



## **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, June 18, 2024 - 9:30 a.m.  
Laguna Woods Village Community Center  
Board Room/Virtual Meeting  
24351 El Toro Road  
Laguna Woods, California**

**Directors Present:** Mark Laws, S.K. Park, Jim Cook, N. Cris Prince, Moon G. Yun, Reza Karimi, Brad Rinehart, Nathaniel Ira Lewis, David Veeneman, Andrew Ginocchio (entered meeting at 10:25 a.m.)

**Directors Absent:** Jules Zalon (Not Noticed)

**Staff Present:** Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Eric Nunez, Bart Mejia, Ian Barnette, Kurt Wiemann, Blessilda Wright, Jeff Spies, David Rudge, Alan Grimshaw, Steve Hormuth, Tom Siviglia, Dan Hoxie, Catherine Laster

**Others Present:** VMS – Jim Glassman  
GRF – None  
United – None  
VMS – None

#### **1. Call meeting to order / Establish Quorum – President Laws, Chair**

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

#### **2. Pledge of Allegiance**

Director Cook led the Pledge of Allegiance.

#### **3. Approval of Agenda**

President Laws asked for a motion to approve the Agenda.

Director Lewis made a motion to approve the Agenda. Director Karimi seconded.

Hearing no further changes or objections, the agenda was approved by consent.

#### **4. Approval of Minutes**

- a. May 21, 2024 – Regular Open Meeting
- b. May 31, 2024 – Special Board Meeting
- c. June 7, 2024 – Agenda Prep Meeting

Director Veeneman made a motion to approve the minutes of May 21, 2024 – Regular Open Meeting, May 31, 2024 – Special Board Meeting and the June 7, 2024 – Agenda Prep Meeting. Director Lewis seconded.

Hearing no further changes or objections, the minutes were approved by consent.

## **5. Report of the Chair**

President Laws commented on the following:

- Reminded that there are 3 open available positions to fill at the upcoming annual Third Election
- Applications are due back on July 3, 2024, at 5:00 p.m.
- If there are more than 3 applicants, then there will be an election. If there are 3 or less, then those applicants will become directors by acclamation

## **6. Open Forum (Three Minutes per Speaker)**

- A member commented on the work of the Foundation of Laguna Woods Village
- Multiple members commented on their displeasure with the recall of two GRF Directors by the Third Board
- A member commented on the joint property insurance with United Mutual
- A member commented on a continuous problem with drainage pipe over their kitchen and requesting that there is an annual check on the pipes

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

- President Laws made a brief comment on the recall
- President Laws commented that he will get back to the member regarding the clogged pipes

## **8. CEO Report**

CEO Siobhan Foster reported on:

- 2025 Budget Meetings – Ver. 2, Beyond
- CH1 Beautification Progress
- Resident Services Enhancements
- Resident Services Communication Enhancements
- Website Transformation Progress
- Recreation Update
- Security Services Update
- SCE Ticket Management Update
- Third Strategic Maintenance Summary
- Where to Report Lighting Issues
- VMS Strategic Planning
- VMS Strategic Planning – Next Steps

CEO Foster answered questions from the Board.

**9. 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.*

President Laws asked for a motion to approve the Consent Calendar as presented.

Director Veeneman made a motion to approve the Consent Calendar. Director Yun seconded the motion.

Director Cook recused himself from item 9d (1).

Hearing no changes or objections, the motion to approve the Consent Calendar was approved by consent.

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of April 2024, 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. **Recommendations from the Finance Committee**
  - (1) Recommendation to Approve a Resolution got Recording a Lien Against Member ID #934-900-63

**RESOLUTION 03-24-59**

**Recording of a Lien**

**WHEREAS**, Member ID 934-900-63; 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 18, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 934-900- 63 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.

- (2) Recommendation to Approve a Resolution got Recording a Lien Against Member ID #932-792-09

**RESOLUTION 03-24-60**

### **Recording of a Lien**

**WHEREAS**, Member ID 932-792-09; 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 18, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-792- 09 and;

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

- (3) Recommendation to Approve a Resolution got Recording a Lien Against Member ID #932-600-80

### **RESOLUTION 03-24-61**

### **Recording of a Lien**

**WHEREAS**, Member ID 932-600-80; 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 18, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-600- 80 and;

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

- (4) Recommendation to Approve a Resolution got Recording a Lien Against Member ID #931-510-18

### **RESOLUTION 03-24-62**

## **Recording of a Lien**

**WHEREAS**, Member ID 931-510-18; 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 18, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-510- 18 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.

### **c. Recommendations from the Landscape Committee**

- (1) Recommendation to Deny the Request for stepping stones next to the stairs at Manor 2195-C Via Mariposa

#### **RESOLUTION 03-24-63**

##### **Deny the Request for Stepping Stones Next to the Stairs Located at 2195-C Via Mariposa**

**WHEREAS**, on June 6, 2024, the Landscape Committee reviewed a request for a landscape alteration from the Member at 2195-C to place stepping stones next to the stairs at the front entryway; and

**WHEREAS**, the resident requested permission to place stepping stones next to the stairs at the front entryway to create a ramp so her husband does not have to use the stairs; and

**WHEREAS**, this request is placing Mutual at liability as it would create a ramp that does not meet ADA guidelines; and

**WHEREAS**, the Committee recommends that the request to alter the landscape and place stepping stones at 2195-C Via Mariposa according to the plans provided by the resident be denied; and

**WHEREAS**, the Committee recommends the issue be reviewed by the Architectural and Control and Standards Committee;

**NOW THEREFORE BE IT RESOLVED**, June 18, 2024, the Board of Directors denies the request for the approval of the landscape alteration at 2195-C Via

Mariposa; and

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

**d. Recommendations from the Architectural Controls and Standards Committee**

- (1) Recommendation to Approve the Variance Request to Install Pavers on Common Area for Golf Car at Manor 2173-A Via Mariposa East

**RESOLUTION 03-24-64**

**Variance Request**

**WHEREAS**, Member located at 2173-A Via Mariposa East, a Monterey style manor, requests Architectural Control and Standards Committee approval of a variance to install pavers on Common Area for Golf Car; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on June 10, 2024; and

**WHEREAS**, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to install pavers on Common Area for Golf Car;

**NOW THEREFORE BE IT RESOLVED**, on June 18, 2024, the Third Laguna Hills Mutual Board hereby approves the request to install pavers on Common Area for Golf Car; and

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 2173-A Via Mariposa East and all future Mutual Members at 2173-A Via Mariposa East; 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.

- (2) Recommendation to Approve the Variance Request to Install Fence to Enclose Common Area at Entry at Manor 3282-B San Amadeo

**RESOLUTION 03-24-65**

**Variance Request**

**WHEREAS**, Member located at 3282-B San Amadeo, a La Reina style manor, requests Architectural Control and Standards Committee approval of a variance to install a fence to enclose Common Area at entry; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on June 10, 2024; and

**WHEREAS**, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to install a fence to enclose Common Area at entry;

**NOW THEREFORE BE IT RESOLVED**, on June 18, 2024, the Third Laguna Hills Mutual Board hereby approves the request to install a fence to enclose Common Area at entry; and

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 3282-B San Amadeo and all future Mutual Members at 3282-B San Amadeo; and

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

- (3) Recommendation to Approve the Variance Request to Install Acorn Stairlift in Common Area at Manor 2269-P Via Puerta

#### **RESOLUTION 03-24-66**

##### **Variance Request**

**WHEREAS**, Member located at 2269-P Via Puerta, a Castilla style manor, requests Architectural Control and Standards Committee approval of a variance to install an Acorn stairlift in Common Area; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on June 10, 2024; and

**WHEREAS**, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to install an Acorn stairlift in Common Area;

**NOW THEREFORE BE IT RESOLVED**, on June 18, 2024, the Third Laguna Hills Mutual Board hereby approves the request to install an Acorn stairlift in Common Area; and

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 2269-P Via Puerta and all future Mutual Members at 2269-P Via Puerta; 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.

#### **10. Unfinished Business**

- a. Entertain a Motion to Approve the Revision to Standard 47: Bathroom Splits (May initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Board Secretary read the following resolution:

#### **RESOLUTION 03-24-67**

#### **Revise Standard 47: Bathroom Splits**

**WHEREAS**, the Third Laguna Hills Mutual recognizes the need to amend standards and create new standards as necessary; and

**WHEREAS**, the Mutual recognized the need to revise Standard 47: Bathroom Splits;

**NOW THEREFORE BE IT RESOLVED**, June 18, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 47: Bathroom Splits as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-18-22 adopted February 20, 2018, is hereby superseded and canceled; and

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

Director Prince made a motion to approve Revised Standard 47: Bathroom Splits. Director Yun seconded.

Discussion ensued among the Board.

Alan Grimshaw, Buildings and Permits Inspection Manager, answered questions from the Board.

A member commented on the item.

Hearing no changes, the motion was called to a vote and passed unanimously.

## **11. New Business**

### **a. Entertain a Motion to Approve Revision to Standard 6: Block Walls (June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

Mr. Grimshaw gave a highlight of the staff report and answered questions from the Board.

#### **RESOLUTION 03-24-XX**

##### **Revise Standard 6: Concrete Block Walls**

**WHEREAS**, the Third Laguna Hills Mutual recognizes the need to amend standards and create new standards as necessary; and

**WHEREAS**, the Mutual recognized the need to revise Standard 6: Block Walls;

**NOW THEREFORE BE IT RESOLVED**, July 16, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 6: Concrete Block Walls as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-18-14 adopted January 19, 2018, is hereby superseded and canceled; and

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

Director Cook made a motion to approve the revised standard 6: block walls for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Veeneman seconded.

Hearing no changes, the motion was called to a vote and passed 7-2-0.  
President Laws and Director Lewis opposed.

### **b. Entertain a Motion to Approve the Revision to Standard 41: Solar Panels, 1 Story Buildings (June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

#### **RESOLUTION 03-24-XX**

##### **Revise Standard 41: Solar Panels, 1 Story Buildings**

**WHEREAS**, the Third Laguna Hills Mutual recognizes the need to amend standards and create new standards as necessary; and

**WHEREAS**, the Mutual recognized the need to revise Standard 41: Solar Panels, 1 Story Buildings;

**NOW THEREFORE BE IT RESOLVED**, July 16, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 41: Solar Panels, 1 Story Buildings as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-23-51 adopted May 16, 2023, is hereby superseded and canceled; and

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

Director Cook made a motion to approve the revised standard 41: solar panels, 1 story buildings for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Veeneman seconded.

Director Lewis requested that this item be sent to legal counsel during the 28-day review process.

Hearing no changes, the motion was called to a vote and passed 4-3-2. Director Lewis, Director Veeneman, and President Laws opposed. Director Park and Director Prince abstained.

**c. Entertain a Motion to Approve the Revision to Standard 41A: Solar Panels, 2 Story Buildings (June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

**RESOLUTION 03-24-XX**

**Revise Standard 41A: Solar Panels, 2 Story Buildings**

**WHEREAS**, the Third Laguna Hills Mutual recognizes the need to amend standards and create new standards as necessary; and

**WHEREAS**, the Mutual recognized the need to revise Standard 41A: Solar Panels, 2 Story Buildings;

**NOW THEREFORE BE IT RESOLVED**, July 16, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 41A: Solar Panels, 2 Story Buildings as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-23-76 adopted July 18, 2023, is hereby superseded and canceled; and

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

Director Cook made a motion to approve the revised standard 41A: solar panels, 2 story buildings for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Veeneman seconded.

Hearing no changes, the motion was called to a vote and failed 4-5-1. Director Park abstained. Director Rinehart, Director Cook, Director Ginocchio, and Director Karimi voted in favor.

- d. Entertain a Motion to Approve the 2025 Collection and Lien Enforcement Policy (June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

**RESOLUTION 03-24-XX**

**2025 Collection and Lien Enforcement Policy**

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

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

**NOW THEREFORE BE IT RESOLVED**, July 16, 2024, that the Board of Directors hereby adopts the 2025 Third Laguna Hills Mutual Collection and Lien Enforcement Policy as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, the policy statement is provided pursuant to the requirements of California Civil Code section 5310(a)(7) and will be distributed to members in November 2024 as part of the Annual Policy Statement; and

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

Director Lewis made a motion to approve the 2025 collection and lien enforcement policy for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Prince seconded.

Hearing no changes, the motion was called to a vote and passed unanimously.

- e. Entertain a Motion to Approve the Passive Business Policy and Application (June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

**RESOLUTION 03-24-XX**

**Revised Policy Regulating Passive Home Businesses**

**WHEREAS**, Third Mutual's governing documents state that members shall use their

units as a private dwelling, and for no other purpose; and

**WHEREAS**, Third Mutual recognized the need to establish restricted conditions under which a passive business may be conducted, and on August 21, 2001, the Board adopted its Policy Regulating Home Occupations; and

**WHEREAS**, it is necessary to update the current policy by removing any reference to Laguna Woods Mutual No. Fifty, make clarifying statements that the Mutual's intent of the policy is to prescribe a reasonable standard that allows certain businesses to operate in a member's unit without negatively affecting the neighbors and/or the community, and to make other scrivener administrative updates by making language consistent throughout the policy;

**NOW THEREFORE BE IT RESOLVED**, July 16, 2024, that the Board of Directors of this corporation hereby adopts the revised Policy Regulating Passive Home Businesses as attached to the official meeting minutes of this corporation; and

**RESOLVED FURTHER**, that any violations of said policy can result in suspension of the use of GRF facilities and voting privileges, and a monetary penalty of up to \$500; and

**RESOLVED FURTHER**, that Resolution M3-01-38 adopted August 21, 2001 is hereby superseded and cancelled; and

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

Director Veeneman made a motion to approve the passive business policy and application for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Prince seconded.

Hearing no changes, the motion was called to a vote and passed unanimously.

- f. Entertain a Motion to Approve the Rules for Board Meetings (June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

#### **RESOLUTION 03-24-XX**

#### **Rules for Board Meetings**

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

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

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

**NOW THEREFORE BE IT RESOLVED**, July 16, 2024, that the Board of Directors of this Corporation hereby approves the attached revised Rules for Board Meetings; and

**RESOLVED FURTHER**, that Resolution 03-22-134 adopted December 20, 2022 is hereby superseded and cancelled; and

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

Director Prince made a motion to approve the rules for board meetings for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Karimi seconded.

Director Prince had some corrections to the item in which staff has already been alerted to.

Hearing no changes, the motion was called to a vote and passed unanimously.

**g. Entertain a Motion to Approve the Financial Qualifications for Purchasing in Third Mutual (June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

Jeff Spies, Community Services Manager, spoke on the item.

**RESOLUTION 03-24-XX**

**Revised Guidelines for Financial Qualifications**

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

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

**WHEREAS**, Third has expressed the need to revise its Guidelines for Financial Qualifications by increasing the minimum net worth and minimum annual income requirements in light of inflationary pressures;

**NOW, THEREFORE BE IT RESOLVED**, July 16, 2024, the Board of Directors of this Corporation hereby amends its Guidelines for Financial Qualifications by increasing the minimum net worth and minimum annual income requirements, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that said adjustments shall be effective January 1, 2025; and

**RESOLVED FURTHER**, that Resolution 03-22-80, adopted July 19, 2022, is hereby

superseded 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.

Director Cook made a motion to approve the financial qualifications for purchasing in third mutual for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Lewis seconded.

A member commented on the item.

Hearing no changes, the motion was called to a vote and passed 9-1-0. Director Rinehart opposed.

**h. Entertain a Motion to Update Third Mutual Purchasing Policy**

Steve Hormuth, Finance Director, spoke on the update to Third Purchasing Policy.

Director Lewis made a motion to approve the updated Third Mutual Purchasing Policy. Director Karimi seconded.

Discussion ensued among the Board.

A member commented on the item.

Director Lewis withdrew his initial motion.

Director Lewis made a motion to create a task force to identify what changes Third Mutual needs, to work with staff, meld that into the current purchasing policy, and bring this back to the Third Finance Committee. Director Karimi seconded.

Hearing no changes, the revised motion was called to a vote and passed unanimously. Director Park was not present for the vote.

**i. Entertain a Motion to Approve the Executive Hearings Committee Charter**

**RESOLUTION 03-24-68**

**Executive Hearings Committee Charter**

**WHEREAS**, the Third Laguna Hills Mutual (Third) Board of Directors (Board) recognizes the need to address disciplinary matters with adequate time to review and enforce Third's Governing Documents each month; and

**WHEREAS**, that pursuant to Bylaws, Article 7, Section 7.1, the Board determined to establish the Executive Hearings Committee (Committee) as a standing committee of this Corporation for the purpose of hearing disciplinary hearing matters, as well as for determining responsibilities for damage reimbursement situations; and

**NOW THEREFORE BE IT RESOLVED**, June 18, 2024, that the Board of Directors of this Corporation hereby amends the Members and Responsibilities information for the Committee as follows:

**I. Committee Members**

1. The Board shall appoint either the Board President or the Board First Vice President as the Committee Chair.
2. The Committee shall consist of 3 Board Directors and 2 alternate Board Directors, all will be voting members appointed by the Board upon recommendation of the Committee Chair.
3. A Committee Member absent from 3 consecutive, regularly scheduled meetings shall no longer qualify for the Committee, unless excused by the Chair.
4. This Committee shall serve at the direction of and at the pleasure of the Board.

**II. Responsibilities**

The primary responsibility of the Committee is to recommend general and specific actions related to the Governing Documents for the Board's approval and implementation, including but not limited to:

1. The Committee shall, pursuant to Bylaws Article 4, Section 4.5, hold disciplinary hearings on matters submitted to the Committee by the Compliance Division.
2. The Committee may, pursuant to Bylaws Article 4, Section 4.5.2, take disciplinary action against any Member, Qualifying Resident, Co-occupant, Tenant, and their Guests for breach of the Bylaws, CC&Rs, and other Governing Documents.
3. The Committee shall have full autonomy for the purpose of hearing and acting on Disciplinary Hearing cases.
1. The Committee shall have full autonomy for the purpose of hearing and acting on Common Area Damage Reimbursement cases.
2. The Committee shall have full autonomy for the purpose of hearing and acting on Member Requested Hearing cases an alternative to Meet and Confers/Internal Dispute Resolution.
3. Consult, as appropriate and upon Committee approval, with Third Counsel.
4. Function in accordance with the Governing Documents and federal, state, and local laws.
5. Perform such additional functions as may be assigned or referred to the Committee by the Board President as well as those that are necessary and prudent to fulfill the Committee's duties and responsibilities.

6. Function as an advisory and liaison body to the managing agent in matters pertaining to Governing Document changes/implementation and coordinate these matters with other standing committees having related concerns.

**RESOLVED FURTHER**, Resolution 03-23-50 adopted May 16, 2023 is hereby superseded and cancelled.

**RESOLVED FURTHER**, that the officers and agenda of this Corporation are hereby authorized, on behalf of the Corporation, to take such action as they deem appropriate to carry out the purposes of this resolution as written.

Director Veeneman made a motion to approve the executive hearings committee charter. Director Prince seconded.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed unanimously.

**j. Election of Officer: Treasurer**

President Laws made a motion to open nominations for board officers.

President Laws opened the floor for nominations of Treasurer.

Director Cook nominated David Veeneman for the position of Treasurer. Director Veeneman accepted the nomination.

Hearing no other nominations, Director Veeneman was elected Treasurer by acclamation.

The Board Secretary read the following resolution:

**RESOLUTION 03-24-69**

**APPOINTMENT OF OFFICERS**

**RESOLVED**, on June 18, 2024, pursuant to Third Laguna Hills Mutual Bylaws Article 9 which sets guidelines, terms and responsibilities for the election of Officers to this Corporation the following persons are hereby elected to the office indicated next to their names to serve:

Mark Laws	President
Jim Cook	1 <sup>st</sup> Vice President
S.K. Park	2 <sup>nd</sup> Vice President

N. Cris Prince	Secretary
David Veeneman	Treasurer

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

Siobhan Foster	Vice President ex Officio
Carlos Rojas	Assistant Secretary ex Officio
Steve Hormuth	Assistant Treasurer ex Officio

**RESOLVED FURTHER**, that Resolution 03-22-117, adopted October 5, 2023, is hereby superseded and cancelled; and

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

Director Lewis made a motion to approve the updated appointment of officers. Director Yun seconded.

Hearing no changes, the motion was called to a vote and passed unanimously.

**k. Entertain a Motion to Approve Updated Committee Assignments**

**RESOLUTION 03-24-70**

**Third Mutual Committee Appointments**

**RESOLVED**, June 18, 2024, that the following persons are hereby appointed to serve on the committees and services of this Corporation;

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

**Finance Committee** (meets every other month)

~~Andy Gineocchio, Chair~~  
David Veeneman, Chair  
Moon Yun  
Brad Rinehart  
SK Park  
Nathaniel Ira Lewis  
Reza Karimi, Alternate

**Architectural Control and Standards Committee** (meets monthly)

James Cook, Chair

Brad Rinehart

Nathaniel Ira Lewis

Reza Karimi

David Veeneman

~~Andy Ginocchio, Alternate~~

Non-Voting Advisors: Mike Butler, Mike Plean, Lisa Mills

**Landscape Committee** (meets monthly)

Mark Laws, Chair

SK Park

Brad Rinehart

Reza Karimi

David Veeneman

Moon Yun, Alternate

~~Non-Voting Advisors: Patricia Bailey, Diane Bonar, Mark Brenner, PhD, Krystal Meier~~

**Maintenance and Construction Committee** (meets every other month)

Brad Rinehart, Chair

James Cook

Moon Yun

SK Park

Reza Karimi

~~Andy Ginocchio, Alternate~~

**Resident Policy and Compliance Committee** (meets monthly)

Mark Laws, Chair

Cris Prince

Nathaniel Ira Lewis

Moon Yun

~~Andy Ginocchio~~

Reza Karimi

SK Park, Alternate

Non-Voting Advisors: Stuart Hack, Theresa Keegan

**Executive Hearings Committee** (meets monthly)

Mark Laws, Chair

Jim Cook

Cris Prince

~~Andy Ginocchio, Alternate~~

David Veeneman, Alternate

SK Park, Alternate

**Water Conservation Committee** (meets quarterly)

Jules Zalon, Chair

Reza Karimi

Brad Rinehart

Nathaniel Ira Lewis  
David Veeneman

**Executive Committee** (can attend Closed Meetings / Executive Sessions)

Mark Laws  
Jim Cook  
~~Andy Ginocchio~~  
Cris Prince  
Reza Karimi  
Nathaniel Ira Lewis  
Moon Yun  
SK Park  
Brad Rinehart  
David Veeneman

**Garden Villa Recreation Room Committee** (meets thrice yearly)

SK Park, Chair  
Moon Yun  
David Veeneman  
Voting Advisors: Stuart Hack, Lynn Jarrett  
Non-Voting Advisors: Lorna Seung

**RESOLVED FURTHER**, that Resolution 03-24-55, adopted May 31, 2024, 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 03-24-71**

**GRF Committee Appointments**

**RESOLVED**, June 18, 2024, 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:

**Community Activities Committee** (meets monthly)

SK Park (Third)  
~~Andy Ginocchio (Third)~~  
Reza Karimi, ~~Alternate~~ (Third)  
Moon Yun, Alternate (Third)

**Finance Committee** (meets every other month)

~~Andy Ginocchio (Third)~~  
David Veeneman (Third)  
Nathaniel Ira Lewis (Third)  
Moon Yun, Alternate (Third)

**Landscape Committee** (meets every three months)

~~Nathaniel Ira Lewis (Third)~~

SK Park (Third)

Reza Karimi, ~~Alternate~~ (Third)

**Maintenance & Construction Committee** (meets every other month)

SK Park (Third)

Brad Rinehart (Third)

Reza Karimi, Alternate (Third)

**Media and Communications** (meets every other month)

Jim Cook (Third)

Cris Prince, (Third)

Moon Yun, Alternate (Third)

**Broadband Ad Hoc Committee** (meets every month)

Cris Prince (Third)

Jim Cook (Third)

Reza Karimi, Alternate (Third)

**Mobility & Vehicles Committee** (meets as scheduled)

SK Park (Third)

Moon Yun (Third)

Reza Karimi, Alternate (Third)

**Security and Community Access Committee** (meets every other month)

SK Park (Third)

Reza Karimi (Third)

David Veeneman, Alternate (Third)

**Disaster Preparedness Task Force** (meets every other month)

SK Park (Third)

Moon Yun (Third)

David Veeneman, Alternate (Third)

**Laguna Woods Village Traffic Hearings** (meets every month)

SK Park (Third)

David Veeneman, Alternate (Third)

**Information Technology Advisory Committee (ITAC)** (meets monthly)

Mark Laws (Third)

SK Park (Third)

**Space Planning Ad Hoc Committee** (meets as scheduled)

Reza Karimi (Third)

~~Andy Ginocchio (Third)~~

SK Park (Third)

**Select Audit Committee** (meets as scheduled)

David Veeneman (Third)

**RESOLVED FURTHER**, that Resolution 03-24-56, adopted May 31, 2024, is hereby superseded and canceled; and

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

Director Lewis made a motion to approve the updated committee assignments. Director Cook seconded.

Hearing no changes, the motion was called to a vote and passed unanimously.

## **12. Third Mutual Committee Reports**

- a. Report of the Finance Committee / Financial Report – Director Ginocchio. The committee met on June 4, 2024; next meeting August 6, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Treasurer’s Report
  - (2) Third Finance Committee Report
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The committee met June 10, 2024; next meeting July 8, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Rinehart. The committee met on May 6, 2024; next meeting July 1, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – President Laws. The committee met on June 6, 2024 and June 17, 2024; next meeting July 11, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. The Report of the Water Conservation Committee was not given in light of Director Zalon’s absence. The committee met on April 25, 2024; next meeting is July 25, 2024, at 2 p.m. in the Board Room.
- f. Report of the Resident Policy and Compliance Committee – President Laws. The committee met on May 29, 2024; next meeting June 25, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.

## **13. GRF Committee Highlights**

- a. GRF Community Activities Committee – Director Karimi. This committee met on June 13, 2024; the next meeting is July 11, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Disaster Preparedness Task Force – Director Park. The task force met on May 28, 2024; the next meeting is July 30, 2024, at 9:30 a.m. in the Board Room.

- c. GRF Maintenance & Construction Committee – Director Rinehart. The committee met on June 12, 2024; next meeting August 14, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- d. Report of the Laguna Woods Village Traffic Hearings – Director Park. The closed hearings were held on May 15, 2024; next meeting June 19, 2024 at 9:00 a.m. in the Board Room.
- e. Information Technology Advisory Committee – President Laws. This closed committee last met on May 31, 2024; next meeting is June 28, 2024 at 1:30 p.m. virtually.
- f. The following GRF Committees have not met since the last Third Board Meeting of May 21, 2024:
  - i. GRF Finance Committee – Director Veeneman. The committee met on April 17, 2024; next meeting June 19, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - ii. GRF Security and Community Access Committee – Directors Karimi. The committee last met on April 24, 2024, and the next meeting is June 26, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - iii. GRF Media and Communications Committee – Director Cook. The committee met on April 15, 2024; the next meeting is July 15, 2024 at 1:30 p.m. in the Board Room.
  - iv. GRF Mobility and Vehicles Committee – Director Park. This committee met on May 15, 2024; the next meeting is August 7, 2024 at 1:30 p.m. in the Board Room.
  - v. GRF Landscape Committee – Director Karimi. This committee met on May 8, 2024; the next meeting is August 14, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
  - vi. GRF Broadband Ad Hoc Committee – Director Cook. This closed committee last met on May 8, 2024; the next meeting is TBD.
  - vii. Space Planning Ad Hoc Committee – Director Ginocchio. This Ad Hoc committee last met on May 1, 2024; the next meeting TBA.

**14. Future Agenda Items--** *All matters listed under Future Agenda Items are Resolutions on 28-day public review or 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.*

- *Revision to Standard 6: Block Walls*
- *Revision to Standard 41: Solar Panels, 1 Story Buildings*
- *Revision to Standard 41A: Solar Panels, 2 Story Buildings*
- *2025 Collection and Lien Enforcement Policy*
- *Passive Business Policy and Application*
- *Rules for Board Meetings*
- *Financial Qualifications for Purchasing in Third Mutual*

**15. Directors' Comments**

- Multiple Directors thanked Director Ginocchio for his work on the Third Board as treasurer

- Director Ginocchio thanked the Board for allowing him to serve

**16. 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 into closed session at 12:15 p.m.

**Closed Session Agenda**

*Approval of Agenda*

*Approval of the Minutes*

*(a) May 21, 2024 – Regular Closed Executive Committee Meeting*

*(b) May 30, 2024 – Special Closed Executive Committee Meeting*

*(c) May 31, 2024 – Special Closed Executive Committee Meeting*

*Discuss and Consider Member Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Litigation Matters*

**17. Adjournment**

The meeting was adjourned at 3:39 p.m.

DocuSigned by:

*N. Cris Prince*

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N. Cris Prince, Secretary of the Board  
Third Laguna Hills Mutual



## **STANDARD 47: BATHROOM SPLITS**

JANUARY 2018, RESOLUTION 03-18-22  
REVISED June 18, 2024, RESOLUTION  
03-24-67

### **1.0 GENERAL REQUIREMENTS**

**SEE STANDARD 1: GENERAL REQUIREMENTS**

### **2.0 DEFINITIONS**

- 2.1** Bathroom split: The creation of an additional bathroom, within the interior confines of a manor and is adjoined to or shares space with an existing bathroom. See Section 5.0 “sample floorplan”.

### **3.0 APPLICATIONS**

- 3.1** Current city-adopted building codes will always take precedence.
- 3.2** A bathroom split may be added to a manor under the following conditions:
- a. Only non-structural or non-load bearing walls may be altered or removed.
  - b. The new design layout will not change or impact the total number of existing designated sleeping rooms to the unit.
  - c. All alterations to comply with current California Plumbing and Building Codes.
  - d. For all designs that include more than two bathrooms, a licensed engineer’s report verifying that this design will not exceed the design capacity of the building plumbing system currently servicing this manor will be required.
- 3.3** Prior to commencing work, a **Mutual Plumbing Waste Line Inspection** is required at the area(s) being impacted by the alteration. The member is responsible for requesting the inspection and all applicable costs for service.
- a. The member becomes responsible for any subsequent repairs to the building’s plumbing systems if any alterations begin prior to the Mutual’s inspections.

- 3.4 Detailed and scaled architectural or engineered plans shall be submitted to Manor Alterations for review and approval. Plans to include but not limited to the following:
  - a. Architectural plans
  - b. Engineering plans – as needed
  - c. All connection points to existing system
  - d. All piping types and sizes
- 3.5 Final “as built” plans to be submitted to Manor Alterations at project completion.
- 3.6 All pressure lines shall be securely strapped to prevent movement or knocking.
- 3.7 A separate furred sound attenuation wall will be required where new layout comes in contact with an adjoining manor demising wall. Details to be include with plan submittal.
- 3.8 All vents and or exhaust fans must be installed per Third Mutual Standard 9: Exhaust Fan Installations
- 3.9 All PVC flat roof work involving penetrations and tie-ins for vent(s) and or exhaust fan installations must be made by a mutual approved roofing vendor.
  - a. Verification of any existing roof warranty is also required.
  - b. If any roof still has an active roof warranty, the member must use the roofing contractor that is providing this warranty.
  - c. An approved Roofing Contractor Verification Form is required prior to issue of Mutual Consent.
  - d. Member is responsible for all roofing costs and coordination with said approved roof vendor.
- 3.10 A licensed structural engineer’s stamped drawings must be included in submittal documents if design involves cutting or altering roof trusses or any building structural elements.

#### **4.0 OBLIGATIONS**

- 4.1 Member is responsible for damages to roof or other structures caused by any alteration.
- 4.2 The mutual member is responsible for, and will bear all costs associated with clean-up or repair of mutual owned or controlled property made necessary by or resulting from the alteration.

#### **5.0 SAMPLE FLOOR PLAN (see attached)**

