



OPEN SESSION

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

**Tuesday, August 17, 2021 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/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 – President Parsons**
- 2. Pledge of Allegiance – Director Wayne**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. July 20, 2021 – Regular Board Meeting
 - b. July 27, 2021 – Special Open Election (fill vacancy)
- 6. Report of the Chair**
- 7. Update from VMS Board**
- 8. 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 email meeting@vmsinc.org to leave a message to be read during Open Forum.*
- 9. Responses to Open Forum Speakers**

10. CEO/COO Report

- a. Meet the Managers video

11. 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 June 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 Landscape Committee:**
- (1) Recommend to Approve Tree Removal Request: 3023-B Calle Sonora (Taylor) – One Magnolia tree
 - (2) Recommend to Approve Landscape Revision Request: 3157-B Alta Vista (Keck)
 - (3) Recommend to Deny Tree Requests: 3230-C Via Carrizo (Chen) – One Italian Stone Pine and Three Eucalyptus trees
 - (4) Recommend to Deny Off-Schedule Tree Trimming Requests: 3335-1D (Schneider) – One Silver Dollar Eucalyptus tree
- c. **Recommendation from the Finance Committee:**
- (1) Approval of Resolution to Record a Lien against Member ID#931-510-15

12. Unfinished Business

- a. Entertain a Motion to Adopt a Resolution to Amend the Guidelines for Financial Qualifications Policy Net Worth Requirements for Process Improvements to Resale Documents (**JULY Initial Notification—28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied**)

13. New Business

- a. Entertain a Motion to Approve a Resolution to Transfer Discretionary Funds to Sunwest Bank and give SageView 90-day Termination Notice

14. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Mutchnick. The committee met on August 3, 2021; next meeting September 7, 2021, at 1:30 p.m. in the board room and 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 Engdahl. The committee met on July 26, 2021; next meeting August 23, 2021 at 9:30 a.m. in the board room and as a virtual meeting.

- c. Report of the Communications Committee – Director McCary. The committee met on August 4, 2021. The next meeting is TBA.
- d. Report of the Maintenance and Construction Committee – Director Mutchnick. The committee met on July 7, 2021; next meeting September 8, 2021 at 1:30 p.m. in the board room and as a virtual meeting.
 - (1) Report of the Parking and Golf Cart Subcommittee – President Parsons. The subcommittee met on May 12, 2021; next meeting August 18, 2021 at 1:30 p.m. in the board room and as a virtual meeting.
 - (2) Garden Villa Rec. Room Subcommittee – Director Jarrett. The subcommittee met on June 8, 2021; next meeting TBA.
- e. Report of the Landscape Committee – Director Jarrett. The committee met on August 5, 2021; next meeting September 2, 2021 at 9:30 a.m. as a virtual meeting.
- f. Report of the Water Committee – Director Rane-Szostak. The committee met on July 29, 2021; next meeting TBA.
- g. Report of the Resident Policy and Compliance Committee – Director Jarrett. The committee met on July 9, 2021; next meeting TBA.

15. GRF Committee Highlights

- a. Community Activities Committee – Director Karimi. The committee met on July 8, 2021; next meeting September 9, 2021 at 1:30 p.m. as a virtual meeting.
 - (1) Equestrian Center Ad Hoc Committee – Director Bhada. The committee met on August 5, 2021; next meeting, August 24, 2021, at 1:30 p.m. as a virtual meeting.
- b. GRF Finance Committee – Director Mutchnick. The committee met on June 23, 2021; next meeting August 25, 2021, at 1:30 p.m. as a virtual meeting.
- c. GRF Landscape Committee – Director Jarrett. The committee met on August 11, 2021; next meeting November 10, 2021, at 1:30 p.m. as a virtual meeting.
- d. GRF Maintenance & Construction Committee – Director Frankel – The committee met on August 11, 2021; next meeting October 13, 2021, at 9:30 a.m. as a virtual meeting.
 - (1) Clubhouse 1 Renovation Ad Hoc Committee – Director Engdahl. The committee met on July 9, 2021; next meeting TBA.

- e. Media and Communications Committee – Director McCary. The committee met on August 16, 2021; next meeting September 20, 2021, at 1:30 p.m. as a virtual meeting.
 - f. Mobility and Vehicles Committee – Director Karimi – The committee met on July 28, 2021; next meeting October 6, 2021, at 1:30 p.m. as a virtual meeting.
 - g. Security and Community Access Committee – Director Bhada. The committee met on June 28, 2021; next meeting August 30, 2021 at 1:30 p.m. as a virtual meeting.
 - (1) Disaster Preparedness Task Force – Director McCary. The task force met on July 27, 2021; next meeting September 28, 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 July 21, 2021; next meeting August 18, 2021 at 9:00 a.m. as a virtual meeting.
 - i. GRF Strategic Planning Ad Hoc Committee – Director Mutchnick. The committee met on June 28, 2021; next meeting TBA.
- 16. 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
- 17. Director's Comments**
- 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.*

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) July 20, 2021—Regular Closed Session

(b) July 27, 2021—Emergency Closed Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjourn



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, July 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, Robert Mutchnick, Reza Karimi, Craig Wayne, Ralph Engdahl, Donna Rane-Szostak, John Frankel

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, Chair

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

2. Pledge of Allegiance

President Parsons asked Director McCary to lead the Pledge of Allegiance.

3. Acknowledge Media

The media was acknowledged online and through Village Television.

4. Approval of Agenda

President Parsons asked for a motion to approve the agenda.

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

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

5. Approval of Minutes

5a. June 7, 2021 – Special Election Town Hall Meeting

5b. June 15, 2021 – Regular Board Meeting

5c. June 29, 2021 – Special Election Meeting

5d. July 9, 2021 – Agenda Prep Meeting

President Parsons asked for a motion to approve the minutes.

Director Karimi made a motion to approve the minutes of June 7, 2021—Special Election Town Hall Meeting; June 15, 2021—Regular Board Meeting, June 29, 2021—Special Election Meeting and July 9, 2021—Agenda Prep Meeting. Director Jarrett seconded the motion and made a correction to page 2 of the July 9 Agenda Prep Meeting. The motion to approve the minutes as corrected passed without objection.

6. Update from the VMS Board

Rosemarie diLorenzo gave an update from the VMS Board and explained the role of the VMS Board. She commented how much better customer service is under VMS. She encouraged the resident to vote for board members they know and have experience in servicing the community.

7. Report of the Chair

President Parsons commented that the reports will provide much information today.

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. Residents were required to provide their name and unit number.*

- A Member encouraged the board and residents to attend the “Charge Ready” program on how to install EV Charging Stations.
- A Member commented about water intrusion problems in her building.
- A Member requested that all open session meetings be recorded and archived on the Laguna Woods website and all open session meetings be shown on the website calendar. In addition, she requested that the VMS board members report on department issues instead of campaigning for board members.
- A Member requested more information on what did not pass on the last ballot measure and why the assessments will be increased because of this item that did not pass. She requested that the lawn around her unit be reseeded because the lawn is brown around the edges.
- A Member commented that many residents did not receive ballots. Regarding committees, why are the same residents serving on these committees. She feels it is time for new ideas and encouraged residents to run for the boards.

Ellyce Rothrock read the written member comments:

- A member commented about all money paid to lawsuits or to keep us out of lawsuits.
- A member commented about concerns regarding the increase in HOA fees. Asked if increasing the golf course fees would help offset the assessment fees.

- A member commented that the number of renters should be reduced.
- A member commented on appearance and maintenance of dwelling unit building, water pressure and leaks coming into the building.

9. Responses to Open Forum Speakers

- President Parsons responded about the EV charging stations, open meetings, legal fees and insurance. He commented about the ballot initiative.
- Director Mutchnick responded about voter apathy and the ballot initiative. He commented about the increase in insurance throughout the State. The new law requires we have 25% of our units available for rentals.
- Director Karimi responded about the moisture intrusion and asked to speak to the resident after the meeting. He commented about Third Mutual assessments. He commented that no services have been cut. He commented about the ballot initiative.
- Jeff Parker-CEO commented about the hybrid meetings and the recording of open meetings. He commented about the water break and landscape issues in Third Mutual.
- Director Jarrett commented about the chemical used on the lawns which turns the lawn brown. She commented about the phone number for the inspector of elections was not working and a new number was given out immediately for residents to request a duplicate ballot.
- Director Frankel commented about the last fire and how the Cal Fire was able to take water out of Barbara's Lake to put the fire out quickly.

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

- COVID Update: An increase in COVID cases numbers has occurred in the last week. Public health officials at the OC Health Care Agency (OCHCA) are encouraging residents to take adequate safety precautions in the wake of increasing COVID-19 cases in the county. Currently, there are no plans to implement a new mask mandate in Orange County; however, those who are not fully vaccinated must continue wearing a mask indoors in accordance with guidelines from the California Department of Public Health (CDPH) and are strongly encouraged to get vaccinated as soon as possible.
- New employees: Manual Gomez has been hired as the new Maintenance and Construction Director and Baltazar "Bart" Mejia as the new Facilities Manager.
- Community asphalt pavement is scheduled for repair work to begin in Third Mutual in late July to early August.
- Security is encouraging residents to participate in the bike registration program.
- On June 15 the State of California reopened without restrictions. VMS has reopened the Community Center, Clubhouses, recreation facilities and special events.
- Residents can make reservations through the Community Center Recreation Office to reserve Clubhouses 1, 2, 5 or the Village Greens for family gatherings. The Recreation Office is open M-F 8 a.m. to 5 p.m.

- Disaster Preparedness Task Force is sponsoring the American Red Cross webinar presentation on earthquake and flood preparedness on August 10 at 10 a.m.
- New resident orientation was held virtual for Third Mutual on Wednesday, August 18. Contact Becky Jackson at becky.jackson@vmsinc.org to make reservations for the next event.
- Next bulky item pickup will be held on the third Saturday of the month.

A resident commented that any COVID recommendations should come from the CDC or OC Health Agency websites only. The Board should not be making recommendations that do not line up with the State recommendations.

Director Karimi commented about the effectiveness of the COVID vaccines.

Jeff Parker-CEO and Siobhan Foster-COO 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 June 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. Recommendation from the Landscape Committee:

- (1) Recommend to Deny the Request for Off-Schedule Trimming of two Stone Pine trees and two Fern Pines and Approve Removal of two Fern Pines: 2391-2D Via Mariposa (Rankin) – two Stone Pines and four Fern Pines

RESOLUTION 03-21-37

**Deny the Off-Schedule Trimming Request of two Stone Pines and Two Fern Pines and Approve Removal of Two Fern Pines
2391-2D Via Mariposa**

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 June 8, 2021, the Landscape Committee reviewed a request from the Member at 2391-2D for off-schedule trimming of two Stone Pines and four Fern Pines. The Member cited the reason as overgrown;

WHEREAS, staff determined that two of the Fern Pines should be removed due to their health and proximity to the manors. The four remaining trees, two Fern Pines and two Stone Pines, were trimmed in May 2020 and will be trimmed again in 2022; the committee recommends denying the request for the off-schedule trimming of these four trees located at 2391-2D Via Mariposa.

NOW THEREFORE BE IT RESOLVED, July 20, 2021, the Board of Directors approves the removal of two Fern Pine trees and denies the off-schedule trimming of the two other Fern Pines and the two Stone Pines located at 2391-2D;

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

- (2) Recommend to Approve Tree Removal Request: 5022 Avenida Del Sol (Lorenson) – two Bottle brush trees

RESOLUTION 03-21-38

**Approve the Request for Removal of Two Bottlebrush Trees
5022 Avenida Del Sol**

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 June 8, 2021, the Landscape Committee reviewed a request from the Member at 5022 for the removal of two Bottlebrush trees. The Member cited the reasons as structural damage, overgrown, litter/debris, and poor condition;

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 Bottlebrush trees located at 5022 Avenida Del Sol.

NOW THEREFORE BE IT RESOLVED, July 20, 2021, the Board of Directors approves the removal of two Bottlebrush trees located at 5022;

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

- (3) Recommend to Approve the Request for Landscape Revisions: 5205 Avenida Despacio (Rutkowski)

RESOLUTION 03-21-39
Approve the Request to Install Artificial Turf
5205 Avenida Despacio

WHEREAS, on June 8, 2021, the Landscape Committee reviewed a request from the Member at 5205 for the installation of artificial turf adjacent to their manor, at their expense. The Member cited the reasons as difficult to maintain due to limited access;

WHEREAS, the Committee recommends approving the request for the installation of artificial turf adjacent to this manor, at the Members' expense, located at 5205 Avenida Despacio with the following conditions:

1. All costs for design, construction, and maintenance of the improvement are the responsibility of the Property's Member Owner at 5205.
2. All materials and installation shall be approved by the Landscape Department prior to start of work.
3. The requesting Members understand that the area will remain Common Area subject to the use and passage of all members of Third Mutual.

NOW THEREFORE BE IT RESOLVED, July 20, 2021, the Board of Directors approves the request to install artificial turf at 5205;

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

- (4) Recommend to Approve Tree Removal Request: 5406 Via Carrizo (Lee) – one Bottlebrush tree

RESOLUTION 03-21-40

**Approve the Request for Removal of One Bottlebrush Trees
5406 Via Carrizo**

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 June 8, 2021, the Landscape Committee reviewed a request from the Member at 5406 for the removal of one Bottlebrush tree. The Member cited the reasons as structural damage, sewer damage, and overgrown;

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 Bottlebrush tree located at 5406 Via Carrizo.

NOW THEREFORE BE IT RESOLVED, July 20, 2021, the Board of Directors approves the removal of one Bottlebrush trees located at 5406;

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

- 11c.** Approve Resolution to Update Third Committee Appointments

RESOLUTION 03-21-41

THIRD MUTUAL COMMITTEE APPOINTMENTS

RESOLVED, July 20, 2021, that the following persons are hereby appointed to serve on the committees and services of this Corporation.

RESOLVED FURTHER, that each committee chair in consultation with the vice chair may appoint additional members and advisors with interim approval by the President subject to the approval of the Board of Directors:

Architectural Standards and Control Committee

Steve Parsons, Chair

John Frankel

Reza Karimi

Ralph Engdahl

Robert Mutchnick

Craig Wayne, Alternate

Voting Advisors: Mike Butler and Mike Plean

Communications Committee

Annie McCary, Chair

Lynn Jarrett

Reza Karimi

Cush Bhada

~~Deborah Dotson~~

Donna Rane-Szostak

Executive Hearing Committee

Annie McCary, Chair

Ralph Engdahl, Co-Chair

Robert Mutchnick

John Frankel

~~Deborah Dotson~~

Donna Rane-Szostak

Finance (Committee of the Whole)

Robert Mutchnick, Chair

Steve Parsons, Co-Chair

Non-Voting Advisors: John Hess, Wei-Ming Tao

Banking Task Force

Robert Mutchnick

Donna Rane-Szostak

Craig Wayne

Insurance Task Force

Meeting of the Whole

Investment Task Force

Robert Mutchnick

Craig Wayne

Donna Rane-Szostak, Alternate

Garden Villa Recreation Room Subcommittee (Quarterly)

Lynn Jarrett, Chair

Robert Mutchnick

~~Deborah Dotson~~

Donna Rane-Szostak

Craig Wayne, Alternate

Voting Advisors: Sharon Molineri, ~~Stuart Hack, Randy Scott, Theresa Keegan~~

Landscape Committee

Lynn Jarrett, Chair

Annie McCary

Ralph Engdahl

Reza Karimi

Donna Rane-Szostak

Cush Bhada, Alternate

Advisor: ~~Cindy Baker~~

Maintenance and Construction Committee

Robert Mutchnick, Chair

Ralph Engdahl, Co-Chair

Reza Karimi

~~Deborah Dotson~~

John Frankel

Craig Wayne

New Resident Orientation

Per Rotation List

Water Conservation Committee (Quarterly)

Donna Rane-Szostak, ~~Chair~~

Reza Karimi

Lynn Jarrett

John Frankel

Advisor: Kathryn Freshley, Kay Havens

Parking & Golf Cart Task Force

Steve Parsons, Chair

Lynn Jarrett

John Frankel

~~Deborah Dotson~~

Advisors: Hal Horne

Resident Policy and Compliance Committee

Lynn Jarrett, Chair

Steve Parsons

Robert Mutchnick

Cush Bhada
Reza Karimi
Annie McCary, Alternate
Voting Advisors: Stuart Hack

Energy Research Group

Ralph Engdahl
~~Deborah Dotson~~
John Frankel
Lynn Jarrett
~~Craig Wayne~~
Advisors: Sue Stephens, Bill Walsh

RESOLVED FURTHER, that Resolution 03-21-11, adopted February 16, 2021, is hereby superseded and canceled; and,

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

RESOLUTION 03-21-42
GRF COMMITTEE APPOINTMENTS

RESOLVED, July 20, 2021, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Business Planning Committee

~~Steve Parsons~~
~~Deborah Dotson~~
~~Donna Rane-Szostak~~

Community Activities Committee

Reza Karimi
Annie McCary
~~Deborah Dotson~~

Equestrian Center Ad Hoc Committee

Cush Bhada
Annie McCary

GRF Finance Committee

Steve Parsons
Robert Mutchnick
~~Craig Wayne, Alternate~~
~~Deborah Dotson, Alternate~~

Purchasing Ad Hoc Committee (new)

Steve Parsons

Donna Rane-Szostak

Ralph Engdahl, Alternate

GRF Landscape Committee

Lynn Jarrett

Reza Karimi

Donna Rane-Szostak, Alternate

GRF Maintenance and Construction Committee

John Frankel

Ralph Engdahl

Reza Karimi, Alternate

~~Deborah Dotson, Alternate~~

Clubhouse 1 Renovation Ad Hoc Committee

John Frankel

Cush Bhada

Ralph Engdahl, Alternate

Media and Communication Committee

Annie McCary

Lynn Jarrett

Donna Rane-Szostak, Alternate

~~Deborah Dotson, Alternate~~

Broadband Ad Hoc Committee

Annie McCary (Third)

Lynn Jarrett (Third)

~~Debbie Dotson (Third)~~

Mobility and Vehicles Committee

Craig Wayne

Reza Karimi

Cush Bhada, Alternate

Security and Community Access Committee

Cush Bhada

Craig Wayne

Donna Rane-Szostak, Alternate

Disaster Preparedness

Annie McCary

John Frankel

Donna Rane-Szostak

Laguna Woods Village Traffic Hearings

John Frankel

~~Deborah Dotson~~

Cush Bhada

Strategic Planning Committee

Robert Mutchnick

Cush Bhada

Steve Parsons, Alternate

Customer Experience Subcommittee

Cush Bhada

Robert Mutchnick

Facilities Subcommittee

Cush Bhada

Budget Ad Hoc Committee

Steve Parsons

Robert Mutchnick

Reza Karimi, Alternate

Insurance Ad Hoc Committee

Robert Mutchnick

Reza Karimi

Trash Subcommittee

Craig Wayne

John Frankel

IT Technology Steering Committee

Lynn Jarrett

Reza Karimi

RESOLVED FURTHER, that Resolution 03-21-12, adopted February 16, 2020, is hereby superseded and canceled; and

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

11d. Recommendation from the Finance Committee:

(1) Approve Resolution for Recording of Lien for Member ID# 935-100-13

Resolution 03-21-43
Recording of a Lien

WHEREAS, Member ID 935-100-13; 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, June 15, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 935-100-13 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.

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

Director Mutchnick made a motion, seconded by Director Karimi, 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 a Resolution for Insurance Renewal Funding

Director Jarrett read the following resolution:

RESOLUTION 03-21-44
Insurance Renewal Funding

WHEREAS, Arthur J. Gallagher, the insurance broker for Third, provided a new property renewal proposal and coverage was bound as of June 8, 2021.

WHEREAS, The bound coverage included property insurance limits for the first \$225 million in coverage for Third and the premium amount for this coverage was \$3,458,762 with terrorism coverage of \$14,044, for a combined premium of \$3,472,806

NOW THEREFORE BE IT RESOLVED, July, 20, 2021, that the Board of Directors hereby approves premium expenditures up to \$3,472,806 which will be paid out of the Disaster Fund and Unappropriated Expenditures Fund.

RESOLVED FURTHER, \$1,736,403 in premium will be paid from the Disaster Fund and \$1,736,403 in premium will be paid from the Unappropriated Expenditures Fund, for the insurance policy renewal covering the policy period of June 8, 2021 through June 8, 2022.

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.

Staff recommends the Board approve expenditures for property insurance coverage.

Director Mutchnick made a motion to approve a resolution for Insurance Renewal Funding. Director McCary seconded the motion.

Discussion ensued among the directors.

President Parsons called for the vote and the motion passed by unanimous consent (Director Karimi was absent for the vote)

- 13b.** Entertain a Motion to Introduce a Resolution to Amend the Guidelines for Financial Qualifications Policy Net Worth Requirements for Process Improvements to Resale Documents (**JULY Initial Notification—Must postpone 28-days for Member review and comment to comply with Civil Code §4360**)

Director Jarrett read the following resolution:

RESOLUTION 03-21-XX
Guidelines for Financial Qualifications Policy
Net Worth Requirements

WHEREAS, Third Laguna Hills Mutual (Third) is formed to manage, operate and maintain housing at Laguna Woods Village; and

WHEREAS, Third is authorized to adopt rules and regulations to carry out the purposes of this Corporation through its board of directors; and

WHEREAS, Third desires to protect the financial integrity of the Corporation; and

WHEREAS, the current Guidelines for Financial Qualifications Policy stipulate that a prospective buyer must demonstrate only the purchase price plus \$125,000 to satisfy the asset requirement; and

WHEREAS, an increasing number of prospective buyers own multiple properties with mortgage balances that exceed the value of their assets remaining after the pending purchase of a condominium in Third;

NOW, THEREFORE BE IT RESOLVED, August 17, 2021, that the Board of Directors of this Corporation hereby introduces an amendment to the net worth requirements as established within the Guidelines for Financial Qualifications Policy;

RESOLVED FURTHER, that Resolution 03-18-131, adopted August 21, 2018 and Resolution 03-20-71, adopted September 15, 2020, are hereby suspended in their entirety and canceled; and

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

JULY 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.

Staff recommends that Board consider amending the Guidelines for Financial Qualifications Policy to explain that additional assets (above and beyond the sum of the purchase price plus \$125,000) are required when buyers/guarantors have existing properties with mortgage balances and eliminate documentation not material to Third's buyer approval process.

President Parsons commented the board is introducing a resolution for guideline for financial qualifications policy net worth requirements for 28-day review and the board will not vote on this item until after the 28-day period.

14. Committee Reports

14a. Report of the Finance Committee / Financial Report – Director Mutchnick gave the Treasurer's Report. The committee met on July 6, 2021; next meeting August 3, 2021, at 1:30 p.m. in the board room and 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 – Director Engdahl gave an update from the last committee meeting. The committee met on June 28, 2021; next meeting July 26, 2021 at 9:30 a.m. in the board room and as a virtual meeting.

14c. Report of the Communications Committee – Director McCary gave an update from the committee. The committee met on January 13, 2021; next meeting TBA.

14d. Report of the Maintenance and Construction Committee – Director Mutchnick gave an updated from the M&C Committee. The committee met on July 7, 2021; next meeting September 8, 2021, at 1:30 p.m. in the board room and as a virtual meeting.

(1) Report of the Parking and Golf Cart Task Force – President Parsons gave an update from the task force. The task force met on May 12, 2021; next meeting TBA.

(2) Report of the Garden Villa Rec. Room Subcommittee – Director Jarrett gave an updated from the subcommittee. The Garden Villas Rec. Room Subcommittee met on June 8, 2021; next meeting TBA.

14e. Report of the Landscape Committee – Director Jarrett gave an update from the Landscape Committee. The committee met on June 11, 2021; next meeting August 5, 2021, at 9:30 a.m. in board room and as a virtual meeting.

14f. Report of the Water Committee – Director Rane-Szostak gave an update from the Water Committee. The committee met on April 29, 2021; next meeting will be held on July 29, 2021 at 2:00 p.m. in the board room and as a virtual meeting.

14g. Report of the Resident Policy and Compliance Committee – Director Jarrett gave an update from the committee. The committee met on July 9, 2021; next meeting TBA.

15. GRF Committee Highlights

15a. Community Activities Committee – President Parson shared highlights from the last Community Activities Committee. The committee met on July 8, 2021; next meeting August 16, 2021, at 1:30 p.m. in the board room and as a virtual meeting.

(1) Equestrian Center Ad Hoc Committee – Director McCary shared highlights from the last committee meeting. The committee met on July 7, 2021; next meeting August 5, 2021 at 1 p.m. in the board room and as a virtual meeting.

15b. GRF Finance Committee – Director Mutchnick shared highlights from the last committee meeting. The committee met on June 23, 2021; next meeting August 25, 2021, at 1:30 p.m. in the board room and as a virtual meeting.

15c. GRF Landscape Committee – Director Jarrett shared highlights from the last committee meeting. The committee met on June 9, 2021; next meeting August 11, 2021 at 1:30 p.m. in the board room and as a virtual meeting.

15d. GRF Maintenance & Construction Committee – Director Frankel shared highlights from the last committee meeting. The committee met June 9, 2021; next meeting August 11, 2021, at 9:30 a.m. in the board room and as a virtual meeting.

(1) Clubhouse 1 Renovation Ad Hoc Committee – Director Engdahl shared highlights from the last committee meeting. The committee met on July 9, 2021; next meeting TBA.

15e. Media and Communications Committee – Director McCary shared highlights from the last committee meeting. The committee met on May 17, 2021; next meeting July 19, 2021, at 1:30 p.m. in the board room and as a virtual meeting.

15f. Mobility and Vehicles Committee – Director Karimi shared highlights from the last committee meeting. The committee met on June 2, 2021; next meeting July 28, 2021, at 1:30 p.m. in the board room and as a virtual meeting.

15g. Security and Community Access Committee – Director Wayne shared highlights from the last committee meeting. The committee met on June 28, 2021; next meeting August 23, 2021 at 1:30 p.m. in the board room and as a virtual meeting.

(1) Disaster Preparedness Task Force – Director McCary updated the board on the last task force meeting. The task force met on May 25, 2021; next meeting July 27, 2021, 9:30 a.m. in the board room and as a virtual meeting.

15h. Report of the Laguna Woods Village Traffic Hearings – The traffic hearings were on June 16, 2021; next meetings are July 21, 2021 at 9 a.m. and 1 p.m. in the board room and as a virtual meeting.

15i. Report of the GRF Strategic Planning Ad Hoc Committee – Director Mutchnick shared highlights from the last committee meeting. The committee met on June 28, 2021; next meeting August 23, 2021 at 11:30 a.m. as a virtual meeting.

15j. Budget Meetings – Director Mutchnick shared highlights from the budget meetings. The business plan review meeting was held on July 16, 2021; next meeting will be held August 13, 2021 at 9:30 in the board room and as a virtual meeting.

President Parsons asked Jeff Parker (CEO) to comment on the need for a Trash Task Force.

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

17. Director's Comments

- Director McCary commented she liked being back in the Board Room.
- Director Frankel commented about the new employees.

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 11:55 a.m.

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

During the June 4, 2021, Emergency Closed Meeting, the Board:

Approved the Agenda

Discussed and Considered Contractual Matters

Director Comments

Adjournment

During the June 15, 2021, Regular Closed Session the Board:

Approved the Agenda

VMS Board Update

Discussed and Considered Legal/Litigation Matters

CEO Report (Personnel Matters)

Approval of the Following Meeting Minutes.

(a) May 18, 2021 – Regular Closed Meeting

Discussed Member Disciplinary Matters

Director Comments

Adjournment

During the June 25, 2021, Special Closed Meeting the Board:

Approved the Agenda

Discussed and Considered Legal Strategies for Ballot Initiative

Adjournment

During the July 2, 2021, Special Closed Meeting the Board:

Approved the Agenda


Discussed and Considered the Budget Review

Board Member Comments

Adjournment

19. Adjournment

The meeting was adjourned at 3:00 p.m.



Lynn Jarrett, Secretary of the Board
Third Mutual Laguna Hills



OPEN MEETING

MINUTES OF THE SPECIAL OPEN MEETING OF THE BOARD OF DIRECTORS OF THIRD LAGUNA HILL MUTUAL, A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

Tuesday, July 27, 2021, at 2:00 p.m.
24351 El Toro Road, Laguna Woods, California
BOARD ROOM/VIRTUAL MEETING

The purpose of this meeting is interview candidates and tabulate the ballots for the Third Mutual Special Appointment to fill a vacancy term ending at the annual election in 2021 in accordance with Civil Code §5110

Third Members only may address the Board of Directors or the Inspector of Elections. The Board reserves the right to limit the total amount of time allotted for member comments. 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

Directors Present: Annie McCary, Lynn Jarrett, John Frankel, Ralph Engdahl, Robert Mutchnick, Reza Karimi, Donna Rane-Szostak, Cush Bhada

Directors Absent: Steve Parsons, Craig Wayne

Staff Present: Siobhan Foster-COO, Eileen Paulin, Cheryl Silva, and Catherine Laster

Others Present: GRF: Debbie Dotson

- 1. Call Meeting to Order / Establish Quorum – Vice President McCary**
Vice President McCary called the meeting to order at 2:09 p.m. and announced that a quorum was present.
- 2. State Purpose of Meeting – Vice President McCary**
Vice President McCary stated the purpose of the meeting was to interview candidates and tabulate the ballots for the Third Mutual Special Appointment to fill a vacancy term ending at the annual election in 2021. She requested that agenda item (4) Member Comments be moved after agenda item (6) Candidate Interviews.

Director Jarrett made a motion to move Member Comments. Director Karimi seconded the motion.

Discussion ensued among the directors.

Director Karimi made an amendment to move Member Comments after Candidate Interviews.

Vice President McCary called for the vote and the motion as amended passed without objection.

3. Entertain a Motion to Approve Catherine Laster as the Inspector of Election

Vice President McCary asked for a motion to approve Catherine Laster as the Inspector of Election.

Director Mutchnick made a motion to approve Catherine Laster as the Inspector of Election. Director Karimi seconded the motion and the motion passed without objection.

The Board took a short recess to fix the technical problems with Zoom.

4. Introduce the Candidates – Vice President McCary

Vice President McCary introduced the two candidates and gave them 3 minutes to give an opening statement.

- Charlotte Hislop
- James Cook (via Zoom)

5. Candidate Interviews – Board Members

Vice President McCary asked each Board Member to ask each candidate one question. The candidates were given 2 minutes to answer each question.

Director Rane-Szostak made a motion to cease the interview process. Director Karimi seconded the motion which was passed without objection.

The Board took a 5-minute recess at 3:00 p.m.

Vice President McCary reconvened the meeting at 3:05 p.m.

6. Member Comments

A member commented about the Board taking a 5-minute recess.

Director Mutchnick left the meeting at 3:10 p.m.

Catherine Laster answered questions from the Board.

7. Entertain a Motion to Commence Balloting to Appoint One Third Board Member Term Ending at the Annual Election in 2021 – Inspector of Election

Vice President McCary asked for a motion to commence balloting.

Director Bhada made a motion to commence balloting. Director Karimi seconded the motion and the motion passed without objection.

8. Entertain a Motion to Cease Balloting – Inspector of Election

Vice President McCary asked for a motion to cease balloting.

Director Karimi made a motion to cease balloting. Director Jarrett seconded the motion and the motion passed without objection.

9. Counting and Tabulation of Votes – Inspector of Election & Corporate Secretary

Catherine Laster, Inspector of Election, collected the ballots. The election results were reviewed by the Corporate Secretary.

10. Announcement of the New Third Board Member – Inspector of Election

Catherine Laster, Inspector of Election, announced that Charlotte Hislop received the most votes and has been appointed to the vacancy on the Third Board.

11. Director Comments

Vice President McCary congratulated Charlotte Hislop on her appointment. There were no other Director comments.

12. Adjournment

Vice President McCary thanked the board members and the residents that attended the meeting.

The meeting was adjourned at 3:44 p.m.



Lynn Jarrett, Secretary of the Board
Third Mutual Laguna Hills

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RESOLUTION 03-21-XX
Approve the Request for Removal of One Magnolia Tree
3023-B Calle Sonora

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 August 5, 2021, the Landscape Committee reviewed a request from the Member at 3023-B for the removal of one Magnolia tree. The Member cited the reasons as structural damage and clogged rain gutters;

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 Magnolia tree located at 3023-B Calle Sonora.

NOW THEREFORE BE IT RESOLVED, August 17, 2021, the Board of Directors approves the the removal of one Magnolia tree located at 3023-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
Approve the Landscape Revisions Request
3157-B Alta Vista

WHEREAS, on August 5, 2021, the Landscape Committee reviewed a request from the Member at 3157-B for landscape revisions to their manor, at their expense. The Member cited the reason as resident preference;

WHEREAS, the Committee recommends approving the request for landscape revisions, at the Member's expense, located at 3157-B Alta Vista with the following conditions:

1. All costs for design, construction, and maintenance of the improvement are the responsibility of the Property's Member Owner at 3157-B.
2. All materials and installation shall be approved by the Landscape Department prior to start of work.
3. The requesting Member understands that the area will remain Common Area subject to the use and passage of all members of Third Mutual.

NOW THEREFORE BE IT RESOLVED, August 17, 2021, the Board of Directors approves the request for a landscape revision, at the Member's expense, at 3157-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

**Deny the Request for Removal of One Italian Stone Pine Tree and
Three Eucalyptus Trees
and To Schedule Trimming For This Fiscal Year
3230-C Via Carrizo**

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 August 5, 2021, the Landscape Committee reviewed a request from the Member at 3023-B for the for removal of one Italian Stone Pine tree and three Eucalyptus trees. The Member cited the reasons as old age, the trees are leaning towards the manor, in case of failure there is potential for damage to the manor, and the trees appear to be creating a hazardous condition;

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 Italian Stone Pine tree and three Eucalyptus trees and to trim them prior to this winter rainy season located at 3230-C Via Carrizo.

NOW THEREFORE BE IT RESOLVED, August 17, 2021, the Board of Directors denies the request for the removal of one Italian Stone Pine tree and three Eucalyptus trees and to trim them prior to this winter rainy season located at 3230-C Via Carrizo;

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 Off-Schedule Trimming
of One Silver Dollar Eucalyptus Tree
3335-1D Punta Alta**

WHEREAS, on August 5, 2021, the Landscape Committee reviewed a request from the Member at 3335-1D for the off-schedule trimming of one Silver Dollar Eucalyptus tree. The Member cited the reason as view obstruction;

WHEREAS, the Committee determined that the tree does not meet the requirements for off-schedule trimming and recommends denying the request for off-schedule trimming of one Silver Dollar Eucalyptus tree located at 3335-1D Punta Alta.

NOW THEREFORE BE IT RESOLVED, August 17, 2021, the Board of Directors denies the off-schedule trimming of one Silver Dollar Eucalyptus tree located at 3335-1D;

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

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RESOLUTION 03-21-XX

Recording of a Lien

WHEREAS, Member ID 931-510-15; 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, August 17, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-510-15 and;

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

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STAFF REPORT

DATE: July 20, 2021
FOR: Resident Policy and Compliance Committee
SUBJECT: Process Improvements to Resales Documentation

RECOMMENDATION

Consider amending the Guidelines for Financial Qualifications Policy to explain that additional assets (above and beyond the sum of the purchase price plus \$125,000) are required when buyers/guarantors have existing properties with mortgage balances and eliminate documentation not material to Third's buyer approval process.

BACKGROUND

The Resale Packet – comprised of a membership application and documentation required by Third Laguna Hills Mutual (Third) in order to determine whether an applicant satisfies financial and other requirements – has been developed. It is periodically updated as revisions to various documents are made by the Board of Directors.

The Resale Packet application, without any supporting documentation, is comprised of 11 standard pages. The standard packet can increase to 22 pages, again without any supporting documentation, in instances when a guarantor's agreement, a promissory note for the GRF Trust Facility Fee or a trust membership is involved.

It should be noted that the supporting documentation required by Third is often in excess of 150 to 200 pages, and this is an area where staff believes some efficiencies are feasible.

DISCUSSION

Proposed Amendment to Guidelines for Financial Qualifications Policy

Section II, Net Worth Requirements, states that "each Applicant shall submit satisfactory verification of net worth that is greater than or equal to the *sum* of the purchase price *plus* one hundred twenty-five thousand dollars (\$125,000) in acceptable assets." However, applicants owning other properties with mortgage obligations are expected to provide additional assets sufficient to offset the mortgage obligations. Conversations with escrow representatives, real estate agents and prospective buyers routinely end with the query "where does it say that?" By adding a short explanation of the board's expectations to the existing Guidelines for Financial Qualifications Policy, greater clarity and transparency will be achieved while making such lengthy conversations unnecessary.

Other Resale Documentation Efficiencies

Three other proposed documentation efficiencies may be implemented administratively.

First, the number of pages containing escrow company instructions could be reduced. The first three or four pages of escrow instructions reveal the name of the buyer, seller, address and terms of the transaction, including any contingencies. Typically, these are followed by four or five pages of general terms and conditions explaining what responsibilities the escrow office has. Neither staff nor Third have a “need to know” this boilerplate information. Eliminating these few pages would make the resale packets more efficient for Board review.

Second, many applicants rely upon equity in a property or properties to satisfy Third’s asset requirement. Staff relies upon voluminous property profiles and market analyses provided by escrow or the buyer. Only the Property Detail Page and the Area Sales Analysis reflecting the median property value are needed for staff’s calculations, thus eliminating other miscellaneous pages of data and streamlining the packet for Board review.

Lastly, applicants provide multiple pages of investment account documents in order to satisfy Third’s asset requirement. Essentially, all that is needed is the summary page for each account, reflecting the report date, owner of the account, account number and account balance. Pages showing the detail of various investments are unnecessary to calculating an applicant’s assets. Eliminating the detailed accounts of various investments will further improve efficiencies and streamline Board review of resale packets.

Should the proposed amendment to the Financial Qualifications Policy be approved and the other outlined efficiencies be implemented, the updated Resale Packet would be shared with escrow and real estate professionals and internal procedures updated.

FINANCIAL ANALYSIS

None, although the proposed efficiencies would allow the Community Services Division to process and review resale packets more swiftly.

Prepared By: Pamela Bashline, Community Services Manager

Reviewed By: Siobhan Foster, COO

ATTACHMENT(S)

ATT 1: Resale Package with Proposed Amendment to Guidelines for Financial Qualifications

ATT 2: Resolution to Amend the Guidelines for Financial Qualifications Policy

ENDORSEMENT (to Board)

Process Improvements in the Resales Process

Section II, Net Worth Requirements, states that “each Applicant shall submit satisfactory verification of net worth that is greater than or equal to the sum of the purchase price plus one hundred twenty-five thousand dollars (\$125,000) in acceptable assets.” However, applicants owning other properties with mortgage obligations are expected to provide additional assets sufficient to offset the mortgage obligations. Conversations with escrow representatives, real estate agents and prospective buyers routinely end with the query “where does it say that?” By adding a short explanation of the board’s expectations to the existing Guidelines for Financial Qualifications Policy, greater clarity and transparency will be achieved while making such lengthy conversations unnecessary.

On July 9, 2021 the Resident Policy and Compliance Committee reviewed Process Improvements in the Resales Process.

Lynn Jarrett, Chair, presented Process Improvements in the Resales Process for Members. The Committee Members made comments and asked questions.

Director Mutchnick made a motion to accept Staff’s recommendation. Director Parsons seconded the motion.

By a 4-0-1 vote (Bhada against), the motion passed.

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Dear Real Estate/Escrow Professional:

Thank you for your interest in transacting a resale transfer in the Laguna Woods Village Community. Before you get started, we would like to summarize key points that will guide you through this process.

1. The Community is made up of three housing corporations:
 - a. United Laguna Hills Mutual (stock co-operatives)
 - b. Third Laguna Hills Mutual (condominiums)
 - c. Laguna Woods Mutual No. Fifty (high-rise condominiums)
2. Purchasing property in the community requires applying for membership in the housing corporation and certain criteria must be met:
 - a. Age restrictions: To purchase a property, you must be of legal age; however, a member must be at least 55 years of age to reside in the Community.
 - b. Financial qualifications: Please refer to the attached Guidelines for Financial Qualifications.
 - c. Maximum number of owner occupied and/or leased units: Regardless of the number of condominiums owned in Third Mutual, only two of the properties owned may be occupied.
 - d. Rules and regulations: The Operating Rules are available on the community website, which is www.lagunawoodsvillage.com.
 - e. Architectural modifications: Any interior or exterior modification requires a phone call to the Manor Alterations Department office 949-597-4616 before commencement of any project.

Step 1: The seller authorizes the release of HOA information to a third party (Seller's Authorization for Release of Information.)

Step 2: The listing agent schedules a first inspection (First and Final Inspection Report Request) as soon as the property is listed. Only complete form submittals shall be accepted. Failure to provide accurate contact information for the inspection can delay the escrow process. **Allow 10 days for the completion of the first inspection.**

Step 3: A complete resale package is submitted by escrow to the on-site management office for submittal to the Third Laguna Hills Mutual Board of Directors.

Step 4: Upon board approval, the management company emails a notice of approval and escrow demand to the escrow company, contingent upon the mutual completing a final inspection and the escrow company satisfying the escrow demand.

Step 5: After the final inspection is complete and the escrow demand is satisfied, escrow can close. Escrow sends the closing notice to the management company. New residents are not allowed through the gate until the closing is received and entered into the main database. Resident ID cards can be obtained following VMS receipt of notice of escrow closing and database update.

A complete resale submittal form package is attached for your use. The information escrow provides must be legible for digital imaging.

The VMS staff is available to assist you through this process and answer your questions.

Sincerely,

On behalf of the Third Laguna Hills Mutual Board of Directors
Membership Counselor

Deliver Complete Package To:

Laguna Woods Village
Community Services, 1st Floor, Resales
24351 El Toro Road
Laguna Woods, CA 92637

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ESCROW OFFICE FORMS

Information and Fees

Dear Escrow Officer:

As the managing agent for the housing corporations, Village Management Services Inc. (VMS) is pleased to assist you with the processing of your pending escrow.

Under the terms of the corporation's by-laws, the Third Laguna Hills Mutual Board of Directors has the first option to purchase the seller's membership; therefore, a membership application process has been established and certain conditions must be met before escrow can close. For example, a buyer is required to apply for membership by meeting minimum financial requirements. The property must also be inspected to ensure that the corporation has approved all structural and landscape alterations. The enclosed package of information includes the forms necessary to effectuate a membership transfer in Third Laguna Hills Mutual.

The following fees are associated with a membership transfer:

Administrative fee	\$400
First inspection fee	\$60
Final inspection fee	\$55
Escrow cancellation	\$112
GRF facilities fee	\$5,000

When the enclosed forms are completed, please return them to the VMS Community Services Department for submittal to the board of directors. The requirements vary somewhat for the several housing corporations, and care should be taken to ensure that the correct documents are submitted. Please be sure that all the documents are fully completed and executed to enable us to assist you in the timely processing of the resale package.

If you should require information or assistance, please contact the Membership Counselor at email ResalesRequirements@vmsinc.org or phone 949-268-2011

Sincerely,

On behalf of the Third Laguna Hills Mutual Board of Directors
Membership Counselor

Escrow Documentation Checklist

		Forms and Documents (All documents must be complete, signed and dated)
√	#	First steps
	1.	First and Final Inspection Report request (email to ResalesInspections@vmsinc.org), page 7
	2.	Seller's Authorization for Release of Information, page 13
		Required documents to be submitted as complete package for board approval**
	3.	Resale Notification (prepare in duplicate), page 9
	4.	Escrow Instructions (provided by Escrow)
	5.	Responsibility Agreement for Nonstandard Landscape (if applicable), page 14
	6.	Low-Flow Toilet Statement of Compliance (invoice/receipt and toilet specs), page 15
	7.	Owner/Membership Application (ID's copies enlarged and black and white), page 18
	8.	Third Mutual Members Who Hold More Than One Membership (if applicable), page 20
	9.	Trust facilities fee, page 21
	10.	Promissory Note (if applicable), page 22 and 23
	11.	Financial Statement and Credit Information (signed and dated, full credit report and scores, single sided copies only), page 24
	12.	Verifications for all income and assets listed in the Financial Statement and Credit Information form (i.e., copies of current federal income tax returns, signed and dated, including Schedules A & B and others, if applicable, copies of bank statements, stock certificates, 1099s, property tax bills, investment account statements, etc.
	13.	Assessment/Charges Guarantor Obligation Form (if applicable), page 33
	14.	Enjoying Your Life in Third Laguna Hills Mutual, page 37
	15.	Important Information for Third Laguna Hills Mutual, page 40
	16.	Application for Co-occupancy Permit (if applicable), page 41
	17.	Declaration Regarding Criminal Record (if applicable), page 43
	18.	Resident ID Card(s) and Decal(s) Returned or Declaration of Loss Affidavit, page 44
		Before escrow can close
	19.	First and Final Inspection Report Request (email to ResalesInspections@vmsinc.org), page 7
	20.	Email EscrowFinalUpdate@vmsinc.org requesting final update of <i>Escrow Demand Update</i>
	21.	Collect Resident ID Card(s) and Decal(s) or complete Declaration of Loss Affidavit, executed by seller, page 44
		Notice of escrow closed
	22.	Notice of Escrow Closing (email to EscrowClosings@vmsinc.org), page 10
	23.	Escrow Closing Notification and Transmittal Report, final check(s), and Resident ID Cards and Decals (mailed), page 11

First and Final Inspection Report Request

☐ **Request for First Inspection Report** - Per Resolution 03-07-119, a first inspection fee will be billed as a chargeable service to the seller. The First Inspection Report is valid for six months.

☐ **Request for Landscape Corrections** - Per Resolution 03-18-112, all corrections must be completed by close of escrow. Checking this box indicates request for landscape corrections to be completed as a chargeable service upon receipt of the First Inspection Report.

☐ **Request for Final Inspection Report** - Per Resolution 03-17-119, a final inspection fee will be collected through escrow.

☐ **Update information**

Seller's acknowledgement of fees/Date

Laguna Woods Village
Resale Inspections Dept.
P.O. Box 2220
Laguna Hills, CA 92654-2220
Fax: 949-268-2403
Email: ResalesInspections@vmsinc.org

Date _____
Unit number _____
Street name _____
Occupied [☐] Vacant [☐]
Carport number _____

Escrow company – Used for status updates

Company name: _____
Escrow officer: _____ Escrow number: _____
Address: _____
Phone number: _____ Fax number: _____
Escrow office email: _____
Estimated escrow close date: _____

Seller's real estate company – Used for status updates

Company name: _____
Agent name: _____
Address: _____
Phone number: _____ Fax number: _____
Agent email: _____

Buyer

Name: _____
Address: _____
Phone number: _____
Cell phone: _____ (Important contact information)

Seller

Owner of record: _____
Address: _____
Phone number: _____

Internal inspections are required to access the water heater. How we are to enter the property?

Lockbox: _____ Contact seller: _____ Contact agent: _____

Final Resale Inspections: Process for Corrections Noted

Effective September 1, 2018

The resale inspection process provides a record of all items for which correction will be required. All items noted as corrections on the final inspection report must be completed prior to the close of escrow.

Issuance of service orders

Service orders will be entered for all items of work noted in the corrections report for which the mutual is responsible. All service orders will be dispatched either to in-house technicians or to outside vendors for processing.

Completion of work

All corrections not listed as "mutual charged" must be complete by the close of escrow.

Corrections by members

Once corrections are complete, the seller(s) must email ResalesInspections@vmsinc.org to schedule a final inspection. If corrections are found to be incomplete at the final inspection, an additional final inspection fee may be charged to the seller(s).

Inspection/Verification requirement

Once notified of completion, an inspection by the corporation's agent to confirm completion will be required for each item of work completed by the seller(s).

Resale Notification

To: VMS Inc., Agent of the Corporation

Manor address: _____ **Escrow number:** _____ **Date:** _____

An escrow has been opened that involves a proposed sale and transfer of membership in your corporation and Golden Rain Foundation of Laguna Woods as follows:

Seller's broker:		Buyer's broker:	
Agent name:		Agent name:	
Agent phone:	Email:	Agent phone:	Email:
Seller(s):			
Buyer(s) and vesting:			
			Selling price: \$
Name(s) of person(s) who will reside:			

In accordance with your instructions, the following are enclosed:

✓	#	Required documents to be submitted as a <i>complete package</i> for board approval **	Blank for Office Use
	3.	Resale Notification (prepare in triplicate), page 9	
	4.	Escrow Instructions (provided by Escrow)	
	5.	Responsibility Agreement for Nonstandard Landscape (if applicable), page 14	
	6.	Low-Flow Toilet Statement of Compliance, page 15	
	7.	Owner/Membership Application, page 18	
	8.	Third Mutual Members Who Hold More Than One Membership (if applicable), page 20	
	9.	Trust Facilities Fee, page 21	
	10.	Promissory Note, page 22 and 23	
	11.	Financial Statement and Credit Information (signed and dated), page 24	
	12.	Verifications for all income and assets listed in the Financial Statement and Credit Information form	
	13.	Assessment/Charges Guarantor Obligation Form (if applicable), page 33	
	14.	Enjoying Your Life in Third Laguna Hills Mutual, page 37	
	15.	Important Information for Third Laguna Hills Mutual, page 40	
	16.	Application for Co-occupancy Permit, page 41	
	17.	Declaration Regarding Criminal Record, page 43	
	18.	Resident ID Card(s) and Decal(s) Returned or Declaration of Loss Affidavit, page 44	

The undersigned (escrow officer) hereby attests that a request for first inspection was submitted to the Resales Inspection Department on _____. It is understood that a final inspection shall be submitted to the buyer(s) prior to the close of escrow. If the mutual waives its option to purchase and approves the proposed transferee(s) for membership, and so informs us in writing, we will then proceed with the processing of this escrow, which is scheduled to close on or about _____(date).

By: _____ For: _____
Escrow officer Escrow

For office use only:	Yes	No	
Meets mutual income requirement?	<input type="checkbox"/>	<input type="checkbox"/>	Verified by: _____
Meets mutual asset requirement?	<input type="checkbox"/>	<input type="checkbox"/>	
Exceeds the number of memberships allowed?	<input type="checkbox"/>	<input type="checkbox"/>	Membership Counselor, Community Service Department

Action by mutual board of directors: By approving this application for membership, said corporation waives the option to purchase the membership, subject to the conditions that both transferor(s) and transferee(s) comply with the requirements of the mutual prior to the close of escrow, and that neither the mutual nor the Golden Rain Foundation shall incur any expenses in this transaction. The approval and waiver shall be effective as of the close of escrow.

Application denied	Application approved
The board of directors of this mutual corporation has reviewed this application. Based on the information provided, the application is denied .	The board of directors of this mutual corporation has reviewed this application. Based on the information provided, the application is approved .
Signature	Signature
Signature	Signature
Signature	Signature

Notice of Escrow Closing

Date:

Laguna Woods Village
Resident Services
P.O. Box 2220
Laguna Hills, CA 92654

Email: EscrowClosings@vmsinc.org
Phone: 949-597-4600

Escrow number:

Manor number:

Closed date:

Please issue new resident passes as follows:

Resident members

Nonresident members

Nonmember residents

Your assistance is appreciated.

Sincerely,

Escrow officer name and company:

Escrow officer phone number:

Escrow officer email:

Escrow Closing Notification and Transmittal Report

Escrow number:		
Escrow company:		Manor number:
Escrow officer:		Date:
Escrow phone number:	Email:	Closing date:
Please be advised escrow has closed. Attached are payments, charges and/or fees due per your demand.		
1.	Depository account: Separate check, made payable to Laguna Woods Village , representing the following:	
	a. Monthly assessment due for the period (date):	\$
	b. Late charges	\$
	c. Other	\$
	Total	\$
2.	Agency account: Separate check, made payable to Golden Rain Foundation , representing the following:	
	a. Administration fee (Third \$400)	\$
	b. Final inspection fee (Third \$55)	\$
	c. Chargeable services (includes first inspection fee and other costs)	\$
	d. Cable TV (broadband services)	\$
	e. Lost/missing ID card(s) \$25 each	\$
	f. Physical properties corrections or repairs	\$
	g. Nonstandard landscape restoration charges	\$
	h. Contingency for inspection corrections and landscaping estimates: Funds paid by seller	\$
	Funds paid by buyer	\$
	i. Trust facilities fee (\$5,000)	\$
	j. Other:	\$
	Total	\$
3.	In addition, we enclosed the following: <input type="checkbox"/> Gate entry passes, ID cards and vehicle decals <input type="checkbox"/> Declaration of Loss affidavit for gate entry passes, ID cards and vehicle decals <input type="checkbox"/> Other	
4.	Date final inspection was completed by Resale Inspections Dept.	Date:
5.	Seller forwarding address Name(s): Street: City, State Zip: Phone number:	
6.	Lender information Company Name: Street: City, State Zip: Phone number:	Date: Loan number:

SELLER NOTIFICATION FORMS

Seller's Authorization to Release of Information

Email form to: ResalesRequirements@vmsinc.org	Manor number: _____		
Manor address: _____			
<p>The undersigned, listed below as seller/member, hereby authorizes Village Management Services (VMS) Inc. managing agent to furnish information concerning the mutual and the manor located at the above address, in the City of Laguna Woods, CA 92637. Documents or information that may be released to the escrow officer include:</p>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Members' names of record and vesting Addresses and telephone numbers Social security numbers Occupants' names of record Trust and will information – Seller's estate Letters Testamentary/Small Estate Affidavit Monthly assessment and fees HOA certification </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Documents as required by Civil Code Section 4525 Assessment delinquency collection status Supplemental property tax information Board-approved special assessments Unpaid fees, charges and fines Copies of board minutes as required Other </td> </tr> </table>		<ul style="list-style-type: none"> Members' names of record and vesting Addresses and telephone numbers Social security numbers Occupants' names of record Trust and will information – Seller's estate Letters Testamentary/Small Estate Affidavit Monthly assessment and fees HOA certification 	<ul style="list-style-type: none"> Documents as required by Civil Code Section 4525 Assessment delinquency collection status Supplemental property tax information Board-approved special assessments Unpaid fees, charges and fines Copies of board minutes as required Other
<ul style="list-style-type: none"> Members' names of record and vesting Addresses and telephone numbers Social security numbers Occupants' names of record Trust and will information – Seller's estate Letters Testamentary/Small Estate Affidavit Monthly assessment and fees HOA certification 	<ul style="list-style-type: none"> Documents as required by Civil Code Section 4525 Assessment delinquency collection status Supplemental property tax information Board-approved special assessments Unpaid fees, charges and fines Copies of board minutes as required Other 		
<p>It is the seller's responsibility to turn over copies of mutual's governing documents to the new buyer. If the seller is unable to do so, those documents, plus any additional documents, will be provided by VMS Inc., upon seller's approval of this release, and the charges billed to the seller in accordance with Civil Code Section 4525.</p> <p>In addition, if the buyer's lender requests information of pending litigation involving the mutual or Golden Rain Foundation, the undersigned authorizes release of such litigation information, if any, to the buyer's lender:</p> <p style="margin-left: 40px;">Name of lender _____</p> <p style="margin-left: 40px;">Lender address _____</p> <p style="margin-left: 40px;">Lender telephone number _____</p>			
<p>This authorization may be used only for the purpose of providing information to a prospective member or the agent and/or the escrow officer. This authorization represents the express written approval of the undersigned, and the undersigned releases the mutual, the Golden Rain Foundation and their VMS Staff from all liability for disclosing such information. I understand that I have the right to receive a copy of this information.</p> <p><input type="checkbox"/> This authorization is effective as of the date hereof, and will remain in effect until _____ (date).</p> <p><input type="checkbox"/> This authorization shall remain in effect until cancelled in writing by the owner/member.</p>			
Date	Seller name (Print)	Seller signature	

If this release is executed by someone other than seller/member, please indicate relationship and provide supporting documents showing appointment to act.

<input type="checkbox"/> Successor trustee	<input type="checkbox"/> Court-appointed executor or administrator	<input type="checkbox"/> Attorney-in-fact for member
<input type="checkbox"/> Court-appointed guardian or conservator of member		<input type="checkbox"/> Other

Responsibility Agreement for Nonstandard Landscape

Manor address

This form is to be completed by the escrow office and must be received *before* the issuance of a Final Inspection.

1. **Email** completed form to ResalesInspections@vmsinc.org as soon as possible in order for a work order to be established.
2. **Include** this document with the membership application package.

This office has been notified that the manor noted above has nonstandard landscape, and both the prospective member and seller have been informed accordingly. If the prospective member declines to accept the nonstandard landscape, the landscape division will perform the work as a chargeable service, and seller is responsible for all costs.

In accordance with the governing rules of Third Laguna Hills Mutual, the prospective member understands that he/she may accept or refuse to accept the nonstandard landscaping. Further, the prospective member understands that if he/she accepts it, he/she also accepts all future responsibility for its care and maintenance, and all associated costs thereof.

Both prospective member and seller understand that if the prospective member refuses to accept such responsibility, the seller is required to pay the costs of all work required to restore the landscaping to the community standard, including the removal of nonstandard plants and hardscape, and the planting of standard plants.

Acknowledgement by prospective owner

- [] Prospective owner accepts the nonstandard landscaping and agrees to be responsible for any and all costs related to its future maintenance.
- [] Prospective owner declines to accept the nonstandard landscaping and directs the escrow officer to so inform the management agent. Restoration costs are to be withheld from the proceeds of resale transfer of membership.

Signature	Print name	Date
Signature	Print name	Date

Acknowledgement by seller

Seller has been informed that the unit has nonstandard landscaping. Seller will be charged the amount shown on the inspection report to restore the property to community standard landscaping if the prospective owner refuses to accept the nonstandard landscaping.

Signature	Print name	Date
Signature	Print name	Date

Escrow officer signature:	Escrow No.:	Date:
---------------------------	-------------	-------

Low-Flow Toilet Statement of Compliance

With resolution 03-16-07
Required upon manor transfer
-Include this form with Resale package-

Manor number: _____ Print member name: _____

Low-flow toilets installed prior to January 1, 2012:

- ☐ Low-flow toilet(s) were installed in all bathrooms of subject manor prior to January 1, 2012. Each toilet does not exceed 1.6 gallons per flush.

Low-flow toilets installed after January 1, 2012, and before May 19, 2015:

- ☐ Low-flow toilet(s) have been installed in all bathrooms of subject manor. Each toilet does not exceed 1.6 gallons per flush, is able to flush 600 grams of solid waste as outlined in the MaP Standards, and has at least a 3-inch tank outlet. For more information on MaP standards, see <http://www.map-testing.com>. Please see the bottom of page for an illustration of a tank outlet.

Low-flow toilets Installed on or after May 19, 2015:

- ☐ Low-flow toilet(s) have been installed in all bathrooms of subject manor. Each toilet does not exceed 1.28 gallons per flush, is able to flush 600 grams of solid waste as outlined in the MaP Standards, and has at least a 3-inch tank outlet. For more information on MaP standards see <https://www.map-testing.com>. Please see the bottom of page for an illustration of a tank outlet.

Contractor signature

Date

Print name and license number

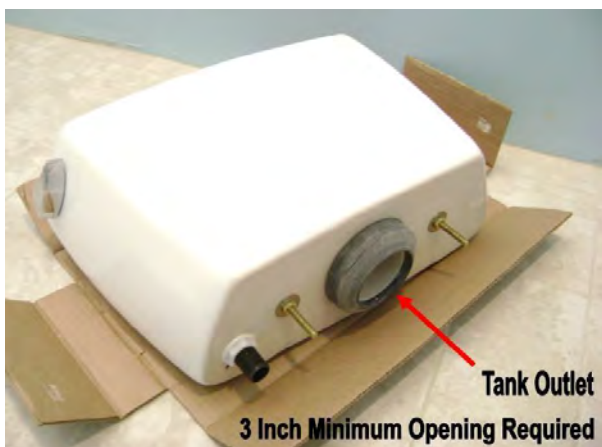
- or -

Member signature

Date

Print name and Laguna Woods Village ID Number

Note: An invoice/receipt showing the toilet make and model and/or toilet specification sheet(s) must be attached; this statement will be accepted only upon receipt of these document(s).



Toilet Bowl



Resolution 03-16-07

Replacement Toilet at Manor Transfer

Whereas, recent changes to the California Civil Code and the Uniform Plumbing Code have mandated that all high-water usage toilets in commercial property as well as single and multi-family residential properties be replaced with water-conserving plumbing fixtures; and

Whereas, California Civil Code 1101.4 requires that on or before **January 1, 2017**, noncompliant plumbing fixtures in any single-family residential real property shall be replaced with water-conserving plumbing fixtures; and

Whereas, California Civil Code 1101.5 requires that on or before **January 1, 2019**, all noncompliant plumbing fixtures in any multifamily residential real property shall be replaced with water-conserving plumbing fixtures; and

Whereas, California Civil Code 1101.3.1 defines water conserving toilets as any toilet manufactured to use 1.6 gallons or less of water per flush; and

Whereas, California Plumbing Code 402.2.2.1 requires that single flush toilets installed on or after July 1, 2011, shall have an effective flush volume that does not exceed 1.28 gallons (4.8 liters) when tested in accordance with ASME A112.19.2, Standard for Vitreous China; and

Now therefore be it resolved, January 19, 2016, that the Board of Directors of this Corporation hereby requires that prior to the date any record fee title to a Manor is transferred, the Manor Owner must replace all noncompliant toilets within their Manor with toilets which meet or exceed the applicable California Civil and Building Code requirements for toilets and have a 3 inch flush valve, are ADA and WaterSense qualified, and at Manors where no waste line drainage problems exist the compliant toilets may have a greater than or equal to 600 grams per flush MaP rating and at Manors where waste line drainage problems do exist the compliant toilets must have a greater than or equal to 1000 grams per flush MaP rating; and

Resolved further, that any 1.6 gallon per flush or lower toilets installed in a manor prior to May 19, 2015 are considered compliant with California Civil requirements for toilets and will not require replacement under this resolution; and

Resolved further, that Resolution 03-15-134, adopted September 15, 2015, is superseded and cancelled; and

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

BUYER APPLICATION FORMS

Owner/Membership Application
Please print using black ink or type

Manor number

List names exactly as they will appear on the Grant Deed and Occupancy Agreement.

Appl. No.	Title	Last name	First name, middle initial	For business use only
1	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs.			
2	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs.			

Appl. No.	Date of birth	Marital status		To reside immediately?*	Tax responsibility**	Age verification attached	Social security number
1		<input type="checkbox"/> Married <input type="checkbox"/> Widowed	<input type="checkbox"/> Single <input type="checkbox"/> Divorced	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	Home phone		Mobile phone		Email		
	* If No, provide outside address						
2		<input type="checkbox"/> Married <input type="checkbox"/> Widowed	<input type="checkbox"/> Single <input type="checkbox"/> Divorced	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	Home phone		Mobile phone		Email		
	* If No, provide outside address						
** Enter a checkmark for the party responsible for income tax reporting. Only one party may be responsible – this is required by federal law.							

Emergency notification		
Name	Relationship	Mobile and home phone numbers

Acknowledgements and affirmations		
I have not been convicted of a felony within the last 20 years or of a misdemeanor involving moral turpitude within the last five years; I have received copies of the Covenants, Conditions and Restrictions (CC&Rs), bylaws and rules and regulations currently in effect.		
As a buyer, I have received an inspection report prepared by the mutual for the manor which I am purchasing that identifies any alterations that have been made by previous owners; I agree that I will be responsible for the care and maintenance of any alterations made previously or that I may make in the future. As a transferee, I agree that I will be responsible for the care and maintenance of any alterations made previously, as well as any alterations that I may make in the future.		
As a member of the mutual, I agree that I will be responsible for the monthly homeowner's assessment payments, and I will comply with all the governing rules of the mutual and Golden Rain Foundation. I have received the notice informing me of the possible existence of asbestos in certain buildings.		
I swear, under penalty of perjury, that the information provided in this application is true and correct.		For Community Service use only
1. Name (print)	Signature	
2. Name (print)	Signature	

Read attached membership and occupancy requirements.

Membership and Occupancy Requirements for Condominium Ownership

All prospective resident-owners and occupants are required to meet age restrictions as defined by federal and state statutes and in accordance with the Covenants, Conditions and Restrictions (CC&R) and bylaws of the housing corporation. Please attach copies of appropriate documents which verify applicant's age; these may include a passport, a driver's license, a birth certificate or a baptismal certificate.

Member

The owner of condominium unit. When the membership is vested in a trust, the trustee is considered the member. Members can be of any age (as permitted by state statute for ownership of property) to own a condominium unit.

In order to reside, at least one of the members must be 55 years of age or older; any other members who reside must be at least 45 years of age, except a spouse, who may be any age. Adult disabled children may reside under certain conditions (Section 51.3 of the California Civil Code).

Members are entitled to vote in mutual elections if they are in good standing.

Occupants

Nonmembers who reside with the approval of the mutual housing corporation.

In order to reside, at least one occupant must be 55 years of age or older; all other persons who reside must be at least 45 years of age, unless the other occupant is:

- (1) A spouse or cohabitant; or
- (2) A primary provider of physical health care.

Note: The primary care giver is not a resident. A care provider is not issued a resident ID card and is not entitled to the use of community facilities, except as the guest of a bona fide Resident.

Nonmember occupants may reside only upon the issuance of an Application for Occupancy permit by the mutual's board of directors. The application form must be executed by all owners of record.

Occupancy limits

The maximum number of persons who may occupy a manor is equal to the number of approved bedrooms, plus one.

Manor assessments

Monthly carrying charges (assessments) provide for the occupancy of no more than two persons. An additional monthly assessment, as established by the housing corporation, is charged for each additional occupant.

Identification cards

Resident identification cards are issued to all approved residents of the community. Cards are the property of the Golden Rain Foundation (GRF) and must be returned at the termination of residency. Replacements will be issued subject to the fee established by GRF. Resident ID cards are not issued to nonresident owners.

Escrow number:

Third Mutual Members Who Hold More Than One Membership

You have applied for membership in Third Mutual, a nonprofit mutual benefit corporation that is governed by California Civil Code, corporate governing documents and operating rules.

Effective June 21, 2016, the Third Mutual Board of Directors adopted Resolution 03-16-61 limiting the number of units that a member may live in or lease or make available for lease to two units.

A member who owns memberships in excess of three, which were leased or available for lease on June 21, 2016, shall be grandfathered. However, no additional memberships can be purchased and, at such time as an excess membership is sold, that individual will be prohibited from purchasing additional memberships.

Any member who holds more than one membership in Third Mutual and wishes to apply for an additional membership is required to sign this acknowledgement form, affirming his/her compliance with Resolution 03-16-61, and submit it to Community Services along with the membership application package.

I hereby acknowledge that the manor I wish to purchase may not be eligible for occupancy under the terms of Resolution 03-16-61.

		Last name (Print)	First name (Print)	Signature
1	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs.			
2	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs.			
3	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs.			
4	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs.			
5	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs.			
6	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs.			

Attention real estate agents and escrow officers:

For verification of the number of memberships held, the applicant may email Resales at ResalesRequirements@vmsinc.org or 949-268-2011



Trust Facilities Fee

Manor number

As trustee of the Golden Rain Foundation (GRF) of Laguna Hills Trust, the GRF Board of Directors is required to preserve and protect the recreational and other amenities available to all residents of Laguna Woods Village. Effective January 1, 2019, all purchases of a separate interest in Third Laguna Hills Mutual (condo), United Laguna Woods Mutual (cooperative) and Mutual Fifty (condo) must include collection of a trust facilities fee in the amount of \$5,000 per transaction as an obligation of the purchaser.

Choose one option of payment below.

Payment
option 1:

☐

I/we agree to pay at the time of closing of escrow the trust facilities fee in the amount of \$5,000.

Payment
option 2:

☐

I/we agree to pay over a period not to exceed seven years (84 months) the trust facilities fee in the amount of \$5,000 plus additional fees that result in a total principal amount of \$5,300 plus interest at 12 percent per annum.

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

* If payment option 2 is selected, the first owner/member name must reflect the person to whom the billing statement for the trust facilities fee will be mailed.



Promissory Note

Rev 11/6/18

Principal amount: \$5,300

Manor number: _____

Principal amount w/interest: \$7,858.89

Date: _____

Recitals

For value received, the undersigned payor(s), _____, promises to pay to the order of Golden Rain Foundation of Laguna Woods, a California nonprofit mutual benefit corporation (payee), at 24351 El Toro Road, Laguna Woods, CA 92637, Attention: Accounts Receivable (or through a direct debit or similar ACH debit, if available), at the times and on the terms specified in this promissory note (note), the sum of \$5,300 (principal), together with interest thereon at the rate of 12 percent per annum (but in any event not to exceed the maximum rate permitted by law) (interest), as payment of the \$5,000 facilities fee, and one-time origination fee of \$300, plus interest, all fully amortized over the seven-year term, as further set forth below. Payor(s) acknowledges that payor(s) has been given the opportunity to pay the \$5,000 facilities fee all at once at the time of transfer, and so to avoid paying the interest and the nonrefundable origination fee, but that payor(s) has instead elected to enter into the seven-year payment plan, as authorized by California law, and to pay in accordance with all terms and conditions in this note.

1. **Promise to pay.** The principal and interest shall be amortized over a period of seven years, and all due and payable in seven years, with 84 consecutive monthly payments of \$93.56 each. The first monthly payment shall be made on _____, 20____, and subsequent monthly payments shall be paid on or before the first day of each succeeding calendar month.
2. **Late charge.** Payor(s) agrees that in the event that any payment due hereunder is in default for more than 10 days, it would be extremely difficult to fix the actual damages resulting to payee. Therefore, payor(s) agrees to pay to payee the sum of \$10 upon each such default, as liquidated damages and not as a penalty, to compensate the payee for the expenses of administering the default.
3. **Prepayment.** The payor(s) of this note may, at their option, repay the amount due in whole prior to maturity date without penalty. Repayment of principal in its entirety prior to maturity date shall eliminate future interest and will fulfill the debt obligation. Payments received in excess of monthly note installment shall be applied to future note installments and not an accelerated reduction of principal.
4. **Acceleration.** The holder of this note may, at its option, accelerate the maturity of all payments to become due hereunder upon the occurrence of any of the following events, in which event the unpaid balance of this note shall become immediately due and payable without demand, presentment or notice, all of which are hereby expressly waived, and the holder may pursue collection through small claims court or initiate any other appropriate legal proceeding to collect the outstanding amount owed under this note:

(a) Failure to make any two consecutive payments when due, (b) insolvency of payor(s), or filing by or against payor(s) of a petition of bankruptcy, either voluntary or involuntary, (c) if payor(s) sells his or her unit, or if payor(s) dies, then the remaining outstanding balance of principal hereunder at that time shall be due and payable in one lump sum and upon such payment, this note shall be deemed paid in full.

Promissory Note continued on next page

Promissory Note Continued

5. **Release.** In consideration of full payment by the payor(s), as set out in the terms of the promissory note hereof, the holder of this note will furnish the payor(s), at the request of the payor(s), a written release of Promissory Note acknowledging the fulfillment of their debt obligation.
6. **Attorney's fees, governing law.** In the event of any controversy or dispute arising from nonpayment of this note, the prevailing party shall be entitled to recover from the nonprevailing party or parties reasonable expenses including, without limitation, attorneys' fees and costs actually incurred. This note shall be governed by and construed in accordance with, and all disputes hereunder shall be governed by, the internal laws of the State of California. This note shall be binding on the payor(s) successors and assigns.

In witness whereof, payor(s) has executed this note as of the date first written above.

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

Financial Statement and Credit Information

Please type or print using black ink

Manor number: _____

The corporation may elect to obtain applicant's credit history from a national credit reporting bureau. In accordance with the bylaws, and Occupancy Agreement, as applicable to cooperative membership, I/We provide the following information:						
Applicant name 1.	Age	Social security number	Marital status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			
2.			Marital status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			
Present address, city 1.	State	Zip	<input type="checkbox"/> Own <input type="checkbox"/> Rent	Years	Monthly payment	
2.			<input type="checkbox"/> Own <input type="checkbox"/> Rent			
Purchase information						
1. Purchase	\$	6. Financing? <input type="checkbox"/> Yes <input type="checkbox"/> No 6a. Lender's name 6b. Monthly loan payment				
2. Down payment	--					
3. Loan amount	--					
4. Balance due at close of escrow	\$	7. Minimum monthly assessment				
5. Balance to be paid from: <input type="checkbox"/> Sale of home <input type="checkbox"/> Assets <input type="checkbox"/> Other		8. Total monthly payment				
Annual income after purchase of stock certificate for unit – attach verifications						
	Applicant 1	Applicant 2	Total			
A. Salary and wages	\$	\$	\$			
B. Social security/SSI						
C. Pension 1						
D. Pension 2						
E. Rental income (net)						
F. Annuities/IRAs						
G. Dividends and interest						
H. Trust deeds – interest earned						
I. Private business **						
J. Trust income						
K. Disability compensation						
L. Other						
Totals	\$	\$	\$			
** Note: An applicant who derives principal income from a personal business must attach a current balance sheet and operating statement.						

Financial Assets

Please provide verification of annual income and assets with this form. You must submit copies of a current, signed federal income tax return; and copies of recent bank statements, investment statements, paycheck stubs or any other documentation which will verify the information you have provided in this financial statement.

Life insurance	Premiums/Year	Total in force	Policy loans		Net cash value
			\$		\$
Bank accounts	Bank name	Address/Branch	Account number	Account type	Account balance
	a.				\$
	b.				\$
	c.				\$
Residential property	Address	City, State	Annual payments	Balance owing	Estimated equity
	a.		\$	\$	\$
	b.		\$	\$	\$
Income property	Address	City, State	Net income/Year	Balance owing	Estimated equity
	a.		\$	\$	\$
	b.		\$	\$	\$
Stocks, bonds	Companies, shares, (attach schedule if necessary)				Market value
					\$
Certificates of deposit	Institutions (attach schedule if necessary)				Market value
					\$
Government bonds	Issuing agency (attach schedule if needed)				Maturity value
					\$
Other assets	Attach schedule				Market value
					\$
Total asset value					\$
Less: Purchase price					\$
Net asset value after purchase					\$

I (we) swear, under penalty of perjury, that the information provided in this financial statement and the supporting documents are true.

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

RESOLUTION 03-18-131
Guidelines For Financial Qualifications

WHEREAS, Third Laguna Hills Mutual (“Mutual”), acting through its Board of Directors (“Board”), previously adopted operating rules concerning financial qualifications pursuant to the following Board resolutions:

1. Administrative Guidelines for Financial Qualification (Res. No. 03-05-17);
2. Financial Guarantor (Res. No. M3-91-38); and
3. Financial Qualifications Policy (Res. No. 03-16-95).

WHEREAS, the forgoing operating rules are collectively referred to herein as the “Financial Resolutions”.

WHEREAS, it is in the Mutual’s best interests to protect and preserve its financial integrity, ensure consistency among the provisions of its governing documents (including without limitation, the Financial Resolutions), and promote the uniform application of the provisions of said governing documents.

NOW, THEREFORE BE IT RESOLVED, on August 21, 2018, that the Board hereby adopts, and the Financial Resolutions are hereby superseded by, the Guidelines for Financial Qualifications set forth below.

GUIDELINES FOR FINANCIAL QUALIFICATIONS

The governing documents of Third Laguna Hills Mutual (“Mutual”) require each person seeking to acquire an ownership interest in a unit (“Applicant”) to obtain the prior written approval of the Mutual’s Board of Directors (“Board”) before doing so. As a condition to obtaining such approval, each Applicant must provide to the Board documentation that conclusively establishes that Applicant satisfies certain financial requirements as set forth in the Mutual’s governing documents (“Application”). For the purposes of determining whether an Application will be approved or denied, the Board has adopted these Guidelines for Financial Qualifications (“Guidelines”), which shall remain in effect until such time as these Guidelines may be changed, modified, or amended by a duly adopted Board resolution.

I. General Application Requirements.

- a. As a condition of approval, each Applicant must submit to the Mutual an Application with **all** of the following documentation provided in a form satisfactory to the Board:
 1. A federal income tax return for the most recent year that is signed, dated, and includes Schedules A, B and E, as applicable, as well as any other financial verification documents requested by the Board. By way of example, but without limitation, other verification documents may be required if any Applicant derives income from a business owned by the Applicant (personally or through a legal entity), in which case the applicable business tax schedule and profit and loss statement may also be required.

2. Net worth verification pursuant to Section II of these Guidelines.
 3. Income verification pursuant to Section III of these Guidelines.
 4. A completed Financial Statement and Credit Information form.
 5. Verification of the Applicant's identity, which must be a natural person, or a designated individual acting on behalf of a corporation, LLC or Trust.
 6. If the Applicant desires to have a Guarantor to enable the Applicant to Qualify to purchase a unit (as defined below), all documents required pursuant to Section IV of these Guidelines shall also apply to the Guarantor.
 7. If the Applicant desires to purchase more than one (1) unit or already owns at least one (1) unit at the Mutual, all documents required pursuant to Section IV of these Guidelines shall be required for each unit application.
- b. The Board may deny any Application that does not include **all** of the documentation required herein, in a form consistent with these Guidelines and satisfactory to the Board, except as otherwise required by law.
 - c. Any Application (including, without limitation, any document submitted in connection with said Application) that contains false or misleading information will be denied. If an Application was approved and it is later determined that such Application contained false or misleading information and if escrow had not closed by the time such discovery was made the Board may immediately withdraw its approval without the Mutual suffering any liability whatsoever. If escrow, as referenced immediately above, has already closed when the discovery of the false and misleading documentation is discovered, the Applicant will be deemed an owner, not in good standing and will, after a noticed hearing before the Board, be denied the owner's amenity rights, held by an owner in the Mutual, unless such rights are suspended by the Board of Directors.
 - d. Notwithstanding anything to the contrary contained herein, if more than one (1) Applicant will acquire an ownership interest or reside in any single unit, such Applicants' income and net worth may, in the Board's sole reasonable discretion, be calculated collectively.

II. Net Worth Requirements.

- e. As a condition of approval, each Applicant shall submit satisfactory verification of net worth that is greater than or equal to the *sum* of the purchase price of the unit *plus* one hundred twenty-five thousand dollars (\$125,000) in acceptable assets. NOTE: Applicants owning other properties having mortgage obligations shall provide satisfactory evidence of additional assets sufficient to offset the total mortgage balance(s).
- f. When computing net worth for the purposes of this Section, acceptable assets shall be limited to those assets that are considered, in the Board's sole discretion, to be liquid,

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marketable or income producing. Examples of acceptable assets include, without limitation, the following:

1. Equity in residential and income real estate.
2. Savings accounts in banks and credit unions.
3. Cash value life insurance.
4. Certificates of deposit and money market accounts.
5. IRA, SEP, 401(k), Profit Sharing and Keogh accounts.
6. Federal, state, or municipal government bonds.
7. U.S. traded investments (e.g., NYSE, Amex, OTC, Nasdaq, etc.) valued at current market prices.
8. Mortgages and promissory notes; provided that the interest in such mortgages or promissory notes is reported on the Applicant's tax return.

g. When computing net worth for the purposes of this Section, acceptable assets will **not** include, without limitation, the following:

1. Equity in mobile homes, recreational vehicles, boats, trailers, airplanes, automobiles, or other vehicles of any kind.
2. Vacant or undeveloped real estate.
3. Artwork, jewelry, or other collectibles (e.g., coins, dolls, stamps, etc.).
4. Term life insurance.
5. Annuity funds that cannot be withdrawn in lump sum.
6. Anticipated bequests, devises or inheritances.
7. Mortgages and promissory notes where the interest in such mortgages or promissory notes is **not** reported on the Applicant's tax return.

III. Income Requirements.

- h.** As a condition of approval, each Applicant shall submit satisfactory verification of annual income that is greater than or equal to the *sum* of the total of the unit's annual mortgage payment *plus* forty-five thousand dollars (\$45,000) per year.

- i. Traditional retirement account assets (e.g., 401K, ERISA, IRA, Profit Sharing, etc.) will be considered as a source of annual income in accordance with this subsection. For the purposes of the income verification requirement pursuant to subsection (a) above, the portion of an Applicant's traditional retirement account assets attributable to said Applicant's annual income shall be deemed to be the greater of the following:
 - 1. The mandatory annual distributions for the Applicant's retirement accounts; or
 - 2. The total amount of the Applicant's retirement accounts *multiplied* by eighty percent (80%), and then *dividing* this product by twenty-five (25) years, as follows:
$$\text{Attributable Income} = (\text{Total Retirement Account Assets} \times 80\%) \div 25$$
- j. Examples of acceptable income verifications include, without limitation, the following:
 - 1. Federal tax returns from the most recent year.
 - 2. W-2 forms or paycheck stubs.
 - 3. Bank, credit union, or investment account statements.
 - 4. Letters from bankers with verifiable first-hand knowledge of the Applicant's finances.
 - 5. Notices of annuities and social security payments.
 - 6. Credit reports.
- d. Examples of **unacceptable** income verifications include, without limitation, the following:
 - 1. Letters from employers, accountants, enrolled agents, investment counselors, or attorneys.
 - 2. Any income not reported on federal income tax returns.

IV. Guarantors.

- k. In the event any Applicant is unable to satisfy the financial requirements set forth in the Mutual's governing documents (including, without limitation, these Guidelines), the Board may permit said Applicant to have a financial guarantor in accordance with this Section IV ("Guarantor").
- l. Each Applicant supported by a Guarantor shall submit proof that their primary residence is located in California, USA and satisfactory verification of a net worth of at least one hundred twenty-five thousand dollars (\$125,000) in acceptable assets, notwithstanding

the requirements of Section II and Section III of these Guidelines.

- m. Each Guarantor shall enter into an agreement with the Mutual to become financially responsible, jointly and severally, for all expenses associated with the Applicant's ownership, residency and/or membership at the Mutual ("Assessment/Charges Guarantor Obligation Form"). A Assessment/Charges Guarantor Obligation Form is attached hereto as Exhibit "A" and incorporated in its entirety herein by this reference as if fully set forth in these Guidelines.
- n. Each Guarantor shall submit **all** of the following documentation in a form satisfactory to the Board:
 - 1. A fully executed and completed Assessment/Charges Guarantor Obligation Form.
 - 2. Proof that the Guarantor's primary residence is located in California, USA.
 - 3. Verification of net worth equal to the *sum* of the purchase price of the unit *plus* two hundred thousand dollars (\$200,000) in acceptable assets.
 - 4. Verification that the Guarantor's annual income is greater than or equal to the *sum* of the total of the unit's annual mortgage payment *plus* \$150,000 per year.
 - 5. A credit report.
- o. The Board may withhold its approval of any Guarantor for, without limitation, any the following reasons:
 - 1. A Guarantor or Applicant fails to provide **all** of the documentation as required by subsection (d), above, in a form consistent with these Guidelines and satisfactory to the Board.
 - 2. A Guarantor is subject to a bankruptcy proceeding that is pending or has not been discharged.
 - 3. Any foreclosure or short sale of any property owned by the Guarantor.
 - 4. Any outstanding balances, collection accounts, or judgments owed by the Guarantor.
 - 5. A Guarantor's credit score is lower than 680.
 - 6. A Guarantor resides in a primary residence outside of the State of California.
 - 7. A Guarantor's bank is located outside of the State of California.

8. A Guarantor already guarantees (1) one or more units within Laguna Woods Village.
 9. A Guarantor provides any false or misleading information to the Board.
 10. Any other reasonable grounds that call into question a Guarantor's financial ability or fitness to serve in this capacity on an Applicant's behalf.
- p. Each Guarantor's assurances shall only apply to the Applicant(s) and unit expressly identified on the Assessment/Charges Guarantor Obligation Form. No Guarantor's assurances may be transferred to any other Applicant or unit.

II. **Multiple Units.** As a condition of approval, any Applicant who desires to purchase more than one (1) unit or already owns at least one (1) unit at Third Laguna Hills Mutual, Laguna Woods Mutual No. Fifty or United Laguna Woods Mutual shall submit satisfactory verification of annual income and net worth requirements pursuant to this Section V.

- a. **Net Worth Requirements.** The Applicant shall submit satisfactory verification of net worth that is greater than or equal to the *sum* of the purchase price for each unit *plus* one hundred twenty-five thousand dollars (\$125,000) in acceptable assets per unit, as follows:

Unit 1: purchase price for Unit 1 + \$125,000

Unit 2: purchase price for Unit 1 + \$125,000 +
purchase price for Unit 2 + \$125,000

Unit 3: purchase price for Unit 1 + \$125,000 +
purchase price for Unit 2 + \$125,000 +
purchase price for Unit 3 + \$125,000

- b. **Income Requirements.** The Applicant shall submit satisfactory verification of annual income as follows:

1. Annual Income that is greater than or equal to the *sum* of the following: the total of the first unit's annual mortgage payment *plus* forty-five thousand dollars (\$45,000) per year *plus* the total of the second unit's annual mortgage payment *plus* forty-five thousand dollars (\$45,000) per year *plus* an additional twenty-two thousand five hundred dollars (\$22,500).
2. For each additional unit, the annual income requirement shall be calculated consistent with subsection (b)(1), above – that is, the additional unit's annual mortgage payment *plus* an additional twenty-two thousand five hundred dollars (\$22,500) over the previous annual income requirement, as follows:

Unit 1: annual mortgage payment + \$45,000

Unit 2: annual mortgage payment on Unit 1 + \$45,000 +
annual mortgage payment on Unit 2 + \$45,000 + \$22,500

Unit 3: annual mortgage payment on Unit 1 + \$45,000 +
annual mortgage payment on Unit 2 + \$45,000 + \$22,500 +
annual mortgage payment on Unit 2 + \$45,000 + \$22,500 + \$22,500

July Initial Notification

30-Day notification to comply with Civil Code §4360 has been satisfied.

Third Laguna Hills Mutual
Guidelines For Financial Qualifications (Adopted
August 21, 2018) & Guarantor Res 03-20-71
dated September 15, 2020 Page 7 of 10

EXHIBIT "A"

THIRD LAGUNA HILLS MUTUAL A California Non-Profit Mutual Benefit Corporation (the "Mutual")

ASSESSMENT/CHARGES GUARANTOR OBLIGATION FORM

A. The Parties

Owner(s): _____ (collectively, the "Owner")

Property Address: _____ (the "Property")

Guarantor: _____ ("Guarantor")

B. Guarantee Payment. Guarantor hereby guarantees unconditionally to the Mutual and the Mutual's agents as follows:

- a. Guarantor guarantees unconditionally to be jointly and severally responsible for/liable for all Charges related and charged to the Owner's assessment account.
- b. Guarantor guarantees unconditionally to promptly pay for all HOA assessments, regular or special, compliance assessments, reimbursable assessments, chargeable services etc., late charges, interest, costs, trustee fees, attorney fees, or any other amount charged by the Mutual to the HOA assessment account for the Property, including fines, after a noticed hearing before the Board, reimbursement assessments, special assessments, chargeable services etc. (collectively, the "Charges".)

C. Waiver of Right to Demand Enforcement. Because the Guarantor is jointly and severally liable for the Charges, Guarantor guarantees unconditionally to waive any right to require the Mutual or the Mutual's agents to proceed against the Owner for any default occurring under the Governing Documents before seeking to enforce this Assessment/Charges Guarantor Obligation Form.

D. Broad Interpretation. This Assessment/Charges Guarantor Obligation Form shall be construed as a general, absolute, and unconditional Guaranty of payment and shall continue in perpetuity and said guarantees shall apply to all amounts charged by the Mutual to the Owner's account during the time which the Owner is a title/record owner of the Property. If any of the provisions of this Assessment/Charges Guarantor Obligation Form shall be determined to be invalid or unenforceable under applicable law, such provision shall, insofar as possible, be construed or applied in such manner as will permit enforcement.

E. Enforcement.

- a. The Mutual may enforce this Assessment/Charges Guarantor Obligation Form without being obligated to resort first to any security or any other remedy against the Owner, and

Guarantor hereby waives any notice of default and/or any right to cure same and there shall be no presentment or dishonor hereunder.

- b. This Assessment/Charges Guarantor Obligation Form is general and shall inure to, and may be relied upon and enforced by, any successor or assign of the Mutual.
 - c. This Assessment/Charges Guarantor Obligation Form shall be governed by the laws of the State of California and the parties specifically agree that any legal action brought under this Assessment/Charges Guarantor Obligation Form or any underlying lease shall be brought only in Orange County, California, which Court is agreed to have jurisdiction over the parties.
 - d. The Parties waive the right to a jury trial in any such legal action.
 - e. If the Guarantor breaches this Assessment/Charges Guarantor Obligation Form, the Mutual shall be entitled to a full award of attorney fees, costs and expenses relative to any enforcement efforts taken, including any litigation pursued to enforce this Assessment/Charges Guarantor Obligation Form. Guarantor agrees to pay the Mutual's actual attorney fees, costs, and expenses in the enforcement of the Governing Documents and this Assessment/Charges Guarantor Obligation Form, whether before the lawsuit/proceeding is filed, after the lawsuit/proceeding is filed, or in any and all trial and appellate tribunals, whether suit be brought or not, if, after default, counsel shall be employed by the Mutual.
 - f. All amounts due to the Mutual hereunder shall bear interest at the highest rate allowed by law from the date of default.
- F. Modification.** Alteration, Modification or Revocation of this Assessment/Charges Guarantor Obligation Form is not permitted unless otherwise agreed to and signed by the Parties in writing.
- G. No Strict Performance Required.** Failure of the Mutual to insist upon strict performance or observance of any of the terms of the Governing Documents or to exercise any right held by the Mutual will not diminish the enforceability of this Assessment/Charges Guarantor Obligation Form. Guarantor agrees that the foregoing obligations shall in no way be terminated, affected, or impaired by reason of any action which the Mutual may take, or fail to take against the Owner, or by reason of any waiver of, or failure to enforce, any of the rights or remedies to the Mutual in the Governing Documents and all amendments thereto.
- H. Binding on Successors.** The obligations of Guarantor shall be binding upon Guarantor and his/her/their successors and assigns.
- I. Effective Immediately Upon Signature.** Guarantor fully understands this Assessment/Charges Guarantor Obligation Form is neither a reference, credit check, nor application, that the Mutual has relied on Guarantor's representations and warranties contained herein and it is fully effective upon Guarantor's signature.

IN WITNESS WHEREOF, this Assessment/Charges Guarantor Obligation Form is executed this ____ day of _____, 20____.

By: _____

Dated: _____

Print Name: _____

Address: _____

Phone Number: _____

E-Mail: _____

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
) ss.
COUNTY OF)

On _____, before me, _____, a Notary Public in and for the State of California, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the forgoing paragraph is true and correct.

WITNESS my hand and official seal.

Realtor Information for Prospective Purchases in Third Laguna Hills Mutual

- Third Laguna Hills Mutual in Laguna Woods Village is a condominium, a type of common interest development in which the land and the amenities are owned in common with other owners/members. While providing a tremendous range of activities, there are requirements regarding residency and the opportunity to make alterations and/or additions to one's home.
- Laguna Woods Village is an age-restricted, active, independent lifestyle community with more than 200 clubs, 36 holes of golf, an equestrian center and countless additional recreational activities to enjoy. However, we do not provide assisted living. Residents who need assistance with daily living needs to hire their own caregivers.
- Every person who wishes to reside in your home, including caregivers, must have advance approval of Third Mutual prior to moving in. Guests are limited to no more than 60 days in any 12-month period and do not have to be approved. Guest stays of more than 60 days require board approval.
- The maximum number of occupants allowed to live in a unit is equal to the number of bedrooms plus one.
- You can explore all the floor plans, governing documents and descriptions of the activities and clubs available to all residents at www.lagunawoodsvillage.com.
- Alterations you plan to make to your home, or those made by a previous owner, are your financial responsibility even when the mutual performs maintenance work. An example would be reroofing on a patio cover which is a previously permitted alteration.
- New alterations may require both city and mutual permits, so before you make any decision on modifications to your unit, call the Manor Alterations Department at 949-597-4616 (in the Community Center).
- The mutual carries insurance only on the exterior of each manor, therefore you are responsible for the complete interior including cabinetry, fixtures and appliances. Consult your insurance advisor.
- Property tax bills for your condominium will come directly to your from the Orange County Tax Assessor.
- Community budgets are developed annually and, due to rising costs, can be expected to increase to some degree, affecting your monthly assessments. A history of assessments can be provided.

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

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

- _____ I understand this is a common interest development with rules and regulations regarding residency and alterations to my unit.
- _____ I am aware that assisted living is not provided and should I require help, I will need to hire my own caregiver and register that person with the mutual.
- _____ I am aware of the rules regarding maximum number of occupants, that guests may stay for no more than 60 days in any 12-month period and that guests may not stay in a resident's home if the resident is absent.
- _____ I am aware I may need to obtain city and community permits before starting any alterations to my unit, and I will be financially responsible for the maintenance of any alterations to my manor, even when the mutual performs the work.
- _____ I am aware the mutual insures only the exterior walls of my unit, and I am aware I will need to seek advice from my own insurance agent regarding condominium insurance for my personal possessions, all things inside the manor and any exterior upgrades or alterations that exist in my home.
- _____ I am aware that I will be billed for my real estate taxes from the Orange County Tax Assessor and that my monthly assessments may increase annually.
- _____ I understand that the mutual endeavors to maintain affordability, but the cost of living in Southern California is continually changing. These costs are reviewed each year and monthly assessments are adjusted accordingly to maintain and enhance the community.
- _____ I have read and I understand the Last-Minute Reminders on the following page.

Print name of buyer

Print name of buyer

Signature of buyer

Date

Signature of buyer

Date

Last-Minute Reminders

1. Have your manor thoroughly inspected (including exterior and interior alterations) by an independent, third-party home inspector before you close escrow.
2. Your lender or their attorneys may request a letter regarding any pending litigation involving the mutual. Information is available on the Community website www.lagunawoodsvillage.com.
3. You are purchasing a condominium which is governed by Third Laguna Hills Mutual. Their monthly board and any special meetings are televised on the Village Media Communications Broadband Services channels 6, 406, 6.1 or 43.3. You are encouraged to attend in person where you may speak on any issue of personal concern during member comments.
4. If you plan to rent your unit, your tenant will need renter's insurance to be fully protected.
5. You and/or your tenant are encouraged to attend a new resident's orientation meeting.
6. All cars, trucks, RVs, golf cars, golf carts and electric personal assistive mobility devices must be registered and any fees paid for the required community permits.
7. Gate Ambassadors control entry to the community. For guests, vendors and private contractors, you are required to call the gate entry system, providing your name, ID and the name of the person who will be coming to your manor. For family or friends who will be visiting repeatedly, free annual guest passes are available at the Community Center Service Desk.
8. Traffic rules are enforced by our Security Division, which also responds to calls for assistance. For fire, police and all health emergencies call 911.
9. Balconies, patios, walkways and carports must be kept free of clutter, both for appearance and safety. A city fire safety ordinance requires a specific amount of cleared space in common areas and smoke detectors in all bedrooms. Fire codes are being updated and there may be future requirements.
10. When moving into a three-story building please contact Security a week before your move in date to arrange for protective elevator pads. Large cartons and boxes should be broken down and stacked next to trash dumpsters in your building, cul-de-sac trash area or at curbside for pickup if that kind of service is available to you.
11. Dogs must be on a leash when being walked in the Community. Coyotes are seen from time to time and small pets should be kept inside for their protection.
12. Parking in Laguna Woods Village is limited. Carports and garages should be used for cars, not storage.
13. Our goals are to have a green community. We ask that you join our recycling efforts.

**The Third Mutual Board of Directors would like to welcome you to
Laguna Woods Village—an extraordinary place in which to live and enjoy!**

Key File Program

Resident Services maintains keys to units within the Community for the convenience of Laguna Woods Village Residents. Participation in the key file program is completely voluntary and is not a requirement, but it is highly recommended.*Keys maintained in this program are secured. Owners/Members are encouraged to participate in this program.

The program is available:

1. Should an emergency maintenance repair be required during a Resident's absence, access can be made to the unit to effect repairs.
2. An approved Resident can obtain the key(s) to the unit to gain access when they have misplaced or otherwise cannot locate their keys.

Any emergency access keys that the seller submitted to Laguna Woods Village are returned during the resale process.

To submit keys for your unit into the key file program, please visit:

**Laguna Woods Village – Community Center
Resident Services Dept.
24351 El Toro Road
Laguna Woods, CA 92637**

*Alternatively, leave a key with a trusted neighbor and inform Village Security.

Important Information for Third Laguna Hills Mutual

Manor address

Please read carefully.

- Initial(s)
- ☐ ☐ Laguna Woods Village is an independent-lifestyle and age-restricted community (as defined by California Civil Code §51.3) that does not provide any form of healthcare or assisted living. Each resident is responsible for his/her own care and welfare.
- ☐ ☐ Appearance of the Community is important, and residents are required to keep their balconies, patios, walkways and carports free from clutter.
- ☐ ☐ When moving into the Community, residents are asked to break down and stack moving boxes next to trash dumpsters or at curbside for routine pickup. Please be advised that there are weight and volume restrictions. A call to Resident Services 949-597-4600 can arrange to have excessive moving material hauled away as a chargeable service.
- ☐ ☐ Owners are required to check with the Manor Alterations Department before making any structural or landscape alteration. Contact the Manor Alterations Department at 949-597-4616.

Please note the following residency restrictions:

- ☐ ☐ Relatives and other guests may stay overnight for a total of 60 days in any 12-month period. Relatives and guests may not stay in a resident's home during the absence of the resident.
- ☐ ☐ Board approval is required for all persons wishing to reside in the Community. Contact Community Services at 949-268-2393 before any change in residency status.
- ☐ ☐ The maximum number of persons allowed to occupy a manor is equal to the number of original construction bedrooms plus one. There is an additional monthly fee for the third occupant.
- ☐ ☐ The use of the elevator when moving into a multistory building requires the placement of elevator protection pads, which can be requested through Security Dispatch, 949-580-1400.
- ☐ ☐ Condominium owners receive property tax notices and billings directly from the OC Tax Assessor's Office 714-834-2727. Owners are responsible for paying their own taxes.

I/we, the undersigned, have read the above and agree to comply with the rules of this Community.

Signature	Date	Signature	Date
Print name		Print name	

Application for Co-occupancy Permit

Manor address

Attach verification of valid age: Driver's license / passport / birth certificate / military ID						
1.	Last name	First name	MI	Social security number	Birthdate	Office use only
	Home phone	Mobile phone		Email		
	Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed <input type="checkbox"/> Separated	<input type="checkbox"/> Single	If under 45 years of age, indicate if spouse/registered domestic partner <input type="checkbox"/>	

2.	Last name	First name	MI	Social security number	Birthdate	Office use only
	Home phone	Mobile phone		Email		
	Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed <input type="checkbox"/> Separated	<input type="checkbox"/> Single	If under 45 years of age, indicate if spouse/registered domestic partner <input type="checkbox"/>	
Applicant relationship to member		Previous address		City	State	Zip
In case of emergency, notify		Relationship to applicant	Address		Telephone number	

Member/Co-occupant acknowledgements

We hereby apply for approval for the applicant to reside in the unit identified above as a nonmember occupant and affirm that the information provided herein is accurate to the best of our knowledge. We have read the terms and conditions for such occupancy on the reverse side of this application and agree to be bound by the terms therein. We have received a copy of the notice informing us of the possible existence of asbestos in certain buildings.

We swear, under penalty of perjury, that there will not be a landlord-tenant relationship between member and occupant, and that no rents will be paid or collected during the duration of applicant's occupancy, unless a lease is executed through the Golden Rain Foundation (GRF) leasing office.

1. Co-occupant name (print)	Signature	Date	
2. Co-occupant name (print)	Signature	Date	
3. Member name (print)	Signature	Date	To reside? <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Member name (print)	Signature	Date	To reside? <input type="checkbox"/> Yes <input type="checkbox"/> No

Community Services Dept. use only

Floorplan _____ No. bedrooms _____ No. of persons residing if permit is approved _____
 ID card fees to be collected: \$ _____ ☐ Exempt (spouse/domestic partner status verified)
 If applicant is under 55 years of age, indicate if qualifying resident has been verified. ☐ Yes ☐ No
 Does the approval of this application exceed the number of persons permitted to occupy this unit? ☐ Yes ☐ No
 Verified by: _____ Occupant's phone number _____

Action by mutual board of directors

Application denied	Application approved
The board of directors of this mutual corporation has reviewed this application. Based on the information provided, the application is denied.	The board of directors of this mutual corporation has reviewed this application. Based on the information provided, the application is approved.
Signature	Signature
Signature	Signature
Signature	Signature
Date	Date

Application for Co-occupancy Permit – Page 2

Primary rules governing occupancy – Third Laguna Hills Mutual	
<p>The parties to this agreement are the mutual corporation, hereinafter referred to as “the mutual”; the member, hereinafter referred to as “member,” and whose signature appears on the reverse side of this application; and the applicant(s) for occupancy, hereinafter referred to as “co-occupant,” and whose signature appears on the reverse side of this application. In consideration of their mutual undertakings, the parties hereto agree as follows:</p>	
1.	Co-occupant shall be entitled to occupy the unit indicated on the reverse side of this application.
2.	Co-occupant and member affirm their intent that the co-occupant will reside in this unit and that occupant is 45 years of age or older, or is the spouse or registered domestic partner of the qualifying resident.
3.	Co-occupant shall be entitled to the use and enjoyment of the facilities and services provided by the Golden Rain Foundation on the same basis as members of the foundation, but will have neither ownership nor voting rights in the foundation or any mutual.
4.	Member shall be responsible for the conduct and deportment of the co-occupant.
5.	Co-occupant shall be subject to the same rules, regulations and restrictions that are applicable to the member, except with respect to payment of carrying charges. If co-occupant ever shall become the legal or equitable owner of the membership, co-occupant will apply for membership in the mutual in the form generally used by the mutual and will pay all amounts due pursuant to the CC&R's.
6.	Member and co-occupant shall be equally responsible for payment of any charges incurred by co-occupant in respect to service provided by Golden Rain Foundation or the mutual.
7.	Member agrees to pay to the mutual an additional sum each month for each occupant of the unit in excess of two, at the rate prescribed by the mutual and/or GRF.
8.	Members shall be responsible for canceling the co-occupancy status and returning co-occupant's ID card and vehicle decal when occupant ceases to reside in the unit.
9.	Any party may terminate this agreement at any time upon 30 days written notice to the other parties to this agreement.
10.	In order to induce mutual to execute this agreement, the other parties agree that they have no rights against mutual as a direct or indirect result of the execution of this agreement, and in the event that there are any expenses incurred by the mutual to enforce the terms of this agreement, or to remove or take other action, or to defend any action relative to member or co-occupant, as a direct or indirect result of this agreement, member and co-occupant agree to hold the mutual harmless from and to pay all costs or expenses incurred by mutual, including, but not limited to, attorney's fees, court costs or related expenses.
11.	Co-occupant(s) affirm that they have not been convicted of a felony within the past 20 years, nor a misdemeanor involving moral turpitude within the past five years.
12.	Guests may stay a maximum of 60 days per year, and only while the qualifying senior resident is in residence.

Notice to members and applicants	
<p>Approval of this application by the mutual, in and of itself, does not confer any right on the co-occupant other than the revocable right to occupy the unit named on the reverse of this form. As indicated, both member and mutual generally have the right to terminate occupant status at any time, without cause, provided, however, that Section 51.3 of the California Civil Code may be interpreted to inhibit this right of termination in certain circumstances.</p>	

Declaration Regarding Criminal Record

Each nonmember occupant is required to sign a separate Declaration Regarding Criminal Record.

The following representations are made pursuant to Section 2 (c) of the Covenants, Conditions and Restrictions (CC&Rs) of Third Laguna Hills Mutual.

To: Third Laguna Hills Mutual

The undersigned hereby states:

1. I have not been convicted of a felony within the last 20 years.
2. I have not been convicted of a misdemeanor involving moral turpitude within the last five years.

Executed on _____ at _____.
Date City/State

I declare under penalty of perjury that the foregoing is true and correct.

Occupant signature

Occupant name printed

Resident ID Card(s) and Decal(s) Returned or Declaration of Loss Affidavit



Manor number _____

The undersigned hereby provides this notification to the Golden Rain Foundation that the following persons are no longer authorized occupants of the manor referenced above. Authorization for occupancy is hereby revoked effective _____.

Check one		Occupant name(s)	ID number(s)
OWN (remove flag)	CO-OCC (delete record)		

- ☐ ID cards for the persons named are returned herewith (owner signature not required)
- ☐ ID cards were never issued. Verified by: _____ (owner signature not required)
- ☐ Decal not returned (subject to \$125 fee each)
- ☐ ID cards for the persons named are not returned (subject to \$25 fee each) because:
(check one)—owner signature required below.
 - ☐ The ID card was lost
 - ☐ The ID card was stolen
 - ☐ The ID card was taken by the occupant and not returned

Please note: These items can be turned into any gate, and a receipt can be issued.

The undersigned shall indemnify and hold the Golden Rain Foundation of Laguna Woods, the mutual and managing agent harmless from all claims, liability, loss, damage, attorney's fees and expenses of every kind arising out of any unauthorized use of said identification card.

Date

Owner signature

Occupant signature (optional)

Owner signature

Physical address: 24351 El Toro Road, Laguna Woods, CA 92637 • Phone: 949-268-2393

Mailing address: P.O. Box 2220, Laguna Hills, CA 92654-2220

Disclosure Notice: Asbestos-Containing Construction Materials



Laguna Woods Village®

Notice

To: Employees, contractors employed by the Laguna Woods Village associations, members and prospective purchasers of dwelling units at Laguna Woods Village, Laguna Woods

From: Village Management Services Inc.

Subject: Disclosure notice: Laguna Woods Village buildings constructed with asbestos-containing construction materials

Health & Safety Code 25915.2 and 25915.5 require the mutual to provide annual notice about the existence of asbestos-containing materials (ACM) in nonresidential public buildings in the mutual to all employees and contractors performing work within said buildings, and to all members of the mutual.

In addition, the mutual is required to disclose to new owners, within 15 days of acquiring title to a unit, the existence of asbestos-containing material in nonresidential public buildings within the mutual.

Village Management Services Inc., as employer, and as agent, for the associations that own or manage the buildings at Laguna Woods Village, Laguna Woods, for their members, hereby notifies all its employees, contractors and all mutual members and transferees, that some buildings within Laguna Woods Village have been surveyed and found to contain asbestos.

The analytical method used to determine asbestos content was polarized light microscopy/dispersion staining. Since the community has an active asbestos operations and maintenance program, testing is ongoing. Because of the high cost to conduct a complete asbestos survey and analysis of all buildings, surveys are conducted only upon repair, remodel, addition to or removal of a building or part of a building suspected to contain asbestos materials, as required by labor codes. The certificates of analysis for any testing received to date are available to employees, contractors, owners and tenants and transferees for review and photocopying from the Laguna Woods Village Human Resources/Safety Office, 24351 El Toro Road, Laguna Woods, CA., between 9 a.m. and 5 p.m., Monday through Friday.

The following buildings in Laguna Woods Village, Laguna Woods, were constructed prior to 1979 and thus *may* contain asbestos in one or more construction materials: All community facilities buildings (with the exception of Clubhouse 7, the mini-gym at Clubhouse 1, the broadband services building, the Laguna Woods Village Community Center, the vehicle maintenance building, and a portion of the warehouse—all constructed after 1979), including clubhouses and outbuildings, library, maintenance warehouse building, stables, gatehouses, garden center buildings, all detached laundry buildings and residential buildings numbers 1 through 5543 inclusive.

Disclosure notice: Asbestos-containing construction materials continued on next page

Disclosure notice: Asbestos-containing construction materials continued from previous page

At the time most of the buildings in Laguna Woods Village were constructed, asbestos-containing materials met local codes as well as state and federal regulations and were extensively used in *many* building products, including but not limited to: ceiling tile, floor tile/linoleum and mastic, textured wall surfaces, sprayed acoustical ceilings, fire doors, structural fireproofing, pipe/boiler insulation, attic insulation and heating duct material/insulation.

According to the National Cancer Institute and the Environmental Protection Agency, any asbestos in these materials does not present a threat to health so long as the asbestos is not disturbed and does not become airborne.

However, because breathing asbestos has been known in some instances to cause cancer and other forms of lung disease, sanding, scraping, drilling, sawing, crushing, tearing/breaking up or otherwise disturbing asbestos-containing materials presents a potential health risk. Therefore, you are directed not to perform such tasks in areas with ACM present or suspected unless the area/materials have been tested and found not to contain asbestos or if specifically assigned or contracted to do such work and it is in accordance with all federal, state, and local laws as well as internal guidelines called for in the asbestos operations and maintenance plan and other company safety and environmental policies and procedures.

Village Management Services Inc. employees whose work orders require them to construct, repair, maintain or otherwise disturb construction materials that may contain asbestos are hereby directed to follow the current regulations and policies noted above and to wear the required protective equipment, prior to performing such work. Questions concerning instructions and equipment should be directed to the HR/Safety Supervisor at 949-597-4321.

It is illegal to place asbestos materials or debris in Laguna Woods Village trash dumpsters. Such materials must be disposed of separately in accordance with state and county regulations to avoid fines. Contact the HR/Safety Supervisor at 949-597-4321 for details.

If you become aware of any asbestos-containing material becoming damaged or otherwise disturbed, please contact Laguna Woods Village Customer Service at 949-597-4600, or the HR/Safety Supervisor at 949-597-4321.

January 1, 2016
Village Management Services Inc.

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RESOLUTION 03-21-XX
Guidelines for Financial Qualifications Policy
Net Worth Requirements

WHEREAS, Third Laguna Hills Mutual (Third) is formed to manage, operate and maintain housing at Laguna Woods Village; and

WHEREAS, Third is authorized to adopt rules and regulations to carry out the purposes of this Corporation through its board of directors; and

WHEREAS, Third desires to protect the financial integrity of the Corporation; and

WHEREAS, the current Guidelines for Financial Qualifications Policy stipulate that a prospective buyer must demonstrate only the purchase price plus \$125,000 to satisfy the asset requirement; and

WHEREAS, an increasing number of prospective buyers own multiple properties with mortgage balances that exceed the value of their assets remaining after the pending purchase of a condominium in Third;

NOW, THEREFORE BE IT RESOLVED, August 17, 2021 the Board of Directors of this Corporation hereby introduces an amendment to the net worth requirements as established within the Guidelines for Financial Qualifications Policy;

RESOLVED FURTHER, that Resolution 03-18-131, adopted August 21, 2018 and Resolution 03-20-71, adopted September 15, 2020, are hereby suspended in their entirety and canceled; and

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

JULY Initial Notification

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

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STAFF REPORT

DATE: August 17, 2021
FOR: Board of Directors
SUBJECT: Transfer of Discretionary Investments to Bank Account

RECOMMENDATION

The Finance Committee recommends transferring \$25,000,000 from the Discretionary Investment account, held by Fidelity Investments, to a federally insured bank account held by Sunwest Bank. Concurrently with the transfer, the Finance Committee recommends the Board approve a ninety-day termination notice of investment advisory services performed by SageView Advisor Group.

BACKGROUND

On November 6, 2018 an Investment Task Force was formed and chartered to conduct an in-depth analysis of investments on behalf of Third Laguna Hills Mutual, the Golden Rain Foundation and United Laguna Woods Mutual (Corporations) to ensure exceptional service from a professional investment manager, maximize yields within the Board-approved investment policies, and minimize fees.

Representatives from SageView presented their proposal (issued to all board members on June 13, 2019) to GRF Finance on June 19, 2019 and by a unanimous vote, the Committee recommended that all investment management services for the Corporations be awarded to SageView Advisory Group with investment balances to be held by Fidelity Investments. Applicable fees from SageView were 7 basis points for a portfolio of index funds or 20 basis points for an actively managed bond portfolio. Fees from the preceding investment manager were 26 basis points for an actively managed portfolio. On July 19, 2019, the Board approved entering into an agreement with Sageview Advisor Group for investment management services. In October 2019 all discretionary investments were transferred from the previous investment custodian Merrill Lynch to Fidelity Investments.

On April 20, 2021 the Third Board directed the sale of the existing investment portfolio of bond index mutual funds in exchange for a portfolio containing exclusively United States Treasury Bills. The April 20, 2021 sale of investments resulted in a realized loss of \$14,797 by offsetting the prior year unrealized gain with the current year unrealized loss. Fidelity Investment remained the custodian of the US Treasury Bill portfolio and the SageView investment advisory fee of 7 basis points remained in place.

In July 2021 and early August, representatives from two banks headquartered in California presented investment proposals to the Third Board and Finance Committee. On August 3, 2021 the Third Finance Committee voted unanimously to recommend Sunwest Bank to become the custodian of Third's discretionary investment balances with proposed interest of 12 basis points.

DISCUSSION

In April 2021 the Third Board expressed their desire to maintain Third's investments in an account fully insured by the federal government in agreement with the direction of legal counsel. The resulting sale of the bond index fund portfolio and purchase of US Treasury Bills reduced the need for investment advisory services to laddering the treasury bill investments. Due to the Finance Committee's recommendation to move \$25,000,000 from Fidelity Investments to Sunwest Bank, the services provided by SageView Advisor Group will no longer be necessary.

FINANCIAL ANALYSIS

A transfer of \$25,000,000 from Fidelity Investments, managed by SageView at a cost of 7 basis points, to Sunwest Bank where the funds will earn 12 basis points annually, will result in gross earnings increase of \$47,500 for Third Laguna Hills Mutual.

Annualized Savings From Transferring Funds From Fidelity Investments	17,500.00
Annualized Interest Earnings From Sunwest Bank	30,000.00
Gross Earnings Increase Resulting from Transfer	\$ 47,500.00

Prepared By: Steve Hormuth, Interm Financial Services Director

ATT 1 – RESOLUTION



RESOLUTION 03-21-xx
ACCOUNT TRANSFER

WHEREAS, the Third Laguna Hills Mutual Discretionary Investment balance as of July 31, 2021 was \$25,183,334.24; and

WHEREAS, the discretionary account is an investment account that allows the Corporation's investment manager to buy and sell investments without the Board's consent for each trade; and

WHEREAS, the funds maintained in the discretionary account, in the opinion of the managing agent, are not required within a reasonable time to pay obligations of the corporation; and

WHEREAS, the Board desires to transfer discretionary investment funds to a California bank account where the funds are covered by insurance provided by the federal government; and

NOW THEREFORE BE IT RESOLVED, August 17, 2021 that this corporation is hereby authorized to open a new bank account whereby the bank is headquartered in California and whose funds are fully insured by the federal government; and

RESOLVED FURTHER, that the Board of this Corporation hereby authorizes the transfer of \$25,000,000 from the discretionary investment account, currently held by Fidelity Investments, to the newly opened bank account; and

RESOLVED FURTHER, that the Board of this corporation hereby authorizes the managing agent of this corporation to provide old investment manager, SageView, a ninety-day termination notice as outlined in the investment advisory services agreement dated October 1, 2019; and

RESOLVED FURTHER, that at the conclusion of the ninety-day termination of the investment advisory services agreement dated October 1, 2019 the balance maintained in the Fidelity Investment account is authorized to be transferred to the newly created bank account whose balance is fully insured by the federal government; 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.

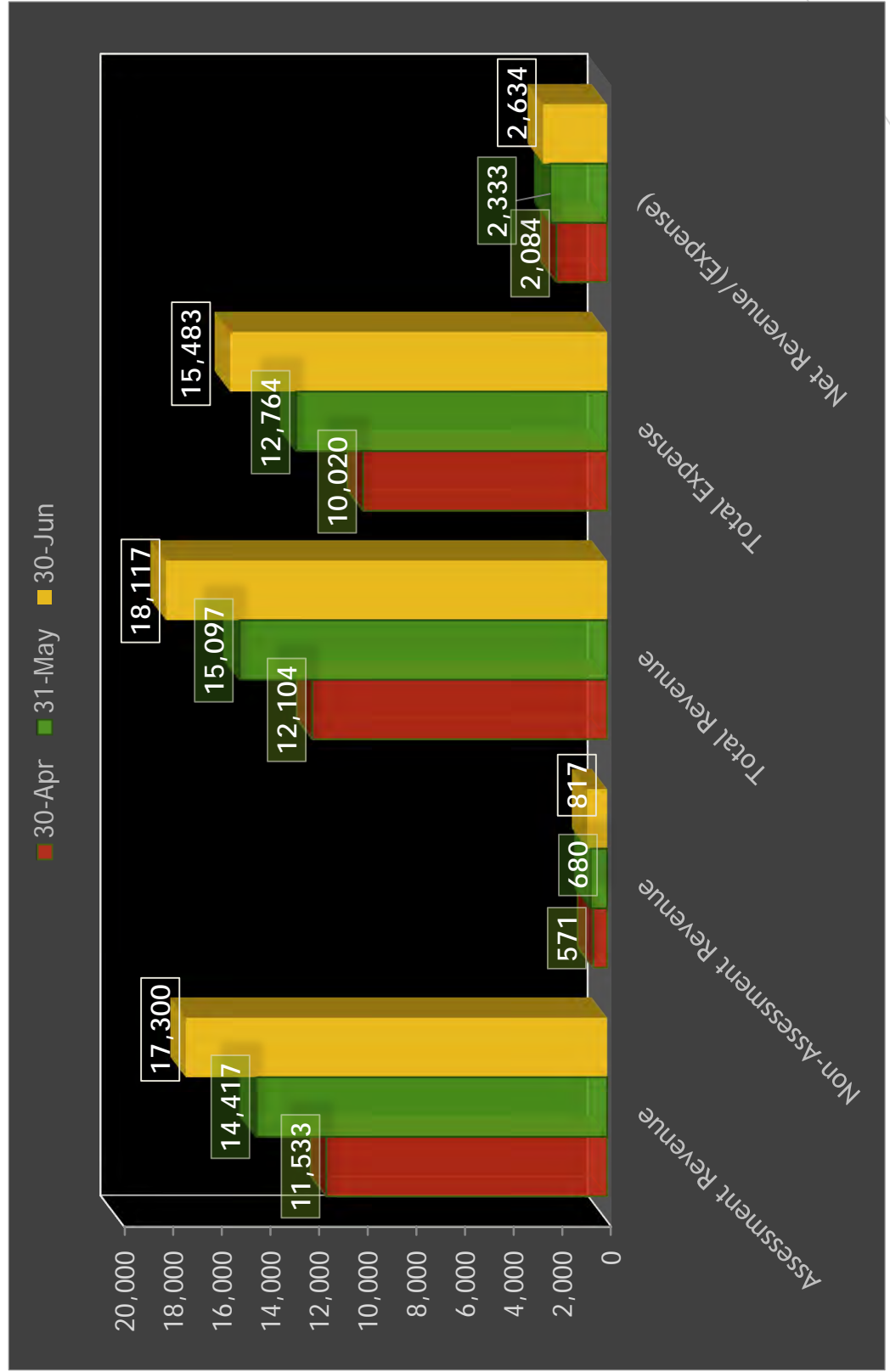
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Financial Report - June 30, 2021

- ▲ Third Laguna Hills Mutual
- ▲ Robert Mutchnick, Treasurer
- ▲ August 17, 2021

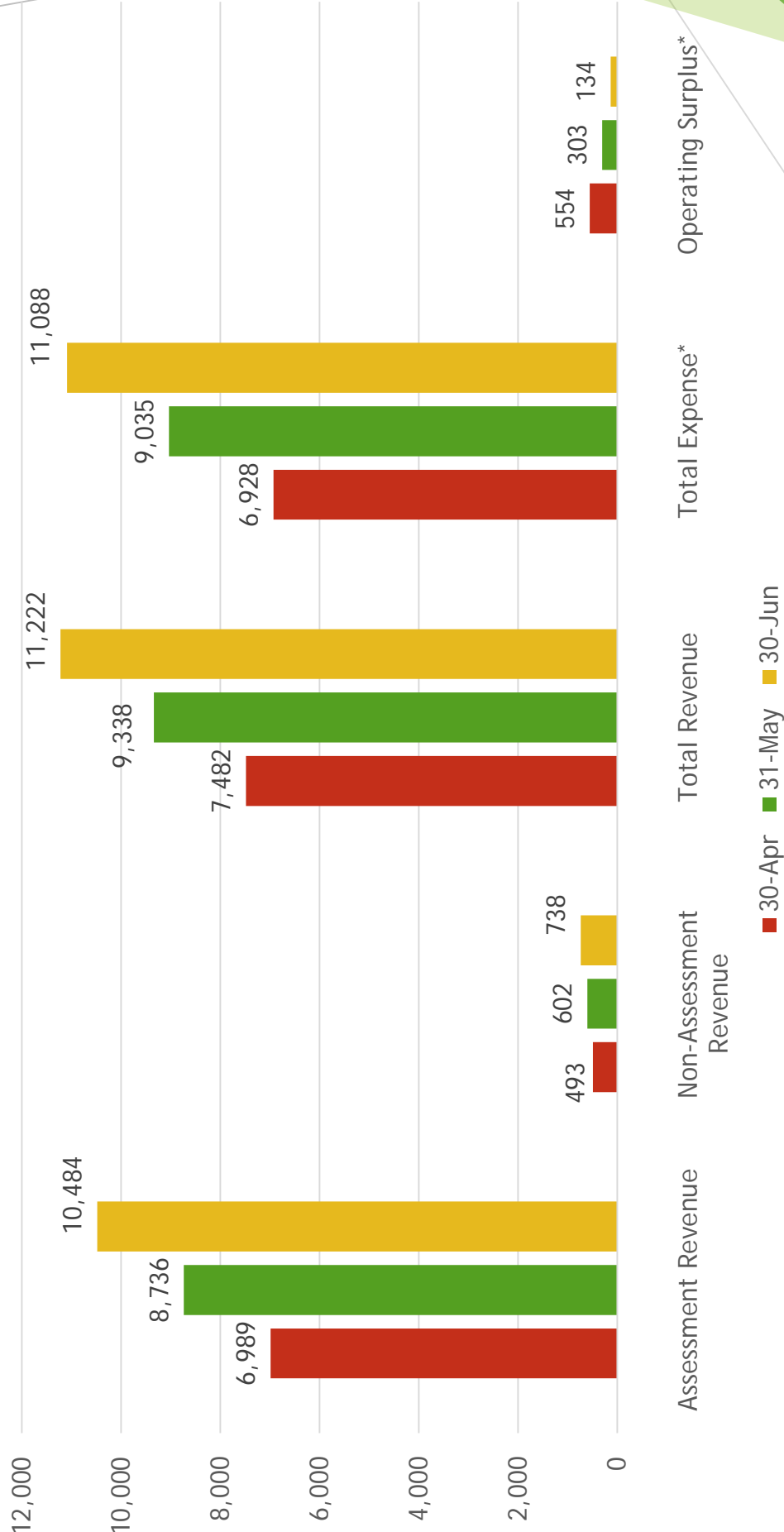
Income Statement

(In Thousands)



Income Statement - Operating Fund Only

(In Thousands)



*Excludes Depreciation

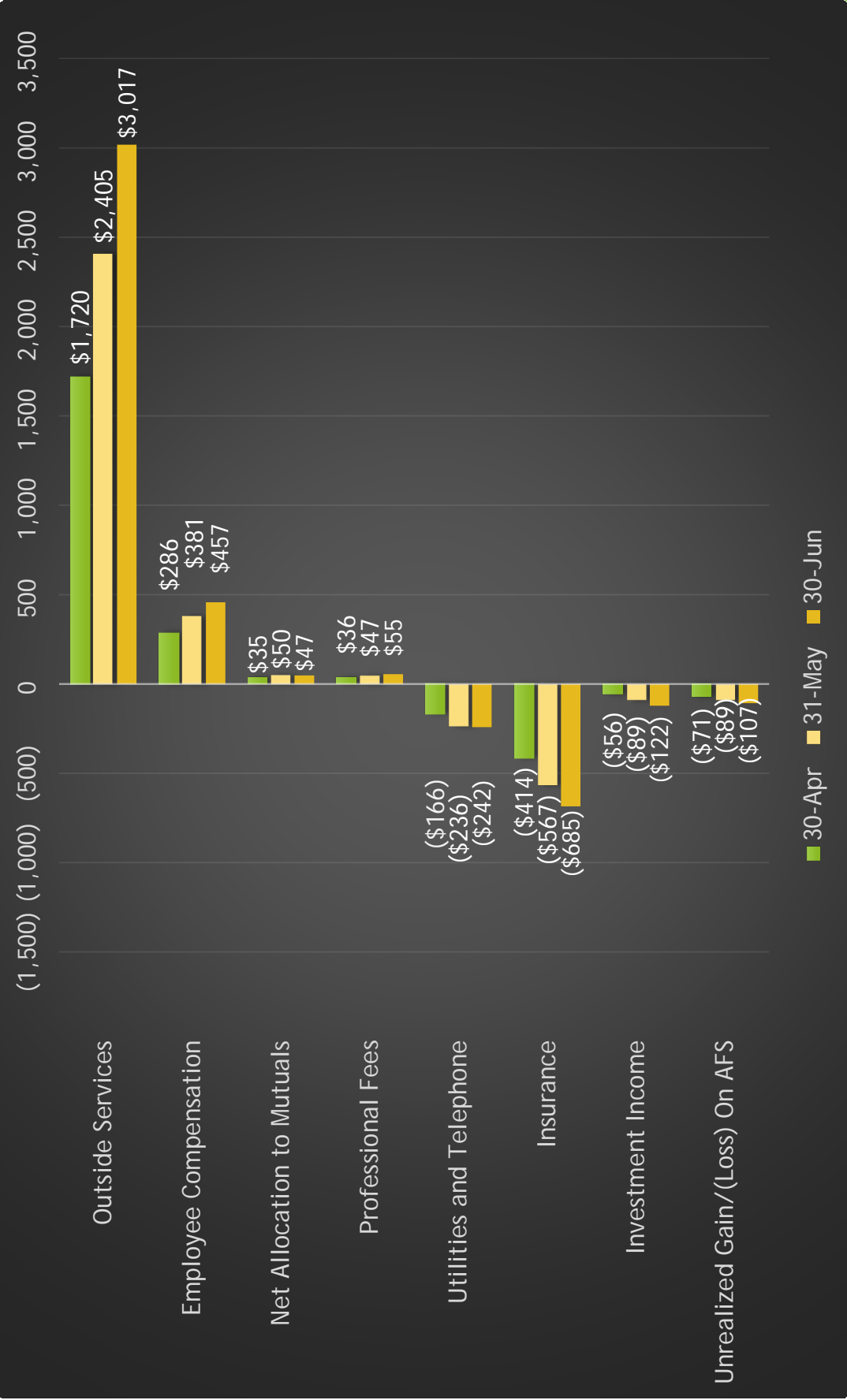
Income Statement - Actual v. Budget

(YTD 6/30/2021, In Thousands)



Selected Variances

(In Thousands)



Total Non-Assessment Revenue

May 31

\$680,120



- Fees & Charges to Residents - 43%
- Lease Processing Fee - 13%
- Laundry - 13%
- Investment Income - 12%
- Resale Processing Fee - 11%
- Miscellaneous Revenue - 4%
- Golf Cart Electric Fee - 4%

June 30

\$816,726

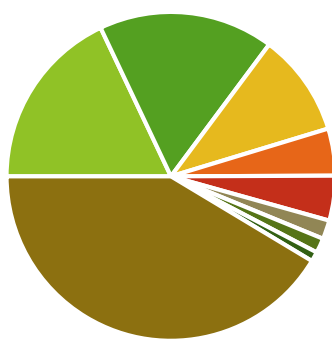


- Fees & Charges to Residents - 44%
- Lease Processing Fee - 14%
- Laundry - 13%
- Resale Processing Fee - 11%
- Investment Income - 10%
- Miscellaneous Revenue - 4%
- Golf Cart Electric Fee - 4%

Total Expenses

May 31

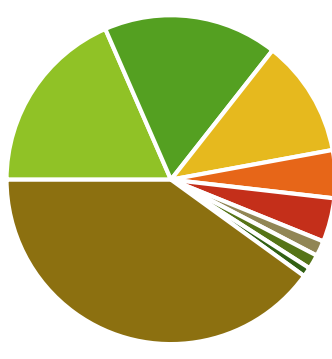
\$12,763,568



- Utilities & Telephone - 18%
- Insurance - 17%
- Outside Services - 11%
- Materials & Supplies - 5%
- Net Allocations to Mutuals - 4%
- Legal Fees - 2%
- Other - 1%
- Repairs & Maintenance - 1%
- Employee Comp. & Related - 41%

June 30

\$15,482,576



- Utilities & Telephone - 18%
- Insurance - 17%
- Outside Services - 12%
- Materials & Supplies - 5%
- Net Allocations to Mutuals - 4%
- Other - 2%
- Legal Fees - 1%
- Repairs & Maintenance - 1%
- Employee Comp. & Related - 40%

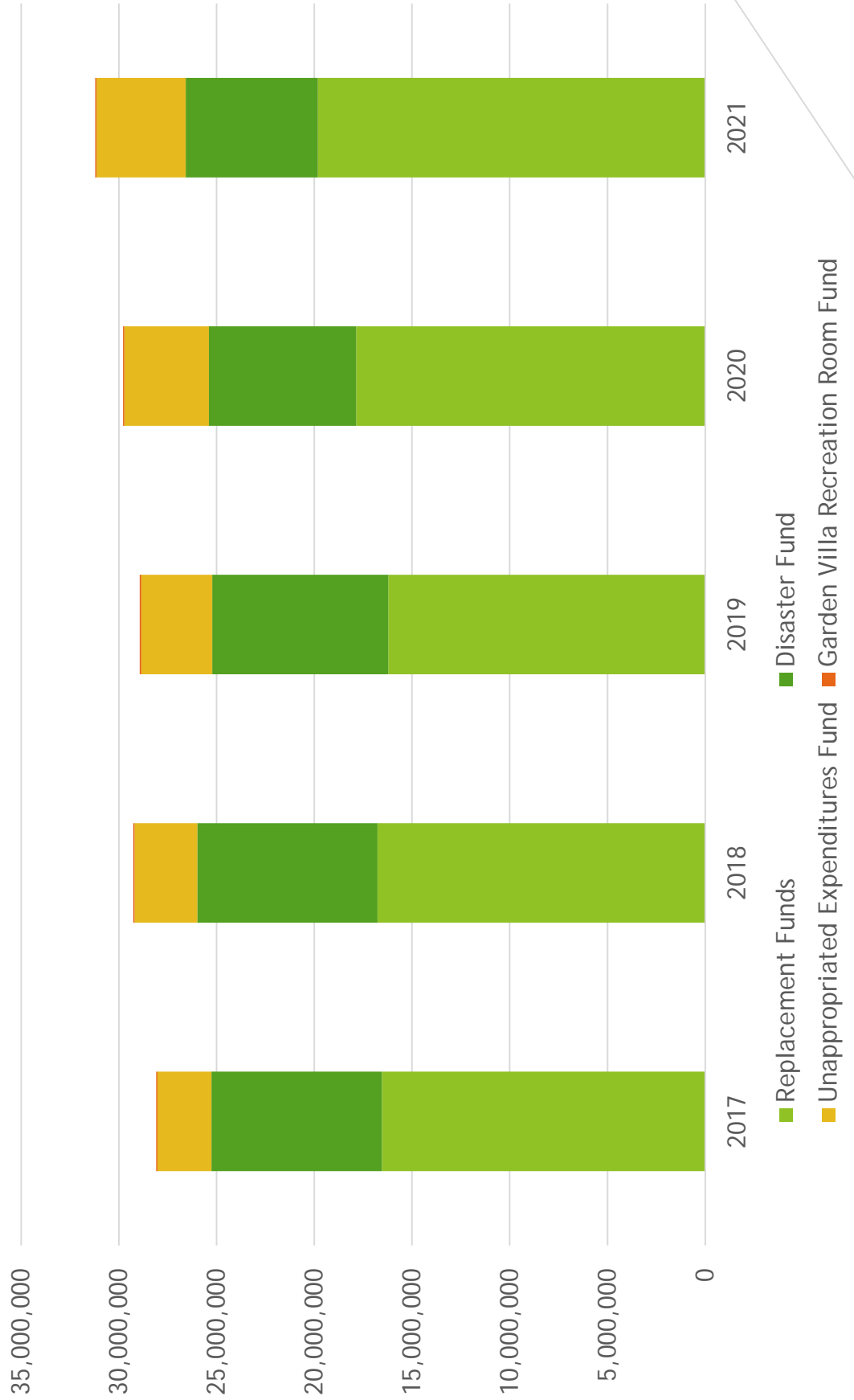
Non-Operating Fund Balances

(In Thousands)

Non-Operating Fund Balances	Replacement Funds*	Disaster Fund	Unappropriated Expenditures Fund	Garden Villa Fund	Total
Beginning Balances: 1/1/21	\$17,437	\$6,843	\$4,271	\$89	\$28,640
Contributions & Interest	5,609	939	303	43	6,894
Expenditures	3,226	1,025	7	68	4,326
Current Balances: 6/30/21	\$19,820	\$6,757	\$4,567	\$64	\$31,208

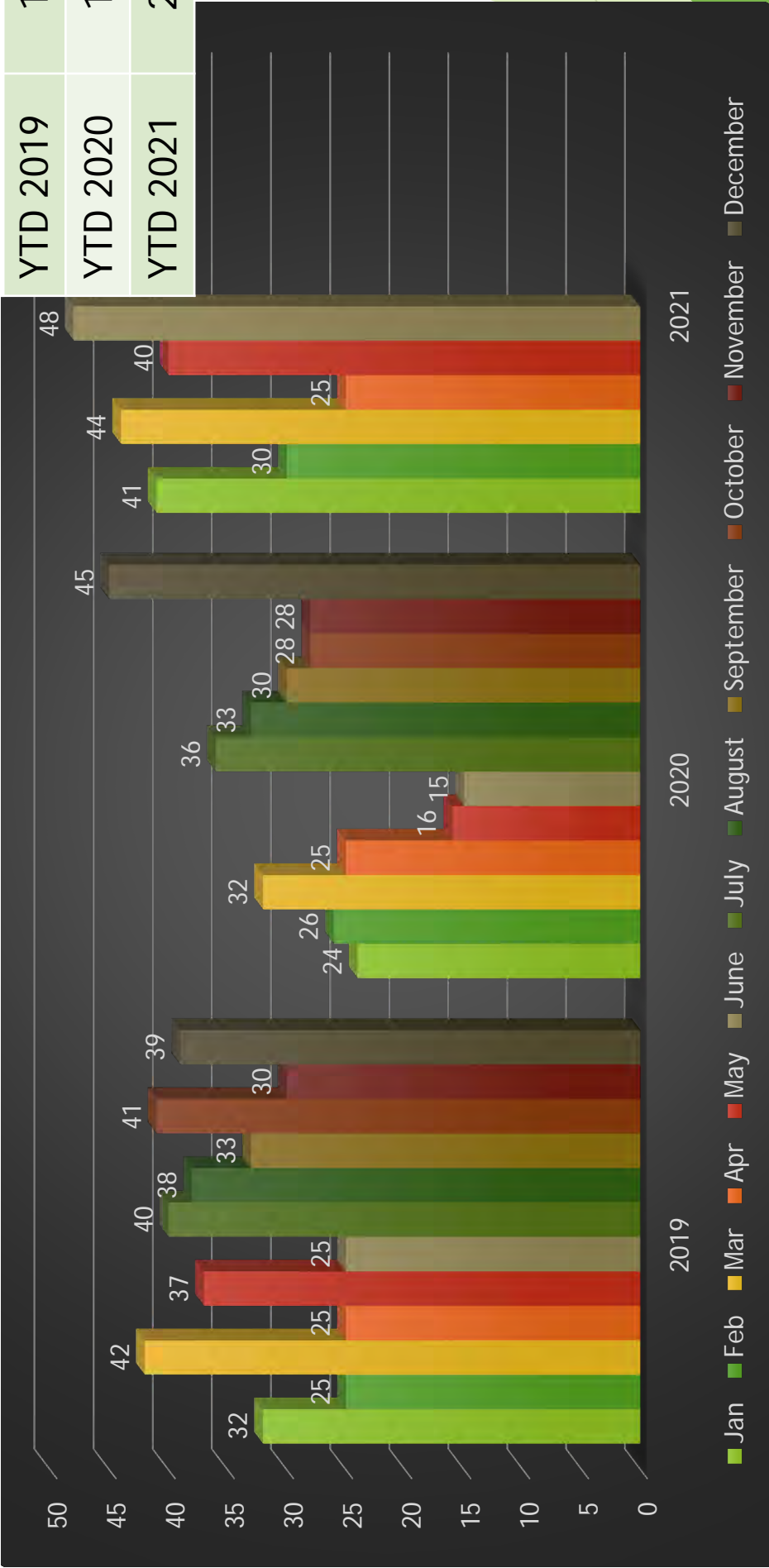
* Includes Elevator and Laundry Funds

Fund Balances - June 30



Resale History -Third Mutual

Preliminary as of June 30, 2021



	No. of Resales	Av. Resale Price
YTD 2019	186	\$410,567
YTD 2020	138	\$416,057
YTD 2021	228	\$460,320

Third Laguna Hills Mutual
Statement of Revenues & Expenses - Preliminary
6/30/2021
(\$ IN THOUSANDS)

	ACTUAL	CURRENT MONTH BUDGET	VARIANCE	ACTUAL	YEAR TO DATE BUDGET	VARIANCE	PRIOR YEAR ACTUAL	TOTAL BUDGET
Revenues:								
Assessments:								
1 Operating	\$1,747	\$1,747		\$10,484	\$10,484		\$10,114	\$20,968
2 Additions to restricted funds	1,136	1,136		6,816	6,816		6,468	13,632
3 Total assessments	2,883	2,883		17,300	17,300		16,582	34,600
Non-assessment revenues:								
4 Fees and charges for services to residents	69	56	13	358	335	23	134	674
5 Laundry	17	20	(3)	105	120	(15)	113	240
6 Investment income		33	(33)	79	201	(122)	250	402
7 Unrealized gain/(loss) on AFS investments		18	(18)		107	(107)	652	213
8 Miscellaneous	51	53	(3)	275	320	(45)	272	640
9 Total non-assessment revenue	137	181	(44)	817	1,083	(266)	1,421	2,170
10 Total revenue	3,020	3,064	(44)	18,117	18,383	(266)	18,003	36,770
Expenses:								
11 Employee compensation and related	1,018	1,095	77	6,197	6,654	457	5,777	13,340
12 Materials and supplies	109	134	25	729	768	39	460	1,526
13 Utilities and telephone	508	501	(6)	2,858	2,616	(242)	2,474	5,685
14 Legal fees	(1)	42	42	219	250	31	269	500
15 Professional fees	6	13	8	42	97	55	58	150
16 Equipment rental	4	2	(2)	24	9	(15)	10	18
17 Outside services	432	1,045	613	1,782	4,799	3,017	3,063	11,122
18 Repairs and maintenance	24	30	6	143	176	34	164	353
19 Other Operating Expense	14	15	1	63	96	33	54	192
20 Income taxes							20	
21 Property and sales tax				2		(2)		
22 Insurance	446	328	(118)	2,653	1,968	(685)	1,023	3,936
23 Investment expense		5	5	9	11	2	6	21
24 Uncollectible Accounts	26	19	(8)	11	38	26	17	75
25 (Gain)/loss on sale or trade				15		(15)	108	
26 Depreciation and amortization	11	11		67	67		68	135
27 Net allocation to mutuals	122	119	(3)	668	715	47	703	1,426
28 Total expenses	2,719	3,358	639	15,483	18,265	2,782	14,275	38,479
29 Excess of revenues over expenses	\$301	(\$294)	\$595	\$2,634	\$118	\$2,516	\$3,728	(\$1,710)

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Statement of Revenues & Expenses - Preliminary

Variance Explanations as of June 30, 2021

SUMMARY

Third financial results were better than budget by \$2,516K as of June 30, 2021. Explanations for categories with significant variances are found below.

REVENUE

Investment Income – (\$122K) [Line 6](#)

Unfavorable variance due to less revenue being generated from current portfolio of Discretionary investments as opposed to budgeted investment bonds.

Unrealized gain/(loss) on AFS Investments – (\$107K) [Line 7](#)

Unfavorable variance due to the current investment portfolio being sold off in favor of purchasing treasury bills. The current year-to-date unrealized loss was transferred to realized gains/losses along with prior year unrealized gain.

EXPENSES

Employee Compensation and Related – \$457K [Line 11](#)

Favorable variance resulted primarily in Landscape and M&C departments. In Landscape department, ground maintenance was favorable due to outsourcing of 8 staff positions. The variance was furthered in ~~paint programs and~~ carpentry services due to a reduction in staff required. To a lesser extent, Property Service is favorable due to 1 open positions, recruitment is in progress.

Utilities and Telephone – (\$242K) [Line 13](#)

Unfavorable variance due to less seasonal rainfall. Budget was based on a five-year average of water consumption, however, seasonal rainfall through June was 38% lower than 5-year average during the same period.

Outside Services – \$3,017K [Line 17](#)

Favorable variance is due to:

- **Building Structures – \$980K**

Favorable variance resulted from timing of expenditures primarily in damage restoration programs. Staff has not processed 2021 invoices for damage restoration as of the reporting period. Staff anticipates the building structure program being under budget by \$465K by year-end, due to less building structure replacement, dry rot, and parapet wall removal expected for the second half of the year.

- **Waste Line Remediation – \$397K**

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



Statement of Revenues & Expenses - Preliminary

Variance Explanations as of June 30, 2021

epoxy lining. The three-story buildings take an average of 10-12 weeks to complete. Six three-story buildings were scheduled to complete this year; however, due to delays in scheduled work, only five buildings will be completed by year end.

- **Water Lines – Copper Remediation – \$298K**

Favorable variance resulted from late start due to COVID-19 restrictions. Work commenced in June and is scheduled to be completed by September.

- **Moisture Intrusion – Plumbing Leaks – \$253K**

Favorable variance is due to timing of expenditures. Staff has not processed 2021 invoices.

- **Moisture Intrusion – Rain Leaks – \$143K**

Favorable variance is due to timing of invoices, staff has not processed 2021 invoices.

- **Pest Control – \$139K**

Pest Control for bees and wasps is a contingency for resident service requests. The termite fumigation will be underspent due to some buildings requiring a postponement to next year. Staff anticipates the pest control program being under budget by \$224K by yearend.

Insurance – (\$685K) [Line 22](#)

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, August 3, 2021 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Robert Mutchnick – Chair, Annie McCary, Ralph Engdahl, Lynn Jarrett, Cush Bhada, John Frankel, Craig Wayne, Donna Rane-Szostak, Charlotte Hislop, Advisors: Wei-Ming Tao, John Hess

MEMBERS ABSENT: Steve Parsons, Reza Karimi

STAFF PRESENT: Steve Hormuth, Jose Campos, Christopher Swanson

Call to Order

Director Mutchnick chaired and called the meeting to order at 1:31pm

Acknowledgement of Media

Director Mutchnick acknowledged the media at a distance.

Approval of Meeting Agenda

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

Approval of Meeting Report for July 6, 2021

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

Chair Remarks

None.

Member Comments

None

Department Head Update

Steve Hormuth provided updates on the 2022 budget, banking services, and insurance.

Preliminary Financial Statements dated June 30, 2021

Steve Hormuth, presented the Preliminary Financial Statements dated June 30, 2021 and questions were addressed from the committee.

Future Agenda Items

None

Committee Member Comments

None

Date of Next Meeting

Tuesday, September 7, 2021 at 1:30 p.m.

Recess to Closed Session

The meeting recessed at 2:33 p.m.

DRAFT

Robert Mutchnick, Chair

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

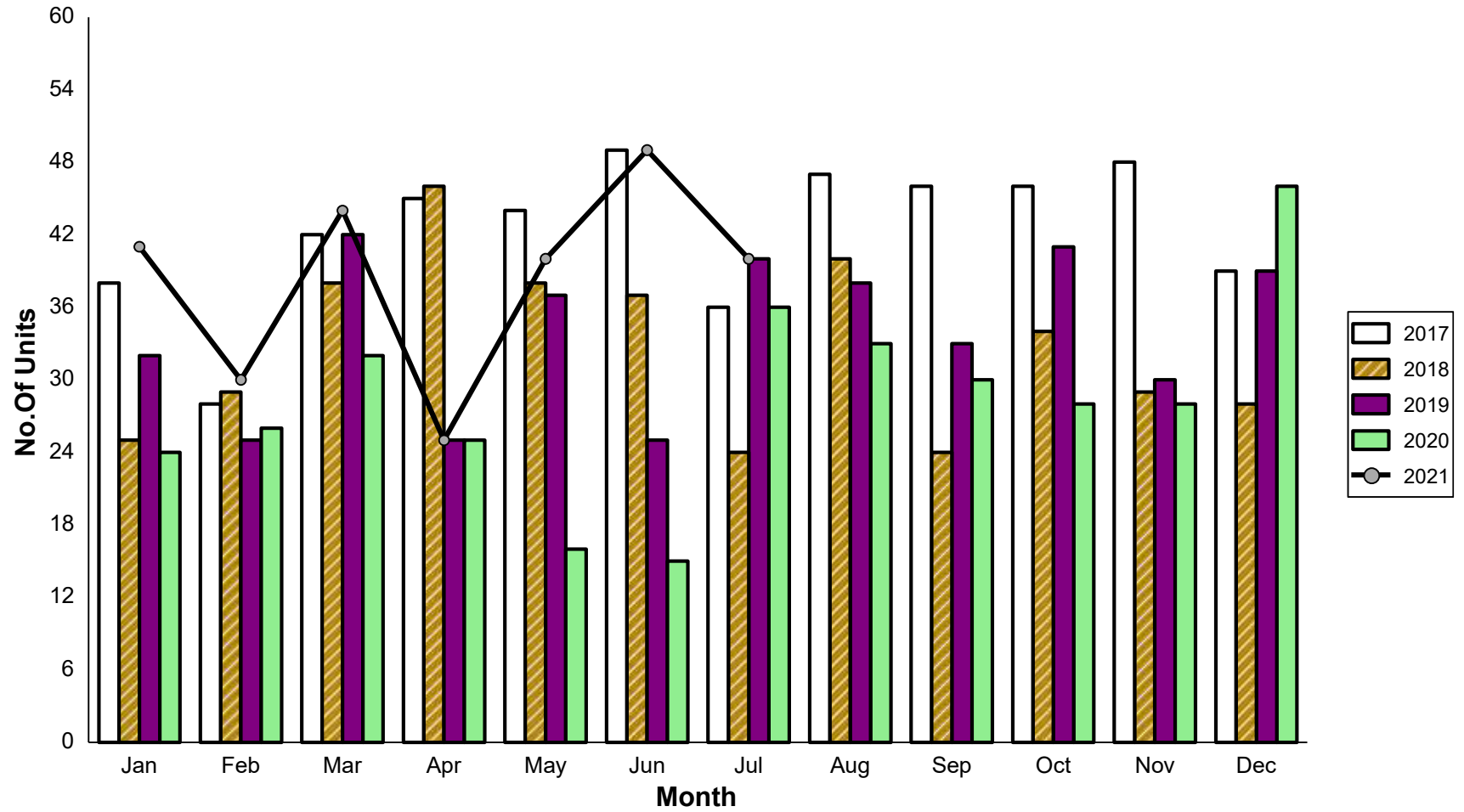
July, 2021

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	25	25	\$12,493,400	\$10,830,833	\$499,736	\$433,233
May	40	16	\$18,741,800	\$5,604,000	\$468,545	\$350,250
June	49	15	\$25,804,388	\$5,881,500	\$526,620	\$392,100
July	40	36	\$17,463,388	\$15,240,248	\$436,585	\$423,340
August		*		\$14,612,928		* \$442,816
September		*		\$14,314,100		* \$477,137
October		*		\$10,707,400		* \$382,407
November		*		\$11,057,300		* \$394,904
December		*		\$18,548,901		* \$403,237
TOTAL	269.00	174.00	\$123,744,326	\$73,676,697		
MON AVG	38.00	24.00	\$17,677,761	\$10,525,242	\$457,742	\$417,098
% CHANGE - YTD	54.6%		68.0%		9.7%	

% 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

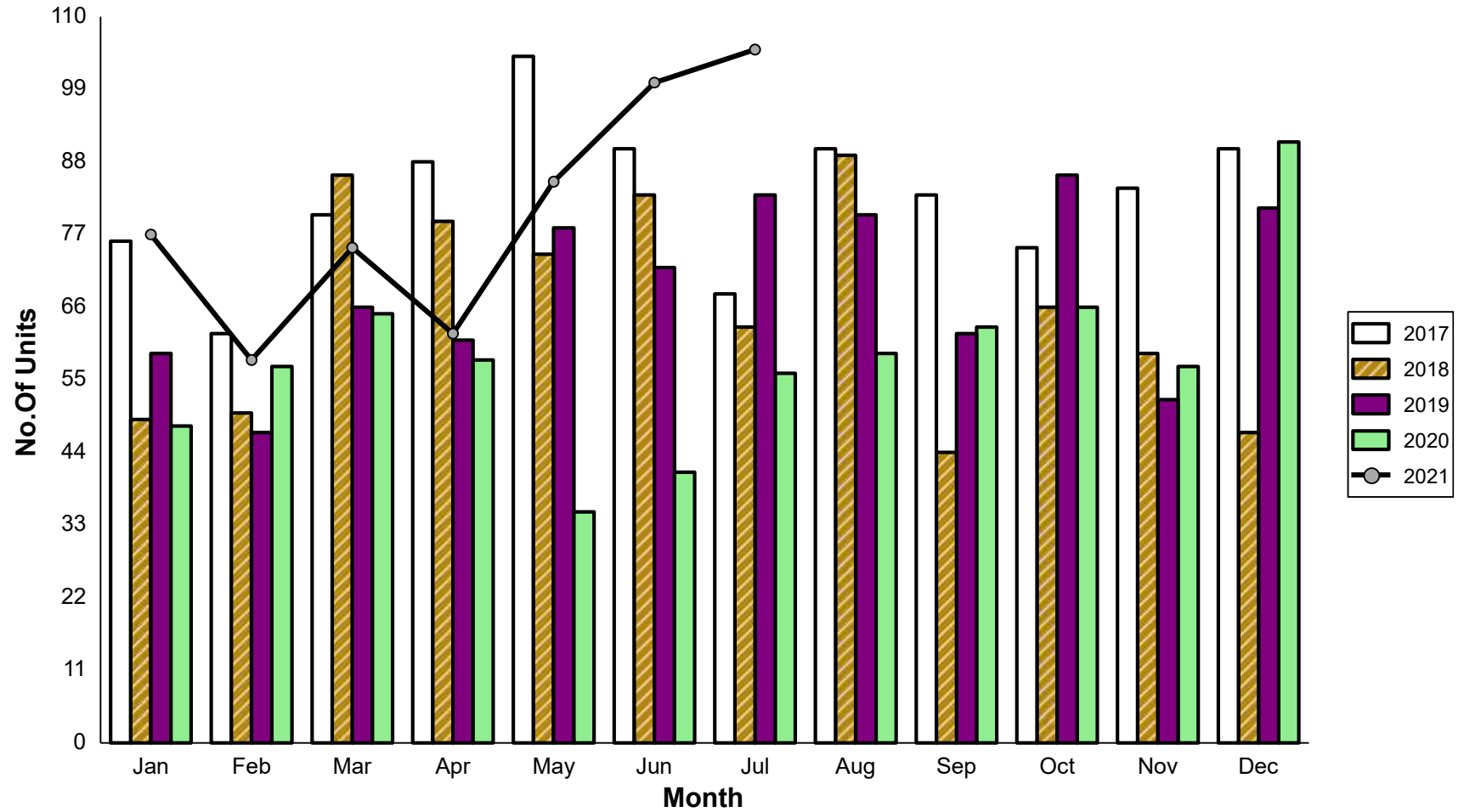
July, 2021

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	62	58	\$22,141,399	\$18,200,321	\$357,119	\$313,799
May	85	35	\$29,079,200	\$10,277,500	\$342,108	\$293,643
June	100	41	\$40,080,488	\$12,315,399	\$400,805	\$300,376
July	105	56	\$34,681,388	\$20,514,748	\$330,299	\$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	562.00	360.00	\$198,515,478	\$118,289,394		
MON AVG	80.00	51.00	\$28,359,354	\$16,898,485	\$351,732	\$325,633

* Amount is excluded from percent calculation

Year to-date totals now include Mutual Fifty.

Resales - 5 Year Comparison



Resales Report

Third Laguna Hills Mutual July, 2021

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
07/13/2021	966-P	3	\$320,000	Casa Del Mar	Regency Real Estate	Coldwell Banker	Granite Escrow
07/27/2021	2115-Q	3	\$395,000	Casa Linda	Your Home Sold Guaranteed Realty	Ten Pointe Realty	Lighthouse Escrow
07/21/2021	2199-N	3	\$240,000	Casa Contenta	Laguna Premier Realty, Inc	HomeSmart Evergreen	Blue Pacific Escrow
07/30/2021	2225-A	3	\$399,000	Seville	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
07/07/2021	2266-B	3	\$394,500	Casa Contenta	HomeSmart Evergreen	Ten Pointe Realty	Escrow Options Group
07/26/2021	2277-A	3	\$379,888	Casa Linda	HomeSmart Evergreen	HomeSmart Evergreen	Escrow Options Group
07/16/2021	2288-N	3	\$227,000	Castilla	Heflin Realty, Inc.	Mark Carlson, Broker	Blue Pacific Escrow
07/07/2021	2335-C	3	\$585,000	Cordoba	Realty Source, Inc.	Home Buyers Center	Granite Escrow
07/06/2021	2353-2G	3	\$323,000	Garden Villa	Renovation Realty	Keller Williams Real Estate	Granite Escrow
07/09/2021	2368-A	3	\$176,000	San Sebastian	Gallery Real Estate Services	Gallery Real Estate Services	Generations Escrow
07/16/2021	2369-1G	3	\$308,000	Garden Villa	Laguna Premier Realty, Inc	IRN Realty	Blue Pacific Escrow
07/08/2021	2381-2H	3	\$295,000	Garden Villa	Berkshire Hathaway	Uniti Realty	Corner Escrow Inc.
07/07/2021	2398-3D	3	\$392,000	Villa Capri	OC Residential	Regency Real Estate	Quality Escrow
07/20/2021	2400-3C	3	\$220,000	Villa Capri	Laguna Premier Realty, Inc	Regency Real Estate	Blue Pacific Escrow
07/23/2021	2402-2G	3	\$325,500	Villa Capri	Berkshire Hathaway	HomeSmart Evergreen	Generations Escrow
07/14/2021	2404-1D	3	\$425,000	Villa Capri	HomeSmart Evergreen	HomeSmart Evergreen	Escrow Options Group
07/15/2021	2405-2C	3	\$290,000	Villa Capri	Century 21 Rainbow	HomeSmart Evergreen	Corner Escrow Inc.
07/09/2021	3034-Q	3	\$245,000	Montecito	Mitchell Pogoda	Century 21 Rainbow	Granite Escrow
07/06/2021	3110-A	3	\$339,000	La Brisa	HomeSmart Evergreen	HomeSmart Evergreen	Escrow Options Group
07/13/2021	3155-A	3	\$565,000	La Princesa	Winemere RE Tower	Ann Herr	Corner Escrow Inc.
07/06/2021	3197-B	3	\$649,000	El Doble	Century 21 Rainbow	Century 21 Rainbow	Granite Escrow
07/16/2021	3207-D	3	\$439,900	La Princesa	Landmark Realtors	HomeSmart Evergreen	Landmark Escrow
07/27/2021	3244-2H	3	\$399,800	Villa Puerta	First Team Real Estate	First Team Real Estate	Iron Key Escrow

Resales Report

Third Laguna Hills Mutual

July, 2021

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
07/06/2021	3296-C	3	\$620,000	La Reina	Century 21 Rainbow	Century 21 Rainbow	Corner Escrow Inc.
07/06/2021	3298-Q	3	\$335,000	La Brisa	Keller Williams Real Estate	Re/Pro	Corner Escrow Inc.
07/02/2021	3311-P	3	\$330,000	Casa Vista	Lantern Bay Realty	Century 21 Rainbow	Corner Escrow Inc.
07/23/2021	3466-A	3	\$925,000	Malaga	Coldwell Banker Residential	Integr8tive Solutions, Inc.	Generations Escrow
07/08/2021	3470-C	3	\$725,000	Andaluz	Century 21 Rainbow	eXp Realty of California	Corner Escrow Inc.
07/14/2021	3484-B	3	\$389,000	Malaga	FSBO	FSBO	Corner Escrow Inc.
07/16/2021	3493-N	3	\$440,000	La Quinta	Laguna Premier Realty, Inc	Keller Williams Real Estate	Granite Escrow
07/29/2021	4007-3E	3	\$840,000	El Mirador	Century 21 Rainbow	Century 21 Rainbow	Corner Escrow Inc.
07/20/2021	4009-3D	3	\$450,000	El Mirador	Laguna Gallery Real Estate	Laguna Gallery Real Estate	Mariners Escrow
07/30/2021	4025-1C	3	\$382,000	Villa Nueva	HomeSmart Evergreen	First Team Real Estate	Escrow Options Group
07/27/2021	5125	3	\$810,000	Villa Reposa	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
07/15/2021	5331-P	3	\$369,900	Casa Vista	Reggie Wyman Broker	HomeSmart Evergreen	Corner Escrow Inc.
07/15/2021	5361-Q	3	\$412,000	La Brisa	HomeSmart Evergreen	No Broker	Granite Escrow
07/02/2021	5362-C	3	\$438,000	La Brisa	Century 21 Rainbow	Legacy 15 Real Estate	Granite Escrow
07/12/2021	5371-1C	3	\$469,900	Villa Puerta	Prea Realty	Laguna Woods Village Realty	Granite Escrow
07/07/2021	5383-A	3	\$775,000	Villa Fuente	Century 21 Rainbow	HomeSmart Evergreen	Granite Escrow
07/02/2021	5517-2C	3	\$420,000	El Mirador	Regency Real Estate	Uniti Realty	Regency Escrow

Number of Resales: 40

Total Resale Price: \$17,463,388

Average Resale Price: \$436,585

Median Resale Price: \$394,750

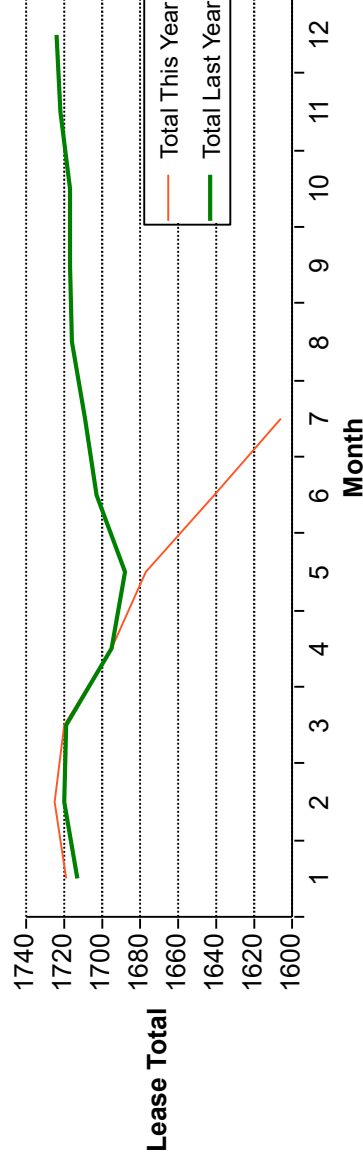
Monthly Resale Report Third Mutual

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	25	25	25	46	\$12,493,400	\$10,830,833	\$10,435,500	\$18,869,626	\$499,736	\$433,233	\$417,420	\$410,209
May	40	16	37	38	\$18,741,800	\$5,604,000	\$16,273,033	\$15,452,990	\$468,545	\$350,250	\$439,812	\$406,658
June	49	15	25	37	\$25,804,388	\$5,881,500	\$10,290,000	\$16,981,138	\$526,620	\$392,100	\$411,600	\$458,950
July	40	36	40	24	\$17,463,388	\$15,240,248	\$17,327,373	\$9,892,800	\$436,585	\$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	269	174	226	237	\$123,744,326	\$73,676,697	\$93,655,718	\$99,513,795				
MON AVG	38.4	24.9	32.3	33.9	\$17,677,761	\$10,525,242	\$13,379,388	\$14,216,256	\$457,742	\$417,098	\$413,798	\$417,114
% CHANGE-YTD	54.6%	-23.0%	-4.6%	-16.0%	68.0%	-21.3%	-5.9%	-10.5%	9.7%	0.8%	-0.8%	6.8%

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

Monthly Active Leasing Report

2021 Period 7 (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 Last Year	% Leased This Year	% Change	Total Renewals	Total Expirations
2021	January	13	12	242	1,452	1,719	1,713	28.2	28.1	0.1	0	31
2021	February	16	11	266	1,432	1,725	1,720	28.3	28.2	0.1	47	34
2021	March	14	15	284	1,407	1,720	1,719	28.2	28.2	0.0	114	75
2021	April	11	16	313	1,355	1,695	1,695	27.8	27.8	0.0	116	66
2021	May	14	14	344	1,305	1,677	1,688	27.5	27.7	-0.2	91	80
2021	June	16	15	358	1,252	1,641	1,703	26.9	27.9	-1.0	124	77
2021	July	14	19	378	1,195	1,606	1,709	26.3	28.0	-1.7	119	95
2021	August					1,716						
2021	September					1,717						
2021	October					1,717						
2021	November					1,722						
2021	December					1,724						



OPEN MEETING

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

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

REPORT

COMMITTEE MEMBERS PRESENT: Robert Mutchnick, John Frankel, Ralph Engdahl, Reza Karimi

DIRECTORS PRESENT:

COMMITTEE MEMBERS ABSENT: Steve Parsons

ADVISORS PRESENT: Michael Plean, Michael Butler

STAFF PRESENT: Robbi Doncost, Lauryn Varnum, Richard DeLaFuentes

1. Call to Order

Acting Chair Engdahl called the meeting to order at 9:31AM.

2. Acknowledgement of Media

Zoom recording.

3. Approval of Agenda

Agenda was approved by consensus.

4. Approval of Meeting Report for May 24, 2021

The committee approved the meeting report as presented.

5. Chair's Remarks

None.

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

Doug Gibson approached the committee to discuss the possibility of adding recommended solar contractors onto the Third Recommended Contractor List. Mr. Gibson discussed how many of his neighbors experienced inflated pricing from vendors, and that many members are unsure of whom to trust in order to receive good service. The committee discussed the logistics of roof warranties once solar is installed, Staff Officer Doncost discussed the process of a Mutual Consent approval regarding



solar installation, and pledged to investigate options for vendors to add to the Recommended Contractor list.

Susan Smallwood inquired about the possibility of adding additional color options for those considering painting their exterior gates, increasing the color options from black and white to include bronze which is in line with current window color options. Ms. Smallwood also inquired if new updates surrounding Civil Code 4600 were available, as she was hoping to discuss the legislation surrounding common area, specifically regarding sliding doors. Ms. Smallwood also inquired as the process surrounding documentation and alterations required during the resale inspection process.

Mr. Doncost explained the resale inspection process, highlighting that “After the Fact” alterations will occur when owners have completed alterations in their manor without first acquiring a Mutual Consent. Discussion ensued regarding unauthorized alterations, and examples of members side-stepping the Mutual Consent process.

Staff Officer Lauryn Varnum read a prepared statement by Mr. Jay Laessi, in which he recommended the ACSC not approve the proposed variance at 5555-A. Mr. Laessi claimed the variance would encroach into common area and would not add or match the existing aesthetic value of Laguna Woods Village.

7. Manor Alterations Division Update

Mr. Doncost updated the current status of the Manor Alterations (“MA”) office, with one employee resigning, and the MA department restricting temporarily to account for the lost staff member. Mr. Doncost discussed the internal promotion of two staff members, and the hiring of a float inspector to assist with the workload. Mr. Doncost clarified that VMS has frozen the added MA positions until the 2022 budget is approved as requested previously by ACSC.

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 June, and discussed the increased workload due to this time of year being historically busy. Director Mutchnick expressed a desire to receive sequential monthly comparisons which Mr. Doncost pledged to accommodate. Mr. Doncost discussed that these reports are manually created, and MA is working with the tech department in order to better automate their analytics.

Variance Request:

A. Request – 5236 Elvira (Villa Resposa, C11A_1) – Handrail Installation Along the Driveway Approach to the Manor



Staff Officer Richard DeLaFuente summarized the variance including staff's recommendation to deny the request, referencing the medical needs expressed by the resident's physician and the potential impact on maintenance staff working in common areas.

Discussion ensued regarding similar previously proposed, however no instances could be referenced as approved from Third Mutual, only requests with United. Acting Chair Engdahl called for a vote. The motion to approve was denied.

B. Variance Request – 5555-A Rayo Del Sol (Casa Palma, 10R-13) – Room Addition on Existing Rear Private Garden

Mr. DeLaFuente summarized the variance request, and the staff recommendation to deny the request. Discussion ensued between the ACSC and the member proposing the variance. The member claimed that his variance met all the required rules for extensions upon the manor, including a new foundation. The ACSC posed questions regarding load-bearing wall relocation, details of materials and occupancy impact. After discussion, Acting Chair Engdahl called for a vote. The motion to approve was denied.

Items for Discussion:

9. Permitless Alteration Policy

Mr. Doncost expressed the success of the Permitless Policy within the United Mutual. Director Mutchnick pointed out details that do not align with Third Mutual's regulations, and a section referencing the Interior Flooring Policy which was currently under review by other committees, therefore further review was not prudent. Mr. Doncost pledged to review the document and resubmit it to Director Mutchnick for review in advance of the next ACSC meeting.

10. SCAQMD Follow Up & Next Steps

Mr. Doncost summarized the efforts of Manor Alterations to engage with SCAQMD resulting in minimal reciprocation. The VMS executive team has been engaged in an effort to facilitate further communication, but with no results as of yet.

11. City of Laguna Woods Meeting

Mr. Doncost discussed the minor issues within coordinating a meeting between the City and Laguna Woods in order clarify the roles and responsibility. Currently, a tentative meeting was set within a week of the ACSC meeting.

12. Manor Alterations FAQs

Mr. Doncost explained the process of Manor Alterations culling questions that were regularly posed. These FAQs would be published within the newsletter and the Laguna Woods website. Director Mutchnick and Acting Chair Engdahl highlighted specific questions and proposed edits to these sections.



13. Contractor Violations & Policy

Mr. Doncost stated that this policy has been an ongoing topic of discussion, giving the history of the negative experiences from contractors thus far, and the benefit to adding leverage for Manor Alterations to enforce rules/regulations within the contractor pool. Director Mutchnick expressed support for the policy, including that a factor should be reducing the work timeline for contractors. Discussion ensued regarding the option of limiting the number of jobs contractors are permitted to work within the same timeline, and Acting Chair Engdahl agreed that members should be more informed as to the positive and negative actions of potential contractors.

14. Reduce Available Timeline of Mutual Consent Alteration Process to 90 Days

No additional comments.

15. Fee Schedule Update

Mr. Doncost summarized the update fee schedule, referencing the escalated fees are reflective of the staff hours expended in order to properly process submissions. Director Mutchnick praised the clean and updated Fee Schedule, and Mr. Doncost discussed that a resolution could be proposed at the next ACSC meeting, and the committee could weigh the options in the interim.

Items for Future Agendas:

- Manor Alterations News Bulletin Topics
- In-Person Manor Alterations Seminar and Q&A

Concluding Business:

16. Committee Member Comments:

None.

17. Date of Next Meeting – August 23, 2021

18. Adjournment at 11:50AM

DRAFT

X

Ralph Engdahl, Acting Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281



OPEN MEETING

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

**Thursday, August 5, 2021 – 9:30 a.m.
BOARD ROOM AND VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

REPORT

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

COMMITTEE MEMBERS ABSENT: Reza Karimi

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

The agenda was approved by consensus.

4. Approval of the June 11, 2021 Report

The report was approved by consensus.

5. Committee Chair Remarks

Chair Jarrett stated this is the first time in a long time that this meeting is in the Board room. Welcome.

This is the time of the year when weeds are growing.

Don't forget that Landscape Request Forms are on the website. Only one signature is needed on form for each of your neighboring manors.

The landscape crew schedules are also on the website.

Many residents speak to me about putting in more drought tolerant plants. It is expensive to remove turf and put in these plants and there is no more money for this in this year's budget. We have some money planned for more of these projects in next year's budget.

She thanked Kurt for all that he has done.

6. Department Head Update

6a. Project Log

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

6b. Tree Work Status Report

Mr. Wiemann reviewed this report with the committee.

6c. Ticket Slides

Mr. Wiemann reviewed some information regarding landscape tickets and answered some questions.

The budget for Landscaping should stay the same for next year, with the same service levels.

Consent:

None

Items for Discussion and Consideration

7. Tree Removal Request: 3023-B Calle Sonora (Taylor) – One Magnolia tree

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

8. Tree Removal Request: 3230-C Via Carrizo (Chen) – One Italian Stone Pine and Three Eucalyptus Trees

Mr. Chen was present at the meeting and addressed the committee.

The committee denied the request for the removal of one Stone Pine tree and three Eucalyptus trees, however, they approved a hard trimming of the trees ahead of the rainy season to reduce any potential hazards. The trees will get a regular trimming in the future as needed.

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

9. Off Schedule tree trimming Request: 3335-1D (Schneider) – One Silver Dollar Eucalyptus tree

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

10. Landscape Revision Request: 3157-B Alta Vista (Keck)

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

11. Member Comments (Items Not on the Agenda)

None.

12. Response to Member Comments

None.

Future Agenda Items

Concluding Business:

13. Committee Member Comments

Director Rane-Szostak discussed an El Toro Water District (ETWD) study in 2019 regarding drought resistant plants and now more than 62,000 feet of Village turf has been replaced with drought resistant plants.

The irrigation system is being updated.


Third's Mutual's landscaping water now is primarily recycled water.

Mr. Wiemann reported that ETWD found the Village to be 98 percent efficient in water usage.

Chair Jarrett is very happy that the Landscaping budget won't be cut for next year. She is very happy with the job Mr. Wiemann is doing.

14. Date of Next Meeting – Thursday, September 2, 2021 at 9:30 a.m.

15. Adjournment at 10:42 a.m.


Lynn Jarrett (Aug 10, 2021 08:02 PDT)

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

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OPEN MEETING

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
WATER CONSERVATION COMMITTEE**

**Thursday, July 29, 2021 – 2:00 p.m.
BOARD ROOM AND VIRTUAL MEETING
Laguna Woods Village Community Center 24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Donna Rane-Szostak, Reza Karimi, Lynn Jarrett, John Frankel

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT: None

ADVISORS PRESENT:

STAFF PRESENT: Kurt Wiemann, Eve Morton

1. Call to Order

Chair Rane-Szostak called the meeting to order at 2 p.m.

2. Acknowledgement of Media

No media was present.

3. Approval of the Agenda

Director Karimi moved to approve the agenda. It was approved by consensus.

4. Approval of the Meeting Report from April 29, 2021

Director Karimi moved to approve the Report. It was approved by consensus.

5. Committee Chair Remarks

Chair Rane-Szostak stated that water has become such an important issue. We (ETWD) must import 100% of our drinking water. That, combined with the drought and several residential meters in Third showing 'excessive water consumption', highlight the importance of water conservation. Fortunately, with completions of recent connections near Gate 9, most landscape water in Third is now recycled water.

Chair Rane-Szostak said residents whose meters indicate Tier 4 (excessive) water usage will receive a letter from the Village requesting increased attention to water conservation and a need to check for leaks. The Village can assist in such an inspection.

Mr. Wiemann discussed what landscape is doing to conserve water e.g. performing regular system checks to identify overspray and system malfunctions, converting to spray heads, etc.

A resident who works for El Toro Water District (ETWD) reported that the recycled water project at Gate 9 has been completed. The challenge is that recycled water depends on how much waste water is being generated to be recycled.

A resident Building Captain informed the committee that some residents use water right after the sprinklers have turned off. Giving building captains any information about water use would be most helpful.

Consent Calendar:

None.

Reports:

6. Analysis of the Irrigation Meters

Mr. Wiemann reviewed the information with the committee.

Items for Discussion and Consideration:

7. Village Television and El Toro Water District

Chair Rane-Szostak shared with the committee the ETWD 2021 Drinking Water Quality Report. Also, an ETWD publication related to the recent rate increase showing that not only is the rate for Tier 4 (excessive) water considerably higher than for Tier 1 (efficient), but Tier 4 experienced a more significant rate increase per unit of measure (748 gallons*). Tier 1 increased from \$2.65/ccf* while Tier 4 went from \$7.95/ccf* to \$8.52/ccf*— a far more significant increase.

In last week's Globe, there was an article by Mr. Wiemann about the irrigation schedules.

ETWD is always juggling how to spend money to ensure water is available.

The ETWD budget includes infrastructure costs to ensure they can deliver you the water. Half of the budget is waste water process and other half is purchase and delivery of water.

Chair Rane-Szostak will be speaking with the Garden Villa Association about water conservation at their September meeting.

A Director for ETWD reported that So Cal and OC have been doing a great job of water banking. Northern California is in a much more precarious water situation than our area.

Discussion about how tiers of water usage works.

8. Update on Additional Ways to Educate Village Residents Regarding Water Usage

Discussion ensued.

9. Availability of Low Flow Shower Heads and Toilet Leak Tablets at Resident Services

Some low flow shower heads and toilet leak tablets are available for residents at Resident Services.

Items for Future Agendas:

10. Identify Items for Future Agendas

Concluding Business

11. Member Comments (Items Not on the Agenda)

One member commented that the water damage at Pallazo and Duenas appears to have been fixed, but the area nearer the school has a tarp over it and wondered if the committee knows what that is. Mr. Wiemann reported that the consultant in finalizing plans for that work. Natural springs are there and the mitigation there when the community was built has failed. Water there now is seasonal. Request to inform residents in that area of what is happening there.

ETWD will have a Community Advisory group meeting in November. There will be sandwiches and they would love to everyone in the Village to attend. At 11:30 a.m. on the second Thursday in November.

On Oct. 19, there will be an H2O for HOAs meeting at the new Lake Forest Community Center.

12. Response to Member Comments

None.

13. Committee Member Comments

None.

14. Date of Next Meeting is Thursday, October 28, 2021

15. Adjournment at 3:05 p.m.

Donna Rane-Szostak

Donna Rane-Szostak (Aug 9, 2021 13:45 PDT)

Donna Rane-Szostak, Chair

OPEN MEETING

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

Thursday, July 8, 2021 – 1:30 p.m.
Board Room/Virtual Zoom Webinar

MEMBERS PRESENT: Jon Pearlstone, Chair, Yvonne Horton, Andre Torng, Ryna Rothberg, Reza Karimi, Cush Bhada, Dennis Boudreau

MEMBERS ABSENT: Elsie Addington, Juanita Skillman

OTHERS PRESENT: Maggie Blackwell, Bunny Carpenter, Debbie Dotson

STAFF PRESENT: Brian Gruner, Jennifer Murphy, 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 June 10, 2021

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

Chair's Remarks

Chair Pearlstone stated he is pleased with increased communication between residents, staff and committee members and appreciates the prompt responses. The primary item on the agenda is review of the fees for residents to provide highest level of service without asking for additional money. The financials have been documented with fiscal responsibility brought through the research completed in order to try to manage the budget in an intelligent way with respect to the community.

Report of the Recreation and Special Events Director

Mr. Gruner stated July is Parks Make Life Better month through CPRS. He stated the following operational updates: Recreation opened additional facilities on June 15 as state restrictions were lifted; contacted clubs for rollover reservations; transitioned into private

reservations and expanded facility openings with exception of Clubhouse 6, Performing Arts Center and no reservable rooms in Clubhouse 7; challenges remain with low staffing and shortage of supplies affecting operations locally and nationally; Pool 1 remains closed; the library is fully operational; Seth Jones is the new full-time administrative employee at Garden Centers.

Ms. Murphy stated the Equestrian Center arena and pen project is completed. The center hosts 25 boarded horses (three stalls are on hold until horses arrive) leaving only one open stall. The Help the Herd fundraiser has raised \$9,695 to date and the following items have been purchased with these funds: fly sheets, stall mats, saddles, saddle pads, vet needs, and protective boots. The Help the Herd fundraiser will be extended and a donor event was hosted at the Equestrian Center to thank donors. Ms. Murphy stated three horses have retired to pasture, two new horses have been purchased and one lease horse in process.

Ms. Murphy stated room reservations have begun for Clubhouses 1, 2 and 5 and the Village Greens. Classes are ongoing with 16 instructors currently and another 10 to return soon. Ms. Murphy stated the upcoming events which include the Farmers Market at Garden Center 1, 9 a.m. to noon on Saturday, July 10 (this event will be cash only), free Monday movies at Clubhouse 5 on the 2nd and 4th Mondays at 4 p.m. (residents must register on ActiveNet for the free movies) and the outdoor concert featuring Dallas and Doll on Thursday, September 23 at Clubhouse 2, 4 to 6 p.m.

Director Horton inquired as to the computers in the Fitness Center being non-operational. Mr. Gruner explained the system used prior to the Malware incident was outdated and not able to be reinstated. ActiveNet will be utilized and staff must input all resident information before cards may be scanned once again.

Director Horton inquired as to having two billiards rooms. Mr. Gruner stated these rooms have been reduced from four previously and review of the community needs for Clubhouse 1 will be completed via the Clubhouse 1 renovation process.

Director Horton stated some rules contradict some resolutions at the Garden Centers and inquired as to which are correct. She stated a bar was built on a Garden Center 2 plot. Mr. Gruner stated staff will review the bar built and the service fee for rototilling that is not in the current policy. The resolution only states it is an available service and does not list a fee.

Member Comments (Items Not on the Agenda)

Residents were called to speak on the following items: Golf Greens Committee continues to meet to discuss guest fees, increasing guest allowance to weekdays after noon, safety of walkers on perimeter golf cart paths and two persons are allowed per cart currently; tennis ice machine broken; new ice machine for tennis facility; tree stump removal at tennis facility; new income ideas; low staffing affecting open facilities; resident two-day event on July 4.

Chair Pearlstone stated Greens Committee has been instrumental but wants to ensure fees are presented to CAC. He stated signage is placed to protect GRF against those that walk the golf cart path. Mr. Gruner stated staff will assist with proper signage on the golf cart paths. Advisor Boudreau stated the sign by hole 16 needs to be reinstated. Chair Pearlstone directed staff to research other golf club policies regarding those walking the golf cart paths. Director Dotson would like this item placed on the Security Community Access Committee agenda.

Mr. Gruner stated ice machine at the tennis facility is awaiting several parts and confirmed they are en route. Chair Pearlstone would like staff to research new ice machine costs. Mr. Gruner stated staff will research costs of commercial grade ice machine and will contact landscaping regarding the tree stump.

Chair Pearlstone stated income will be discussed today and Director Bhada is to be invited to subsequent income discussions.

Mr. Gruner stated low staffing levels will affect facility hours and/or amenities. He also stated the resident that proposed the July 4 two-day event declined hosting the event.

CONSENT

A motion was made to approve the consent calendar.

Motion passed unanimously.

REPORTS

Exception for Village Greens Room Usage - Ms. Murphy stated the request for consideration of an exception to the policy which states the Village Greens rooms are not to be used for club rollovers. This consideration of exception is due to shortage of available rooms and would be two Mondays per month and would only be scheduled in room 2.

Discussion ensued.

Staff was directed to present this item as a staff report to CAC in August.

ITEMS FOR DISCUSSION AND CONSIDERATION

Proposed Fee Policy Amendment for Recreation and Related Services - Chair Pearlstone reviewed the fee sharing objectives and phases of strategy. Chair Pearlstone presented the 2022 Recreation Fees chart. He stated the only fees changing to assist with generating revenue are those approved at the July, 2021 GRF meeting and staff will manage a budget that has a potential three percent maximum increase for the next 3 to 5 years.

Mr. Gruner stated the fees we are reviewing are only the chargeable fees. The operating budget will follow the budget process currently (utilities, compensation, etc.) which would require board approval. These are not tied into the operating budget.

Ms. Murphy stated the Equestrian Center fees will be discussed at a special Equestrian Ad Hoc committee meeting.

Discussion ensued.

A motion was made to approve 2022 fees (excluding Equestrian Center based on Equestrian Ad Hoc Committee recommendation) with no mention of a cap of three percent increase.

Motion passed 4-1-1.

Staff was directed to add revenue generating objective under Future Agendas.

ITEMS FOR FUTURE AGENDAS

Laguna Woods Village Pre-reserved Golf Tee Times - Staff was directed to keep this item under Items for Future Agendas.

Saddleback Emeritus Institute Contract Update – Staff was directed to keep this under Future Agendas.

Club Insurance – Staff was directed to keep this item under Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Director Torng suggested board members propose alternatives to material presented.

Chair Pearlstone stated short, intermediate and long-term revenue generating ideas will be prioritized as a starting point for the next discussion.

Director Bhada thanked all and stated this was a good meeting.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held at 9:30 a.m. in the Community Center Board Room and via the Zoom Webinar platform on Monday, August 16, 2021.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:22 p.m.

Jon Pearlstone
Jon Pearlstone, Chair

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REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
EQUESTRIAN AD HOC COMMITTEE

Wednesday, July 7, 2021 – 2:30 p.m.
Clubhouse 2 Los Olivos room

MEMBERS PRESENT: Bunny Carpenter, Chair, Yvonne Horton, Annie McCary, Cush Bhada, Stefanie Brown, Sue Hemberger, Gary Empfield

MEMBERS ABSENT: Bunny Lipinski

OTHERS PRESENT: None

STAFF PRESENT: Jennifer Murphy, Laura Cobarruviaz, Jackie Kupfert

Call to Order

Chair Carpenter called the meeting to order at 2:30 p.m.

ITEMS FOR DISCUSSION AND CONSIDERATION

Help the Herd/Corporate Sponsorship

Ms. Hemberger reported the Help the Herd donor event was well attended. \$9695 has been raised to date and the goal of \$10,000 is expected. Ms. Hemberger will no longer be a part of the Help the Herd committee due to full time employment. She contacted the Saddle Club to inquire about someone assuming leadership. If Saddle Club is unable, Ms. Cobarruviaz will assist by possibly creating a committee of volunteers. Mr. Empfield stated the Saddle Club would like to have more than one person assist with Help the Herd. Ms. Cobarruviaz thanked Ms. Hemberger for her active role as a member of Help the Herd and stated the Saddle Club members are trustworthy. Mr. Empfield stated the Saddle Club treasurer, the vice president and one other Saddle Club member are showing interest in volunteering for Help the Herd. Mr. Empfield will be the designated reporter to the Equestrian Ad Hoc Committee for Help the Herd as the others will not attend EQ ad hoc. The Saddle Club will meet on July 19 to discuss. Ms. Hemberger will remain a member of the Equestrian Ad Hoc Committee and will attend meetings when able.

Director Bhada inquired as to access to the Help the Herd link. Ms. Hemberger stated the link is posted on the Village Community Fund (VCF) website, the Laguna Woods Village website and Mr. Empfield stated he will add it to the Saddle Club website.

Director McCary inquired as to if any horses were affected by July 4 fireworks. Mr. Empfield stated many cities did not host fireworks and all horses seemed calm; no sedation necessary.

Director Bhada inquired as to meeting schedule for Equestrian Ad Hoc Committee. Chair Carpenter stated meetings may occur quarterly instead of bi-monthly. All concurred quarterly will be the new meeting schedule with the option of a special meeting when necessary.

Equine Assisted Learning Launch Program

Ms. Murphy stated staffing is limited at this time at the Equestrian Center and would like to place a few projects on hold until the center is fully staffed as Ms. Cobarruviaz has been working several extra hours to try to accommodate the needs of the center. Ms. Cobarruviaz stated Ms. Grider agreed to move forward with the Equine learning program (instead of Equine therapy) and can restructure her fees to accommodate this change. Director Brown is able to assist with program start up. Ms. Cobarruviaz stated this program will provide more value to the community than the current riding program.

Ms. Cobarruviaz stated the boarder operations and facility updates have been addressed. She stated we have 24 boarded horses, 8 school horses with one on the way which leaves one vacancy currently but would like to consider the facility at full capacity. She will continue to do an inventory of the number of stalls.

With the riding program beginning yesterday for the community and with this number of horses, it takes a great deal of time and with staff levels low it has become cumbersome to try to greet visitors, fulfill new services requests, which is generating \$1000/month currently, and give proper care to resident boarder horses and GRF horses. Each horse is turned out every day when they were not before and each are getting lunch added to their day which has been healthier for the horses. Ms. Cobarruviaz stated lesson prep, lessons, necessary horse exercise, extra services, and boarder assistance totals approximately 69 hours per week before training and mandatory office work. Once we get a full-time stable lead, focus will be on the property to assist staff with allowing time to answer phones and greet visitors. Ms. Cobarruviaz stated tours have assisted with visitors.

Chair Carpenter inquired as to scheduling the tours. Ms. Cobarruviaz stated a volunteer assists with tours currently and staff is looking to get additional help for Wednesday and Thursday.

Mr. Empfield inquired as to the health of the new horse received from an auction house. Mr. Empfield stated the stable manager has the authority to decline any new horse if health is a concern. Ms. Cobarruviaz stated was not on site when new horses arrived and this is one issue with low staffing. Ms. Murphy stated we are actively recruiting for more staff including the request for early release of a full-time staff person that was to be in the 2022 budget. Director Brown stated we will have to balance income and expenses with the addition of new staff positions. She inquired as to using GRF employees to assist. Ms. Cobarruviaz stated we will use all resources when possible however not all staff is trained or equipped to do each request at the Equestrian Center.

Mr. Empfield inquired as to formula used for budget each year. Chair Carpenter stated we will be discussing later in this meeting.

Non-Resident Boarders Sponsored by Residents

Ms. Murphy stated the operating rules were updated to include non-resident boarders sponsored by residents.

Action Item List Discussion

Rat Abatement Update

Ms. Cobarruviaz stated pest control cleaned the attics above the stalls and may install wire mesh over the stalls to reduce rat access. They are currently using bait boxes. Owls were discussed and if used, staff will need to remove bait boxes. Director Brown stated using mesh at all entrance points is necessary. Ms. Cobarruviaz stated old mangers will be removed as well.

Search for New Lesson Program Horses

Ms. Cobarruviaz stated two new horses have arrived and are being trained with another horse on trial for three months. A different horse may be donated for the program and VCF will meet soon to decide if we can accept the horse in kind. Ms. Hemberger inquired as to the decrease of riding program to three days per week from five days per week. Ms. Cobarruviaz stated this is due to staffing levels. Some safety standards were not met to maintain five days per week in the past.

Mr. Empfield stated we need to educate the community on the new program changes. Director Brown stated the center will need outside support and volunteers to remain “alive” and will need visitors to keep donations coming in. Ms. Cobarruviaz is in favor of utilizing volunteers, but the training and scheduling involved takes staff time which is limited at this time. Ms. Cobarruviaz stated she would like to see monthly events scheduled and restated that both sides of the Equestrian Center business will need to be addressed. Chair Carpenter stated a lot has been completed and patience is necessary.

Arena Regrading & Surfacing Project – Update: approved by GRF

Ms. Cobarruviaz stated the arena project is complete with one side needing to be leveled; vendor will repair soon. Manual daily watering is done to maintain a proper surface. Director Bhada inquired as to cost for installing an automated system. Ms. Cobarruviaz stated quotes were received and ranged from \$3500 to \$10,000 depending upon type of system.

Chair Carpenter stated the Old Pros stated they are hosting an event at the Equestrian Center courtyard. Ms. Cobarruviaz stated she anticipates longevity for the Equestrian Center and will educate the community about the changes. Director Brown suggested a write-up to inform boarders of all the updates.

Painting Stall Interiors/Removal of Old Mangers Update

Ms. Cobarruviaz stated the painting stall interior project is complete and staff is currently removing the old mangers.

Third Feeding Schedule (including volunteer buddy shift)

Ms. Cobarruviaz inquired using approved volunteer boarders to assist with evening feedings once properly trained. Chair Carpenter stated forms must be signed properly. All concurred to use volunteers if properly trained and forms are completed.

Mr. Empfield stated offering a free turnout (or other services) in trade is agreeable. Ms. Hemberger inquired as to liability if an error occurs. Ms. Murphy states insurance covers volunteers and all forms must be on file. She will inquire with Risk Management. Ms. Murphy stated Mr. Gruner approves with approval of the committee.

Potential Projects:

Branding of Boarder Packet

Ms. Murphy and Ms. Cobarruviaz will complete this in the future.

Facility Security

Ms. Cobarruviaz stated the fencing is quite low and many homeless enter the facility after hours. She is requesting extending the tall fencing at the entrance.

Chair Carpenter requested Mr. Gruner present this to the Security Committee as it is a security issue and should be charged to their budget. Director Brown inquired as to adding tall fencing at the trail entrance.

Arena Use Fee for Club Events

Chair Carpenter stated a fee will be necessary for arena use. Ms. Cobarruviaz stated there is disabled access. She also stated outside horse shows can be hosted to generate revenue.

Equestrian Center Visitors

Visitors and tours were discussed under agenda item Equine Assisted Learning Launch Program.

Equestrian Center Pricing Policy

Chair Carpenter stated the Equestrian Center is a different business model which is based upon a competitive rate rather than a cost share. Shared cost is to be reviewed and suggested an annual competitive cost. She requested modifications to be presented to CAC for review. Chair Carpenter would like to institute the changes for 2022.

Director McCary stated to table this item for a special meeting next month to allow for all the committee to review thoroughly. Ms. Cobarruviaz reviewed the proposed fees only. Suggested changes are as follows: fixed rates instead of shared cost; feed/hay prices and any delivery fees due to fuel costs that are increased by the vendor should be charged to user; elimination of 30-minute lessons.

The committee concurred to host a special meeting to further discuss the Equestrian Center Pricing Policy. This meeting is to be held on August 5 at 1 p.m. in the Community Center Board Room.

The committee was directed to send questions to Ms. Kupfert within who will facilitate sending the information to committee. These emails are to be sent within 2 weeks, staff will review and answer. Ms.

Kupfert will send response email to the committee and create a document with these responses for the special meeting agenda packet.

CONCLUDING BUSINESS

Member Comments

None.

Next meeting

The date of the next meeting will be August 5 at 1 p.m. in the Community Center Board Room. This is a special meeting called to discuss the Equestrian Center Pricing Policy.

Adjournment

Chair Carpenter adjourned the meeting at 4:55 p.m.

A handwritten signature in cursive script that reads "Bunny Carpenter".

Bunny Carpenter, Chair

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OPEN MEETING
THE GOLDEN RAIN FOUNDATION
MEDIA AND COMMUNICATIONS COMMITTEE
Monday, July 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, Lynn Jarrett, Annie McCary and Ryna Rothberg; Advisors Tom Nash, Carmen Pacella, Lucy Parker and Juanita Skillman; Alternates Bunny Carpenter and Deborah Dotson

MEMBERS ABSENT: Advisor Theresa Frost

OTHERS PRESENT: James Hopkins and Egon Garthoffner

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

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**
Day change from Tuesday to Monday; approved with correction by unanimous consent.
4. **Approval of Meeting Report from April 19, 2021**
Approved by unanimous consent.
5. **Chair's Remarks**
Did not get recorded.

6. Member Comments (Items Not on the Agenda)

Herbert Kim inquired about premium sports channels like Fox Sports Network West and why they are not offered in the Village.

7. Director and Staff Responses to Member Comments

Ms. Paulin explained the decision of the GRF Board after much consideration to cancel the programming due to costs. Reports from the meetings are posted on the website. For further inquiries, email info@lagunawoodsvillage.com.

Before the report, Ms. Paulin discussed staff's motivation of making life in the Village as pleasant as possible. This was the motivation behind the accomplishments launching the magazine, TV6 programming, Ayers hotel media crisis communication and the Village vaccination program. She mentioned the importance of kindness as the Thrive Project's theme. She reminded committee members, that as communicators, we need to point people to where they can get the right information.

Chair Milliman reiterated the importance of kindness and to point people in the right direction other than social media for accurate information.

REPORTS:

8. Media and Communications Report – Eileen Paulin

Ms. Paulin discussed that the website—which contains a wealth of information, but is difficult to research—is in the budget for a revamp next year. As soon as the budget is approved, focus groups will be conducted to receive input on the website. Anticipate sometime in October.

Ms. Paulin also noted that the department produced much new signage because of amenities and facilities reopening, adding that if we have to go back to masking, more signage will need to be produced or revised.

Ms. Paulin highlighted from the Media and Communications Activities Report:

- The June/July Village Breeze is out
- Weekly What's up in the Village email blasts
- Weekly press releases sent to Globe
- Bi-weekly Manor Alterations newsletters
- May/June employee newsletter went out
- Fourth of July Golf Cart Parade promotions
- GRF program to recruit board members promotions

Ms. Paulin stated that docent tours will resume and new resident orientations will go live in August.

Advisor Skillman inquired about the Globe and a discussion ensued.

Director McCary inquired about tracking TV6 viewership and a discussion ensued.

9. Broadband Update – Paul Ortiz

Mr. Ortiz commended the cable technicians and Broadband services staff for doing an incredible job.

Mr. Ortiz highlighted from the Broadband Services Staff Report:

- 2021 cable operation report
- 2021 Broadband Services operation report
- Expiring programming contracts
- Pay subscription report
- Broadband Services fee report
- Broadband subscriber count report
- Village Television report
- Internet
- Programming legislation report

Chair Milliman inquired about alternatives to smart TVs, and a discussion ensued on set top boxes, remotes and other devices.

Director McCary inquired about Showtime's automatic renewal from the pay subscription report, and a discussion ensued.

The report stated that GRF has 379 Showtime subscribers and pays higher than the retail rate for the subscription. GRF can raise the monthly price to cover the Showtime programming fee, migrate current subscribers to Showtime Anytime or operate the Showtime offer at a loss each month.

Mr. Ortiz recommended a 10% increase to cover the 4.25% increases for this year and next year. That would allow a year and a half to educate those subscribers about smart TVs or devices that enable older TVs to get streaming services.

Chair Milliman said she would entertain a motion.

Director Jarrett made a motion to recommend to GRF to renew Showtime and to raise the rate by 10%.

Director Rothberg seconded the motion and a discussion ensued.

Director Skillman asked whether the motion should include all pay TV subscriber fees.

Mr. Ortiz stated that Showtime is one of two services that the community is losing money on each month.

The motion to make this recommendation to GRF passed by a vote of 5 to 1.

Mr. Ortiz brought to the committee's attention that GRF is paying \$100 each month for 10 subscribers to watch adult services. GRF is losing money every month to provide this service and would need to raise the rate from \$9 to \$23 per event to recoup that programming cost. He asked whether we should raise the rate or stop offering adult paid services.

A discussion ensued about the programming cost, low number of subscribers and the availability of this type of content on the internet and elsewhere.

Director Rothberg made a motion to recommend to GRF to discontinue adult programming due to cost, low number of subscriptions and availability of content elsewhere.

Director Jarrett seconded the motion and a discussion ensued.

The motion to make this recommendation to GRF passed by unanimous consent.

Mr. Ortiz recommended 5% fee increases for Broadband services as costs have increased and we haven't increased our rates in years. Discussion ensued as to which committee should propose.

GRF Treasurer James Hopkins stated that the Media and Communications Committee should propose these fee increases to the Finance Committee.

Director Rothberg made a motion that the Broadband Services fee increases for 2022 be sent to the Finance Committee for their endorsement and recommendation to the GRF board.

Director McCary seconded the motion.

The motion passed by unanimous consent.

Mr. Ortiz reported that subscriber counts and pay services are trending down, while TiVo products and internet services are increasing.

Mr. Ortiz announced the premier broadcast of the Trading Post program with Advisor Skillman on Village Television. He reported that the YouTube channel has almost 2,000 subscribers.

Mr. Ortiz reported on a meeting with West Coast Internet and further discussion ensued on internet speeds and the infrastructure in place to support them.

ITEMS FOR DISCUSSION AND CONSIDERATION:

10. The Broadband Group Contract

Ms. Paulin reported on The Broadband Group (TBG) contract, stating that the money is already in the budget, and that their analyses would increase revenue and reduce costs without negative impact. She also highlighted the need for short- and long-term strategies from TBG on how GRF should spend its resources on cable and internet in the Village.

Discussion ensued on the potential return on investment and savings in franchise tax fees.

Director McCary made a motion to recommend that GRF approve The Broadband Group contract for \$120,000.

Director Jarrett seconded the motion.

The motion passed by unanimous consent.

ITEMS FOR FUTURE AGENDAS:

- 11. Focus groups for website**
- 12. Review and revise the Village website usage policy**

CONCLUDING BUSINESS:

13. Committee Member Comments

Advisor Pacella signaled his commendation for the meeting.

Advisor Nash stated he appreciated and enjoyed the meeting.

Director Dotson commended the meeting.

Director Ardani commended the meeting and thanked everyone.

Advisor Parker commended the meeting, stating it covered a lot of great information. She also looks forward to commenting on the website.

Advisor Skillman congratulated Mr. Ortiz on a fantastic report. She also expressed frustration over the technical issues with hybrid meetings and that they should be in person only.

Director Rothberg stated she is so happy to be back in person with everyone and also expressed frustration with Zoom meetings. She thanked Mr. Ortiz.

Director Blackwell commended the staff for a great meeting and appreciated Ms. Paulin's and Mr. Ortiz' reports.

Director Jarrett stated that the meeting was interesting and educational. She thanked Mr. Ortiz and Ms. Paulin for their reports.

Director McCary echoed the comments that this was a good meeting and very informative. She thanked and commended the staff and committee.

Chair Milliman encouraged kindness toward staff.

Ms. Logan-McCracken commended the committee, stating she appreciates the opportunity to work with each committee member.

Mr. Ortiz stated much work needs to be done and he appreciates the support.

Ms. Paulin stated she enjoys this group very much.

14. Date of Next Meeting – Monday, August 16, 2021, at 1:30 p.m.

15. Adjournment
3:39 p.m.

p.p. Joan Milliman / SLM

Joan Milliman, Chair
Media and Communications Committee

REPORT OF THE LAGUNA WOODS VILLAGE
TRAFFIC HEARINGS COMMITTEE

July 21, 2021

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

MEMBERS PRESENT: Chair: John Frankel, Neda Ardani, John Carter, Cush Bhada, Yvonne Horton

STAFF PRESENT: Jayanna Hendley, Vanessa Ayala, Eulalio Diaz

Call to Order

John Frankel, Chair, called the meeting to order at 9:04 A.M.

Approval of Agenda

Chair Frankel made a motion to approve agenda as presented.
By unanimous consent, the motion passed.

Approval of Meeting Reports

Chair Frankel made a motion to approve the meeting report from June 16, 2021.
By unanimous consent, the motion passed.

Violation Program Update

Staff Member, Jayanna Hendley, reported that in-person Traffic School classes will begin August 5, 2021, and they will continue to occur on the first Thursday of each month. Jayanna also reported that the letter generation system has improved.

Traffic Hearings

- a. 9:15 a.m. Traffic Violation # 2107367 (Speeding 16 MPH or over the limit) – No Show, Automatic Guilty, \$100 Fine
- b. 9:30 a.m. Traffic Violation # 2108926 (Failure to Obey Stop Sign) -Guilty, \$50 Fine
- c. 9:45 a.m. Traffic Violation # 2109268 (Failure to Obey Stop Sign) – Guilty, \$50 Fine

Date of Next Meeting

The next meeting is scheduled for Wednesday August 18, 2021, at 9:00 A.M., via virtual meeting.

Adjournment

With no further business before the Committee, the meeting was adjourned at 9:54 A.M.

John Frankel

John Frankel (Jul 28, 2021 14:12 PDT)

Jul 28, 2021

John Frankel, Chair

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