

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

**October 21, 2014**

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, October 21, 2014 at 9:30 A.M. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Jim Matson, Beth Perak, Judith Troutman, John Luebbe, Rosemarie di Lorenzo Dickins, Ray Gros, Bert Moldow, Wei-Ming Tao, James Tung, Bunny Carpenter, John McRae

Directors Absent: None

Staff Present: Cris Robinson, Kim Taylor  
Executive Session: Cris Robinson, Kim Taylor, Luis Rosas, Cindy Grace

Others Present: Kelly Richardson, Esq. Closed Session

**CALL TO ORDER**

Jim Matson President of the Corporation, chaired and opened the meeting, and stated that it was a Regular Meeting held pursuant to notice duly given. A quorum was established, and the meeting was called to order at 9:30 A.M.

**PLEDGE OF ALLEGIANCE**

Director John Luebbe led the Membership in the Pledge of Allegiance.

**ACKNOWLEDGEMENT OF MEDIA**

A representative of the Globe was present for the meeting and the Channel 6 Camera Crew, by way of remote cameras, was acknowledged as present.

**APPROVAL OF AGENDA**

Director Troutman moved to remove B2401 from the Consent Calendar and place it under the Maintenance and Construction Committee as 15(d).

By a vote of 9-1-0 the agenda was approved as amended.

**CHAIR'S REMARKS**

President Matson spoke of the Board having a successful year and thanked the Membership.

**APPROVAL OF THE MINUTES**

Without objection, the Board approved the minutes of the September 16, 2014 Regular Meeting, the minutes of the September 26, 2014 Special Open Session - Counting of the Ballots, and the minutes of the October 2, 2014 Special Open Session - Organizational Meeting, as written.

## CONSENT CALENDAR

Without objection, the Board approved the Consent Calendar as amended, and the Board took the following actions:

### Maintenance & Construction Committee Recommendations:

- |                  |   |
|------------------|---|
| B969             | Approve request to install a solar motion sensor light at the exterior of the Recreation Room at Building 969, at Mutual Expense              |
| 2380-F           | Approve request to retain a stepping stone path, with contingencies   |
| B2381            | Deny request for an additional bulletin board in mailroom of building   |
| <del>B2401</del> | <del>Approve request to remove fountain at building</del>   |
| 3289-B           | Deny request to widen driveway at manor   |
| 3231-D           | Approve request to retain rear patio extension, with contingencies  |
| 3295-D           | Approve request for a front room addition, gable roof over the entry porch, rear patio extension and window modifications, with contingencies |
| 3296-D           | Approve request for a window to sliding glass door conversions and for front and rear patio extensions, with contingencies                    |
| 3334-B           | Approve request for a rear patio extension, with contingencies  |
| 3408-A           | Approve request to add a sliding glass door in living room, with contingencies  |
| 3500-3D          | Deny request for a curb cut at Manor  |
| 4018-P           | Deny request to install a satellite dish on the pitched roof or chimney at Manor  |
| 4023-A           | Approve request to replace the garage door at Mutual expense  |
| 5039             | Approve request to retain planters at the front of Manor, with contingencies  |
| 5039             | Approve request to extend and enclose the patio, with contingencies   |
| 5152             | Approve request for a master bedroom extension and for a gable roof over the previously approved entry extension, with contingencies          |
| 5157             | Approve request to construct a room addition on the rear patio, with contingencies  |
| 5215             | Approve request to paint the front entry door the same color as the trim/fascia   |
| 5215             | Approve request to have the pop outs painted the same color as the body/stucco at Manor 5215  |
| •                | Approve Status Quo for Gate 5/6 Garden Villa Roof Access Ladders  |

### Landscape Committee Recommendations:

None

Finance Committee Recommendations:

**RESOLUTION 03-14-103**

**Recording of a Lien**

**WHEREAS**, Member ID 931-370-22 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**, October 21, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-370-22; 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.

**RESOLUTION 03-14-104**

**Recording of a Lien**

**WHEREAS**, Member ID 931-631-42 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**, October 21, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-631-42; 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.

**RESOLUTION 03-14-105**

**Recording of a Lien**

**WHEREAS**, Member ID 933-030-85 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**, October 21, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 933-030-85; 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.

**GENERAL MANAGER'S REPORT**

In Mr. Storage's absence, Ms. Cris Robinson updated the membership on Third Mutual projects and ongoing GRF projects within the Community.

**MEMBER COMMENTS**

Third Mutual Members were given the opportunity to speak to any issues not on the agenda.

**DIRECTORS' RESPONSES TO MEMBER COMMENTS**

The Directors briefly responded to Member Comments.

**UNFINISHED BUSINESS**

Director McRae read a proposed resolution approving the Plants and Common Area Walls Policy, which was postponed for 30 days. Director Gros moved to approve the resolution. Director Moldow seconded the motion and discussion ensued.

By a vote of 10-0-0 the motion carried, and the Board adopted the following resolution:

**RESOLUTION 03-14-106**

**Plants and Limited Common Area Walls Policy**

**WHEREAS**, Mutual members have installed vines and plants that impede maintenance access to walls surrounding exclusive use patio areas; and

**WHEREAS**, the Mutual notifies Mutual members of the need to remove the plantings to facilitate maintenance of wood, stucco, and block walls in conjunction with various Maintenance programs; and

**WHEREAS**, the Mutual desires to establish a policy whereby Mutual members can be permitted to retain vines and plants only on block walls surrounding exclusive use patios, and not wood and stucco walls, with the condition the requesting Mutual members be responsible for all future maintenance and repairs of block walls necessitated by the plant/vine retention;

**NOW THEREFORE BE IT RESOLVED**, October 21, 2014, the Board of Directors of this Corporation hereby adopts a policy for Plants and Limited Common Area Walls (as attached to the official meeting minutes); and

**RESOLVED FURTHER**, the requesting Mutual member must sign and record an Agreement Regarding Permitted Maintenance of Exterior Ivy which assigns responsibility for the maintenance and/or repair of the subject walls to the member and to any subsequent member of the subject manor; 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 McRae read a proposed resolution approving revisions to Mutual Standard Section 41 Solar Panels, 1 Story Buildings, which was postponed for 30 days. Director Troutman moved to approve the resolution. Director Luebbe seconded the motion and discussion ensued.

By a vote of 10-0-0 the motion carried and the Board adopted the following resolution:

**RESOLUTION 03-14-107**

**Alteration Standard Section 41 Solar Panels, 1 Story Buildings**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution M3-96-28 on May 21, 1996, which approved the Third Laguna Hills Mutual Standards; and

**WHEREAS**, the Maintenance & Construction Committee of this Corporation recognizes the need to amend a portion of the Mutual Alteration Standards with regard to Section 41 Solar Panels, 1 Story Buildings;

**NOW THEREFORE BE IT RESOLVED**, October 21, 2014, that Mutual Alteration Standard Section 41 Solar Panels, 1 Story Buildings is hereby amended as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-08-09, adopted January 15, 2008 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 this resolution as written.

Director McRae read a proposed resolution approving revisions to Mutual Standard Section 45 Solar Panels, 2 Story Buildings with flat roofs, which was postponed for 30 days. Director Troutman moved to approve the resolution. Director di Lorenzo Dickins seconded the motion and discussion ensued.

By a vote of 10-0-0 the motion carried and the Board adopted the following resolution:

**RESOLUTION 03-14-108**

**Alteration Standard Section 45 – Solar Panels,  
2 Story Buildings with Flat Roofs**

**WHEREAS**, the Energy Committee and the Maintenance & Construction Committee of this Corporation recognizes the need to develop an Alteration standard for Solar Panels, 2 Story Buildings with Flat Roofs;

**NOW THEREFORE BE IT RESOLVED**, October 21, 2014, that Mutual Alteration Standard Section 45 – Solar Panels, 2 Story Buildings with Flat Roofs is hereby approved as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution M3-96-28, adopted May 21, 1996, which approved the Third Laguna Hills Mutual Standards, is hereby amended; and

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

Director McRae read a proposed resolution approving Mutual Standard Section 44 Electric Vehicle Charging Stations, which was postponed for 30 days. Director Luebke moved to approve the resolution. Director Tao seconded the motion and discussion ensued.

By a vote of 6-3-1 the motion carried and the Board adopted the following resolution:

**RESOLUTION 03-14-109**

**Alteration Standard Section 44 Electric Vehicle Charging Stations**

**WHEREAS**, the Energy Committee and the Maintenance & Construction Committee of this Corporation recognizes the need to develop an Alteration standard for charging of electric vehicles;

**WHEREAS**, adoption of this standard will comply with the state's policy to promote, encourage, and remove obstacles to the use of electric charging stations, and would also comply with the Davis Stirling Act, Civil Code §4745;

**NOW THEREFORE BE IT RESOLVED**, October 21, 2014, that Section 44 Electric Vehicle Charging Stations of the Mutual Alteration Standards is hereby adopted as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution M3-96-28, adopted May 21, 1996, which approved the Third Laguna Hills Mutual Standards, is hereby amended; 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.

#### **NEW BUSINESS**

Director Troutman read a proposed resolution approving revisions to the Mutual Committee Appointments. Director Troutman moved to approve the resolution. Director Gros seconded the motion and discussion ensued.

Without objection, the Board amended the resolution by removing all Advisors for later consideration.

Without objection, the Board added Ray Gros to Meet and Confer.

By a vote of 10-0-0 the motion carried and the Board adopted the following amended resolution:

#### **RESOLUTION 03-14-110**

##### **Mutual Committee Appointments**

**RESOLVED**, October 21, 2014, that the following persons are hereby appointed to serve on the committees and services of this Corporation; and

**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:

**Board Operating Rules Committee**

~~Mike Straziuse, Chair~~

~~Ray Gros~~

~~Judith Troutman~~

***Jim Matson, Chair***

***Rosemarie di Lorenzo Dickins***

***James Tung***

Beth Perak

**Communications Committee**

Beth Perak, Chair

~~Ray Gros~~

~~Won Chang~~

~~Bert Moldow~~

***John Luebbe***

***Bunny Carpenter***

***Judith Troutman***

Non-Voting Advisor: ~~Joan Milliman~~

**Energy Committee**

Bert Moldow, Chair

~~Judith Troutman~~

~~Kathryn Freshley~~

***James Tung***

John Luebbe

Non-Voting Advisors: ~~Bill Walsh~~

**Finance (Committee of the Whole)**

~~Hank Gioia, Chair~~

***Wei-Ming Tao, Chair***

***Rosemarie di Lorenzo Dickins, Vice Chair***

Non-Voting Advisors: ~~Joan Milliman, Mary Robertson~~

**Garden Villa Recreation Room Subcommittee**

Rosemarie di Lorenzo Dickins, Chair

~~Won Chang~~

~~Mike Straziuse~~

***John McRae***

***Bunny Carpenter***

Non-Voting Advisors: ~~Shari Horne, Harry Curtis, Lynn Jarrett, Marian Dailey~~

**Landscape (Committee of the Whole)**

~~Rosemarie di Lorenzo Dickins, Chair~~

~~Kathryn Freshley, Vice Chair~~

***James Tung, Chair***



***Judith Troutman, Vice Chair***

***John McRae***

Non-Voting Advisors: ~~Barbara Marsh, John Dudley~~

**Maintenance and Construction (Committee of the Whole)**

~~Kathryn Freshley, Chair~~

~~Bert Moldow, Vice Chair~~

***Rosemarie di Lorenzo Dickins, Chair***

***Bunny Carpenter, Vice Chair***

Non-Voting Advisors: ~~Sy Wellikson, Bill Walsh~~

**Meet and Confer**

~~Mike Straziuse, Chair~~

Ray Gros

Kathryn Freshley

***Jim Matson, Chair***

***James Tung***

***John Luebbe***

**New Resident Orientation**

Per Rotation List

**Paint Color Subcommittee**

Wei-Ming Tao

Rosemarie di Lorenzo Dickins

~~John Luebbe~~

***Jim Matson***

Non-Voting Advisor: ~~Rose Weiss~~

**Resident Problem Resolution Services**

~~Mike Straziuse~~

Beth Perak

***Jim Matson***

***James Tung***

Ray Gros

**Revitalization Committee**

~~Won Chang, Chair~~

Kathryn Freshley

~~Bert Moldow~~

Beth Perak

~~Wei-Ming Tao~~

~~Judith Troutman~~

Non-Voting Advisors: ~~Bob Hatch, Barbara Marsh~~

**Standards Subcommittee**

~~Hank Gioia, Chair~~  
~~Rosemarie di Lorenzo Dickins~~  
~~Kathryn Freshley~~  
**John McRae, Chair**  
**James Tung**  
**Judith Troutman**  
Ray Gros  
Non-Voting Advisor: ~~Denny Welch~~

**Traffic Hearing (quarterly)**

~~Hank Gioia, Chair~~  
**Ray Gros, Chair**  
**John Luebbe**  
Bert Moldow

**Laguna Canyon Foundation**

Ray Gros

**Joint Task Force to Analyze GRF Trust and Bylaws**

~~Judith Troutman~~  
~~Beth Perak~~

**RESOLVED FURTHER**, that Resolution 03-14-88, adopted August 19, 2014 is hereby superseded and canceled.

Director McRae read a proposed resolution approving revisions to the GRF Committee Appointments. Director Troutman moved to approve the resolution. Director di Lorenzo Dickins seconded the motion and discussion ensued.

By a vote of 10-0-0 the motion carried and the Board adopted the following resolution:

**RESOLUTION 03-14-111**

**GRF Committee Appointments**

**RESOLVED**, October 21, 2014, 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**

~~Mike Straziuse~~  
~~Hank Gioia~~  
**Jim Matson**  
**Wei-Ming Tao**

**Clubhouse 2 Renovation Ad Hoc Committee**

~~John Luebbe~~

Judith Troutman

***Rosemarie de Lorenzo-Dickins***

**Energy Committee**

Judith Troutman

~~Wei-Ming Tao~~

***Bert Moldow***

***John Luebbe***

**Community Activities Committee**

Beth Perak

Rosemarie di Lorenzo Dickins

**Finance Committee**

~~Hank Gioia~~

Wei-Ming Tao

***Rosemarie di Lorenzo Dickins***

**Landscape Committee**

~~Rosemarie di Lorenzo Dickins~~

~~Bert Moldow~~

***James Tung***

***Judith Troutman***

**Maintenance and Construction Committee**

Kathryn Freshley

~~Bert Moldow~~

***Rosemarie di Lorenzo Dickins***

***Bunny Carpenter***

**Media and Communication Committee**

Kathryn Freshley

Beth Perak

***John Luebbe***

**Mobility and Vehicles Committee**

~~Mike Straziuse~~

Ray Gros

***Bert Moldow***

**Security and Community Access Committee**

Ray Gros

John Luebbe

**RESOLVED FURTHER**, that Resolution 03-14-87, adopted August 19, 2014, is hereby superseded and canceled.

Director McRae read a proposed resolution appointing Cris Robinson and Kim Taylor as Authorized Agents for the purpose of signing Lease Permits, Extensions and Addendums on behalf of the Board. Director Luebbe moved to approve the resolution. Director Troutman seconded the motion and discussion ensued.

Director Tao moved to amend the resolution to add "Lease" before "Extensions and Addendums" in the Now Therefore Be It Resolved, as well as "and approved" in the first Resolved Further. By a vote of 10-0-0 the amendment carried.

Director Tung moved to amend the resolution by adding "in writing" after "Approved" in the first Resolved Further. Director di Lorenzo Dickins seconded the motion. By a vote of 10-0-0 the amendment carried.

By a vote of 10-0-0 the motion carried and the Board adopted the following amended resolution:

**RESOLUTION 03-14-112**

**Appoint Cris Robinson and Kim Taylor as Authorized Agents for the Purpose of Signing Specific Documents**

**WHEREAS**, on October 2, 2014 the Third Laguna Hills Mutual Board removed Cris Robinson and Kim Taylor as Ex-Officio Officers by way of resolution 03-14-102;

**WHEREAS**, the Lease Permits, Extensions and Addendums are signed on a daily basis on behalf of the Corporation;

**NOW THEREFORE BE IT RESOLVED**, October 21, 2014, that the Board of Directors of this Corporation hereby authorizes Cris Robinson and Kim Taylor as Authorized Agents to sign on behalf of the Corporation; Lease Permits, Lease Extensions and Lease Addendums, effective immediately; and

**RESOLVED FURTHER**, that the Board delegates the Authorized Agents to sign any other Corporate documents as instructed ***and approved in writing*** by the Board; 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.

### **COMMITTEE REPORTS**

Director Wei-Ming Tao gave the Treasurer's and the Finance Committee Reports, and commented on the Resale & Lease Activities.

Director McRae read a proposed resolution approving the 2015 Collection and Lien Enforcement Policy and Procedures for Assessment Delinquencies. Director Tao moved to approve the resolution. Director Rosemarie di Lorenzo Dickins seconded the motion and discussion ensued.

By a vote of 10-0-0 the motion carried and the Board adopted the following resolution:

### **RESOLUTION 03-14-113**

#### **Collection and Lien Enforcement Policy and Procedures for Assessment Delinquencies**

**WHEREAS**, Section 5300 of the California Civil Code requires that homeowner associations have a specific policy relating to collection of delinquent assessment accounts and enforcement of liens placed upon such delinquent properties; and

**NOW THEREFORE BE IT RESOLVED**, October 21, 2014, that the Board of Directors of this Corporation hereby approves the attached Collection and Lien Enforcement Policy and Procedures for Assessment Delinquencies, effective January 1, 2015; and

**RESOLVED FURTHER**, that Resolution 03-13-117, adopted November 19, 2013 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 purposes of this resolution.

Director James Tung reported from the Landscape Committee.

Director Rosemarie di Lorenzo-Dickins reported from the Maintenance and Construction Committee.

Director McRae read a proposed resolution approving revisions to the Mutual Alteration Standard 16 Garage Doors, Sectional or One Piece:

**RESOLUTION 03-14-XX**

**Alteration Standard Section 16 Garage Doors, Sectional or One Piece**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution M3-96-28 on May 21, 1996, which approved the Third Laguna Hills Mutual Standards; and

**WHEREAS**, the Maintenance & Construction Committee of this Corporation recognizes the need to revise a portion of the Mutual Alteration Standards with regard to Section 16 Garage Doors, Sectional or One Piece;

**NOW THEREFORE BE IT RESOLVED**, December 16, 2014, that Mutual Alteration Standard Section 16 Garage Doors, Sectional or One Piece is hereby revised as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution M3-02-39, adopted August 20, 2002 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 this resolution as written.

Director Luebbe moved to approve the resolution. Director Tao seconded the motion and discussion ensued.

By a vote of 9-0-0 (Director Perak was absent for the vote) the motion carried.

The resolution has been postponed to the December meeting to satisfy the 30-day notification requirement.

Director McRae read a proposed resolution approving revisions to the Mutual Alteration Standard 40 Exterior Roll-Up Shades (Sun Screens):

**RESOLUTION 03-14-XX**

**Alteration Standard Section 40 Exterior Roll-Up Shades (Sun Screens)**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution M3-96-28 on May 21, 1996, which approved the Third Laguna Hills Mutual Standards; and

**WHEREAS**, the Maintenance & Construction Committee of this Corporation recognizes the need to revise a portion of the Mutual Alteration Standards with regard to Section 40 Exterior Roll-Up Shades (Sun Screens);

**NOW THEREFORE BE IT RESOLVED**, December 16, 2014, that Mutual Alteration Standard Section 40 Exterior Roll-Up Shades (Sun Screens) is hereby revised as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-07-48, adopted May 15, 2007 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 this resolution as written.

Director Tao moved to approve the resolution. Director Moldow seconded the motion and discussion ensued.

By a vote of 10-0-0 the motion carried.

The resolution has been postponed to the December meeting to satisfy the 30-day notification requirement.

Director Troutman moved to sustain the recommendation from the Maintenance & Construction Committee to deny the request (Building 2386) to replace at least one of the three front load washing machines with one top load washing machine with the contingency the top load washing machine is one already in stock. Director Gros seconded the motion.

By a vote of 9-0-1 the motion carried.

Director di Lorenzo Dickins moved to approve the request to remove the fountain at Building 2401. Director Moldow seconded the motion.

By a vote of 9-0-1 the motion carried.

Director Troutman left the meeting at 11:45 AM.

Director Moldow reported from the Energy Committee.

Director McRae read a proposed resolution approving installation of LED lights in the 52 Garden Villa Buildings, with a ten year program beginning in 2015 at an estimated cost of \$37,400 per year. Director Luebbe moved to approve the resolution. Director Gros seconded the motion and discussion ensued.

Director Tao moved to amend the resolution by removing "implement a 10 year LED light installation program for the 52 Garden Villa Buildings beginning in 2015", change \$37,400 to **\$25,000** and to remove "with future years of the program to be included in the annual reserves plan" and add "**with the condition that the RFP's and Bids are reviewed and**

**approved by the Energy Committee”,** in Now Therefore be it Resolved. Director Tung seconded the motion. By a vote of 6-3-0 the amendment carried.

By a vote of 8-0-1 the motion carried and the Board adopted the following amended resolution:

**RESOLUTION 03-14-114**

**Installation of LED lights in 52 Garden Villa Buildings**

**WHEREAS,** on April 15, 2014, by way of resolution 03-14-45, TLHM authorized LED lights to be installed at Building 2389 as a pilot to evaluate the cost effectiveness, aesthetics, and resident approval of this lighting option; and

**WHEREAS,** the installation was complete in August and has received positive feedback from the residents; and

**WHEREAS,** the Third Energy Committee field inspected the LED lights; and

**WHEREAS,** in accordance with the direction of the Third Energy Committee Staff supplied the Committee with a report on the costs, advantages and disadvantages of converting the remaining 52 Garden Villa Buildings to LED lights; and

**WHEREAS,** the Third Energy Committee has endorsed the conversion of the remaining 52 Garden Villa Buildings to LED lights;

**NOW THEREFORE BE IT RESOLVED,** October 21, 2014, that the Board of Directors of this Corporation hereby agrees to ~~implement a 10 year LED light installation program for the 52 Garden Villa Buildings beginning in 2015~~ **continue the Garden Villa LED pilot program** and authorize a supplemental appropriation in the amount of ~~\$37,400~~ **\$25,000** to be funded from the Reserves Fund to implement the first year of the program ~~with future years of the program to be included in the annual reserves plan~~ **with the condition that the RFP's and Bids are reviewed and approved by the Energy Committee;** 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 McRae read a proposed resolution approving a pilot program for LED lighting installed at three different LH-21 Building types, with an appropriation of \$6,000. Director Tung moved to approve the resolution. Director Tao seconded the motion and discussion ensued.



Director Tung moved to change \$6000 to \$4000 to be completed by no later than December 31, 2014. Director Tao seconded the motion. By a vote of 9-0-0 the amendment carried.

By a vote of 9-0-0 the motion carried and the Board adopted the following resolution:

**RESOLUTION 03-14-115**

**LED Retrofit of the LH Buildings**

**WHEREAS**, exterior common area lighting in Third Mutual LH-21 Buildings is original installation technology common at the time of construction; and

**WHEREAS**, subsequent innovations in exterior lighting technology, including Light Emitting Diode (LED) exterior lighting are now available; and

**NOW THEREFORE BE IT RESOLVED**, October 21, 2014, the Board of Directors of this Corporation hereby authorize a supplemental appropriation totaling ~~\$6,000~~ **\$4000** from the Unappropriated Expenditures Fund for LED lights to be installed at three different LH-21 Building types as pilot projects for the Third Energy Subcommittee Committee to evaluate illumination effectiveness, aesthetics, costs, and resident approval, **to be completed no later than December 31, 2014**; 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 McRae read a proposed resolution approving revisions to the Energy Committee Charter. Director Moldow moved to approve the resolution. Director di Lorenzo Dickins seconded the motion and discussion ensued.

By a vote of 9-0-0 the motion carried and the Board adopted the following resolution:

**RESOLUTION 03-14-116**

**Third Laguna Hills Mutual Energy Committee Charter**

**NOW THEREFORE IT BE RESOLVED**, October 21, 2014, the Board of Directors of the Third Laguna Hills Mutual (hereafter, "Mutual") hereby assigns the duties and responsibilities of this Committee, as follows:

1. Recommend to the Board for their approval all actions that will result in energy savings for Mutual residents and an improved environment for the community.

2. Review monthly mutual energy statements and other reports affecting the energy usage of this corporation. Review anomalous deviations and identify causes of the same and, where undesirable, recommend corrective action. Request development of tools by Staff to facilitate this action.
3. Work closely with Staff and review all devices or systems that either generate, control or consume electricity within Mutual. Identify alternatives that would be beneficial to the Mutual taking into consideration factors as efficiency, reliability, sustainability, installation, cost, return on investment, carbon foot print, human factors, and operability. Propose priorities of actions.
4. Seek out financial energy incentive programs applicable to the Mutual.
5. Maintain communications with the other Laguna Woods corporate energy committees and exchange information pertinent to each committee.
6. Work with the Mutual's Communications Committee to make Mutual residents aware of actions they can take to reduce their own energy costs and aid the environment.
7. In conjunction with Staff make monthly progress reports to the Mutual's M&C on investigation results, resident actions and comments and committee approved projects.
8. To avoid misunderstandings due to lack of familiarity with technology and products the committee shall arrange seminars and invite speakers from vendors, universities, trade groups or consultants and establish a blog site to provide information and answer questions.
9. Suggest action the Board should take with respect to the California Public Utility Commission or legislature regarding proposed tariff changes or bills affecting the Mutual.
10. Work with the Mutual's residents and their installers to identify policy changes that can facilitate residents' actions to reduce energy costs.
11. Advise the Board of Directors regarding requests for proposals pertaining to energy considerations for review and possible modification by the Board before going to Purchasing.

12. Review the bidders list on energy related proposals, review their qualifications, and advise the Board regarding the qualifications and completeness of energy related proposals. The Committee will not contact bidders or potential bidders ***once a bid request has been made, until bids have been received.***

13. Identify the energy related aspects of proposed Mutual projects, and alert and advise the Board to the energy impacts of such projects and make appropriate recommendations to the Mutual Board.

**RESOLVED FURTHER**, that Resolution 03-14-97, adopted September 16, 2014 is hereby superseded and canceled.

Director Gros reported from Resident Problem Resolution Services.

Director Gros reported from the Traffic Rules and Regulations Ad-hoc Committee.

Director Perak reported from the Communications Committee.

Director McRae read a proposed resolution approving a supplemental appropriation in the amount of \$2,730 from the Unappropriated Expenditures Fund for the Mutual to print 350 copies of the Third newsletter each month for distribution to the Clubhouses through December 2015. Director Gros moved to approve the resolution. Director Luebbe seconded the motion and discussion ensued.

Director Tao moved amend the resolution to change copies from "color copies" to "black and white copies" and change \$2730 to \$1000. Director Tung seconded the motion. By a vote of 10-0-0 the amendment carried.

By a vote of 4-4-0 President Matson broke the tie and voted against the amendment, the amendment failed.

Director Tung moved to amend the resolution by changing \$2730 to \$1500. Director Tao seconded the motion.

By a vote of 7-2-0 the amendment carried.

By a vote of 7-2-0 the amended resolution carried.

**RESOLUTION 03-14-117**

**Supplemental Appropriation for Printing Costs for Third Board Newsletter**

**WHEREAS**, the Third Mutual Communications Committee directed Staff to print 350 color copies of the Third Mutual newsletter for distribution each month at the Clubhouses; and

**WHEREAS**, staff has exhausted its existing printing budget for public relations materials; and

**WHEREAS**, a printing cost of approximately \$1,500 is needed to cover the cost of printing through the end of 2015;

**NOW THEREFORE BE IT RESOLVED**, October 21, 2014 the Board of Directors of this Corporation hereby approves a supplemental appropriation in the amount of ~~\$2,730~~ **\$1500** from the Unappropriated Expenditures Fund for the Mutual to print 350 copies of the Third Newsletter each month for distribution to the Clubhouses through December 2015; 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 Gros reported on the Laguna Canyon Foundation.

#### **GRF COMMITTEE HIGHLIGHTS**

GRF Committee highlights were given.

#### **DIRECTORS' COMMENTS**

The Directors made their final comments.

#### **ADDITIONAL MEMBER COMMENTS**

Members made additional comments.

The Board recessed at 12:55 P.M. and reconvened into Executive Session at 1:45 P.M.

#### **Summary of Previous Closed Session Meetings per Civil Code Section §4935**

During its September 16, 2014 Regular Executive Session Board Meeting, the Board approved the August 19, 2014 Regular Executive Session minutes. The Board heard three disciplinary hearings and imposed \$1350 fines for violations of the Mutual's rules and regulations; held Common Area Damage Reimbursement hearings; discussed other member disciplinary matters; approved one recording of Notice for Default; discussed Trust amendments; and discussed litigation matters.

During its Special Executive Meeting of October 9, 2014 the Board discussed and considered legal issues.

With no further business before the Board of Directors, the meeting was adjourned at 4:45 PM.

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John McRae, Secretary

**Plants and Limited Common Area Walls Policy**

1. Members are permitted to plant, install, and or retain plants that are abutting or attached only to block walls located around exclusive use patios with the condition the member accepts responsibility for the maintenance and repair of the subject wall(s) by signing and submitting an "Agreement Regarding Permitted Maintenance of Exterior Ivy."
2. The "Agreement Regarding Permitted Maintenance of Exterior Ivy" must be submitted 30 days prior to planting and/or installing plants that will abut or be attached to block walls located around exclusive use patios.
3. For plants that abut or are attached to block walls around exclusive use patios that have been requested removed by the Mutual that members want to retain, the "Agreement Regarding Permitted Maintenance of Exterior Ivy" must be submitted within 30 days of the removal request.
4. Plants requested removed by the Mutual for which no "Agreement Regarding Permitted Maintenance of Exterior Ivy" has been submitted within 30 days must be removed by the Member at the Member's expense prior to any work being commenced by the Mutual.
5. Plants requested removed by the Mutual for which no "Agreement Regarding Permitted Maintenance of Exterior Ivy" has been submitted for which the Member has also not removed, will be removed by the Mutual, and all associated costs to remove the plants and perform repairs will be billed to the member, including but not limited to performing scheduled maintenance such as paint.
6. Repairs to walls damaged by plants are the responsibility of the member. The Mutual may repair damaged walls and bill the member for the work performed in accordance with the Mutual governing documents.
7. Members may install personal plants, at their expense, at a minimum of 18" distance from limited common area walls without submitting an "Agreement Regarding Permitted Maintenance of Exterior Ivy."
8. Members may install vines, at their expense, on a free-standing trellis located at a minimum of 18" distance from the limited common area wall without submitting a "Agreement Regarding Permitted Maintenance of Exterior Ivy."

## Third Laguna Hills Mutual

### Section 41 - Solar Panels, 1 Story Buildings

ADOPTED JANUARY 2008, RESOLUTION 03-08-09  
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49  
REVISED OCTOBER 2014, RESOLUTION 03-14-XXX

#### 1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC), and all state, county and local building and safety regulations, statutes and ordinances.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. – 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas **"BROOM CLEAN"** daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.

- 1.7 **CONTRACTOR:** Installation must be performed by a contractor properly licensed in California for the work being performed.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

## 2.0 **APPLICATIONS**

- 2.1. In this section, "Solar Panel" refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.2. This section refers only to single story dwellings and the roof section of the building that covers the footprint of the Manor for which the request is being submitted.
- 2.3. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual Member.
- 2.4. All costs associated with roof replacement above and beyond the typical cost for roof replacement that are due to the solar panel installation shall be borne by the Member(s).
- 2.5. Detailed, site-specific plans for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to the Permits and Inspections office for approval.
- 2.6. Should the proposed location of solar panels be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a solar panels, the "Agreement Regarding Solar Panel Installation on Common Area Property" or similarly titled document.
- 2.7. Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings, per the California Building Code and any other applicable laws or ordinances.



- 2.8.** The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.
- 2.9.** Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties.
- 2.10.** Flat roof mounting must leave a minimum of two feet between the panels and the parapet to permit access.
- 2.11.** Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.12.** Detailed plans of the installation of roof jacks should be submitted to the Permits and Inspections office for approval.
- 2.13.** Lag screws must have adequate pullout strength and shear capacities.
- 2.14.** Regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense.
- 2.15.** Connections to the manor's electrical system must be coordinated with the local electric utility.
- 2.16.** Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.
- 2.17.** A solar panel system may only serve a single manor.
- 2.18.** Leasing of Solar Panels is strictly prohibited.

### **3.0 OBLIGATIONS**

- 3.1** The Mutual Member must sign and submit to Third Laguna Hills Mutual, c/o PCM, Inc, Community Services, the "Recordable Common Area Agreement" for the subject solar panel installation utilizing Common Area.
- 3.2** Member accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation, operation, maintenance or removal, and Member accepts all responsibility for damage to Member's Manor or other Manors or to personal property caused or contributed to by the installation, operation, maintenance or removal of the solar panels.

- 3.3** The Member is responsible for, and will bear all costs associated with removing, altering, covering or reinstalling the alteration as may be necessary or appropriate to allow the Mutual to conduct maintenance or repairs of common area. If the Mutual gives a minimum of thirty (30) days advance written notice of the need to remove, alter, cover or replace the solar panel and the Member does not accomplish this within five calendar days before the removal, alteration, or covering is necessary, then the Mutual will accomplish the removal, alteration or covering at the Member's cost, which will be billed as a Chargeable Service to the Member.
- 3.4** The 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.
- 3.5** All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).
- 3.6** The roof area for possible solar panel installation is allocated only to the roof space directly above the subject Manor. It is Member's responsibility to ascertain and adapt to any roof interference by vents or other roof installations already in place.
- 3.7** Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- 3.8** If Member discontinues use of the solar panels, Member will remove the panels, all associated parts, connections and wiring associated with the solar panels after giving notice to the Mutual through the Permit and
- 3.9** Regardless of the roof type, the restoration of the roof must be performed by the Mutual's roofing contractor at the Member's expense.

## Third Laguna Hills Mutual

### Section 45 - Solar Panels, 2 Story Buildings with Flat Roofs

ADOPTED OCTOBER 2014, RESOLUTION 03-14-XXX

#### 1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC), and all state, county and local building and safety regulations, statutes and ordinances.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m – 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, and use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.

- 1.7 **CONTRACTOR:** Installation must be performed by a contractor properly licensed in California for the work being performed.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

## 2.0 **APPLICATIONS**

- 2.1 In this section, "Solar Panel" refers to roof mounted panels that use solar energy to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.2 This section refers to two story dwellings with shared flat roof space. The system shall be designed so the panel array does not encroach outside of the area allocated on the roof for each owner of a manor. Refer to Pages 6, 7, 8, 9 and 10 for roof allocation on the flat roofs of 6-, 8-, and 12-unit buildings.
- 2.4 Detailed, site-specific plans, including for all electrical lines for the solar panel installation, including penetrations, shall be submitted to the Permits and Inspections office for approval.
- 2.5 Detailed plans of the installation of roof jacks should be submitted to the Permits and Inspections office for approval, and installation of roof jacks, including hot mopping and flashing, is required to be completed during the original installation.
- 2.6 For all installations, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense.
- 2.7 Electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.8 Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings, per the California Building Code and any other applicable laws or ordinances.
- 2.9 The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.

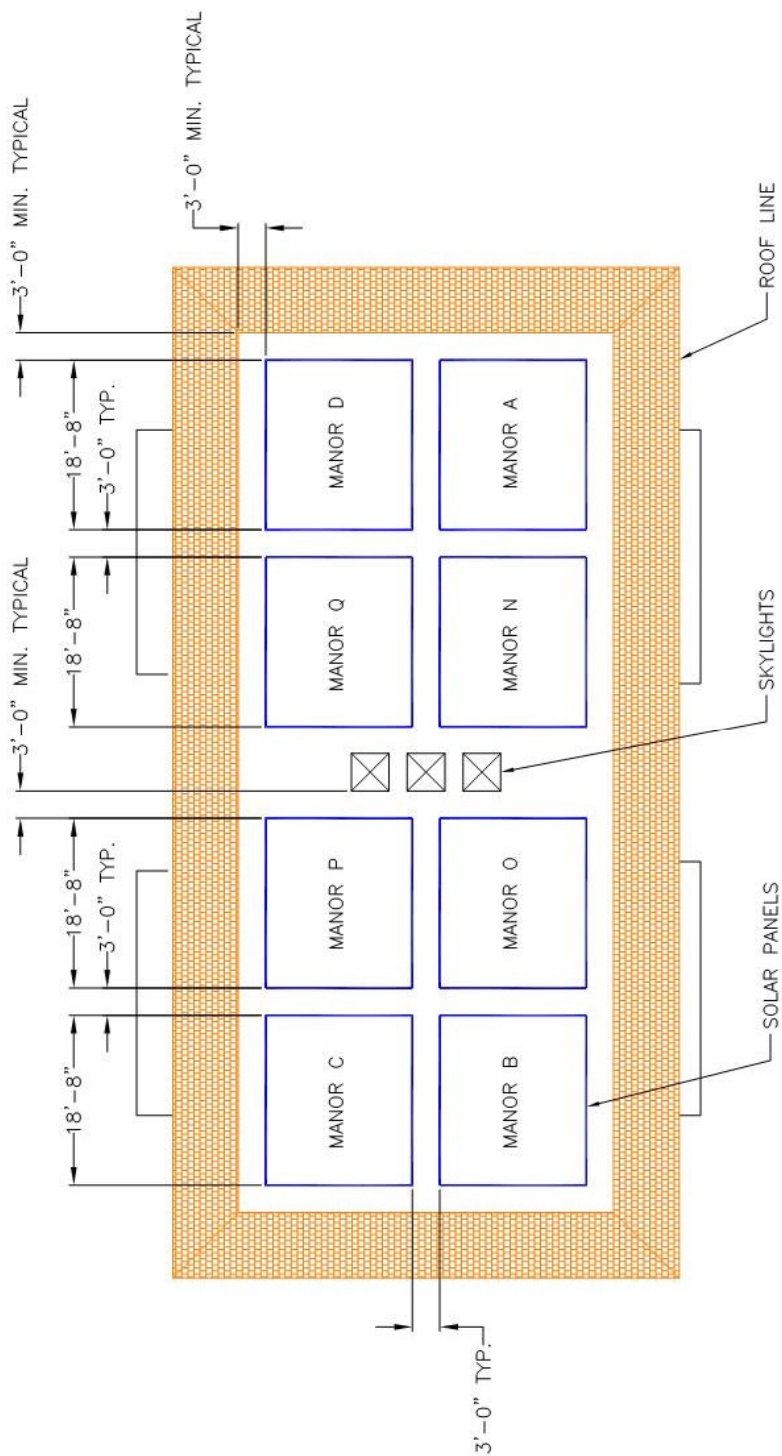
- 2.10** The solar panel array must be located a minimum of 3 feet from the edge of the roof; and a minimum of 3 feet shall be maintained between rows of solar panels, and between any architectural features such as, but not limited to skylights, mechanical equipment, and vent pipes in order to enable proper access for maintenance.
- 2.11** The solar panel array cannot be installed over any existing Mutual component or Member alteration.
- 2.12** Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties.
- 2.13** Lag screws must have adequate pullout strength and shear capacities.
- 2.14** The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.
- 2.15** Solar Electric Panels, and their associated electrical components, must be UL listed, or comply with equivalent international standards.
- 2.16** The use of solar micro-inverter or power optimizer technology is required due to the potential number of separate systems that could be installed on one building.
- 2.17** A solar panel system may only serve a single Manor.
- 2.18** Leasing of Solar Panels is strictly prohibited.
- 2.19** Panels for water solar heating systems are not permitted.

### **3.0 OBLIGATIONS**

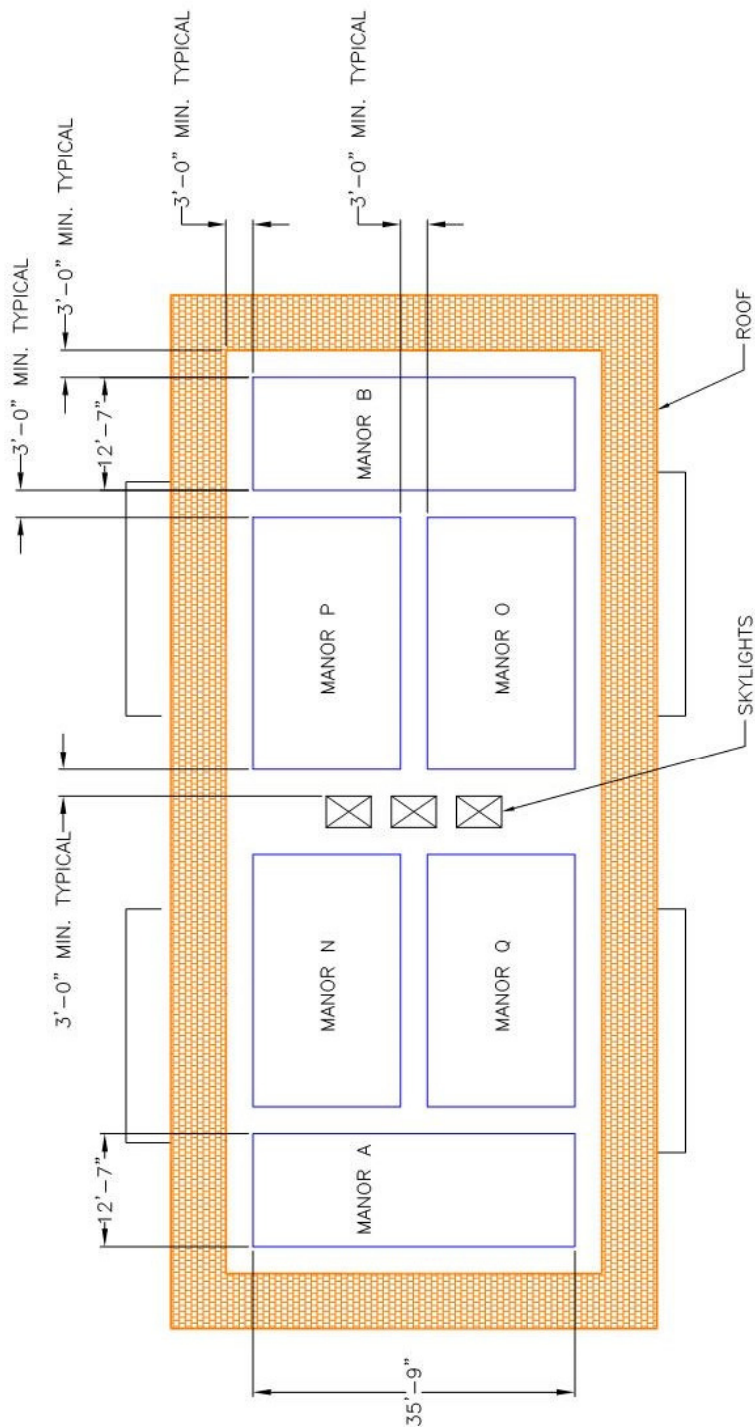
- 3.1** The Mutual Member must sign and submit to Third Laguna Hills Mutual, c/o PCM, Inc, Community Services, the "Recordable Common Area Agreement" for the subject solar panel installation utilizing Common Area.
- 3.2** Member accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation, operation, maintenance or removal, and Member accepts all responsibility for damage to Member's

Manor or other Manors or to personal property caused or contributed to by the installation, operation, maintenance or removal of the solar panels.

- 3.3** The Member is responsible for, and will bear all costs associated with removing, altering, covering or reinstalling the alteration as may be necessary or appropriate to allow the Mutual to conduct maintenance or repairs of common area. If the Mutual gives a minimum of thirty (30) days advance written notice of the need to remove, alter, cover or replace the solar panel and the Member does not accomplish this within five calendar days before the removal, alteration, or covering is necessary, then the Mutual will accomplish the removal, alteration or covering at the Member's cost, which will be billed as a Chargeable Service to the Member.
- 3.4** The 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.
- 3.5** All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).
- 3.6** The roof area for possible solar panel installation is allocated to Manors within a given building as in the attached diagrams. It is Member's responsibility to ascertain and adapt to any roof interference by vents or other roof installations already in place.
- 3.7** Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- 3.8** If Member discontinues use of the solar panels, Member will remove panels, all associated parts, connections and wiring associated with the solar panels after giving notice to the Mutual through the Permit and Inspections office.
- 3.9** Regardless of the roof type, the restoration of the roof must be performed by the Mutual's roofing contractor at the Member's expense.

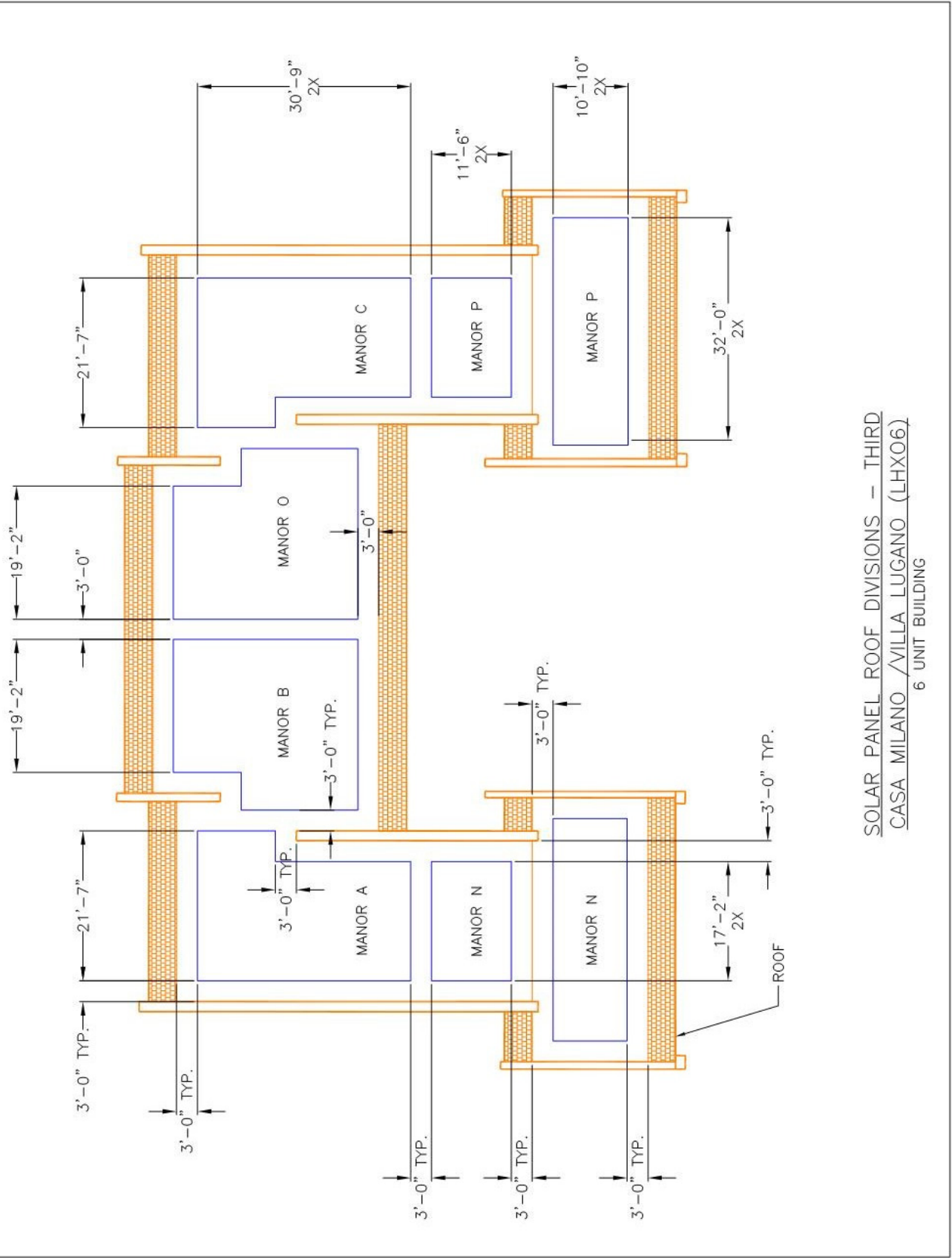


SOLAR PANEL ROOF DIVISIONS - THIRD  
CASA CONTENTA (KK08)  
8 UNIT BUILDING

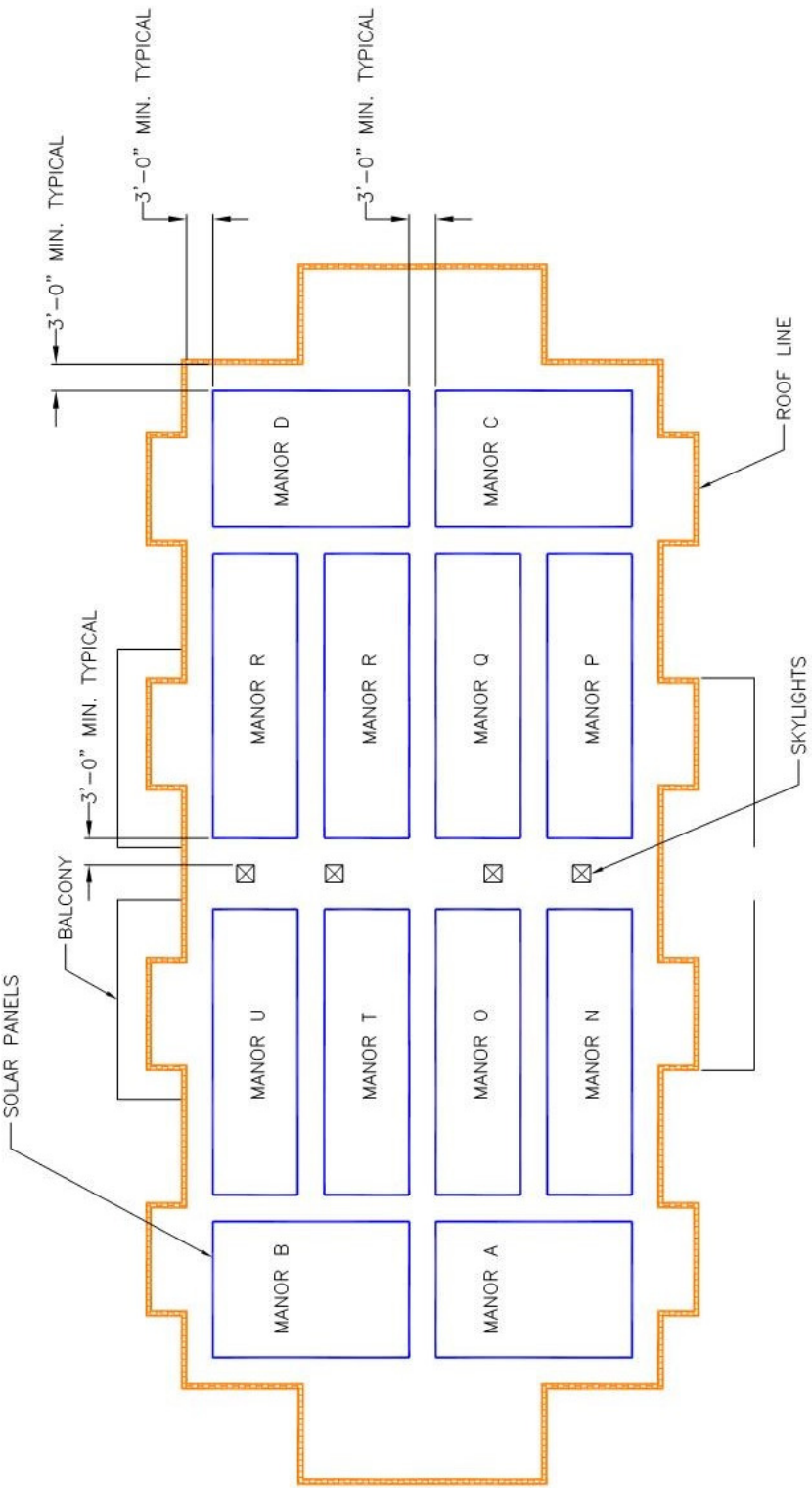


SOLAR PANEL ROOF DIVISIONS - THIRD  
CASA LINDA /CASA VISTA/CASA DEL MAR (II-06)  
6 UNIT BUILDING









SOLAR PANEL ROOF DIVISIONS - THIRD  
MONTEREY/CORONADO (PQ-12)  
12 UNIT BUILDING

## Third Laguna Hills Mutual

### Section 44 Electric Vehicle Charging Stations

ADOPTED OCTOBER 2014, RESOLUTION 03-14-XXX

#### 1.0 **GENERAL REQUIREMENTS**

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may also be required. All fees for both Mutual and City permits shall be paid by the Member or on Member's behalf. Member and/or Member's contractor must provide the Permits and Inspections office with proof of City permit prior to beginning work.
- 1.2 **MEMBER RESPONSIBILITY:** Member is solely responsible for the installation, maintenance, repair, and/or removal of all permitted common area alterations.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m – 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools), and for work that does not create excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work is permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or Member's contractor is responsible for removal of debris and excess material and must leave work areas **"BROOM CLEAN"** daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DEBRIS IS PROHIBITED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a contractor properly licensed in California for the work being performed.

**1.8 CONTRACTOR CONDUCT:** Member's contractors, their personnel, and sub-contractors shall refrain at all times from using profanity, or abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor and subcontractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

**1.9 RESTORATION OF AFFECTED AREAS:** Member shall cause to be completely restored all common areas affected by the installation process.

### **3.0 ELECTRICAL POWER SOURCE**

**3.1.** Detailed site specific plans, wet stamped and signed by a California Licensed Electrical Engineer, showing electrical power source connection location, Electric Vehicle Charging Station location and routing of conduit must be submitted to the Permits and Inspections office for approval.

**3.2.** The use of the Mutual's main electrical service panel to a multi-unit building to accommodate the installation of electric vehicle Charging Station is strictly prohibited.

**3.3.** The use of Laundry Room, Carport, Recreation Room, and any other Mutual electrical circuits serving common area to charge an electric automobile is strictly prohibited.

**3.4.** The use of Laundry Room, Carport, Recreation Room, and any other Mutual electrical circuits serving common area to accommodate the installation of electric vehicle Charging Station is strictly prohibited.

**3.5.** A written approval from Southern California Edison for the electrical power source connection to Edison equipment must be submitted to the Permits and Inspections office.

**3.6.** The Mutual Member is responsible for all costs associated with the installation of a new meter and payment for electrical service.

**2.7** The Mutual Member is required to use a California Licensed and Certified Electrical Contractor for the installation of the Electric Vehicle Charging Station.

### **4.0 LOCATION**

**3.1** The location of the Electric Vehicle Charging Station is restricted to

the Mutual Member's parking space or garage.

**3.2** The location of new meters is restricted to the Mutual Member's parking space or as approved by Southern California Edison and the Permits and Inspections Department.

**3.3** If the proposed Electric Vehicle Charging Station, and or any electrical conduit and any other equipment, including the electric meter is approved to be located on Common Area, the Mutual Member will be required to record a Common Area Use Agreement.

**3.4** The Electrical Vehicle Charging Station shall be installed complying with all applicable manufacturer's guidelines and shall be suitable for the environment (indoor or outdoor) where it is to be located.

**3.5** Adequate barriers must be installed to protect the Electrical Vehicle Charging Station from contact with vehicles.

**3.6** If the installation is in an area subject to flooding, the Electric Vehicle Charging Station shall be elevated or designed accordingly.

#### **4.0 CONDUIT ROUTING**

**4.1** The Mutual Member and/or their contractor is responsible to notify Dig Alert (dial 8-1-1) 48 hours prior to excavation to identify all underground utility locations and is responsible for the subsequent coordination with any utility companies.

**4.2** The Mutual Member is responsible to notify the Landscape Department through the Property Service desk a minimum of 10 days prior to excavation. Work related to removal and/or re-routing of Mutual landscaping and irrigation lines may be performed by the Mutual at the Member's expense.

**4.3** Any revision to Mutual plumbing lines requires written authorization from the Permits and Inspections department prior to the commencement of work. Some work may be required to be performed by the Mutual at the Member's expense.

**4.4** The Mutual Member is responsible for all costs associated with trenching, concrete or asphalt cutting to accommodate conduit runs.

#### **5.0 INSURANCE**

- 5.1** For installations in locations other than a private garage, the Mutual Member and any future owners of the Manor must maintain liability insurance coverage of at least \$1,000,000 for the Electric Vehicle Charging Station, which insurance policy shall name Third Laguna Hills Mutual as an additional named insured.

## THIRD LAGUNA HILLS MUTUAL

### SECTION 16 GARAGE DOORS, SECTIONAL OR ONE PIECE

JANUARY 1993

REVISED AUGUST 2002, RESOLUTION M3-02-39

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

REVISED DECEMBER 2014, RESOLUTION 03-14-XXX

#### 1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. – 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT**



**PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.

**1.7 CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

**1.8 CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

## **2.0 APPLICATIONS**

**2.1** No garage door will be installed that requires modification to the building structure.

**2.2** Garage doors shall utilize existing door frames with only minor modifications to facilitate fit and clearances.

**2.3** All garage doors in multi-unit buildings shall be selected and/or painted to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures. The style and color of all doors installed shall be selected to match other garage doors in the same building.

**2.4** Alteration metal garage doors with a white/off-white factory finish on single-family homes are exempt from being painted during the Exterior Paint Program when white/off-white is part of the approved color scheme for that particular building.

**2.5** All garage doors shall be of aluminum, wood or steel construction. One-piece or sectional panel style is optional. Sectional style shall be limited to five panels maximum.

**2.6** Built-in self closing mail slots are permissible.

**2.7** Built-in windows in the top panel or second from the top panel of a sectional panel style garage door are permissible.

**2.8** All design or patterns including window shape and size must be in keeping with the architecture of the building. Approval by the Permits and Inspections office will be deemed in keeping with the existing architecture of the building.

**2.9** No built-in type access or pet doors will be permitted.

## Third Laguna Hills Mutual

### SECTION 40 – EXTERIOR ROLL-UP SHADES (SUN SCREENS)

ADOPTED MAY 2007, RESOLUTION 03-07-48

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

#### 1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m – 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas **"BROOM CLEAN"** daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT**

**PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.

**1.7 CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

**1.8 CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

## **2.0 APPLICATION**

- 2.1 Installation of qualified off-the-shelf shades (sun screens) by a professional is strongly encouraged for the safety of the Member and the quality of the installation. Installation of custom ordered shades must be done by a professional (see paragraph 1.7 above.)
- 2.2 All shades (sun screens) shall be made of a solar screen fabric (Textilene, or equivalent) that blocks 80% of the sun's rays, and be of a roll-up design.
- 2.3 Shades (sun screens) shall be Desert Sand, or equivalent, in color.
- 2.4 The edges of the material must be straight. No scalloped or decorative edges will be allowed.
- 2.5 Guide wires or clips are permissible but they cannot be attached to balcony decks. Guide wires, if used, must be installed so that they do not create tripping hazards.
- 2.6 Powered shades (sun screens) and timers are permitted.
- 2.7 Automatic sensors for the powered unit are not permitted.
- 2.8 Electrical wiring must be installed in electrical conduit, and wiring run lengths should be minimized. Junction boxes and conduit must be painted to conform to the approved paint color for the building. Electrical work must be performed by a California licensed contractor.
- 2.9 Track mounted, or side channel, shades (sun screens) are not permitted.
- 2.10 Shades (sun screens) shall be hung only in a vertical position.
- 2.11 No shade (sun screen) shall be installed that is outside of the footprint of a patio or balcony.

- 2.12 If the patio or balcony has a wall or railing, then the shades (sun screens) must hang inside the perimeter of the wall or railing.
- 2.13 Shades (sun screens) must be hung parallel to the wall or railing.
- 2.14 No shades (sun screens) shall be allowed that encroach upon a neighbor's view.
- 2.15 Metal housings that enclose the raised shade (sun screen) and roller mechanism are permissible.
- 2.16 Any wood ledgers added to the manor during the installation must match the color of the surface to which they are attached, per the Mutual's exterior paint program.
- 2.17 Fasteners shall be properly sealed to prevent moisture intrusion.
- 2.18 Balcony floors may not be penetrated.
- 2.19 Shades (sun screens) must be removed, or replaced, at the Mutual Member's expense, when the shades become discolored, damaged or otherwise fall into disrepair.