

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THIRD LAGUNA HILLS MUTUAL
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION
April 19, 2016

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, April 19, 2016 at 9:30 A.M. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Jim Matson, Bert Moldow, Rosemarie di Lorenzo Dickins, Ray Gros, Bunny Carpenter, Burt Baum, Bill Walsh, Wei-Ming Tao, James Tung, John Frankel, David Finley

Directors Absent: None

Staff Present: Open Session: Brad Hudson, Lori Moss, and Kim Taylor
Executive Session: Brad Hudson, Kim Taylor, Cris Robinson, Blessilda Fernandez

Others Present: Denver Andrews, Jr. Esq., Law Offices of Denver R. Andrews, Jr. Maureen McDonald, Alan Hill, and Peter White from Johnson Controls Inc. (JCI) (Executive 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 Bunny Carpenter led the Membership in the Pledge of Allegiance.

ACKNOWLEDGEMENT OF MEDIA

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

APPROVAL OF AGENDA

Without objection the agenda was approved as amended by removing from the Consent Calendar "3437-B Deny request for tree removal" as the tree is no longer in the way of construction.

CHAIR'S REMARKS

President Matson spoke to the process of how items are added to the Consent Calendar, provided an overview of the responsibilities of the CEO Brad Hudson, spoke to improvements with Property Services, and announced that there will be a monthly report given by a VMS Board Director.

APPROVAL OF THE MINUTES

Without objection, the Board approved the regular Open Board meeting minutes of March 15, 2016 and the Special Open meeting minutes of April 6, 2016 as written.

CONSENT CALENDAR

Without objection, the Board approved the Consent Calendar as amended by removing "3437-B Deny request for tree removal", and the Board took the following actions:

Maintenance and Construction Committee Recommendations:

- | | |
|--------|--|
| 3272-N | Approve request to retain the unauthorized double-entry door at Manor, with contingencies |
| 5030 | Approve request to retain roof aluminum rear patio cover as installed, with contingencies |
| 5209 | Approve request to resize the kitchen window, with contingencies |
| 5284 | Approve request to construct a master bedroom extension and install a stone veneer base on the exterior of Manor, with contingencies |

Maintenance and Construction Common Area - Variance Request Resolutions:

RESOLUTION 03-16-36

Common Area - Variance Request

WHEREAS, Felix Kuohung Chen of 3349-B Bahia Blanca East, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

WHEREAS, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Common Area Use Policy as approved by the Board via Resolution 03-14-24 as revised in accordance with California Civil Code § 4600 on March 18, 2014;

NOW THEREFORE BE IT RESOLVED, on April 19, 2016, the Board of Directors hereby approves the request for a variance to grant exclusive use of the subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

1. Compliance with Community Standards.
2. Neighbor Awareness Forms were submitted from affected neighbors.
3. The area of the proposed alteration is located at least partially in Common Area.
4. The alteration would relieve the Mutual of the burden of management and maintenance of an area which is generally inaccessible and not of general use to the other members of Third.
5. The member is required to complete the Agreement Regarding Permitted Alteration of Common Area (the "Common Area Agreement").

RESOLVED FURTHER, the member is required to comply with all of the contingencies as presented in the report and approved by the Board; and

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

RESOLUTION 03-16-37

Common Area - Variance Request

WHEREAS, James Kuykendall of 3437-B Bahia Blanca West, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

WHEREAS, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Common Area Use Policy as approved by the Board via Resolution 03-14-24 as revised in accordance with California Civil Code § 4600 on March 18, 2014;

NOW THEREFORE BE IT RESOLVED, on April 19, 2016, the Board of Directors hereby approves the request for a variance to grant exclusive use of the subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

1. Compliance with Community Standards.
2. Neighbor Awareness Forms were submitted from affected neighbors.
3. The area of the proposed alteration is located at least partially in Common Area.
4. The alteration would relieve the Mutual of the burden of management and maintenance of an area which is generally inaccessible and not of general use to the other members of Third.
5. The member is required to complete the Agreement Regarding Permitted Alteration of Common Area (the "Common Area Agreement").

RESOLVED FURTHER, the member is required to comply with all of the contingencies as presented in the report and approved by the Board; and

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

RESOLUTION 03-16-38

Common Area - Variance Request

WHEREAS, Jin Young Kim of 3516-A Bahia Blanca West, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on

Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

WHEREAS, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Common Area Use Policy as approved by the Board via Resolution 03-14-24 as revised in accordance with California Civil Code § 4600 on March 18, 2014;

NOW THEREFORE BE IT RESOLVED, on April 19, 2016, the Board of Directors hereby approves the request for a variance to grant exclusive use of the subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

1. Compliance with Community Standards.
2. Neighbor Awareness Forms were submitted from affected neighbors.
3. The area of the proposed alteration is located at least partially in Common Area.
4. The alteration would relieve the Mutual of the burden of management and maintenance of an area which is generally inaccessible and not of general use to the other members of Third.
5. The member is required to complete the Agreement Regarding Permitted Alteration of Common Area (the "Common Area Agreement").

RESOLVED FURTHER, the member is required to comply with all of the contingencies as presented in the report and approved by the Board; and

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

Landscape Committee Recommendations:

2401-2A	Deny request for tree removal
3338-1A	Approve request for removal of two trees at Mutual Member's expense
3403-N	Deny request for tree removal
5114	Approve request for removal of two trees at the Mutual Member's expense
5131	Deny request for tree removal
5210	Approve request for tree removal at Mutual Member's expense
5444	Approve request for tree removal at Mutual's expense
3437-B	Deny request for tree removal

Finance Committee Recommendations:

RESOLUTION 03-16-39

Recording of a Lien

April 19, 2016

WHEREAS, Member ID 934-901-82 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, April 19, 2016, that the Board of Directors hereby approves the recording of a Lien for Member ID 934-901-82; 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 03-16-40

Recording of a Lien

WHEREAS, Member ID 935-110-43 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, April 19, 2016, that the Board of Directors hereby approves the recording of a Lien for Member ID 935-110-43; 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 03-16-41

Filing of Separate Small Claims Court Case

WHEREAS, the Finance Committee recommends filing separate Small Claims Court cases of \$2,500 (or less) in an attempt to collect delinquent assessments by way of a judgment or stipulation against members/owners in Third Laguna Hills Mutual; and

NOW THEREFORE BE IT RESOLVED, April 19, 2016, that the Board of Directors hereby approves the filing of a separate Small Claims Court case for: Member ID 934-901-82; 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.

REPORT OF THE CEO

Mr. Bradley Hudson updated the Board and Community on his first 90 days and thanked the Community for their warm welcome. He spoke to attending Steak Night at Clubhouse 1 and the RV Wheelers 50th Anniversary; Tennis Court improvements; Garden Center improvements; the Gate 6 project; improving Property Services (80% of the calls that come in to Property Services are being answered as compared to 60%) in months past; improvements to various Clubhouses and spring cleaning of the Clubhouses. Mr. Hudson commented on hosting the City of Laguna Woods Council meetings in the Board room of the Community Center for the next few months; and apologized to the Community regarding the rumors that were being spread regarding the changing of the Bus services which brought many residents to the GRF Mobility Meeting needlessly. The Bus system is being evaluated not taken away from the residents.

MEMBER COMMENTS

Third Mutual Members were given the opportunity to speak to items that are not on the agenda.

- Carol Moore (3399-A) thanked the Board Directors for serving, spoke to the improvements with Property Services, and asked if there were plans to replace trees and landscape at Gate 6.
- Catherine Brians (392-B) spoke on behalf of the Foundation of Laguna Woods Village, provided an overview of the history of the Foundation and solicited donations.
- Joan Coles (3147-C) spoke to issues with her street being one way with drivers driving down the wrong way of the one way street and Security no longer checking on storage on balconies.
- Fred Sherman (3161-A) asked that the relationship between the clubs and residents be addressed regarding the increase of costs to clubs when using the Clubhouses.

DIRECTORS' RESPONSES TO MEMBER COMMENTS

Directors Walsh, Tao, Tung, di Lorenzo Dickins, Gros, and Baum briefly responded to Member Comments.

UNFINISHED BUSINESS

Director Burt Baum, Secretary of the Corporation, read a proposed resolution approving revisions to Alteration Standard Section 41 Solar Panels, 1 Story Buildings, which was postponed in March to comply with Civil Code §4360. Director Baum moved to approve the resolution. Director Moldow seconded the motion.

By a vote of 10-0-0 the motion carried and the Board approved the following resolution as written:

RESOLUTION 03-16-42

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, April 19, 2016, 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 03-16-08, adopted January 19, 2016 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 Burt Baum, Secretary of the Corporation, read a proposed resolution approving revisions to Alteration Standard Section 45 Solar Panels, 2 Story Buildings, which was postponed in March to comply with Civil Code §4360. Director Baum moved to approve the resolution. Director Moldow seconded the motion.

By a vote of 10-0-0 the motion carried and the Board approved the following resolution as written:

RESOLUTION 03-16-43

Alteration Standard Section 45 Solar Panels, 2 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 45 Solar Panels, 2 Story Buildings;

April 19, 2016

NOW THEREFORE BE IT RESOLVED, April 19, 2016, that Mutual Alteration Standard Section 45 Solar Panels, 2 Story Buildings is hereby amended as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-16-09, adopted January 19, 2016 is hereby superseded and cancelled; and

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

Director Burt Baum, Secretary of the Corporation, read a proposed resolution approving revisions to Alteration Standard Section 30 Storage Cabinets, which was postponed in February to comply with Civil Code §4360. Director Baum moved to approve the resolution. Director Moldow seconded the motion.

By a vote of 10-0-0 the motion carried and the Board approved the following resolution as written:

RESOLUTION 03-16-44

Standard Section 30 Storage Cabinets

WHEREAS, the Maintenance and Construction Committee of this Corporation recognizes the need to amend the Alteration Standard for Storage Cabinets;

NOW THEREFORE BE IT RESOLVED, April 19, 2016, that Section 30 Storage Cabinets of the Mutual Alteration Standards is hereby amended as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution M3-02-29, adopted June 18, 2002 is superseded and cancelled; and

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

Director Carpenter moved to ratify the formation of the Purchasing Task Force. Director Tao seconded the motion. By a vote of 9-0-1(Director Baum abstained) the motion carried.

NEW BUSINESS

The Board discussed endorsing requiring proof of a valid driver's license to be provided following a 0660 (valid driver's license not produced violation) being upheld by the Laguna Woods Traffic Committee.

Valid Driver's License Not Produced

ENDORSEMENT

Following endorsement from the United Mutual Parking Committee during their March 2nd Committee meeting, staff provided a revised procedure (see attachment) requiring proof of a valid Driver's License be provided following a 0660 – Valid Driver's License Not Produced violation being upheld by the Laguna Woods Traffic Committee. The GRF Security and Community Access Committee were asked to review the drafted resolution for their endorsement to go to each of the Mutual Boards before being sent to the GRF Board.

A motion was made and passed to send the proposed resolution, with the endorsement of the Committee to be reviewed by the 3 (three) Mutual Boards of Laguna Woods Village for endorsement before sending to the GRF Board for implementation.

By a vote of 6-1-0 the motion carried. Director Klein opposed.

*CC: United Mutual Board of Directors, Third Mutual Board of Directors
Mutual No. Fifty Board of Directors.*

Director Gros moved to endorse requiring proof of a valid driver's license to be provided following a 0660 – *Valid Driver's License Not Produced* violation being upheld by the Laguna Woods Traffic Committee. Director diLorenzo Dickins seconded the motion.

Member Fred Sherman (3161-A) commented on the motion.

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

Without objection, the Board waived reading of the resolution to set the record date for voting for 2016.

Without objection, the Board approved the following resolution approving the 2016 record dates for voting as written:

RESOLUTION 03-16-45

2016 Record Dates for Voting

WHEREAS, Corporations Code §7611 provides that the Board may fix a date as the record date for the purpose of determining the members entitled to cast written ballots, and that such record date shall not be more than 60 days before the day on which the first written ballot is mailed or solicited; and

WHEREAS, Corporations Code §7611 provides that the Board may fix a date as the record date for the purpose of determining the members entitled

to receive a notice of any meeting of members, and that such record date shall not be more than 90 nor less than 10 days before the date of the meeting; and

WHEREAS, Section 5.8.1 of the Third Laguna Hills Mutual Bylaws states that no membership shall be eligible to vote who is shown on the books of account of Third Corporation, on the record date for voting as set forth in 5.10 to be more than thirty (30) days delinquent in payment of any sums due to this Corporation; and

WHEREAS, by way of Resolution 03-11-53, the Board shall, at an open meeting of the Board of Directors held in advance of the annual meeting of members, fix such dates;

NOW THEREFORE BE IT RESOLVED, April 19, 2016, the Board of Directors of this Corporation hereby sets the record date determining those members entitled to cast a written ballot to be June 27, 2016 (no more than 60 days before the day the ballots are mailed); and

RESOLVED FURTHER, that based on the advice of Corporate Counsel, the Board of Directors of this Corporation hereby sets the record date determining those members entitled to receive a notice of the annual meeting to be July 8, 2016 (90 days before the annual meeting); and

RESOLVED FURTHER, that no Member shall be entitled to receive a ballot or notice who is shown on the books of account of Third Mutual, on said record date, to be more than thirty (30) days delinquent in payment of any sums due to this Corporation; 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 Baum, Secretary of the Corporation read the following resolution approving revisions to 03-15-43 maximum number of units that a member may occupy or lease:

RESOLUTION 03-16-XX

Maximum Number of Units a Member is Allowed to Occupy or Lease

WHEREAS, it is in the best interest of the Corporation and its members to preserve property values; and

WHEREAS, an excessive number of leased units will negatively impact the ability of members to obtain mortgages with favorable terms, which may lower property values; and

NOW THEREFORE BE IT RESOLVED, June 21, 2016, that an individual may live in or lease or make available for lease two (2) units; and

RESOLVED FURTHER, that a current Owner of three or more Units, which are currently leased or available for lease, shall be grandfathered in and permitted to continue to make available for lease the Units that Owner currently owns, provided that, upon the sale by the Owner of one or more of currently owned Units, said Owner shall not be permitted to make available any additional Unit, the title to which, in full or in part, was obtained after the date of this Resolution, unless or until the total number of Units said Owner has available for lease is not more than two; and

RESOLVED FURTHER, that the managing agent is hereby directed to disseminate this information to the realty community serving Laguna Woods Village; and

RESOLVED FURTHER, that this policy shall be put into effect June 21, 2016; and

RESOLVED FURTHER, that Resolution 03-15-43, adopted April 21, 2015 is hereby superseded and cancelled.

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 Baum moved to approve resolution as written. Director diLorenzo Dickins seconded the motion. Discussion ensued.

By a vote of 10-0-0 the motion carried and the resolution was postponed to the June meeting to satisfy the 30-day notification requirement, to comply with Civil Code §4360.

COMMITTEE REPORTS

Director Wei-Ming Tao reported from the Finance Committee, gave the Third Mutual Financial Report, and commented on the Resale Activities Report.

Director James Tung reported from the Landscape Committee.

Director Bert Moldow reported from the Maintenance and Construction Committee. Director Burt Baum, Secretary of the Corporation, read a proposed resolution approving permitting the VMS Manor Alterations Department to approve non-standard window

modifications and installations. Director Baum moved to approve the resolution. Director Moldow seconded the motion.

By a vote of 9-0-0 (Director diLorenzo Dickins was absent for the vote) the motion carried and the Board approved the following resolution as written:

RESOLUTION 03-16-46

VMS Manor Alterations Department to Approve Non-standard Window Modifications and Installations

WHEREAS, Third Laguna Hills Mutual established rules related to window modifications and installations through its Alteration Standards, and Standard Plans; and

WHEREAS, approval of non-standard window modifications and installations have been handled through the Variance Request process; and

WHEREAS, Third Laguna Hills Mutual recognizes VMS Manor Alterations staff is qualified to determine whether or not a proposed alteration meets the architectural and aesthetic requirements for the Community;

NOW THEREFORE BE IT RESOLVED, on April 19, 2016, the Board of Directors of Third Laguna Hills Mutual hereby permits the VMS Manor Alterations Department to approve non-standard window modifications and installations per the following requirements:

1. The alteration differs from the Alteration Standard or Standard Plan with respect only to size and location
2. The alteration meets all other requirements of the Mutual's architectural and aesthetic requirements
3. Staff would perform a site visit for all non-standard window modifications and installations
4. Neighbor Awareness Forms will be required prior to the issuance of a Mutual Consent for Manor Alterations
5. Any proposed alterations that do not meet the architectural and aesthetic requirements of Third Mutual would be referred to the Board via the Variance Request process
6. Any proposed alterations for which a neighboring manor objects would be referred to the Board via the Variance Request process

RESOLVED FURTHER, the member is required to comply with all of the contingencies typically required for a Mutual Consent; and

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

Director James Tung reported from the Water Committee.

Director Moldow reported from the Energy Committee.

Director Gros reported from Resident Problem Resolution Services.

Director Gros reported from the Laguna Woods Village Traffic Hearings.

Director diLorenzo Dickins reported from the Communications Committee.

Director Gros reported on the Laguna Canyon Foundation.

President Matson introduced Mr. Steve Parsons, Director, Village Management Services Inc. (VMS) who provided an update on the current VMS Board projects: overview and update on Property Services improvements, Legal Services search and the selection of Hill, Farrer & Burrill as the Corporate Counsel to VMS, Inc.; completion of the Human Resources Manual; Clubhouse janitorial service shift changes in an effort to cover all events; new janitorial company for the Community Center Building; and discussed VMS Board organization by approving Ad Hoc Committees.

Director Parsons welcomed comments and answered questions from the Board.

GRF COMMITTEE HIGHLIGHTS

The Directors provided brief overviews of GRF Committee highlights.

DIRECTORS' COMMENTS

The Directors made their final comments.

ADDITIONAL MEMBER COMMENTS

There were no further Member Comments.

The Board recessed for lunch at 12:10 PM and reconvened into Executive Session at 1:00 PM.

The Executive Session was recessed at 4:30 PM to Wednesday, April 20, 2016 at 8:00 AM. At which time the Board discussed Contractual Matters related to JCI.

ADJOURNMENT

With no further business before the Board of Directors, the meeting was adjourned at 10:02 AM on Wednesday, April 20, 2016.

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

During the March 15, 2016 Regular Executive Session Board Meeting, the Board approved the minutes of the February 9, 2016 Special Executive Session, the February 16, 2016 – Regular Executive Session, the February 23, 2016 – Special Executive Session, and the February 23, 2016 – Special Executive Hearing Committee Session as written. The Board approved three (3) hearing requests; heard four (4) disciplinary hearings and imposed

\$12,000.00 fines for violations of the Mutual's rules and regulations; discussed other member disciplinary matters; discussed lessees with history of rule violations; occupancy matters; discussed personnel changes; discussed Probate Petition; discussed and considered contractual matters; discussed clarification of loan limitations; discussed member matters; and discussed potential litigation matters.

During the March 22, 2016 Special Executive Hearing Committee Board meeting the Board held six (6) Member Disciplinary Hearings, held five (5) Common Area Damage Reimbursement Hearings and approved three (3) Disciplinary Hearing requests.

During the April 7, 2016 Special Executive Session Board meetings, the Board discussed and considered Contractual Matters and Personnel matters.

Burt Baum, Secretary
Third Laguna Hills Mutual

FINAL VERSION

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 03-14-107
REVISED JANUARY 2016, RESOLUTION 03-16-08
REVISED APRIL 2016, RESOLUTION 03-16-42

1.0 GENERAL REQUIREMENTS

- 1.1 PERMITS AND FEES:** A Mutual Consent for Manor Alteration(s) is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual Consents 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 Manor Alterations Department 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 Consent shall provide to the Manor Alterations Department 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 Manor Alterations Department.

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.** All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of their own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, Regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member'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 permitted only under the following conditions:
 - a. Only pre-paid leases are permitted, and Member must provide the Mutual a copy of the pre-paid lease contract together with proof of payment before any work on the construction or installation of the solar panel system begins; and
 - b. The pre-paid lease contract must be assignable by the Member.

3.0 OBLIGATIONS

- 3.1** The Mutual Member must sign and submit to Third Laguna Hills Mutual, c/o VMS, 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 Manor Alterations Department.
- 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.
- 3.10.** Member must present to the Mutual a vendor/installer agreement that requires vendor to hold harmless and indemnify the Mutual for any and all claims, damages, costs and expenses, including attorney fees related to or arising from the installation, use, maintenance, repair or removal of the solar panel system.

FINAL VERSION

Third Laguna Hills Mutual

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

**ADOPTED OCTOBER 2014, RESOLUTION 03-14-108
REVISED JANUARY 2016, RESOLUTION 03-16-09
REVISED APRIL 2016, RESOLUTION 03-16-43**

1.0 GENERAL REQUIREMENTS

- 1.1 PERMITS AND FEES:** A Mutual Consent for Manor Alteration(s) is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual Consents 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 Manor Alterations Department 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 Consent shall provide to the Manor Alterations Department 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 Manor Alterations Department.
- 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**

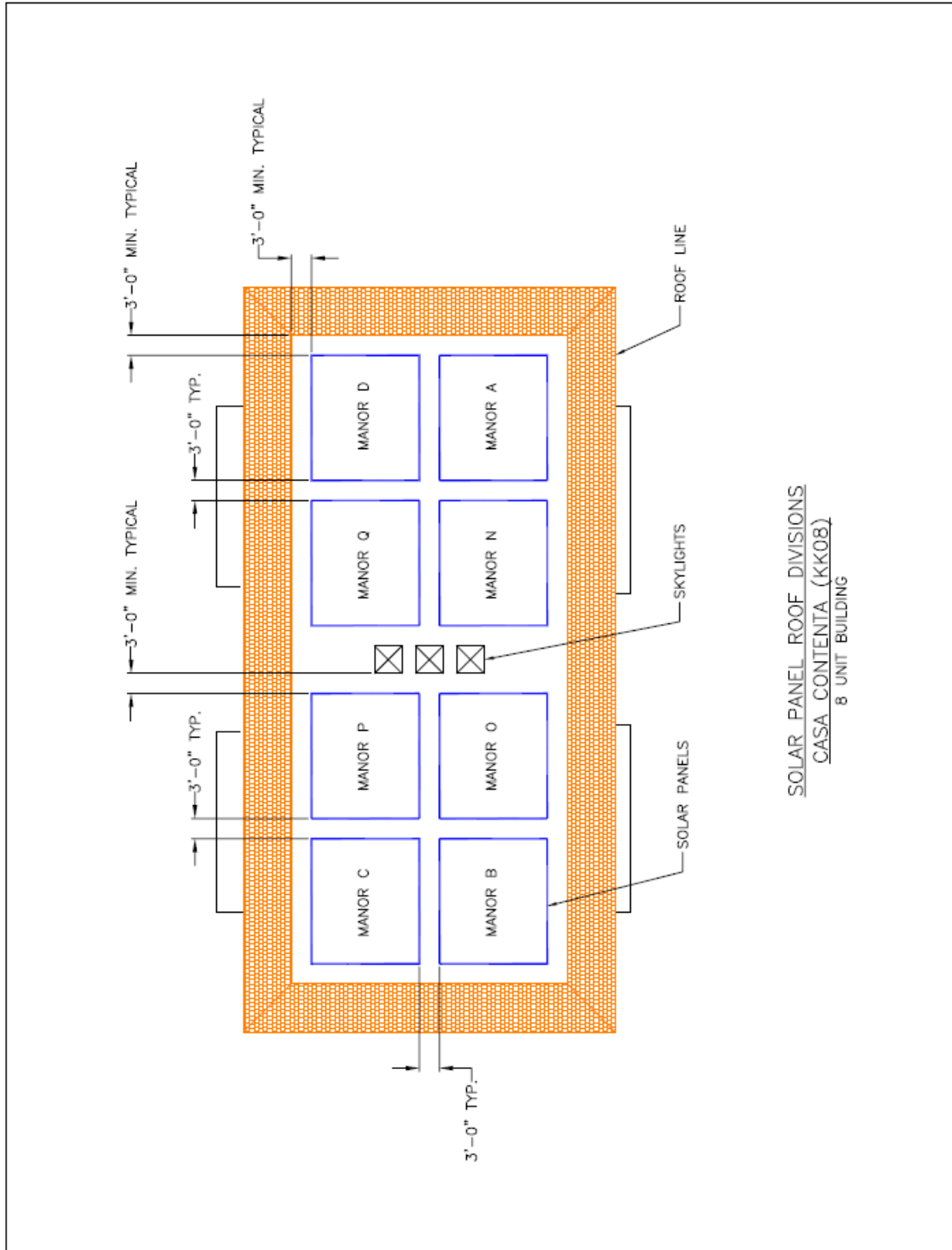
- 2.1 In this section, "Solar Panel" refers to roof mounted panels that use solar energy to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.2 This section refers to two story dwellings with shared flat roof space. The system shall be designed so the panel array does not encroach 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 Manor Alterations Department for approval.
- 2.5 Detailed plans of the installation of roof jacks should be submitted to the Manor Alterations Department for approval, and installation of roof jacks, including hot mopping and flashing, is required to be completed during the original installation.
- 2.6 All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of their own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, 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.

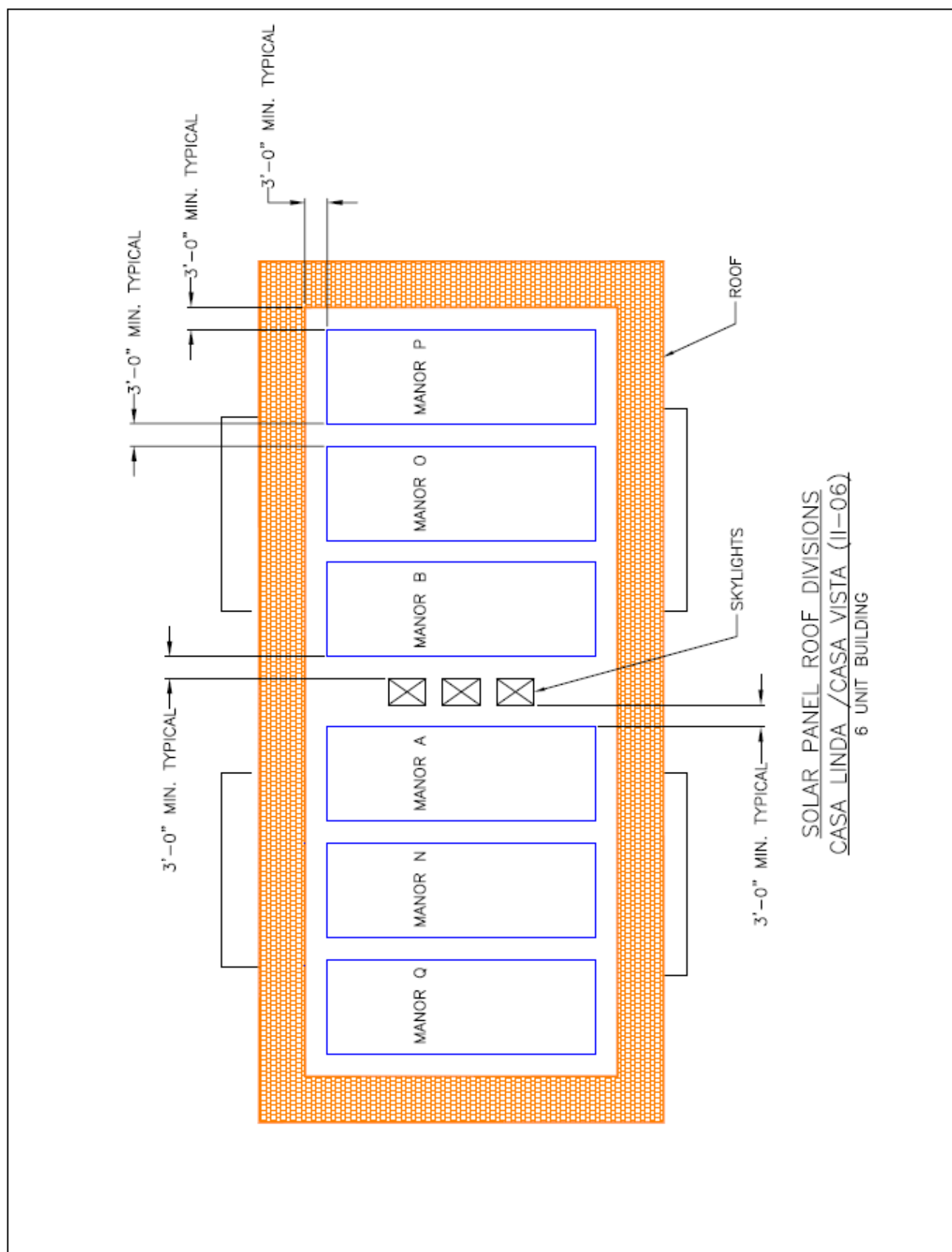
- 2.8** Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied 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 permitted only under the following conditions:
- a. Only pre-paid leases are permitted, and Member must provide the Mutual a copy of the pre-paid lease contract together with proof of payment before any work on the construction or installation of the solar panel system begins; and
 - b. The pre-paid lease contract must be assignable by the Member.
- 2.19** Panels for water solar heating systems are not permitted.

3.0 OBLIGATIONS

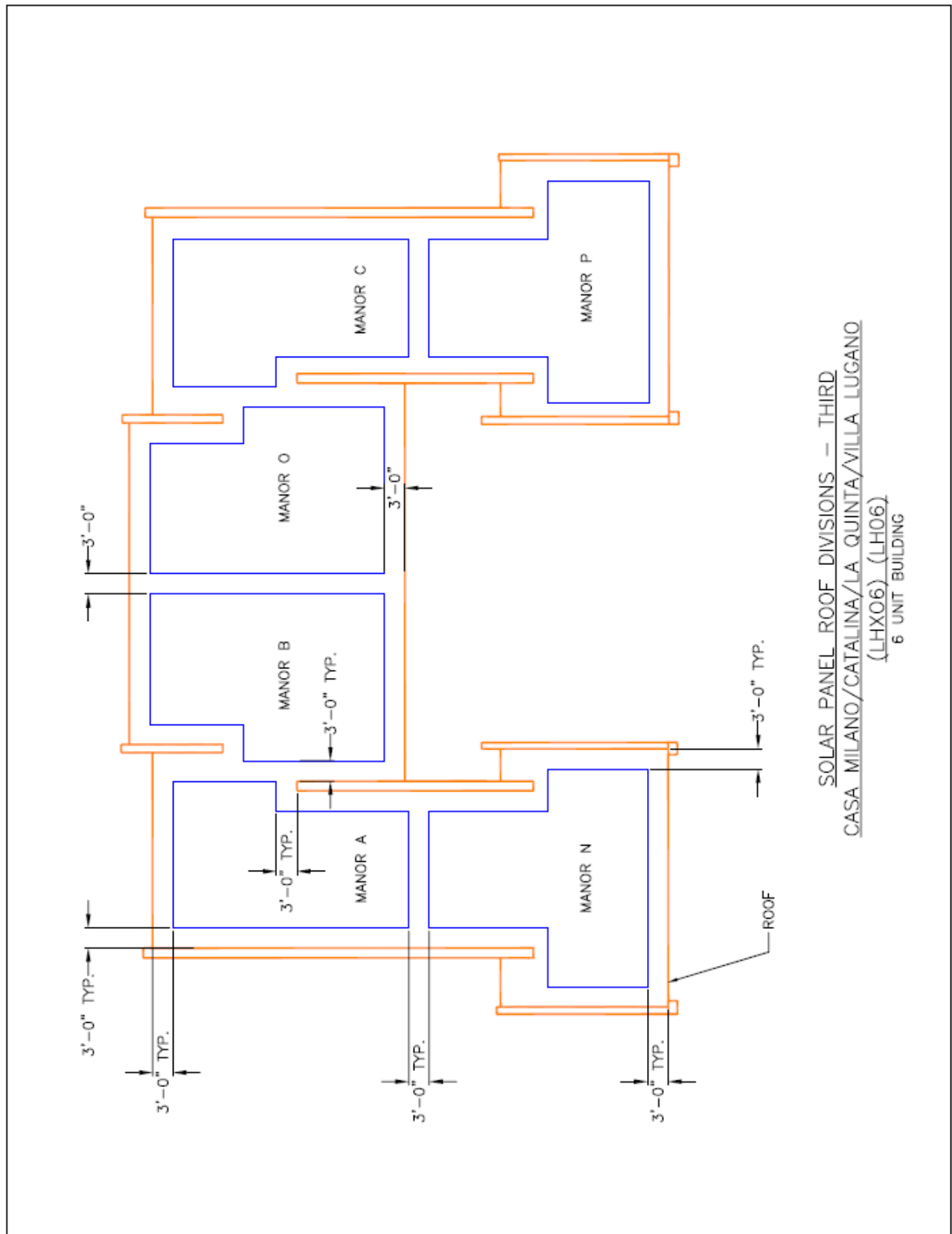
- 3.1** The Mutual Member must sign and submit to Third Laguna Hills Mutual, c/o VMS, Inc, Community Services, the "Recordable Common Area Agreement" for the subject solar panel installation utilizing Common Area.
- 3.2** Member accepts responsibility and agrees to pay for repairs to common areas, including 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 Manor Alterations Department.
- 3.9** Regardless of the roof type, the roof tie-ins must be performed by the Mutual's roofing contractor at the Member's expense.

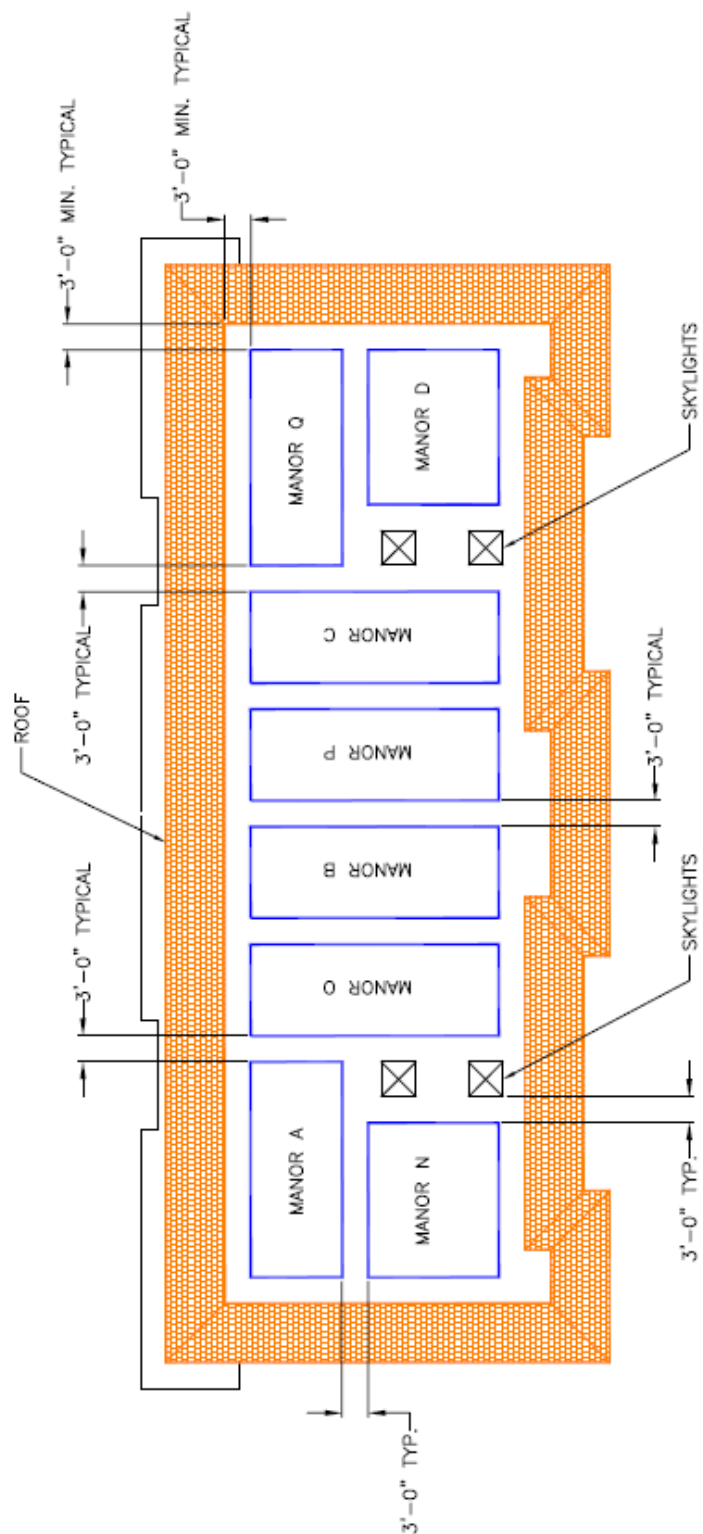
3.10 Member must present to the Mutual a vendor/installer agreement that requires vendor to hold harmless and indemnify the Mutual for any and all claims, damages, costs and expenses, including attorney fees related to or arising from the installation, use, maintenance, repair or removal of



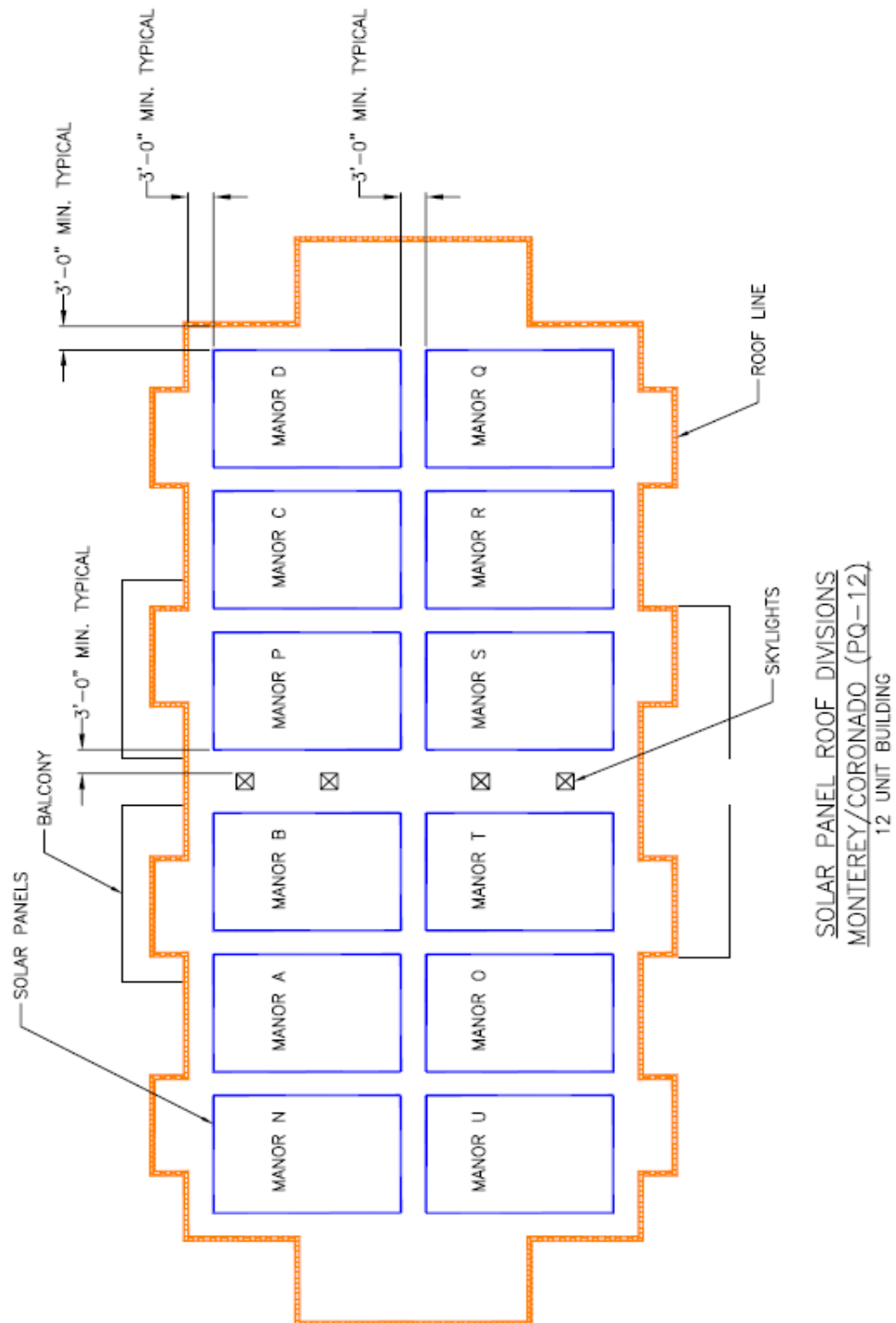


April 19, 2016





SOLAR PANEL ROOF DIVISIONS
CASTILLA / LA BRISA (HH08)
8 UNIT BUILDING



PROPOSED FINAL VERSION

THIRD LAGUNA HILLS MUTUAL

SECTION 30 STORAGE CABINETS

FEBRUARY 1985

REVISED JUNE 2002, RESOLUTION M3-02-29

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

REVISED APRIL 2016, RESOLUTION 03-16-44

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual Consent for Manor Alteration(s) is required for alterations to the building. A City of Laguna Woods permit may be required. All fees for both the Mutual Consent and City permit 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 Manor Alterations Department 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.

1.0 APPLICATIONS

- 1.1** The Permits and Inspections office shall issue permits for all storage cabinets in carports, breezeways, and parking areas.
- 1.2** All cabinets shall be constructed of wood per standard plan drawings.
- 1.3** Cabinets shall be positively attached to adjacent wall or structure to prevent overturning as required by the Uniform Building Code. Method of attachment shall provide a minimum of 1.5-inch clearance (air) space to prevent moisture damage to the cabinet.
- 1.4** A 12" access shall be maintained between cabinets and existing plumbing, electrical, or other utility installations and/or outlets.
- 1.5** No refrigerators, freezers, or other major electric appliances will be allowed in or around storage cabinets. No electrical wiring shall be run through the cabinet.
- 1.6** No loose items are allowed outside of storage cabinets. All personal property, including foot lockers, file cabinets, trunks and work benches shall be stored in cabinets and shall not violate use restrictions set forth in Article III of Declaration of Covenants, Conditions, and Restrictions.
- 1.7** All cabinets shall be legibly labeled with the manor number.

2.0 PATIO AND BALCONY CABINETS

- 2.1** A Mutual Consent for Manor Alteration(s) will not be required for cabinets which are located within patios or balconies provided they are no taller than 4'-0", no wider than 4'-0", or no deeper than 3'-0".

3.0 CARPORT CABINETS

- 3.1** Cabinets shall be no taller than 3'-6", no wider than the carport stall, nor deeper than 2'-6".
- 3.2** Cabinets shall be painted to match all existing cabinets or adjacent building walls (if no cabinets exist in the area).
- 3.3** The cabinet shall be installed on a base constructed of galvanized or non-ferrous metal, pressure treated lumber, or equivalent material as determined by the Permits and Inspections office.

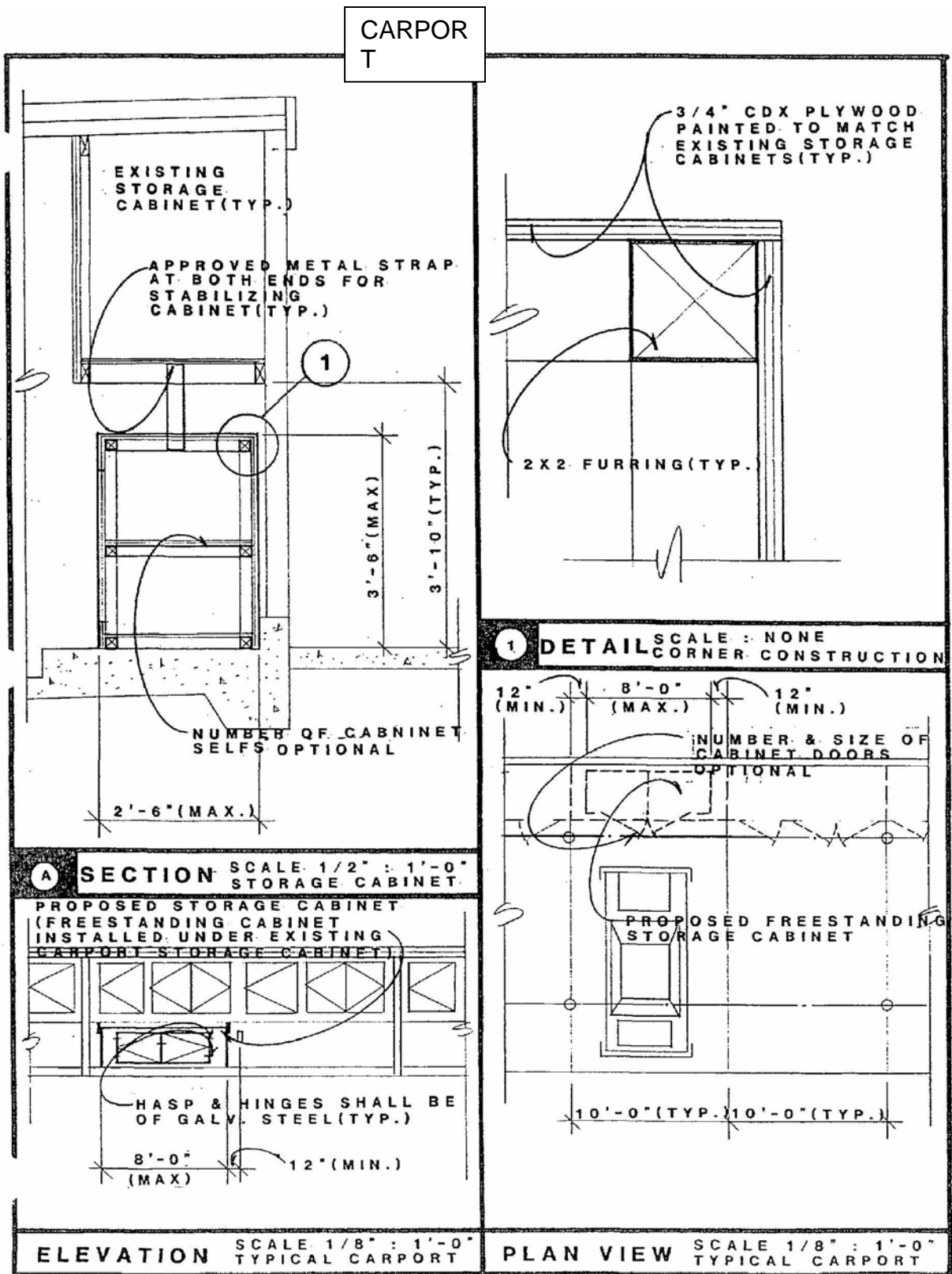
4.0 BREEZEWAY CABINETS

- 4.1** Breezeway cabinets will be permitted in Casa Linda (11-06 type) and Casa Contenta (KK-08 type) buildings only.
- 4.2** The cabinet shall be no taller than 5'-6", no wider than 3'-0", nor deeper than 1'-6" for a Casa Linda (11-06 type), and not to exceed 5'-6" tall, 3'-6" wide, and 2'-6" deep for a Casa Contenta (KK-08 type).
- 4.3** Cabinets will be limited to two per breezeway, but only one per manor, on a first-come, first-served basis.
- 4.4** Cabinet units will be placed under stairwell area as indicated on drawing.
- 4.5** Cabinets will be painted to match existing building color.
- 4.6** The cabinet shall be placed on castors.

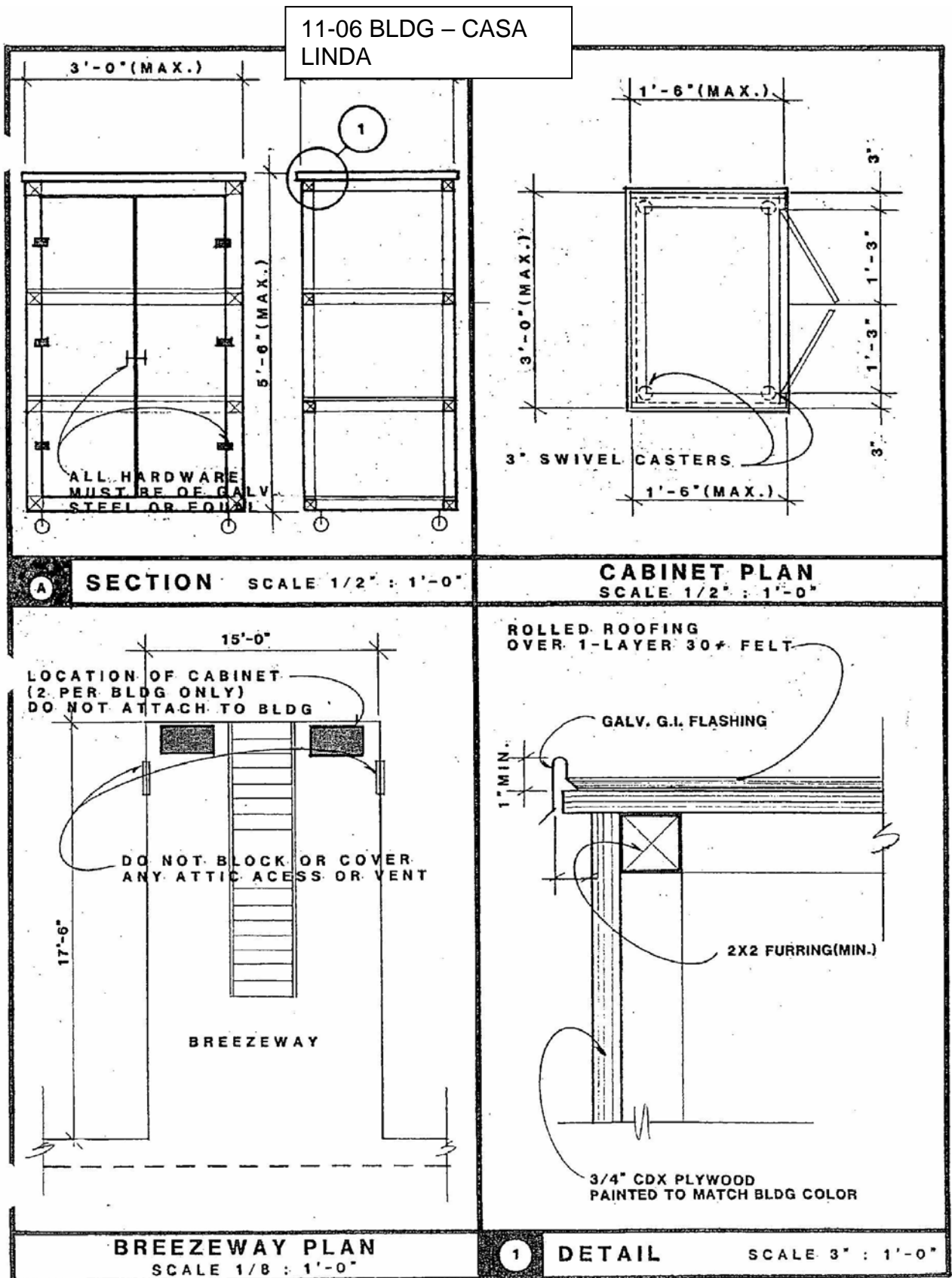
5.0 UNDERGROUND CARPORT CABINETS (GARDEN VILLA-TYPE BUILDINGS)

- 5.1** Cabinets shall be limited to the manor owner's space or adjacent area as approved by the Permits and Inspections office and conform to the standard plans.
- 5.2** Cabinets shall be painted to match all existing cabinets or adjacent building walls (if no cabinets exist in the area).
- 5.3** The cabinet shall be no taller than 7'-0", no wider than 4'-0", nor deeper than 3'-0".
- 5.4** In those areas where the adjacent wall height is 3'-6"; the cabinets shall not exceed the height of the wall.
- 5.5** The cabinet shall be installed on a base constructed of galvanized or non-ferrous metal, pressure treated lumber, or equivalent material as determined by the Permits and Inspections office.

April 19, 2016



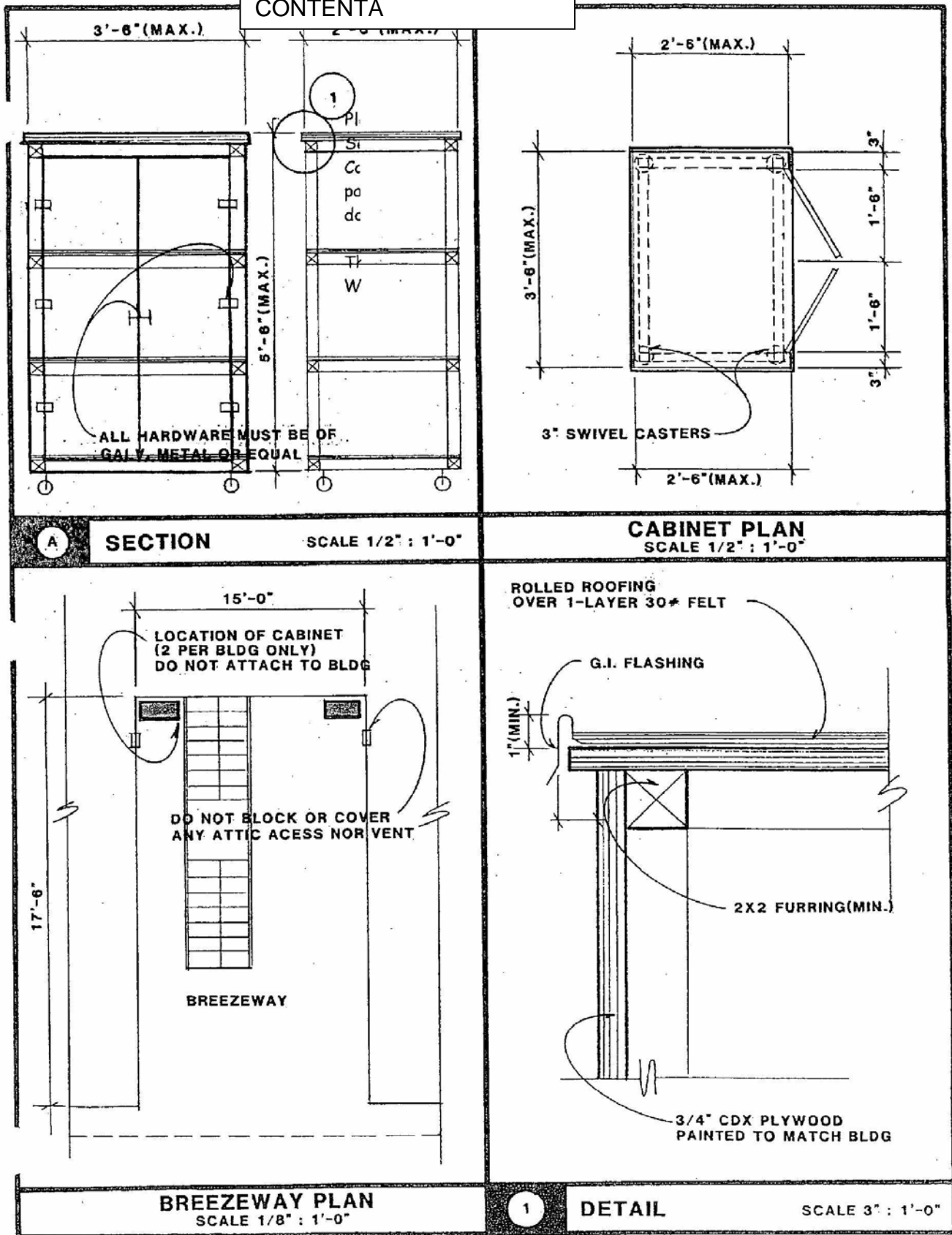
April 19, 2016



BREEZEWAY STORAGE CABINET
 JUNE 3, 1992

April 19, 2016

KK-08 BLDG – CASA
 CONTENTA



BREEZEWAY STORAGE CABINET
 JUNE 5, 1992