2021 Election of the Directors is \$24,680 excluding postage. Funding for the annual inspector of election services is included in the operating budget.

Prepared By: Siobhan Foster, COO

Reviewed By: Cheryl Silva, Corporate Secretary

ATTACHMENT(S)

ATT 1: 2021 Election Schedule

ATT 2: Resolution 03-21-XX, Approve Inspector of Election Services



Election Schedule 2021

Appoint Inspector of Elections	May 18, 2021
Approve Election Schedule	May 18, 2021
Mailing of Annual Election and Call for Candidates (postcard)	June 25, 2021
Nominations Open	June 28, 2021
Nominations Close (5 p.m.)	July 28, 2021
Candidate Statements Due to Inspector of Elections	July 28, 2021
Record Date for Mailing Lists	July 28, 2021
Deadline to Withdraw Candidacy	July 29, 2021
General Notice of Candidate List/Meeting Information	July 30, 2021
Deadline for Election by Acclamation	July 30, 2021
Copy of Mailing List to Inspector of Elections	August 3, 2021
Ballot Information to Inspector of Elections	August 3, 2021
Mail Ballot Package	August 30, 2021
Meet the Candidates and Candidate Video Filming	September 10, 2021
Replay Meet the Candidates	TBA
Notice Tabulation Meeting	September 27, 2021
Notice Annual/Organizational Meeting	September 27, 2021
Ballots Due Back: – 11 a.m. Inspector's Post Office box – 5 p.m. Community Center Ballot Box	September 30, 2021
Tabulation Meeting; Counting of Ballots by Inspector of Elections	October 1, 2021
Annual/Organizational Board Meeting Date	October 7, 2021, 9:30 a.m., Board Room

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RESOLUTION 03-21-xx
Approve Inspector of Election Services

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

WHEREAS, in accordance with Civil Code §5110, §5115, §5120, and §5125, the inspector of elections performs several tasks during an election, including but not limited to print and mail voter packages, inspect and tabulate ballots, and certify results;

NOW THEREFORE BE IT RESOLVED, May 18, 2021, that the Board of Directors of Third Laguna Hills Mutual hereby approves single-sourcing a contract to UniLect Corporation to perform inspector of election services for the 2021 annual Meeting of the Members; and

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

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STAFF REPORT

DATE: May 3, 2021
FOR: Maintenance and Construction Committee
SUBJECT: Limited Pilot Program for FireAvert Devices

RECOMMENDATION

The Security and Community Access Committee for the Golden Rain Foundation of Laguna Woods recommends that Third Laguna Hills Mutual (Third) adopt a limited fire prevention pilot program, with the purchase and installation of six FireAvert Devices (Attachments 1 & 2).

BACKGROUND

From January 2014 to August 2018, there were 58 documented kitchen fires or kitchen related smoke incidents in the Village requiring a response by the Orange County Fire Authority. The below chart identifies the appliance, type of event, and location of resident when the incident occurred:

Mutual	Incidents	Stove	Oven	Fire	Smoke	Bad Alarm	Resident in Kitchen	Resident In Manor	Not Home
Third	35	28	7	14	21	2	7	16	12
United	19	16	3	7	12	2	2	9	8
50	4	3	1	1	3	1	1	2	1
Totals	58	47	11	22	36	5	10	27	21

Of the 58 kitchen incidents, 46% of the residents had left the stove unattended and 36% had left the residence with the stove or oven on. Only 17% of the residents were actually in the kitchen when the incident occurred. In review of each incident, the leading causes of fire/smoke were attributed to unattended foods cooking on the stove and/or placing perishable items (plastic, cardboard, towels, etc.) on a hot stove. Damage ranged from minor smoke to complete destruction of the kitchen and nearby rooms.

National statistics indicate that kitchen fires are the number one cause of fires in a residence. Stoves or cook-tops account for almost three of every five fires involving cooking equipment. Unattended cooking is a contributing factor in 33% of home fires related to cooking equipment, 49% of the associated deaths and 46% of the associated injuries. The most alarming statistic is that adults aged 65 or over face a higher risk of cooking fire death than any other age group.

DISCUSSION

In December 2020, members of the Disaster Preparedness Task Force (DPTF) and Staff met with the sales representative of a kitchen fire prevention device called FireAvert. This product is connected to the power cord of a kitchen stove and through smoke alarm sound detection, FireAvert turns off the power to the stove, immediately turning off the burner. FireAvert will only respond to the unique sound of the smoke detector inside the manor. After installation, it syncs with the sound signature of the smoke detector to ensure that there are no false alarms. In addition, FireAvert has a 30-second delay in shut off to provide maximum reliability and minimal cooking disruptions due to burning food and/or smoke that may occur during normal cooking activities.

The benefit of FireAvert is that if a fire or smoke triggers the smoke detector, the device will turn off the stove. In the event a resident has left the kitchen or manor during this time, and this is often the case, the stove will automatically shut off. The early signs of any fire are smoke, and smoke sets off a smoke detector which in turn triggers FireAvert to shut off the power to the stove. If activated, the FireAvert and stove can be reset by flipping the breaker in the electric panel off and back on again. The device is maintenance free with no batteries.

One of the drawbacks of FireAvert is that it relies upon a functioning smoke detector. Since FireAvert is synced to the sound of the smoke detector, it will not trigger a shutoff without the sound of the alarm. If the smoke detector has become inoperable or the batteries are dead, the FireAvert will not operate as designed. A secondary drawback is that based upon the type and location of the stove, the FireAvert may prevent the stove from being positioned flush with the kitchen wall. The FireAvert device measures 7 ½ inches tall, 3 ½ inches wide, and 2 ¼ inches deep. However, FireAvert can be modified so the device can fit into the void space behind the stove to keep it flush with the wall.

For the purpose of the limited pilot program only Third will be considered as most stoves in United Laguna Woods Mutual (United) are hardwired and are subject to increased installation costs. The FireAvert device will be the basic style that plugs into an outlet. While the installation is basic, VMS staff will install the devices to ensure the integrity and consistency of the pilot program. Additionally, the FireAvert device conforms to Underwriter Lab testing by Edison Testing Laboratories (ETL) which is part of an equipment safety certification program operated by the laboratory, Intertek. Intertek is one of the few Nationally Recognized Testing Laboratories (NRTL); a third-party testing program which is overseen by OSHA.

The pilot program will measure and track the following:

1. Ease of installation and installation time
2. False/premature activations
3. Cause of any activations
4. Rate the difficulty in resetting FireAvert device

In January 2021, the DPTF placed a solicitation in the Laguna Woods Village Globe, OC Register for volunteers to participate in the limited pilot program. Based on the volunteer disclosure of near kitchen fire incidents, health issues and living alone; six participants from Third have been identified.

The cost to purchase and install a FireAvert device may be well worth the investment. Village kitchen fire statistics are on par with the national figures and the fact that seniors are at a greater risk than any other age group is alarming. Although a smoke detector is the traditional method of alarming residents of a fire or smoke, FireAvert adds another layer of safety to a community already at risk. A pilot project consisting of the purchase and installation of multiple FireAvert devices will allow Staff to evaluate the ease of use, its functionality and whether it or a similar product is feasible for a larger roll out.

FINANCIAL ANALYSIS

Each FireAvert device will cost between \$110 - \$150 per unit. Due to the focus on the basic

plug in device the labor time to install is minimal. The cost of the six devices and installation shall not exceed \$1,000 and will be offset by salary savings in the Security Departments 2021 Budget.

Prepared By: Carlos Rojas, Security Director

Reviewed By: Francis Gomez, Operations Manager
Betty Parker, Chief Financial Officer

Attachment(s):

Attachment 1 - Endorsements from the Security and Community Access Committee (SCAC),
Third Finance Committee and Third M&C Committee

Attachment 2 - Proposed Resolution 03-21-XX

**Attachment 1 -
Endorsement from the Security and Community Access Committee (SCAC)**

Golden Rain Foundation - Security & Community Access Committee

Fire Avert Devices

February 22, 2021

Page 1 of 1

ENDORSEMENT (to Board)

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.

ENDORSEMENT (to Finance and Board)

Limited Pilot Program for FireAvert Devices

The committee reviewed an endorsement from Third M&C Committee regarding the FireAvert Device Pilot Program. The report from Security Director Carlos Rojas included the number of kitchen fires that have happened in the Mutual and how the FireAvert device is designed to reduce number and severity of kitchen fires.

A motion was made and unanimously approved to recommend the Board authorize this limited FireAvert pilot program at the next Third open board meeting.

ENDORSEMENT (to Finance and Board)

Limited Pilot Program for FireAvert Devices

Security Director Carlos Rojas summarized the report and answered questions from the Committee.

Discussion ensued regarding the number of kitchen fires that have happened in the Mutual and the age range of the six volunteers for this limited pilot program.

A motion was made and unanimously approved to recommend the Board authorize this limited pilot program for the installation of six FireAvert Devices.

Each FireAvert device will cost between \$110 - \$150 per unit. Due to the focus on the basic plug in device the labor time to install is minimal. The cost of the six devices and installation shall not exceed \$1,000 and will be offset by salary savings in the Security Departments 2021 Budget.

This recommendation will be sent to the Finance Committee, then to the Board for final approval.



**Attachment 2 -
Proposed Resolution 03-21-XX**

RESOLUTION 03-21-XX

Limited Pilot Program for FireAvert Devices

WHEREAS, from January 2014 to August 2018, there were 58 documented fires or kitchen related incidents in the Village requiring the response by the Orange County Fire Authority; and

WHEREAS, the Disaster Preparedness Task Force (DPTF) and Security and Community Access Committee (SCAC) have recognized the need to offer a fire prevention device called FireAvert; and

WHEREAS, FireAvert is a product connected to the power cord of a kitchen stove and through smoke alarm sound detection, FireAvert turns off the power to the stove, immediately turning off the burner;

NOW THEREFORE BE IT RESOLVED, on May 18, 2021, that per the recommendation of the GRF Security and Community Access Committee, Third Laguna Hills Mutual adopts a limited pilot program for the purchase and installation of six fire prevention devices; and

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

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STAFF REPORT

DATE: May 5, 2021
FOR: Resident Policy and Compliance Committee
SUBJECT: Amendment to the Anti-Hate Policy

RECOMMENDATION

Staff recommends amendments to the Anti-Hate Policy.

BACKGROUND

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

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

Violations include, but not limited to: behavior/disturbance, use of derogatory terms towards another person and neighbor disputes.

DISCUSSION

The purpose of the Nuisance Policy, Harassment Policy and Anti-Hate Policy (Attachment 1) is to set forth guidelines to address alleged violations of nuisance and/or harassments that occurs in Third Mutual.

FINANCIAL ANALYSIS

None.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Anti-Hate Policy Resolution 03-21-xx

ENDORSEMENT (to Board)

Discuss & Consider the Hate Policy

The purpose of the Anti-Hate Policy is to set forth guidelines to address alleged violations of nuisance and/or harassments that occurs in Third Mutual.

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

Violations include but not limited to: behavior/disturbance, use of derogatory terms towards another person and neighbor disputes.

On May 5, 2021, the Resident Policy and Compliance Committee reviewed the Anti-Hate Policy, Nuisance Policy and Harassment Policy. The committee determined the Nuisance Policy and Harassment Policy required no review.

Chair Jarrett discussed the Anti-Hate Policy. The Committee commented and asked questions.

Director McCary made a motion to approve the amended Anti-Hate Policy with changes. Director Bhada seconded the motion.

By consensus, the motion carried.



Resolution 03-21-XX
Anti-Hate ~~Crime~~ Policy

WHEREAS, it is the desire of the Corporation to create an environment that is safe for all residents and free of attack against an individual's disability, gender, nationality, race or ethnicity, religion, and/or sexual orientation, race, color, religion, national origin, sexual orientation, gender, gender identity, disability; and

WHEREAS, to support residents in that regard the Board of Directors of this Corporation desires to implement procedures to help individuals efficiently and effectively report hate crimes and incidents to the proper authorities:

NOW THEREFORE BE IT RESOLVED, June XX, 2021 that the Board of Directors of this Corporation recommends that any individual that believes a hate crime or incident may have occurred take the following action:

- Call the Laguna Woods Police ServicesVillage Security Department at (949) 770-6011949-580-1400 immediately and make a report. **IN AN EMERGENCY SITUATION, CALL 911.**
- Obtain medical attention, if needed. Be sure to keep all medical documentation.
- Leave all evidence in place. Do not touch or remove or clean up anything.
- Document what happened by: taking photographs of all evidence, including physical bodily damage, writing down exactly what was said, particularly any words that indicate bias motivation, and other information that may be valuable.
- Get the name(s), address(es) and phone number(s) of other victims and witnesses.
- If possible, write down a description of the perpetrator and the perpetrator's vehicle.
- Call 714-480-6580 **1-888-NO-2-HATE** and report the occurrence to OC Human Relations. Website: -
<https://www.ochumanrelations.org/hatecrime/report/>

RESOLVE FURTHER, that Anti-Hate Policy will now be known as the Hate Policy from henceforth;

RESOLVE FURTHER, that Resolution 03-06-56 adopted November 21, 2006 is hereby superseded and canceled; and

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

MAY 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.



Resolution 03-21-XX

Anti-Hate Policy

WHEREAS, it is the desire of the Corporation to create an environment that is safe for all residents and free of attack against an individual's color, religion, national origin, sexual orientation, gender, gender identity, disability; and

WHEREAS, to support residents in that regard the Board of Directors of this Corporation desires to implement procedures to help individuals efficiently and effectively report hate crimes and incidents to the proper authorities:

NOW THEREFORE BE IT RESOLVED, [DATE], 2021 that the Board of Directors of this Corporation recommends that any individual that believes a hate crime or incident may have occurred take the following action:

- Call the Laguna Woods Village Security Department at 949-580-1400 immediately and make a report. **IN AN EMERGENCY SITUATION, CALL 911.**
- Obtain medical attention, if needed. Be sure to keep all medical documentation.
- Leave all evidence in place. Do not touch or remove or clean up anything.
- Document what happened by: taking photographs of all evidence, including physical bodily damage, writing down exactly what was said, particularly any words that indicate bias motivation, and other information that may be valuable.
- Get the name(s), address(es) and phone number(s) of other victims and witnesses.
- If possible, write down a description of the perpetrator and the perpetrator's vehicle.
- Call 714-480-6580 and report the occurrence to the O.C. Human Relations Website: <https://www.ochumanrelations.org/hatecrime/report/>

RESOLVE FURTHER, that Anti-Hate Policy will now be known as the Hate Policy from henceforth;

RESOLVE FURTHER, that Resolution 03-06-56 adopted November 21, 2006 is hereby superseded and canceled; and

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

MAY Initial Notification

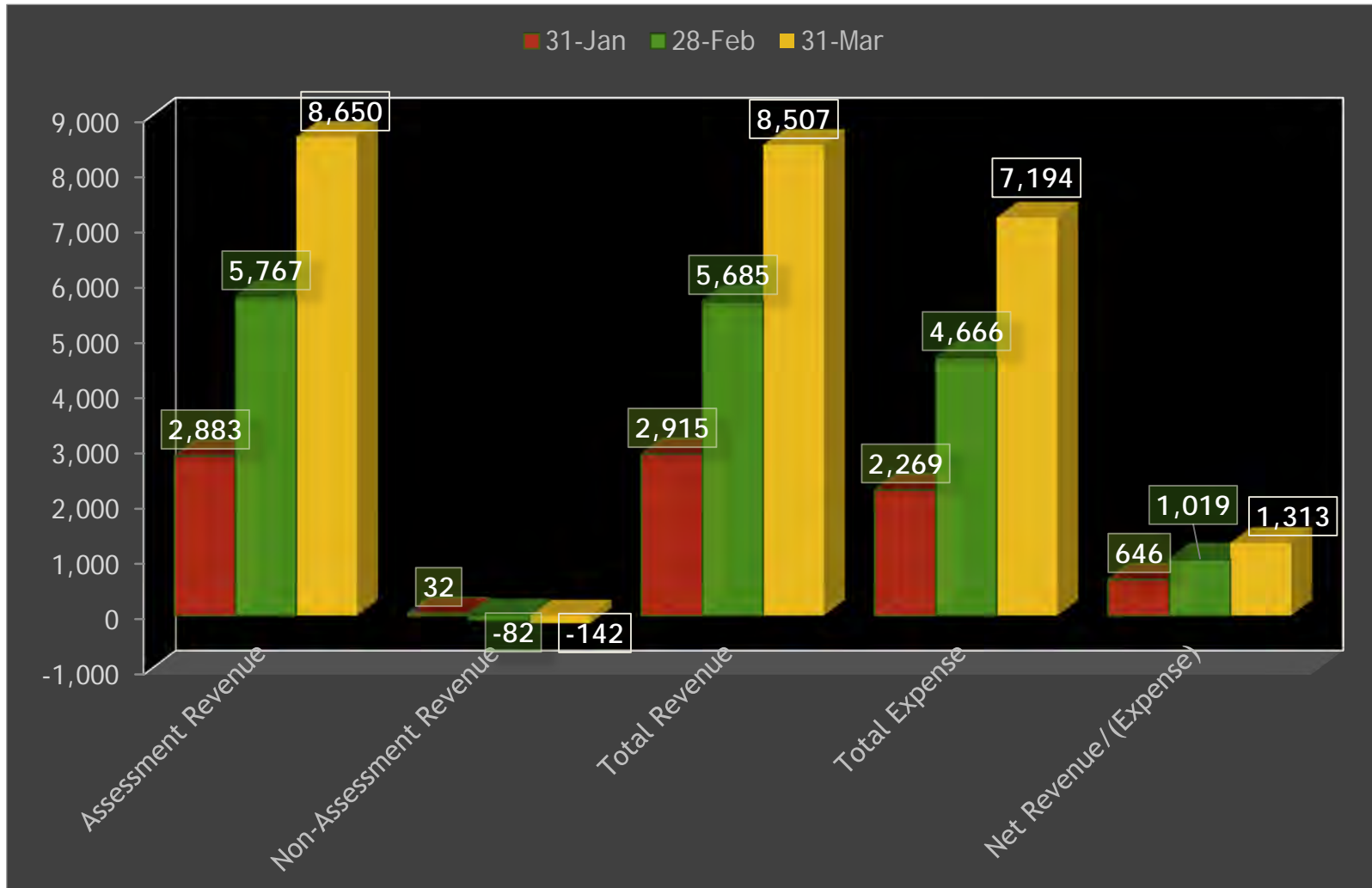
Should the Board endorse the proposed resolution, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available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

Financial Report – March 31, 2021

- ▶ Third Laguna Hills Mutual
- ▶ Robert Mutchnick, Treasurer
- ▶ May 18th, 2021

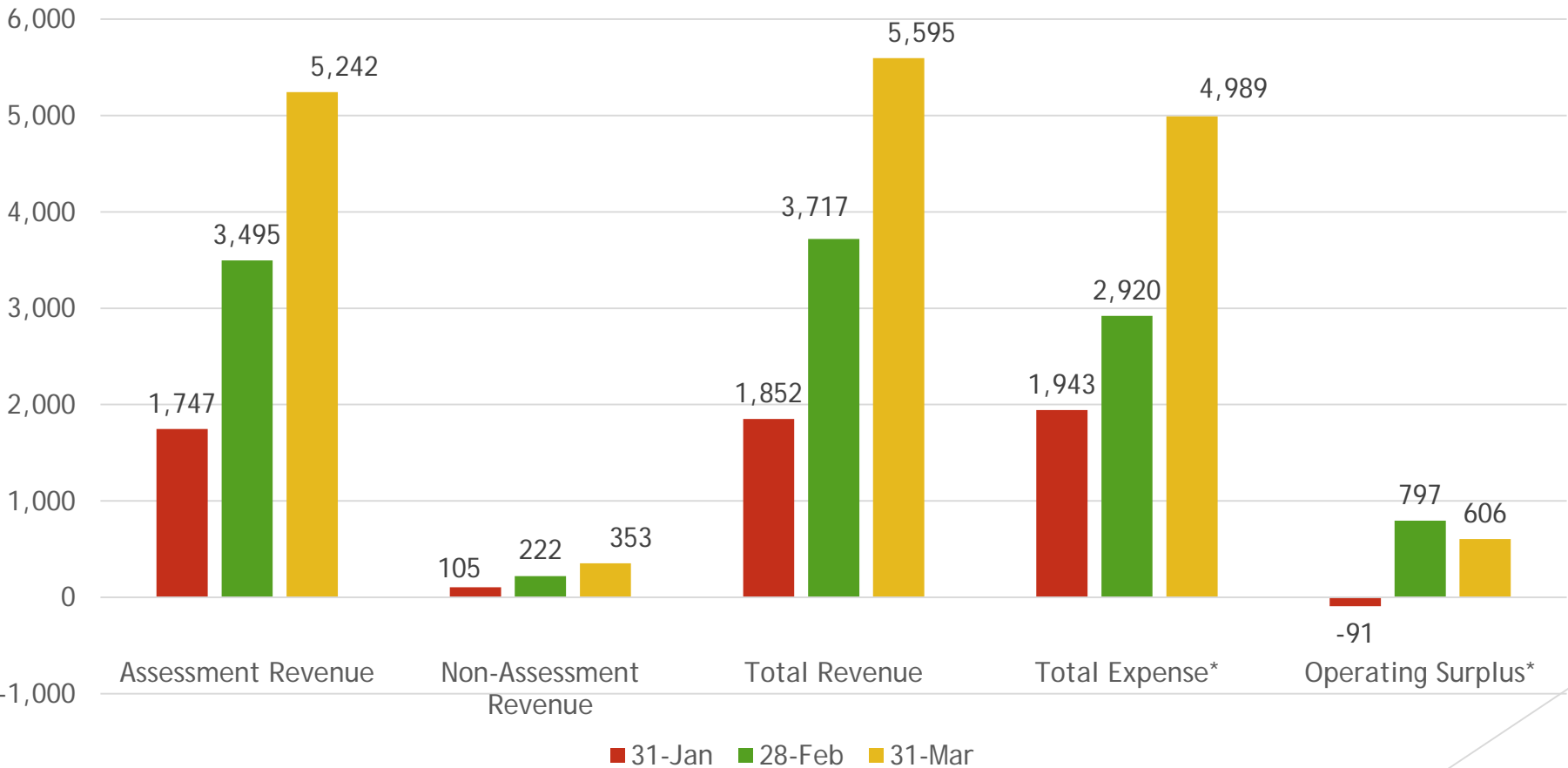
Income Statement

(In Thousands)



Income Statement – Operating Fund Only

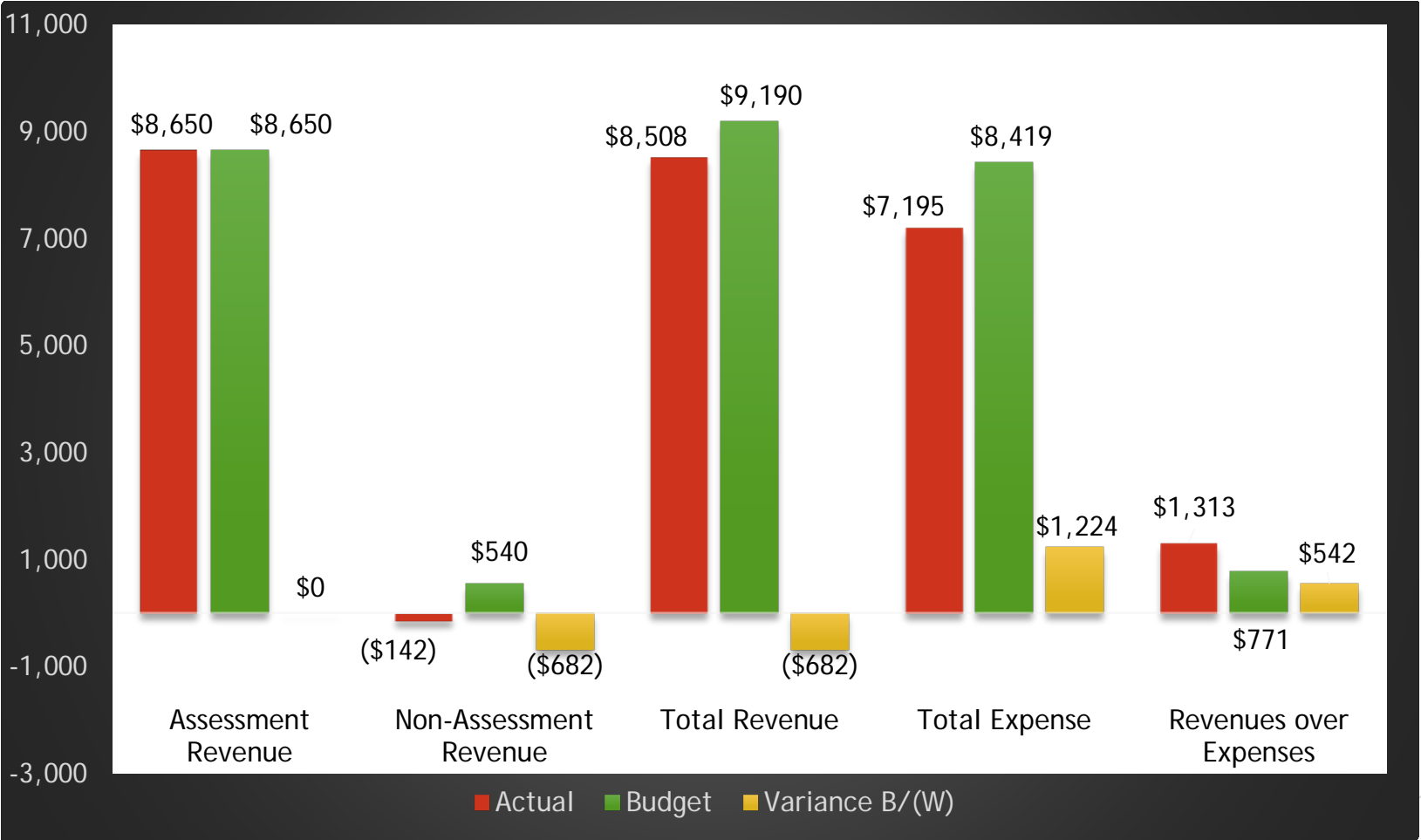
(In Thousands)



*Excludes Depreciation

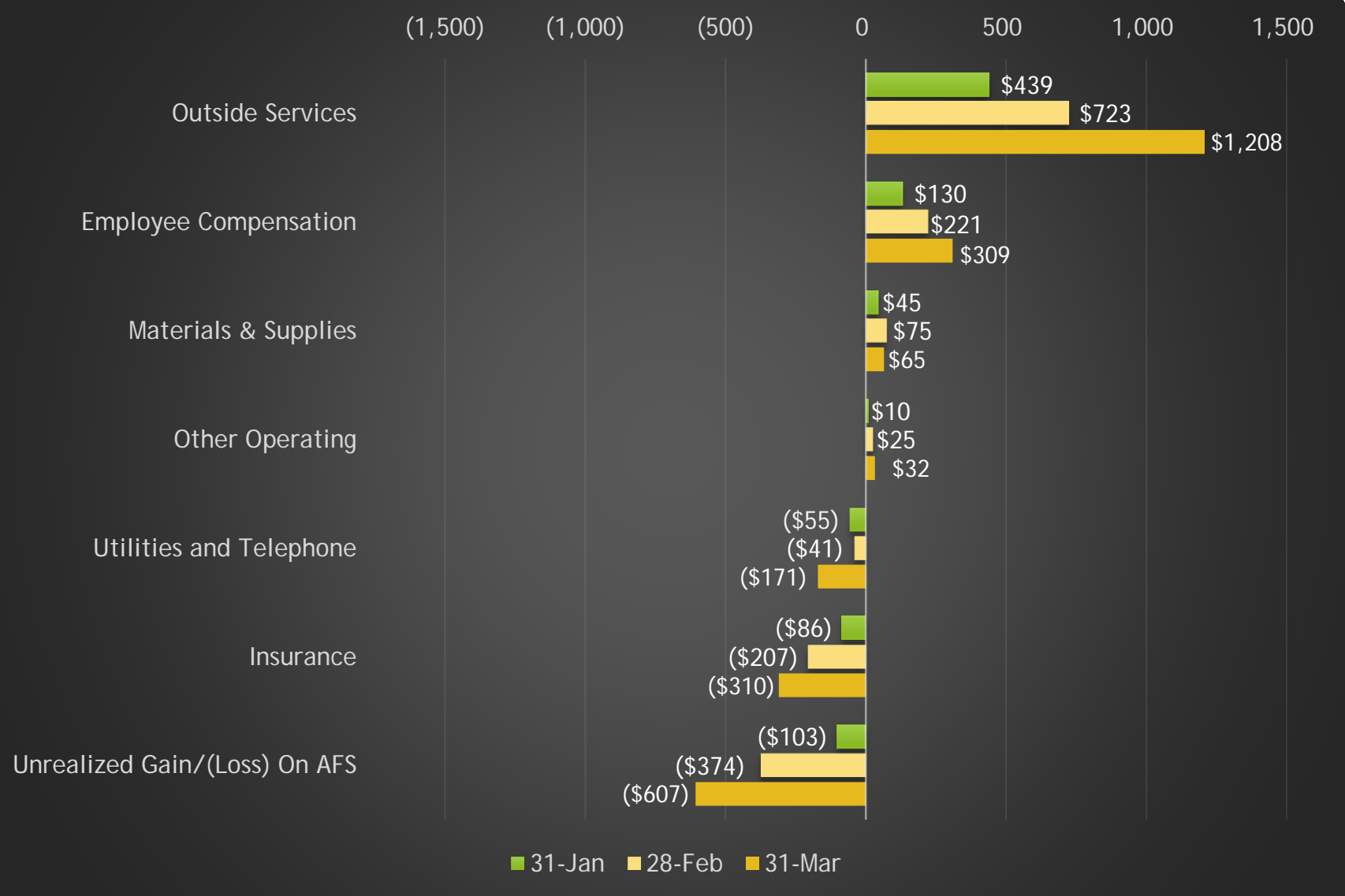
Income Statement – Actual v. Budget

(YTD 3/31/2021, In Thousands)



Selected Variances

(In Thousands)



Total Non-Assessment Revenue

February 28th

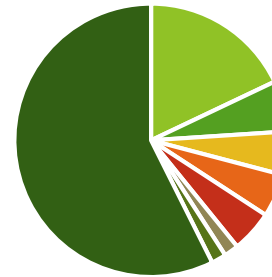
(\$81,870)



- Fees & Charges to Residents - (140%)
- Investment Income - (43%)
- Lease Processing Fee - (34%)
- Laundry - (29%)
- Resale Processing Fee - (40%)
- Miscellaneous Revenue - (15%)
- Golf Cart Electric Fee - (14%)
- Unrealized Gain/(Loss) On AFS - 414%

March 31st

(\$142,483)

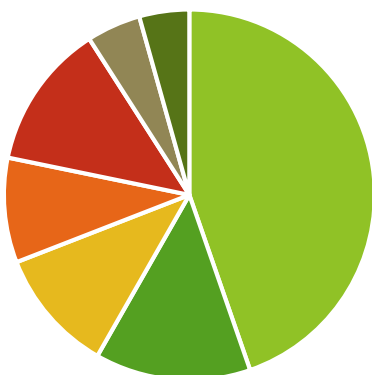


- Fees & Charges to Residents - (122%)
- Investment Income - (41%)
- Lease Processing Fee - (35%)
- Laundry - (35%)
- Resale Processing Fee - (34%)
- Miscellaneous Revenue - (11%)
- Golf Cart Electric Fee - (11%)
- Unrealized Gain/(Loss) On AFS - 389%

Total Non-Assessment Revenue excluding Unrealized Loss on AFS Investments

February 28th

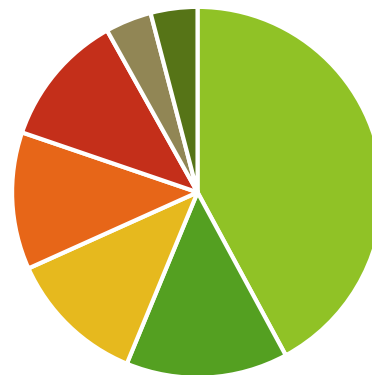
\$257,050



- Fees & Charges to Residents - 45%
- Investment Income - 14%
- Lease Processing Fee - 11%
- Laundry - 9%
- Resale Processing Fee - 13%
- Miscellaneous Revenue - 5%
- Golf Cart Electric Fee - 3%

March 31st

\$411,296



- Fees & Charges to Residents - 42%
- Investment Income - 14%
- Lease Processing Fee - 12%
- Laundry - 12%
- Resale Processing Fee - 12%
- Miscellaneous Revenue - 4%
- Golf Cart Electric Fee - 4%

Total Expenses

February 28th

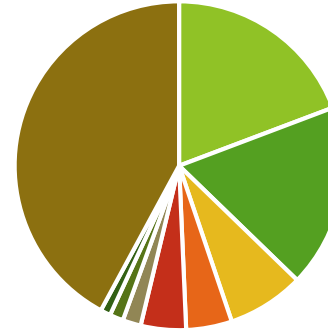
\$4,666,165



- Utilities & Telephone - 18%
- Insurance - 18%
- Outside Services - 8%
- Net Allocations to Mutuals - 5%
- Materials & Supplies - 4%
- Legal Fees - 2%
- Other - 2%
- Repairs & Maintenance - 1%
- Employee Comp. & Related - 42%

March 31st

\$7,194,202



- Utilities & Telephone - 19%
- Insurance - 18%
- Outside Services - 8%
- Net Allocations to Mutuals - 5%
- Materials & Supplies - 4%
- Legal Fees - 2%
- Other - 1%
- Repairs & Maintenance - 1%
- Employee Comp. & Related - 42%

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	\$17,681	\$6,981	\$4,326	\$90	\$29,078
Contributions & Interest	2,504	306	83	20	2,913
Expenditures	1,189	940	1	43	2,173
Current Balances: 3/31/21	\$18,996	\$6,347	\$4,408	\$67	\$29,818

* Includes Elevator and Laundry Funds

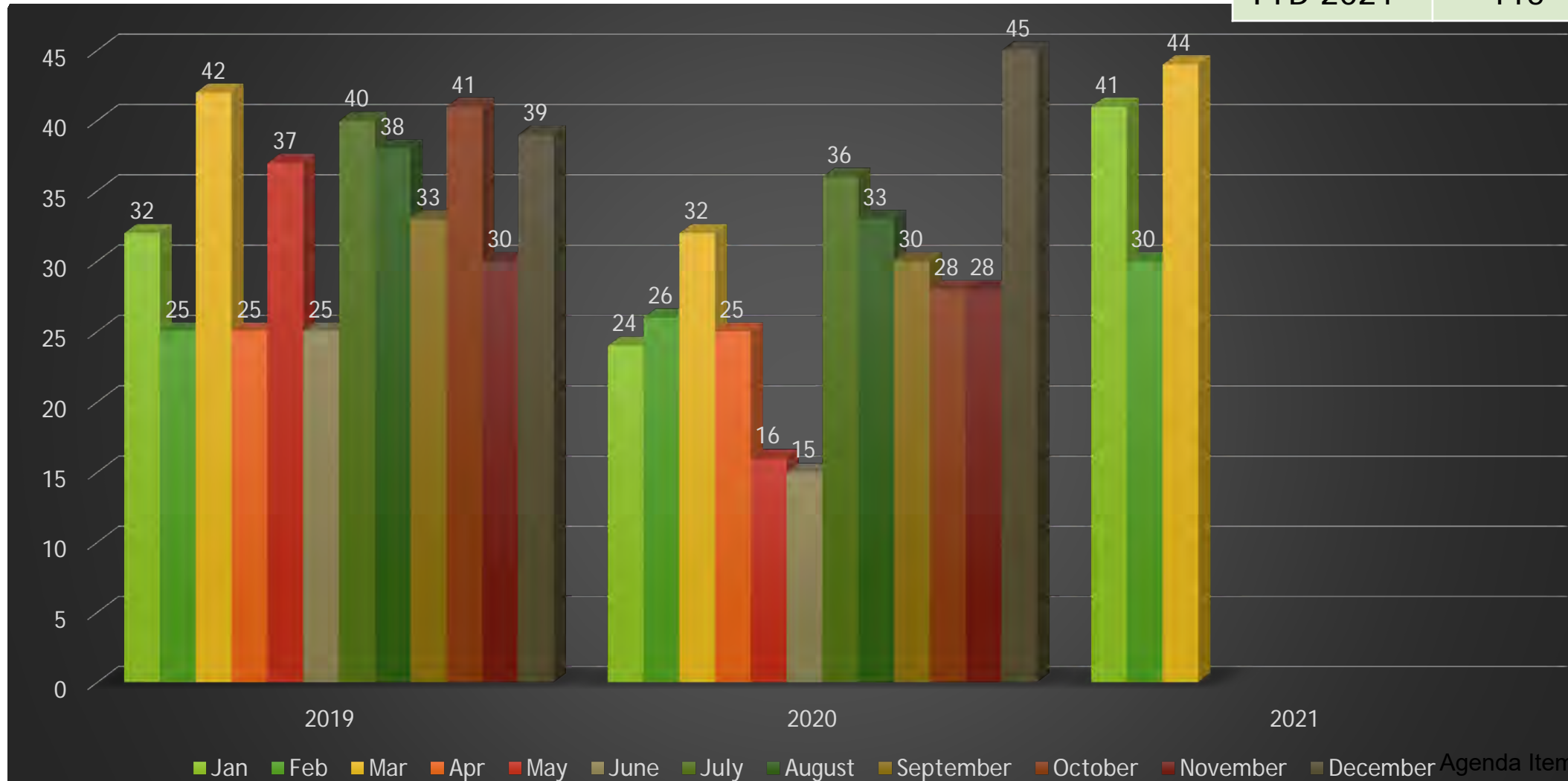
Fund Balances - March 31st



Resale History -Third Mutual

Preliminary as of March 31, 2021

	No. of Resales	Av. Resale Price
YTD 2019	99	\$398,190
YTD 2020	82	\$440,253
YTD 2021	115	\$424,237



Third Laguna Hills Mutual
Statement of Revenues & Expenses - Preliminary
3/31/2021
(\$ IN THOUSANDS)

		CURRENT MONTH			YEAR TO DATE			PRIOR YEAR	TOTAL
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET
Revenues:									
Assessments:									
1	Operating	\$1,747	\$1,747		\$5,242	\$5,242		\$5,057	\$20,968
2	Additions to restricted funds	1,136	1,136		3,408	3,408		3,234	13,632
3	Total assessments	2,883	2,883		8,650	8,650		8,291	34,600
Non-assessment revenues:									
4	Fees and charges for services to residents	58	56	3	173	166	7	50	674
5	Laundry	26	20	6	49	60	(11)	59	240
6	Investment income	23	33	(10)	58	100	(42)	116	402
7	Unrealized gain/(loss) on AFS investments	(215)	18	(233)	(554)	53	(607)	276	213
8	Miscellaneous	47	53	(6)	131	160	(29)	126	640
9	Total non-assessment revenue	(61)	180	(241)	(142)	540	(683)	627	2,170
10	Total revenue	2,823	3,064	(241)	8,507	9,190	(683)	8,918	36,770
Expenses:									
11	Employee compensation and related	1,052	1,141	88	3,029	3,338	309	3,152	13,340
12	Materials and supplies	135	125	(10)	320	385	65	297	1,526
13	Utilities and telephone	538	408	(130)	1,385	1,214	(171)	1,161	5,685
14	Legal fees	24	42	18	129	125	(4)	102	500
15	Professional fees	37	41	4	37	58	21	32	150
16	Equipment rental	5	2	(3)	15	5	(11)	5	18
17	Outside services	151	637	486	544	1,752	1,208	1,603	11,122
18	Repairs and maintenance	24	30	6	72	88	17	84	353
19	Other Operating Expense	8	15	7	20	53	32	31	192
20	Insurance	431	328	(103)	1,295	984	(310)	512	3,936
21	Investment expense		5	5	4	5	1	3	21
22	Uncollectible Accounts	6	19	12	(14)	19	33	3	75
23	(Gain)/loss on sale or trade							(18)	
24	Depreciation and amortization	11	11		34	34		34	135
25	Net allocation to mutuals	107	121	15	324	360	36	354	1,426
26	Total expenses	2,528	2,924	396	7,194	8,419	1,225	7,356	38,479
27	Excess of revenues over expenses	\$295	\$139	\$155	\$1,313	\$771	\$542	\$1,561	(\$1,710)



Statement of Revenues & Expenses - Preliminary
Variance Explanations as of March 31, 2021

SUMMARY

Third financial results were better than budget by \$542K as of March 31, 2021. Explanations for categories with significant variances are found below.

REVENUE

Unrealized gain/(loss) on AFS Investments – (\$607K) [Line 7](#)

Unfavorable variance due to adverse conditions for bond investments during the reporting period. A monthly entry is made to reflect investment market conditions, which fluctuate.

EXPENSES

Employee Compensation and Related – \$309K [Line 11](#)

Favorable variance resulted primarily in M&C departments and Landscape. In Landscape department, ground maintenance was favorable due to outsourcing of 8 staff positions. To a lesser extent, the variance was furthered in paint programs and carpentry services due to a reduction in staff required to fulfill 15-year paint cycle from a 10-year cycle. Also, damage restorations and manor alterations also had favorable variances due to job openings.

Materials and Supplies – \$65K [Line 12](#)

Favorable variance due to timing of expenditures, primarily in programs such as exterior paint program, grounds maintenance, and irrigation.

Utilities and Telephone – (\$171K) [Line 13](#)

Unfavorable variance due to increased water costs due to less seasonal rainfall, which was 31% lower than 3-year average. Unfavorable variance was furthered by electricity due to over accruals, which will be corrected in April financial statements.

Outside Services – \$1,208K [Line 17](#)

Favorable variance is due to:

- **Building Structures – \$482K**

Favorable variance resulted from timing of expenditures mainly in damage restoration programs. This reserve component for restoration of buildings resulting from rain leaks, plumbing stoppage, moisture intrusion events were partially moved from the Disaster Fund to the Replacement/Reserve Fund for 2021 budget year. Staff has not processed 2021 invoices and anticipates to be caught up by June.



Statement of Revenues & Expenses - Preliminary
Variance Explanations as of March 31, 2021

▪ **Waste Line Remediation – \$184K**

Favorable variance due to timing of scheduled work compared to budget distribution. Work is in progress. While the primary focus is on three-story buildings this year, other buildings with a high risk for stoppages will also be evaluated for epoxy lining. The three-story buildings take an average of 10-12 weeks to complete. There are six three story buildings scheduled to complete this year.

▪ **Moisture Intrusion – Plumbing Leaks – \$91K**

Favorable variance is due to timing of expenditures. This line item funds restoration (dry down, environmental testing, abatement & misc. repairs) of units due to plumbing stoppages from main lines, internal lines, toilets, sink/basins, and multifixture stoppages, that may cause damage to framing, walls, etc. and will need repairs.

▪ **Roof Replacements – \$78K**

Favorable variance resulted from timing of invoices mainly in preventive roof maintenance. This program is intended to extend the serviceable life of existing built-up roofs by three to five years, for a total serviceable life of 18-20 years. Work commenced in February and was completed in March within the approved budget. Invoices are expected in mid-April.

▪ **Landscape Modification – \$68K**

Favorable variance is due to timing of invoices. Although slope maintenance has traditionally been performed by in-house staff, in 2021 the Board decided to outsource slope maintenance due to many of the slopes within the Mutual exceed a 35 percent grade and are difficult and time consuming to navigate.

Insurance – (\$310K) [Line 20](#)

Unfavorable variance due to higher premiums for property and casualty insurance. Insurance premium increases were implemented after 2021 budget was finalized. Significant changes in market conditions, catastrophic losses including wildfires in California, and a non-renewal situation required a new layered program structure to achieve the existing limits in a tight market.



FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Tuesday, May 4, 2021 – 1:30 p.m.
Virtual Meeting

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

MEMBERS ABSENT: Steve Parsons, Reza Karimi, Advisor: John Hess

STAFF PRESENT: Carlos Rojas, Steve Hormuth, Jose Campos, Christopher Swanson,

Call to Order

Director Mutchnick, Treasurer, chaired the meeting and called it to order at 1:30 p.m.

Approval of Meeting Agenda

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

Approval of Meeting Report for April 6, 2021

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

Chair Remarks

Director Mutchnick commented on a change made to mutual investments.

Member Comments

William Walsh (3162-C) commented on electricity and water rates via his email to the committee.

Department Head Update

Steve Hormuth, Controller, provided updates on the 2020 Audit, 2022 Budgets and Insurance.

Preliminary Financial Statements dated March 31, 2021

Steve Hormuth, Controller, presented the Preliminary Financial Statements dated March 31, 2021 and questions were addressed from the committee.

Directors Mutchnick and Rane-Szostak shared details of the mutual wide water leak occurring the weekend prior to the committee meeting. Jose Campos, Financial Services Manager, stated the excess water expense may be submitted to insurance depending upon the severity of the leak.

2020 Audit Bridge Report

The committee reviewed the 2020 audit bridge report. A motion was made and carried unanimously to recommend the board approve a transfer of \$134,823 operating surplus to the disaster fund at their next open session meeting.

Limited Pilot Program for FireAvert Devices

The committee reviewed an endorsement from Third M&C Committee regarding the FireAvert Device Pilot Program. The report from Security Director Carlos Rojas included the number of kitchen fires that have happened in the Mutual and how the FireAvert device is designed to reduce number and severity of kitchen fires.

A motion was made and unanimously approved to recommend the Board authorize this limited FireAvert pilot program at the next Third open board meeting.

Future Agenda Items

None.

Committee Member Comments

Director Dotson commented on the audit bridge report and requested staff to adjust the format in subsequent years. Staff agreed to follow up with Directors Dotson and Mutchnick to suggest alternative reporting formats.

Date of Next Meeting

Tuesday, June 1, 2021 at 1:30 p.m.

Recess to Closed Session

The meeting recessed at 2:49 p.m.

DRAFT

Robert Mutchnick, Chair

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

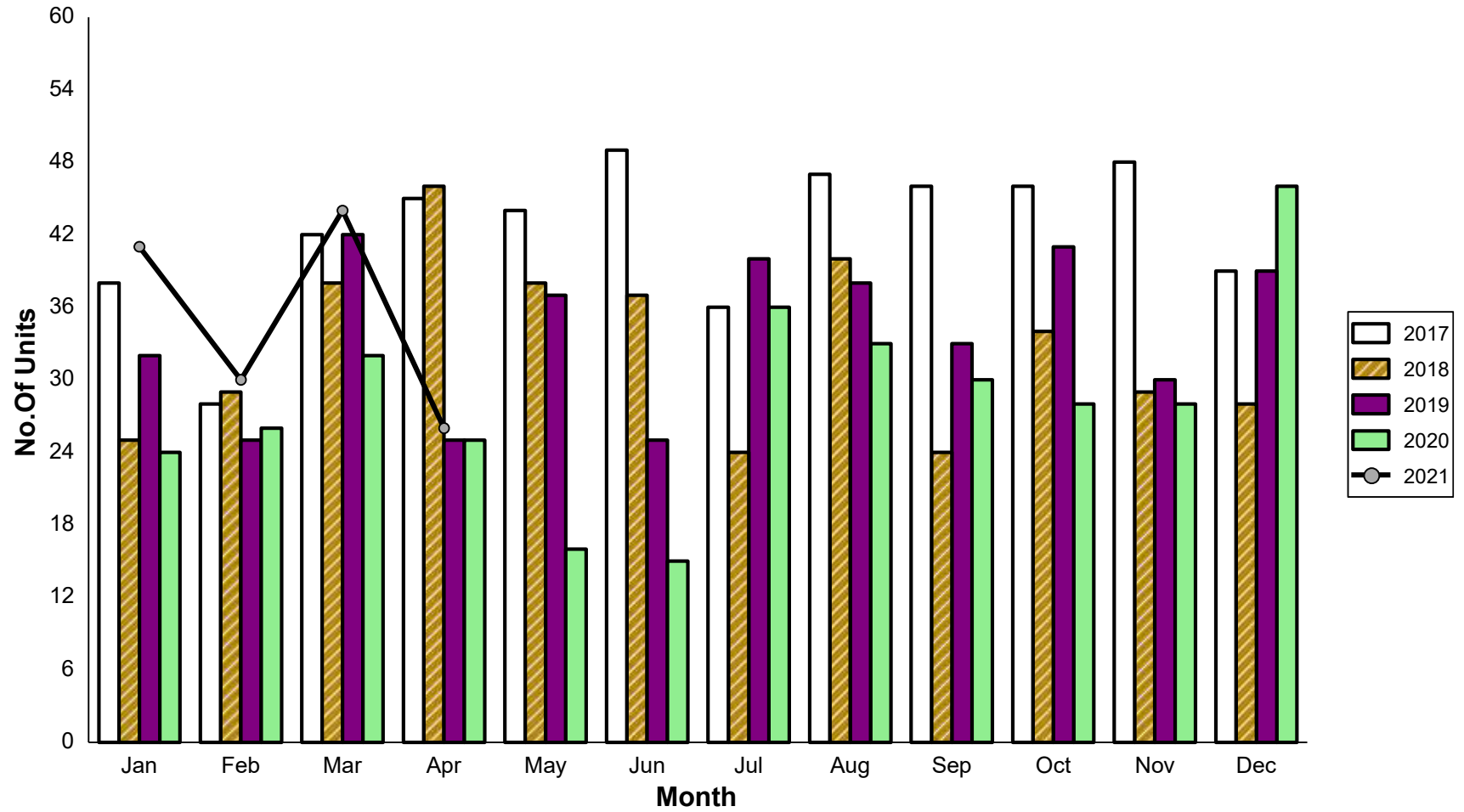
April, 2021

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	44	32	\$20,903,100	\$13,946,416	\$475,070	\$435,826
April	26	25	\$12,851,400	\$10,830,833	\$494,285	\$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
TOTAL	141.00	107.00	\$62,092,750	\$46,950,949		
MON AVG	35.00	26.00	\$15,523,188	\$11,737,737	\$441,749	\$438,498
% CHANGE - YTD	31.8%		32.3%		0.7%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

REPORT PERIOD

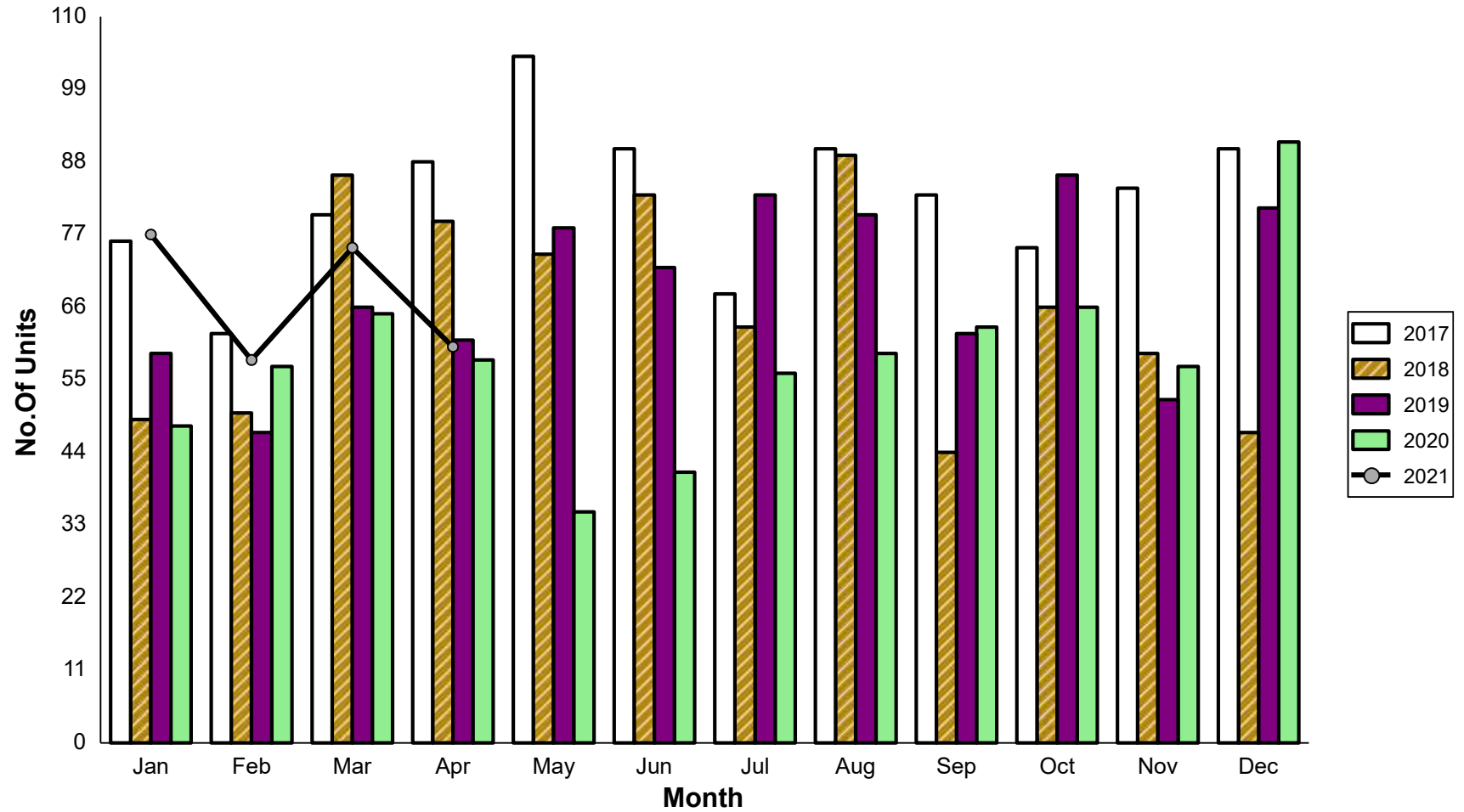
April, 2021

MONTH	NO. OF REALES		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	75	65	\$28,286,000	\$21,969,916	\$377,147	\$337,999
April	60	58	\$21,679,399	\$18,200,321	\$361,323	\$313,799
May		*		\$10,277,500		* \$293,643
June		*		\$12,315,399		* \$300,376
July		*		\$20,514,748		* \$366,335
August		*		\$21,522,228		* \$364,784
September		*		\$22,132,600		* \$351,311
October		*		\$20,962,800		* \$317,618
November		*		\$17,923,188		* \$314,442
December		*		\$29,495,361		* \$324,125
TOTAL	270.00	228.00	\$94,212,402	\$75,181,747		
MON AVG	67.00	57.00	\$23,553,101	\$18,795,437	\$348,279	\$329,770

* Amount is excluded from percent calculation

Year to-date totals now include Mutual Fifty

Resales - 5 Year Comparison



Resales Report Third Laguna Hills Mutual April, 2021

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
04/28/2021	2132-H	3	\$208,000	Monterey	Century 21 Rainbow	Century 21 Rainbow	Granite Escrow
04/15/2021	2136-A	3	\$235,000	Castilla	Barela Investments, Inc	Compass	Blue Pacific Escrow
04/23/2021	2301-B	3	\$400,000	La Jolla	Everwise Realty	Century 21 Rainbow	Granite Escrow
04/23/2021	2353-3B	3	\$450,000	Garden Villa	Coldwell Banker	Coldwell Banker	Granite Escrow
04/15/2021	2390-3E	3	\$440,000	Garden Villa	Century 21 Masters	Legacy 15 Real Estate	Escrow Options Group
04/29/2021	2394-2D	3	\$290,000	Garden Villa	Coldwell Banker	Realty One Group	Granite Escrow
04/16/2021	3012-D	3	\$358,000	Villa Nova	Greenview Realty	Presidential Real Estate	Escrow Quick
04/27/2021	3020-O	3	\$250,000	Casa Del Mar	First Team Real Estate	H & M Realty Group	Granite Escrow
04/27/2021	3053-C	3	\$435,000	San Clemente	Keller Williams Real Estate	RE/MAX One	Corner Escrow Inc.
04/19/2021	3199-B	3	\$630,000	La Reina	Re/Pro	Coldwell Banker	Corner Escrow Inc.
04/26/2021	3242-1G	3	\$330,000	Villa Puerta	FSBO	FSBO	Corner Escrow Inc.
04/05/2021	3243-1E	3	\$275,000	Villa Puerta	Century 21 Rainbow	Century 21 Rainbow	Corner Escrow Inc.
04/01/2021	3357-C	3	\$380,000	Catalina	Laguna Premier Realty, Inc	Compass	Blue Pacific Escrow
04/06/2021	3372-B	3	\$675,000	Andaluz	Laguna Premier Realty, Inc	Century 21 Rainbow	Blue Pacific Escrow
04/22/2021	3426-N	3	\$460,000	Catalina	Keller Williams Real Estate	Pinpoint Properties	Corner Escrow Inc.
04/19/2021	3428-A	3	\$439,900	La Quinta	Prea Realty	Brigitte Archer	Corner Escrow Inc.
04/05/2021	3465-B	3	\$762,500	Navarro	Century 21 Rainbow	Century 21 Rainbow	Corner Escrow Inc.
04/26/2021	3498-2A	3	\$368,000	Villa Nueva	Laguna Premier Realty, Inc	Prea Realty	Granite Escrow
04/05/2021	3499-3B	3	\$660,000	El Mirador	HomeSmart Evergreen	Harcourts Prime Properties	Granite Escrow
04/30/2021	3500-1D	3	\$310,000	Villa Nueva	Village Real Estate	Century 21 Rainbow	Corner Escrow Inc.
04/16/2021	5025	3	\$838,000	Villa Terraza	Century 21 Rainbow	HomeSmart Evergreen	Corner Escrow Inc.
04/02/2021	5071	3	\$775,000	Villa Terraza	Laguna Premier Realty, Inc	Century 21 Rainbow	Blue Pacific Escrow
04/13/2021	5222	3	\$709,500	Villa Terraza	Century 21 Rainbow	Keller Williams Real Estate	Corner Escrow Inc.
04/23/2021	5423	3	\$1,400,000	Casa Grande	Laguna Premier Realty, Inc	Coldwell Banker	Granite Escrow

Resales Report **Third Laguna Hills Mutual** **April, 2021**

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
04/08/2021	5499-2E	3	\$317,500	El Mirador	Coldwell Banker	Village Real Estate	Granite Escrow
04/23/2021	5518-1B	3	\$455,000	El Mirador	Realty Benefit	Berkshire Hathaway	Granite Escrow

Number of Resales: 26

Total Resale Price: \$12,851,400

Average Resale Price: \$494,285

Median Resale Price: \$437,450

Monthly Resale Report Third Mutual

PREPARED BY
Community Services Department

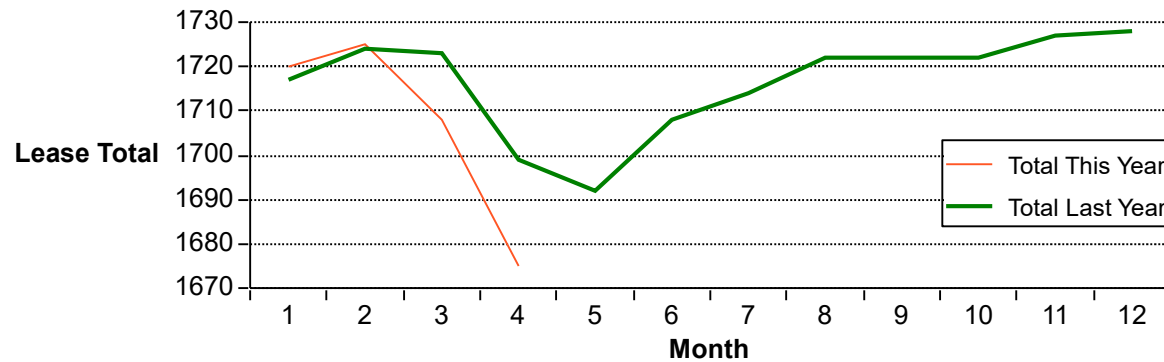
Apr-21

Month	NUMBER OF RESALES				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	44	32	42	38	\$20,903,100	\$13,946,416	\$16,639,712	\$16,909,199	\$475,070	\$435,826	\$396,184	\$444,979
April	26	25	25	46	\$12,851,400	\$10,830,833	\$10,435,500	\$18,869,626	\$494,285	\$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
TOTAL	141	107	124	138	\$62,092,750	\$46,950,949	\$49,765,312	\$57,186,867				
MON AVG	35.3	26.8	31.0	34.5	\$15,523,188	\$11,737,737	\$12,441,328	\$14,296,717	\$441,749	\$438,498	\$402,998	\$410,497
% CHANGE-YTD	31.8%	-13.7%	-10.1%	-9.8%	32.3%	-5.7%	-13.0%	-2.1%	0.7%	8.8%	-1.8%	8.4%

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

Percent calculation only includes YTD figures in black.

Monthly Active Leasing Report 2021 Period 4 (Mutual 3)



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	14	11	304	1,391	1,720	1,717	28.2	28.1	0.1	0	32
2021	February	16	10	328	1,371	1,725	1,724	28.3	28.3	0.0	47	46
2021	March	17	11	346	1,334	1,708	1,723	28.0	28.2	-0.2	114	81
2021	April	10	13	375	1,277	1,675	1,699	27.5	27.8	-0.3	115	85
2021	May						1,692					
2021	June						1,708					
2021	July						1,714					
2021	August						1,722					
2021	September						1,722					
2021	October						1,722					
2021	November						1,727					
2021	December						1,728					



OPEN MEETING

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

Monday, April 26 2021: 9:30AM-11:00AM
Laguna Woods Village Community Center (Zoom)
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

COMMITTEE MEMBERS PRESENT: Chair Steve Parson, Jon Frankel, Ralph Engdahl, Reza Karimi

DIRECTORS PRESENT:

COMMITTEE MEMBERS ABSENT: Robert Mutchnick, Michael Plean, Michael Butler

ADVISORS PRESENT:

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

1. Call to Order

Chair Parsons called the meeting to order at 9:32AM.

2. Acknowledgement of Media

None present.

3. Approval of Agenda

Chair Parsons moved to accept the agenda, Director Frankel seconded. Agenda was approved.

4. Approval of Meeting Report for March 29, 2021

The committee approved the meeting report as presented.

5. Chair's Remarks

Chair Parsons commented on recently updated information with the 2021 Condo Blue Book which applies to common areas, specifically Sections 4145 and 4600,

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

None.

7. Manor Alterations Division Update



Staff Officer Doncost updated the current status of the Manor Alterations (“MA”) staff, with the onboarding of multiple staff, including another new inspector, which will start within the next 3 weeks. Mr. Doncost also summarized MA’s new ability to add additional tasks back into MA purview, including vacant manor inspections and assistance to other divisions.

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. Monthly Mutual Consent Report

Mr. Doncost summarized the totals of Mutual Consents processed and tickets initiated within the month of March and committed to providing updated monthly reports. Chair Parsons inquired as to specific categorizations and Director Karimi inquired as to the estimated completion times of permits. Mr. Doncost confirmed that specific permits can take extended periods to complete due to their incomplete submissions.

Variance Requests:

- A. Variance Request – Mrs. Mary Boehm of 3282-C (El Doble, 46) – Request to Retain Architectural Stone Veneer on Garage Wall

Staff Officer DeLaFuente summarized the Variance Request, including the confirmation that the material had been installed prior to the request. Chair Parsons inquired toward installation details, timing, and the nature of the perceived approval. Mr. DeLaFuente confirmed that no other members had expressed opposition, and that per the member, permission had been given by a former employee when the alteration was performed in 2018. Director Karimi inquired as to the consequences of unapproved alterations, which was referred to by Chair Parsons. It is recommended the owner appear before an Executive Hearing due to the unauthorized alteration. Motion passed.

- B. Variance Request – Mr. Donald and Mrs. Sandra Schuman of 5271 Avenida Del Sol (Villa Serena, C12A_1) - Request to install Architectural Stone Veneer on Garage Wall and Patio Columns

Staff Officer DeLaFuente summarized the Variance Request, and discussion ensued as to the discrepancy between common area and exclusive use common area, and the 67% vote of approval needed from the Third membership prior to the granting of common area alterations. Director Engdahl clarified the distinction between future updates based on aesthetics and the need for updated standards. Chair Parsons confirmed that previous similar approvals for alterations had been grandfathered prior to the



policy of not granting Common Area expansions or alterations. These alterations are not indicative of current approvals.

A motion was raised to recommend approval to the Third Board with an edited set of Conditions of Approval, to approve only the stone veneer being applied only within the confines of the patio which is not visible from the exterior and common areas, also to provide the Board with a review of current laws pertaining to this situation with the Staff Report. Motion passed.

Items for Discussion

9. Asbestos Rules & Regulations Meeting

Mr. Doncost confirmed that the meeting is set for Friday April 30 at 10:00am, an agenda is currently being confirmed to be distributed in advance of the meeting. He also encouraged members to submit questions by Tuesday April 28 at noon.

10. Manor Alterations News Bulletin Topic Suggestions

Mr. Doncost encouraged members to submit topic ideas, questions, or issues they feel strongly about to him for inclusion into the bulletin. Chair Parsons encouraged MA to emphasize the importance of early outreach for alterations by realtors. Mr. Doncost agreed to revisit this topic. Chair Parsons inquired as to how the bulletin is released and to whom. Mr. Doncost confirmed a contact list is in place that can be edited based on people's requests for information. Members can view the bulletins on the Manor Alterations page of the Laguna Woods website and read articles in the Breeze.

11. Permitless Alteration Proposal : Discussion Revisited

Chair Parsons discussed the review and potential revision of the Permitless Proposal as it results to Third. A resolution is being crafted for the Third Board for their next meeting. Chair Parsons inquired as to the approval process. Mr. Doncost explained the process. He also confirmed that adjustments have been made over time to the website to ensure residents have a clear understanding of the new alteration process.

Items for Future Agendas:

- **Standard Details Update – Cost Estimates**

Chair Parsons confirmed that the Third ACSC would like to explore options relating to the updating of exterior standards to improve the aesthetic appeal of our community.

Concluding Business:

12. Committee Member Comments:

None.

13. Date of Next Meeting – May 24, 2021

14. Adjournment at 10:45AM



DRAFT

X

Steve Parsons, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281



OPEN MEETING

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

Thursday, May 6, 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 Rane-Szostak made a motion to approve the agenda. The motion passed with a unanimous vote.

4. Approval of the April 1, 2021 Report

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

5. Committee Chair Remarks

Chair Jarrett stated that the landscaping this time of the year is beautiful. Aeration has made the grass look much better than last year. She and Director McCary drove around Gate 11 and it looks better than it ever has. I hope the people who live there are happy with that. We have a wonderful supervisor there.

6. Department Head Update

Mr. Wiemann reported that there are several new foremen who are hitting it out of the park. Younger people are being trained to eventually replace older employees when they retire.

Mr. Wiemann shared a short PowerPoint with the committee regarding progress made in landscaping tickets and trim cycles.

He reported that staff is way ahead on trim cycles.

So far, this is our lowest quarter for landscape ticket requests.

If things stay the same, our number of tickets should be almost 1,000 tickets lower this year than this time last year.

He showed a Key Tickets slide and how the tickets for different tasks have changed over the years.

6a. Project Log

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

He reported that there was a pump failure over the weekend in Third Mutual and El Toro Water District (ETWD) had to take the system off line. We weren't notified and some valves stuck when the pump was turned back on and caused some minor overwatering. ETWD has promised they will inform us if that happens again.

6b. Tree Work Status Report

Mr. Wiemann reviewed this report with the committee.

Consent:

None

Items for Discussion and Consideration

7. Tree Removal Request: 2235-C Via Puerta (Plata) – One Weeping Fig tree

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

8. Landscape Revision Request: 3032-A Via Vista

Director McCary made a motion to accept staff's three recommendation regarding this request. Director Rane-Szostak seconded. The committee was in unanimous support.

9. Tree Removal Request: 5146 Miembro (Ku) – Two White Mulberry trees

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

10. Tree Removal Request: 5566-B Via Portora (Rose) – One Fern Pine tree

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

11. Mission Landscape Slope Contract Change Order

The committee voted unanimously to move this agenda item to Closed session.

12. Member Comments (Items Not on the Agenda)

Doug Gibson (5289) He had contact with two Third Mutual Members who do not live in Gate 11. The first one called to say how pleased he was with the quality of Landscaping. Second showed him her yard and commented on how pleased she was to be getting her front grass improved. Apparently, she made the request and the improvement started quickly

Gate 11 area is improving and looking the best it has in years. Apparently, the quarterly total clippings are moving ahead. I was told that they will be hitting my area sometime again in May/June. Weeds are a work in progress--so much better than last year. Supervisor Juan continues to get nice comments. It is tough to deal with a few residents. We see him out working and crews seem to be the same ones, working better and with smiles on their faces! It is nice to have the tree trimming crews back in the area. Of course, there are still improvements, but thankfully things are moving in the right direction.

The Village "curb appeal" also looks better to me. As the budget process starts, I hope the boards recognize the importance of Landscaping.

Thanks for your efforts.

Steve Stanfill (3425 – C) I would like to take a moment and give a "Shout Out" to Juan Uicab and his team. For the last scheduled Shrub and Weeding maintenance in my immediate area, Section 7.2, Juan and his team were 3 WEEKS ahead of schedule. This is a big improvement since September 2019.

On behalf of myself and multiple neighbors, we want to thank Juan and His Team for a job well done and we appreciate their extra effort.

13. Response to Member Comments

None.

Future Agenda Items

Concluding Business:

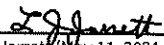
14. Committee Member Comments

Chair Jarrett drove around with Doug Gibson on a golf cart and he showed her a lot about the Gate 11 area that she wasn't aware of.

Director Engdahl likes hearing the compliments about landscape.

15. Date of Next Meeting – Tuesday, June 8, 2021 at 9:30 a.m.

16. Adjournment at 10:20 a.m.


Lynn Jarrett (May 11, 2021 09:58 PDT)

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

Signature:

Email: lijarrett@yahoo.com



OPEN MEETING

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

Wednesday, May 5, 2021 – 9:30 a.m.

VIRTUAL MEETING

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

MEMBERS PRESENT: Lynn Jarrett, Chair, Annie McCary, Cush Bhada, Donna Rane-Szostak and Robert Mutchnick

MEMBERS ABSENT: Steve Parsons and Reza Karimi

ADVISORS PRESENT: Stuart Hack

ADVISORS ABSENT: None

STAFF PRESENT: Blessilda Wright and Paul Nguyen.

CALL TO ORDER

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

ACKNOWLEDGEMENT OF MEDIA

The Media was not present.

APPROVAL OF AGENDA

Chair Jarrett amended the agenda by removing Nuisance Policy from agenda items 7 and adding Board Meeting Rules.

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

By unanimous vote, the motion carried.

APPROVAL OF MEETING REPORTS

Director McCary made a motion to approve the, February 3, 2021 meeting report as presented.

By consensus, the motion carried.

CHAIRMAN'S REMARKS

Lynn Jarrett, Chair, stated that a VMS Board Member suggested that we bring up the Anti-Hate Policy due to the recent attacks against Asians. It is an outdated resolution from 2006.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

None

ITEMS FOR DISCUSSION AND CONSIDERATION

Review Policy Anti -Hate Policy and Harassment Policy

Chair Jarrett discussed the Anti-Hate Policy and Harassment Policy. The Committee commented and asked questions.

Director McCary made a motion to approve the amended Anti-Hate Policy with changes. Director Bhada seconded the motion.

By consensus, the motion carried.

Board Meeting Rules

Chair Jarrett discussed the Board Meeting Rules. The Committee commented and asked questions.

The committee determined to take no action.

ITEMS FOR FUTURE AGENDAS

Cush Bhada with a few other directors will explore the possibility of a manor owner purchasing a 2nd unit to move into and lease the original one without having to qualify for the 2nd unit.

CONCLUDING BUSINESS

Committee Member Comments

The Committee and Staff thanked one another for a great meeting.

Date of Next Meeting

The next meeting is TBD.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 10:43 a.m.


Lynn Jarrett (May 10, 2021 13:18 PDT)

Lynn Jarrett, Chair
Third Laguna Hills Mutual






TLHM Resident Policy and Compliance Committee- Minutes 05-05-2021

Final Audit Report

2021-05-10

Created:	2021-05-10
By:	Paul Nguyen (Paul.Nguyen@vmsinc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAyqmToHkK0u2rbWbd8lp5Cvvmd3NDXrgz

"TLHM Resident Policy and Compliance Committee- Minutes 05-05-2021" History

-  Document created by Paul Nguyen (Paul.Nguyen@vmsinc.org)
2021-05-10 - 7:57:56 PM GMT- IP address: 68.5.52.70
-  Document emailed to Lynn Jarrett (ljjarrett@yahoo.com) for signature
2021-05-10 - 7:58:13 PM GMT
-  Email viewed by Lynn Jarrett (ljjarrett@yahoo.com)
2021-05-10 - 8:17:29 PM GMT- IP address: 69.147.91.62
-  Document e-signed by Lynn Jarrett (ljjarrett@yahoo.com)
Signature Date: 2021-05-10 - 8:18:25 PM GMT - Time Source: server- IP address: 104.193.6.209
-  Agreement completed.
2021-05-10 - 8:18:25 PM GMT

OPEN MEETING

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

Thursday, April 8, 2021 – 1:30 p.m.
Virtual Zoom Webinar

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

MEMBERS ABSENT: Ryna Rothberg

OTHERS PRESENT: Dick Rader

STAFF PRESENT: Brian Gruner, Jackie Kupfert

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

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

Approval of Committee Report for March 11, 2021

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

Chair's Remarks

Chair Pearlstone stated he will present a shared fee analysis and input is encouraged, but more meetings will be necessary to complete this analysis. This analysis is being completed in order to establish a framework of fees, revenues and budgets that are fair to all residents in today's financial situation and challenges.

Report of the Recreation and Special Events Director

Mr. Gruner stated he will give a complete COVID update under agenda item #10 and encouraged the community to remain vigilant with COVID recommended precautions. He stated the following Orange County statistics: 95 new cases yesterday; adjusted daily case rate is 3 per 100,000; test positivity rate is at 1.6%; health equity quartile positivity rate is at

2.1%; administering 300 tests per day per 100,000 county residents. Orange County is currently in the orange tier with a state target date of reopening on June 15.

Mr. Gruner reported golf operations has implemented the foreUp tee time reservation system and the point of sale system in which both are working well. The golf operations team has done a tremendous job inputting resident information allowing our residents to book online reservations. The Equestrian Center arena footing project has been approved and modifications to the existing trail ramp where slippage has been an ongoing issue are being reviewed by staff. The Library plexiglass has been ordered with installation to happen within the next couple of weeks allowing this amenity to be open to residents on a limited basis.

Director Torng inquired as to hiring a consultant in regards to the foreUp reservation system to save money as there are four staff working overtime which equated to over \$7200 this month. Chair Pearlstone stated this will be discussed during the shared fee analysis portion of the meeting.

Member Comments (Items Not on the Agenda)

Member was called to speak on reservations for singles golf players within the new online reservation system. Mr. Gruner stated due to the volume of current tee times booked, we are not able to accommodate single player reservations at this time. Staff is grouping these single players into a threesome to maximize golf play and this has been communicated to the resident. Staff will continue to review for modifications and follow up with the resident.

Director Torng inquired as to hosting golf twosome or threesomes to assist in accommodating singles golf play. Director Karimi inquired as to the new system for reservations being permanent. Mr. Gruner stated this is permanent. He stated any new system presents difficulties and we must allow users time to adjust to the new system.

Advisor Boudreau stated Mr. McCray is fielding all resident inquiries regarding the new reservation system. Director Dotson inquired as to user instructions on the website. Mr. Gruner stated a tutorial video is being created.

Director Blackwell stated she was able to use the new system through practicing prior to the reservation time and also stated the first Greens Committee meeting went well today.

Staff was directed to update the committee via email on golf reservations.

CONSENT

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

Chair Pearlstone requested a financial report showing a full quarter as this month includes only February.

REPORTS

COVID Tier Presentation – Mr. Gruner presented current COVID tier information including what amenities are currently offered and what the community can expect once Orange County moves to the yellow tier and beyond. Mr. Gruner stated more amenities will be introduced once allowed by state and county guidelines and we have appropriate staffing levels in the Recreation Department.

Director Torng inquired as to golf fivesomes needing ten versus eight minutes in between tee times. Mr. Gruner stated the eight-minute tee time is appropriate at this time to keep tee times punctual.

Director Karimi inquired as to enforcing the indoor requirements of COVID safety. Mr. Gruner stated reservable clubhouse rooms may not be open until June 15 and tier guidance states no more than three households while indoors. Chair Pearlstone stated we are following state and county guidelines and addressing the staffing issue.

Shared Fee/Financial Analysis Update – Chair Pearlstone presented the financial analysis completed to date. Chair Pearlstone stated a proposal will be presented when complete, but does not propose any fee sharing changes at this time. Director Carpenter inquired as to the due date of newly proposed fees and as to limiting amount of increase due to lack of offerings with closures. Mr. Gruner stated staff is currently working on capitals for 2022 and then will transition to operating budget for 2022. The General Manager's office will review prior to entering the GRF board approval process beginning in June. Fee changes are not feasible until 2023 due to approved resolutions. Director Carpenter stated golf fees are not based on shared cost fees and increases for any fees are based on a formula that may be reviewed at future CAC meetings as done with Equestrian fees.

Discussion ensued.

Staff was directed to change weekly utilization to monthly; change to 3% each year over the next 5 years in the header; include fitness when available.

Chair Pearlstone would like to present a framework that ties in the fee schedule and what it generates at next CAC meeting.

ITEMS FOR DISCUSSION AND CONSIDERATION

Garden Center 2 Speed Bumps – Mr. Gruner stated the recommendation to review and provide staff direction as to whether to seek supplemental funding for the removal and replacement of the existing Garden Center 2 speed bumps with less intrusive bumps at a cost of \$14,180.

Discussion ensued.

Staff was directed to meet with Director Horton and Director Addington at Garden Center 2 to research removal of a section of the speed bumps or total removal of the speed bumps and to inquire the use of asphalt to minimize the impact of the speed bumps.

ITEMS FOR FUTURE AGENDAS

Laguna Woods Village Pre-reserved Golf Tee Times - Mr. Gruner stated the Greens Committee met today and will continue to meet to ensure an equitable resolution is presented.

Removal of Garden Center 1 Office Building – Staff was directed to keep this item under Items for Future Agendas.

Long Range Plans for Outdoor Activities – Staff was directed to keep this item under Items for Future Agendas.

Garden Center 2 Access Gate – Mr. Gruner met with Security Department and IT Department to review the gates at Garden Center 2. The vendor determined the motors are not operable due to non-use and compromised wires. Staff will continue to work on making the gates operable.

2021 Recreation Department Financial Forecast - Mr. Gruner stated staff will review the financial forecast with consideration of the COVID closure impact regarding potential revenue sources and anticipated expenditures for this year.

CONCLUDING BUSINESS

Committee Member Comments

Advisor Skillman inquired as to opening the Community Center Fitness Center. Mr. Gruner stated the Community Center is only accessible on a limited basis and reopening of the Fitness Center is being reviewed.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. via the Zoom Webinar platform on Thursday, May 13, 2021.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:54 p.m.

Jon Pearlstone

Jon Pearlstone, Chair



FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, April 21, 2021 – 1:30 p.m.
Virtual Meeting

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

MEMBERS ABSENT: Al Amado

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

OTHERS: VMS – Juanita Skillman, Diane Phelps

GRF – Bunny Carpenter, Yvonne Horton, Joan Milliman

United – Elsie Addington, United Advisor – Dick Rader

Third – Debbie Dotson, John Frankel, Craig Wayne

Call to Order

Director James Hopkins, Treasurer, chaired the meeting and was called to order at 1:33pm.

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 February 17, 2021

The meeting report was approved without exception.

Chair Remarks

Director Hopkins commented on the potential of transitioning from one banking institution to another. He further commented that the incoming CFO would be tasked with performing the cost benefit analysis and reporting back to the board.

Member Comments (Items Not on the Agenda)

Janet Powers (5191) commented on the corporation's investment policy, the current investment portfolio and pending legislation (AB1101) that may provide further guidance on investments.

Chris Powers (5191) commented on the difference between bonds and bond funds.

Department Head Update

Betty Parker, CFO, commented on the completion of the 2020 Audit, the annual spring mailing, 2022 Business Planning Workshops recordings and ongoing banking analysis.

Review Preliminary Financial Statements dated March 31, 2021

The committee reviewed the financial statements dated March 31, 2021. Questions were addressed.

GRF Vehicle Replacements Procedure

Chris Laugenour, General Services Director, presented a strategy that was shared with the Vehicle and Maintenance Committee for vehicle replacements. Discussion ensued. No action was taken.

Future Agenda Items

Biannual Presentation of Investment Portfolio

Microgrid Financial Impact

EV Project Financial Impact

Committee Member Comments

None.

Date of Next Meeting

Wednesday, June 23, 2021 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:11 p.m.

DRAFT

James Hopkins, Chair



OPEN MEETING
THE GOLDEN RAIN FOUNDATION
MEDIA AND COMMUNICATIONS COMMITTEE
Monday, April 19, 2021, at 1:30 p.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 and Lynn Jarrett; Advisors Tom Nash, Carmen Pacella, Lucy Parker and Juanita Skillman; Alternates Bunny Carpenter and Deborah Dotson

MEMBERS ABSENT: Directors Annie McCary and Ryna Rothberg; Advisor Theresa Frost

OTHERS PRESENT: Richard Rader, Doug Rook, James Hopkins, Arlene OC-CA

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

1. **Call to Order**
Meeting was called to order at 1:30 p.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 February 22, 2021**
Approved by unanimous consent.
5. **Chair's Remarks**
Chair Milliman commented on the VMS year-in-review video presentation, the updated Media and Communications Committee charter and a reopening plan for Village amenities.

6. Member Comments (Items Not on the Agenda)

Richard Rader and Director Addington asked how to access the VMS year-in-review video presentation.

7. Director and Staff Responses to Member Comments

Ms. Rothrock and Mr. Ortiz answered Mr. Rader and Director Addington on how to navigate to the video on the Village Television YouTube channel, which is at this link: <https://www.youtube.com/watch?v=Z6txjMzwnZc>

REPORTS:

8. Media and Communications Report – Eileen Paulin

Ms. Paulin announced that Mr. Ortiz accepted the position of General Manager of Broadband Services.

Ms. Paulin also highlighted projects her department worked on last month:

- VMS Year-in-Review video presentation
- Vaccination program
- Launch of the bi-weekly Manor Alterations newsletter

Ms. Paulin mentioned that subscriptions have grown steadily for the weekly "What's Up in the Village" email newsletter.

9. Broadband Update – Paul Ortiz

Mr. Ortiz gave a PowerPoint presentation that included:

- Cable operations report and budget update through February 2021
- Overview of expiring programming contracts
- Pay subscription report
- Programming legislation report

After his presentation, Mr. Ortiz invited questions.

Director Addington asked about expiring programming. Mr. Ortiz explained how the process works and how contracts are negotiated on residents' behalf.

Director Dotson asked about internet bandwidth to support smart TVs and streaming services. Mr. Ortiz referenced The Broadband Group report recommendations on whether to split the nodes or install fiber to the curb, and a discussion ensued.

ITEMS FOR DISCUSSION AND CONSIDERATION:

10. Recommendations from The Broadband Group Cable System Assessment

Referencing The Broadband Group Cable System Assessment and Business Case Scenarios study, Ms. Paulin discussed with the committee these recommendations:

- Succession planning for tech team
- The technicians' fleet needs air-conditioned vehicles
- The radio tower maintenance
- Splitting the nodes vs. fiber to the curb
- Content caches from West Coast Internet
- Franchise fees

Director Carpenter asked about the Broadband Ad Hoc Committee. Chair Milliman listed the names of directors who are on this committee: James Hopkins, Jon Pearlstone, Richard Rader, Lynn Jarrett, Annie McCary, Debbie Dotson and Joan Milliman.

Ms. Paulin mentioned the possibility of a second-phase study by The Broadband Group and a discussion ensued.

11. Distribution of Resident Telephone Directories

Members of the committee discussed the policy that regulates visitors entering the Village and distributing publications and other printed materials, such as the resident telephone directories. Chair Milliman thanked everyone for their feedback and said these points will be taken into consideration.

ITEMS FOR FUTURE AGENDAS:

- The Broadband Group recommendations
- Survey of Village residents
- Continued town halls by CEO Jeff Parker

CONCLUDING BUSINESS:

12. Committee Member Comments

Advisor Parker commended the meeting and mentioned new television delivery technology and how that likely will impact Village residents in the future.

Director Dotson mentioned that education will be key in adapting to the new technology.

Director Addington commended the meeting and thanked everyone involved.

Advisor Pacella commended the meeting and congratulated Mr. Ortiz. He also mentioned the value of CEO Jeff Parker's town-hall-style communications with the Village and recommended they continue after the pandemic and be added to future agendas.

Director Jarrett congratulated Mr. Ortiz, commended the meeting and thanked everyone involved.

Chair Milliman congratulated Mr. Ortiz and thanked everyone involved in the meeting.

13. Date of Next Meeting – Monday, May 17, 2021, at 1:30 p.m.

14. Adjournment

3:12 p.m.


Joan Milliman, Chair
Media and Communications Committee

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OPEN MEETING

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

**Wednesday, April 7, 2021 – 2:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637**

MEMBERS PRESENT: Don Tibbets-Chair, Elsie Addington, Margaret Bennett,
Egon Garthoffner, Reza Karimi, Joan Milliman
(Alternate), Craig Wayne

ADVISORS:

MEMBERS ABSENT: Reza Bastani

OTHERS PRESENT:

STAFF PRESENT: Chris Laugenour, Francisco Perez, Elizabeth Cortez,
Kelli Newton

- 1. Call to Order**
Chair Tibbetts called the meeting to order at 1:31 p.m.
- 2. Acknowledgment of Media**
No media present.
- 3. Approval of the Agenda**
The agenda was approved by consensus.
- 4. Approval of Meeting Report for February 3, 2021**
The Regular Meeting Report of February 3, 2021 was approved by consensus.
- 5. Chair's Remarks**
None.
- 6. Member Comments (Items Not on the Agenda)**
Director Bennett questioned the requested financial information related to the Transportation programs.
- 7. Response to Member Comments**

In response to Director Bennett, Mr. Laugenour informed the committee an overview of expenditures for 2020 and 2021 year to date is provided in the Director's report. Staff is in the process of generating actuals by Transportation program.

Reports:

8. Director's Report

Ridership decreased substantially after March 2020, due to State required social distancing requirements and the closures of Clubhouses and GRF facilities. Ridership in all Transportation programs have stayed relatively the same since then, with the exception of Journey that has increased steadily.

Staff provided the committee with a copy of the GRF vehicle inventory and an overview of an annual vehicle replacement strategy based on vehicle age, maintenance cost, and mileage.

Also included in the Director's report is a list of recent surplus vehicles and financial expenditures for the Transportation department and Vehicle Maintenance department.

Items for Discussion and Consideration:

9. Vehicle Purchase – Four F350 Trucks

Staff presented to the committee a recommendation to purchase four F350 vehicles due to unanticipated regulatory requirements in lieu of purchasing four budgeted F-250 vehicles and authorize the utilization of funding from the Miscellaneous Vehicles capital account to cover the remaining balance.

After discussion, Director Addington made the motion to recommend to the GRF board the purchase of four F-350 vehicles. Director Karimi second the motion. Chair Tibbetts called for a vote, the motion was passed by unanimous consent.

Items for Future Agendas:

10. Alternative Fuel Vehicles

11. DOJ 5310 Grant

Concluding Business:

12. Committee Member Comments

None

GRF Mobility and Vehicles Meeting Report
April 7, 2021

13. Date of Next Meeting – Wednesday June 2, 2021 1:30 PM

14. Adjournment

The meeting was adjourned at 2:47 p.m.

Don Tibbetts

[Don Tibbetts \(Apr 8, 2021 22:01 PDT\)](#)

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, April 26, 2021 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Don Tibbetts (Chair), Maggie Blackwell, Cush Bhada, Manuel Armendariz, Reza Bastani

MEMBERS ABSENT: Bert Moldow, Craig Wayne, Donna Rane-Szostak, Margaret Bennett

ADVISORS PRESENT: None

ADVISORS ABSENT: None

OTHERS PRESENT: Mike Epstein

STAFF PRESENT: Carlos Rojas, Tom Siviglia, Jayanna Hendley, and Vanessa Ayala

CALL TO ORDER

Don Tibbetts, Chair, called the meeting to order at 1:54 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 February 22, 2021 meeting report.

CHAIRMAN'S REMARKS

Chair Tibbetts had no comments.

MEMBER COMMENTS ON NON-AGENDA ITEMS

No member comments were received

RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

Disaster Preparedness Task Force Report Director of Security, Carlos Rojas, reported that a Good Neighbor Captain training will be present by the Red Cross on May 4th.

RV Update Carlos Rojas reported the vacancies within the RV Lots as 17 vacancies in Lot A, and 7 vacancies in Lot B.

Noteworthy Incidents Carlos Rojas reported that a Security Patrol Officer received a commendation for assisting a resident and taking action, which prevented potential further harm to the resident. Chief Rojas also reported that several Security Staff received commendations for taking action in stopping a theft in progress.

Security Statistics Carlos Rojas reported that the Security Statistics Report has returned as a regular agenda item, and he shared details and insights on these statistics. Members made comments and asked questions.

ITEMS FOR DISCUSSION AND CONSIDERATION

Emergency Equipment Update

Carlos Rojas stated that a Vehicle Replacement Plan is being activated in which company vehicles are replaced at 75,000 miles. Chief Rojas also reported that the Fire Avert Device Report will be discussed with United Mutual and Third Mutual for approval.

Gate Access System (RFID)

Carlos Rojas recommended that the committee accepts this report as a receive and file. Chief Rojas stated that there are more cons to having vehicle decals re-instated than there are pros. Members made comments and asked questions.

Access Key Hardware Device (AMAZON)

Chief Rojas discussed the process in which these devices would allow a more secure entry for verified Amazon deliveries. Chief Rojas also explained that this program will be implemented by Amazon at no cost to GRF, and it will need to be approved by the GRF Board. Members made comments and asked questions.

Gate 12 Update

Carlos Rojas recommended that this report be included in the 2022 Capital Improvement Projects. The committee approved this motion 4 to 1. Don Tibbetts, Maggie Blackwell, Manuel Armendariz, and Cush Bhada all voted in favor of the motion. Reza Bastani voted against the motion. Members made comments and asked questions.

ITEMS FOR FUTURE AGENDAS

None

CONCLUDING BUSINESS

Manuel Armendariz stated that he hopes the next meeting has a smoother start.

Don Tibbetts questioned why the Gate 5 arm was broken down for a while. Carlos Rojas advised that he was unaware of the specifics but believed it was due to waiting on a part to be delivered. Tom Siviglia confirmed this information.

Cush Bhada questioned the progress of the pedestrian sensors at the gates. Carlos Rojas stated that 6 have been replaced, and that the other 6 will be replaced upon determining the best support mechanism for the sensors. Chief Rojas stated he would send an email to Cush regarding which gate sensors have been replaced so far.

DATE OF THE NEXT MEETING

The next meeting is scheduled for Monday, June 28, 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 2:53 p.m.

Don Tibbetts

Don Tibbetts (Apr 28, 2021 12:38 PDT)

Apr 28, 2021

Don Tibbetts, Chair

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REPORT OF THE LAGUNA WOODS VILLAGE
TRAFFIC HEARINGS COMMITTEE

April 21, 2021

The Regular Meeting of the Laguna Woods Village Traffic Hearings Committee was held on Wednesday April 21, 2021 at 9:00 A.M., Virtual

MEMBERS PRESENT: Chair: John Frankel, Yvonne Horton, Neda Ardani

MEMBERS ABSENT: Debbie Dotson, John Carter

STAFF PRESENT: Jayanna Hendley, Vanessa Ayala, Eulalio Diaz, Paul Nguyen

Call to Order

John Frankel, Chair, called the meeting to order at 9:19 A.M.

Approval of Agenda

Chair Frankel made a motion to approve agenda as presented. Director Horton seconded the motion.

By unanimous vote, the motion passed.

Approval of Meeting Reports

Chair Frankel made a motion to approve the meeting report from March 17, 2021. Director Horton seconded the motion.

By unanimous vote, the motion passed.

Traffic Hearings

- a. 9:00 a.m. Traffic Violation #2101045 (Unauthorized Charging) – Guilty, Reduced Fine \$25.00
- b. 9:00 a.m. Traffic Violation #2101704 (Unauthorized Charging) – Guilty, Reduced Fine \$25.00

Traffic Consent Calendar

Chair Frankel made a motion to approve the consent calendar. Director Horton seconded the motion.

By unanimous vote, the motion passed.

Date of Next Meeting

The next meeting is scheduled for Wednesday May 19, 2021, at 9:00 A.M., via virtual meeting.

Adjournment

With no further business before the Committee, the meeting was adjourned at 9:42 A.M.

john frankel
John Frankel (Apr 23, 2021 10:19 PDT)

Apr 23, 2021

John Frankel, Chair

Agenda Item # 14h

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