

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

March 21, 2017

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, March 21, 2017 at 9:30 AM, at 24264 El Toro Road, Laguna Woods, California

Directors Present: Rosemarie diLorenzo Dickins, Burt Baum, Bill Walsh, Steve Parsons, James Tung, John Frankel, Bert Moldow, Annette Sabol-Soule, Susan Caine, and Jules Zalon

Directors Absent: Bunny Carpenter

Staff Present: Open Session: Brad Hudson, Lori Moss, Leslie Cameron, and Francis Rangel
Executive Session: Brad Hudson, Leslie Cameron, David Collins, and Pamela Bashline

Others Present: VMS Directors Dennis O'Connor and United Director Cash Achrekar

1. CALL TO ORDER

Rosemarie diLorenzo Dickins, 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.

2. PLEDGE OF ALLEGIANCE

Director Bill Walsh led the Membership in the Pledge of Allegiance.

3. ACKNOWLEDGEMENT OF MEDIA

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

4. APPROVAL OF AGENDA

Director Moldow made a motion to amend the agenda by adding Unit 5212 – deny patio extension and approve bedroom expansion to Item 7(a). Without objection, the agenda was approved as amended.

5. CHAIR'S REPORT

President diLorenzo Dickins

- Asked Members for ideas to add to the chargeable services list. You can contact Ernesto Munoz at 949-597-4260 to share your idea.
- 500 Invoices for chargeable services were mailed. If you receive an invoice and have questions you can contact Olga Torres 949-597-4226.

6. APPROVAL OF THE MINUTES

Director Moldow moved to approve the February 21, 2017 Regular Open Board meeting minutes. Seconded by Director Soule and by a vote of 9-0-0 the motion carried.

7. CONSENT CALENDAR

Without objection, the Board approved the Consent Calendar as amended including the denial of the patio extension and approval of the bedroom expansion at Manor 5212. The Board further approved the following Resolutions and Recommendations:

(a) Maintenance and Construction Common Area - Variance Request Resolutions:

RESOLUTION 03-17-20

Common Area - Variance Request

WHEREAS, Mr. & Mrs. Thomas Sirkel of 3132-C Via Serena North, 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 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015;

NOW THEREFORE BE IT RESOLVED, on March 21, 2017, 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. All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 3132-C Via Serena North.
2. A required Mutual Consent for Manor Alterations and a City of Laguna woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Department office located in the Laguna Woods Community Center.
3. Unit – specific plans depicting the proposed alterations, signed and wet-stamped by a California-licensed architect or engineer must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center for approval. These plans must include structural details and calculations required to insure the structural integrity of the building is maintained upon completion of the proposed front room addition (if required).

4. The alterations must be in accordance to the California building codes and the City of Laguna Woods permitting. A Laguna Woods Village consent for alteration is required.
5. Prior to issuance of mutual consent for manor alterations a "Recordable Common Area Agreement" must be filed with the County Clerk.
6. During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.
7. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action.

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 03-17-21

Common Area - Variance Request

WHEREAS, Mr. Leonard Schaitman of 5346-A Bahia Blanca, 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 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015;

NOW THEREFORE BE IT RESOLVED, on March 21, 2017, 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. Prior to the Issuance of a Mutual Consent for Manor Alterations, the applicant must submit amended plans reducing the 12'6" depth to be in compliance with the adjoining neighbor's depth.

2. Mutual Member(s) at 5346-A Bahia Blanca must sign and submit to Third Laguna Hills Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services Manager, the "Recordable Common Area Agreement" for the subject expansion utilizing Common Area.
3. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 5346-A Bahia Blanca.
4. Prior to the Issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.
5. A required Mutual Consent for Manor Alteration(s) and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits.
6. All landscape, irrigation, and drainage modifications associated with the alterations are to be completed by the Landscape Division at the expense of the Mutual member(s) at Manor 5346-A Bahia Blanca.
7. All alterations must be installed in accordance to California State Building Code, and Third Mutual Standard Section 6: Block wall, and Section 11: Exterior Floor Coverings
8. Prior to the Issuance of a Mutual Consent for Manor Alterations, a Neighbor Awareness Form(s) must be obtained from the affected neighbor at 5346-B, 3445-B 3445-A, 3446-A and 3447-A correct addresses. No construction may proceed prior to receiving this executed form and approval by the Alterations Division and the City of Laguna Woods.
9. Prior to Issuance of Mutual Consent for Manor Alterations, a "Recordable Common Area Agreement" must be filed with the County Clerk.
10. During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.

11. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action.

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 03-17-22

Common Area - Variance Request

WHEREAS, Mr. & Mrs. Edward and Addarose Smolenski of 5054 Avenida Del Sol, 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 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015;

NOW THEREFORE BE IT RESOLVED, on March 21, 2017, 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. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 5054 Avenida Del Sol.
2. A required Mutual Consent for Manor Alterations must be obtained through the Manor Alterations Department Office located in Laguna Woods Village Community Center.
3. No Neighbor Awareness Form(s) are required from surrounding neighbors as no other manors are affected by the alteration.

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 03-17-23

Common Area - Variance Request

WHEREAS, Mr. & Mrs. Howard and Linda Maroz of 5586-B, 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 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015;

NOW THEREFORE BE IT RESOLVED, on March 21, 2017, 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. Mutual Member(s) at 5586-B Via Dicha must sign and submit to Third Laguna Hills Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services Manager, the "Recordable Common Area Agreement" for the subject expansion utilizing Common Area.
2. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 5586-B Via Dicha.
3. Prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.
4. A required Mutual Consent for Manor Alteration(s) and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed time frame for permitting.

5. All alterations must be installed in accordance to California State Building Code, and Third Mutual Standard Section 34: Windows and Window attachments.
6. Prior to the issuance of a Mutual Consent for Manor Alterations, Neighbor Awareness Form(s) must be obtained from the affected neighbor at 5587-A. No construction may proceed prior to receiving this executed form and approval by the Alterations Division and the City of Laguna Woods.
7. Prior to issuance of mutual consent for manor alterations a "Recordable Common Area Agreement" must be filed with the County Clerk.
8. During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.
9. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action.

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 03-17-24

Common Area - Variance Request

WHEREAS, Ms. Zahra Saremi 3219-A Via Carrizo, 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 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015;

NOW THEREFORE BE IT RESOLVED, on March 21, 2017, 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. Prior to the Issuance of a Mutual Consent for Manor Alterations, the applicant must submit amended plans removing the request for the 12" pop-out for the room addition in the front patio.
2. The Mutual Member(s) at 3219-A Via Carrizo must sign and submit to Third Laguna Hills Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services Manager, the "Recordable Common Area Agreement" for the subject expansion utilizing Common Area.
3. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 3219-A Via Carrizo.
4. Prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.
5. A required Mutual Consent for Manor Alteration(s) and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits.
6. A required Mutual Roof Alteration Notification (Tie-In Form) must be submitted to the Laguna Woods Village Manor Alterations Department prior to the issuance of a Mutual Consent.
7. All landscape, irrigation, and drainage modifications associated with the alterations are to be completed by the Landscape Division at the expense of the Mutual member(s) at Manor 3219-A Via Carrizo.
8. All alterations must be installed in accordance to California State Building Code, and Third Mutual Standard Section 34: Windows and Window Attachments.
9. Prior to the issuance of a mutual consent for manor alterations, Neighbor Awareness Form(s) must be obtained from the affected neighbor at 3223-B. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods.
10. Prior to issuance of mutual consent for manor alterations a "Recordable Common Area Agreement" must be filed with the County Clerk.

11. During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.
12. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action.

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.

(b) Finance Committee Recommendations:

RESOLUTION 03-17-25

Recording of a Lien

WHEREAS, Member ID 931-630-40 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, March 21, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-480-72; and

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

(c) Landscape Committee Recommendations:

Landscape Committee Recommendations:

- | | |
|--------|--|
| 5168 | Approve Request for Tree Removal at Members Expense (Item No. 15 Page 2) |
| 5549-B | Approve Request for Tree Removal at Mutual Expense (Item No. 15 Page 2) |

8. UPDATE FROM VMS – DIRECTOR DENNIS O’CONNOR

Director Dennis O’Connor gave an update on

- A tour was given by Mr. Hudson of the community and VMS was able to observe a lot of the improvements that have taken place.
- An initial benefits study was performed and our benefits and pay are in line with surrounding communities. The Health Study has not yet been done.

9. REPORT OF THE CEO – BRAD HUDSON

- There was a rapid response to a fire at the 2370 building. The fire was contained to the kitchen and the surrounding neighbors were evacuated. A quick restoration is in progress to get the residents back into their manor.
- Another Solar Panel was approved and will be operating soon.
- The separate entry for the new gym at the community center allows for the gym to have independent hours from the Community Center.
- Gym hours will be extended to open at 5:30 AM at the community center and a pool will open at 6:00 AM to better accommodate working residents
- Three things that are being made available to the community are as follows; an e-mail will be sent out to a link to download your gate access mobile app, there will be an upgrade coming to improve Wi-Fi at the Clubhouses, and in the next six weeks the HR information system will be improved to become paperless.
- Resident Services is receiving more training and is currently bringing on more staff to work in the customer service area. The Resident Services area is going to be redesigned and the goal is to have operating hours from 7:00 AM to 7:00 PM Monday thru Friday and Saturday hours.
- The Bandwidth capacity will be increased up to 100mps at no extra cost to residents, and TV reception will be upgraded with the new Simulstat Antenna.
- Analog TVs will no longer be operational by January 2018, due to the update of cable and bandwidth
- The new Laguna Woods website will be launched the end of April and the resident portal will be launched the end of July.

10. MEMBER COMMENTS

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

- Chris Collins (3306-Q) of The Laguna Woods Foundation thanked the Board, thanked the residents, social services, gave a brief update on the yearly planning meeting, and cordially invited everyone to the April 27, public meeting at 6:30 PM.

11. DIRECTORS’ RESPONSES TO MEMBER COMMENTS

The Directors thanked Ms. Collins for her report.

12. UNFINISHED BUSINESS

- (a) Entertain Motion to Approve Revision to Third Mutual Committee Appointments – Resolution

Director Baum, Secretary of the Corporation, read a proposed resolution approving the Third Mutual Committee Appointments:

RESOLUTION 03-17-26

Mutual Committee Appointments

RESOLVED, March 21, 2017 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:

Architectural Standards and Control Committee

Bert Moldow, Chair

~~Burt Baum~~

John Frankel

Bill Walsh

Steve Parsons

Annette Sabol-Soule

Rosemarie diLorenzo Dickins, Alternate

Mike Butler, Voting Advisor

Roger Morris, Voting Advisor

Governance Committee

Rosemarie diLorenzo Dickins, Chair

James Tung

Burt Baum

Bert Moldow

Bunny Carpenter, Alternate

Steve Parsons, Alternate

Annette Sabol-Soule

Non-Voting Advisor: Kathleen Baum

Communications Committee

Burt Baum, Chair

Susan Caine

~~Annette Sabol-Soule~~

Bill Walsh

Bunny Carpenter

Non-Voting Advisors: Carol St. Hillaire

Energy and Technology Committee

Bill Walsh, Chair

Bert Moldow, Co-Chair

Burt Baum

John Frankel

Non-Voting Advisors: Steven Leonard, Leon St. Hilaire

Executive Hearing Committee

Rosemarie diLorenzo Dickins, Chair

James Tung, Co-Chair

Bunny Carpenter

John Frankel

Steve Parsons, Alternate

Jules Zalon, Alternate

Annette Sabol-Soule, Alternate

Finance (Committee of the Whole)

Steve Parsons, Chair

Rosemarie diLorenzo Dickins, Vice Chair

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

Garden Villa Recreation Room Subcommittee

Bert Moldow, Chair

Bunny Carpenter

Rosemarie diLorenzo Dickins, Alternate

Voting Advisors: Lynn Jarrett, Sharon Molineri, Stuart Hack

Laguna Woods Village Traffic Hearings

John Frankel

Annette Sabol-Soule

Susan Caine, Alternate

Landscape

James Tung, Chair

Bunny Carpenter – Vice Chair

John Frankel

Annette Sabol-Soule

Bill Walsh, Alternate

Susan Caine

Non-Voting Advisors: John Dudley, Bob Figeira

Maintenance and Construction (Committee of the Whole)

Bert Moldow, Chair

John Frankel, Vice Chair

Bunny Carpenter

Bill Walsh

Non-Voting Advisors: Jules Zalon ~~Marty Lopata~~

Meet and Confer & Resident Problem Resolution

Rosemarie diLorenzo Dickins
James Tung
Burt Baum

New Resident Orientation

Per Rotation List

Water Conservation Committee

James Tung, Chair
~~Annette Sabol-Soule~~
John Frankel
Jules Zalon
~~Non-Voting Advisor, Jules Zalon~~

Third Mutual Earthquake Task Force

Steve Parsons, Chair
John Frankel
Burt Baum
Colin Johnston
Dan Yost
Steve Leonard
Roger Morris
James Tung
David Southerland
Tim Moy, Advisor
Randy Scott, (Garden Villas) Advisor
Ralph Beck (registered geologist), Advisor
Margaret Vinci (Cal-Tech), Advisor

Third Mutual Parking Task Force

John Frankel, Chair
Bert Moldow
Bunny Carpenter
Bill Walsh
Annette Sabol-Soule

Third Mutual Resident Policy and Compliance Task Force

Burt Baum, Chair
Rosemarie diLorenzo Dickins
Bert Moldow
Bunny Carpenter
Steve Parsons, Alternate

Third Mutual Dry Rot Task Force

John Frankel, Chair
Bunny Carpenter

Bert Moldow
Burt Baum
Steve Parsons

Third Mutual Projects Task Force
Bert Moldow, Chair
Bunny Carpenter
Rosemarie diLorenzo Dickins
John Frankel

RESOLVED FURTHER, that Resolution 03-17-06, adopted January 24, 2017 is hereby superseded and canceled; and

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

Director Baum made a motion to approve the Mutual Committee Appointments with recommended additions and changes, seconded by director Parsons and by a vote of 9-0-0 the motion carried

12(b) Director Baum, Secretary of the Corporation, read a proposed resolution approving the GRF Committee Appointment:

RESOLUTION 03-17-27

GRF Committee Appointments

RESOLVED, March 21, 2017 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

Rosemarie diLorenzo Dickins
Steve Parsons

Community Activities Committee

Burt Baum
Jules Zalon
Annette Sabol-Soule

Finance Committee

Steve Parsons
Rosemarie di Lorenzo Dickins
Annette Sabol-Soule, Alternate

Landscape Committee

James Tung
Bunny Carpenter
John Frankel, Alternate
Susan Caine, Alternate

Maintenance and Construction Committee

John Frankel
Bert Moldow
Bill Walsh, Alternate
Susan Caine, Alternate

Media and Communication Committee

Bunny Carpenter
Burt Baum
~~Annette Sabol-Soule, Alternate~~
Susan Caine, Alternate

Mobility and Vehicles Committee

Steve Parsons
John Frankel
Bert Moldow, Alternate

Security and Community Access Committee

Steve Parsons
James Tung
Susan Caine, Alternate
RESOLVED FURTHER, that Resolution 03-17-07, adopted January 24, 2017 is hereby superseded and canceled.

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 made a motion to approve the GRF Committee Appointments. Seconded by director Parsons and by a vote of 9-0-0 the motion carried

13. NEW BUSINESS

(a) Entertain Motion to Approve a Drone Policy – Resolution (initial notification – must postpone to May to conform to the 30 day notification requirement)

Director Baum, Secretary of the Corporation, read a proposed resolution approving a Drone Policy:

RESOLUTION 01-17-XX

Drone Policy

WHEREAS, the Golden Rain Foundation (GRF) Board of Directors adopted a Drone Policy, to fairly and reasonably address small unmanned aircraft systems, known as Drones, in Laguna Woods Village; and

WHEREAS, Drones are regulated by the Federal Aviation Administration (FAA); and

WHEREAS, staff members have received numerous requests from various residents to fly Drones in the community;

NOW THEREFORE BE IT RESOLVED, May 9, 2017, that the Board of Directors of this Corporation hereby adopts the "Drone Policy," as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that this policy shall be put into effect June 1, 2017 to allow GRF and the Mutual's to adopt the same policy; 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 Baum made a motion, seconded by Director Parsons, to approve the Drone Policy and seconded by Director Parsons.

- Director Soule commented on section III. Conditions, Item m. of the Drone Policy and requested consideration to reduce the 100mph speed of a drone down to 35mph and on Section IV. Procedure, Item n. if commercial users will be charged a fee to use a drone in the community.
- Director Walsh commented on his concern for privacy and enforcement of drones
- Director Baum commented on the alternative of having no policy when people will be flying drones regardless. The Drone Policy is a way to try and regulate drone usage.
- Director Zalon commented on the inconsistencies in Section IV. Procedure, Item b. "Application for Use of a Drone Permit" and "Flight Plan" must be received at least seven days prior to the anticipated use of the drone" and Section IV. Procedure, Item f. "...Resident and/or approved commercial user will be notified of the results within seven business days."

Director Tung amended the motion, seconded by Director Parsons, to continue the Drone Policy until April for staff to come back with changes. The motion carried unanimously.

March initial Notification

March 21, 2017

Should the Board endorse the proposed Drone Policy; Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

13(b) Entertain Motion to Approve Revisions to the 2017 Collection Lien Enforcement Policy – (initial notification – must postpone to May to conform to the 30 day notification requirement)

Director Baum, Secretary of the Corporation, read a proposed resolution approving Revisions to the 2017 Collection Lien Enforcement Policy:

RESOLUTION 03-17-xx

2017 Collection & Lien Enforcement Policy

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

WHEREAS, the Mutual would like to formalize certain practices and procedures used for the collection of non-assessment delinquencies such as fines, fees, and chargeable services pursuant to the Governing Documents and current law;

NOW THEREFORE BE IT RESOLVED, May 16, 2017, that the Board of Directors hereby adopts a revised 2017 Third Laguna Hills Mutual Collection and Lien Enforcement Policy as attached to the official minutes of this meeting; 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 moved to approve revisions to the 2017 Collection & Lien Enforcement Policy and seconded by Director Parsons. Director Parsons moved to amend the late fee to \$35 for chargeable services fines and fees under **4. Late Charge** of the policy. Director Moldow seconded and by a vote of 9-0-0 the motion carried.

March initial Notification

Should the Board endorse the proposed revisions; Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

14(a-b). Director Parsons, Treasurer of the Corporation, reported from the Finance Committee, gave a Third Mutual financial update, gave a brief update on delinquencies,

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commented on the Resale Activities Report, and the Status of Reserves. Discussion ensued over late fees.

- Director Moldow stated that CC&Rs state that the delinquent process takes place as of 20 days.
- Director diLorenzo Dickins commented on the financial training for the Board and that the open annual audit meeting will be held on April 5, in CH 5 at 1:30 PM

15. Director Tung reported from the Landscape Committee.

16. Director Tung reported from the Water Committee.

17. Director Moldow reported from the Maintenance and Construction Committee. Parking Decal restrictions and laundry fee increase will be coming up on a future agenda.

(a) Procedures for a Red Curb Reset – Resolution

Secretary Baum read the resolution for instituting a Red Curb Policy and read the Red Curb Policy as follows:

**Attachment B
Proposed Resolution**

RESOLUTION 03-17-32

RED CURB REQUEST POLICY

WHEREAS, parking space has come to be at a premium in the Mutual; and

WHEREAS, the Board of Directors wishes to prevent such space from being eliminated without sufficient justification; and

WHEREAS, there is currently no policy regarding the painting of roadway curbs in the community red; and

WHEREAS, the Maintenance and Construction committee recommends that the Board of Directors of Third Laguna Woods Mutual ("Board") establish policy and procedures for the painting of roadway curbs red in the community;

NOW THEREFORE BE IT RESOLVED, March 6, 2017, that the Board of Directors of the Corporation hereby approve the Red Curb Request Policy; 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.

Attachment A

RED CURB REQUEST PROCEDURE

1. Any request from a resident to have curbs painted red shall be reviewed and decided on by VMS Maintenance & Construction Division Staff. Denials may be appealed to the Maintenance and Construction Committee. Staff shall provide a report with a recommendation for action to the Maintenance & Construction Committee on all appeals.
2. Staff shall only recommend approval of such a request if:
 - A. Legal requirements imposed on the Mutual such as Fire Lanes, etc. require a red curb.
 - Or
 - B. A finding is made from an engineering study that such red curb is needed for safety reasons.

Director Baum made a motion to approve Procedures for a Red Curb Reset, seconded by Director Moldow and by a vote of 9-0-0 the motion passed.

- Resident Services should be contacted for an application for the Red Curb Request and the request form will be placed online.

(b) Water Heater Element Replacement as a Non-Emergency Chargeable Service – Resolution

Secretary Baum read the resolution for Water Heater Element Replacement as a Non-Emergency Chargeable Service as follows:

ATTACHMENT A

RESOLUTION 03-17-33

Schedule for Non-emergency Maintenance Chargeable Services

WHEREAS, on October 20, 2015, the Board of Directors adopted Resolution 03-15-156 which reestablished the delivery of non-emergency chargeable services and approved a schedule for non-emergency maintenance chargeable services; and

WHEREAS, the service charge for all Maintenance chargeable services was increased to \$25; and

WHEREAS, the Board established a \$25 permit processing fee for work that requires a City of Laguna Woods building permit if VMS pulls the permit; and

WHEREAS the Board approved a \$15 service charge to be charged when the Mutual Member (or representative) is not home for a scheduled appointment and fails to cancel in advance; and

March 21, 2017

WHEREAS, on July 21, 2015 the Board of Directors approved amending the schedule for non-emergency maintenance chargeable services to include the replacement of manor low flow toilets;

WHEREAS, on March 21, 2017 the Board of Directors approved amending the schedule for non-emergency maintenance chargeable services to include Water Heater Maintenance & Element replacement;

NOW THEREFORE BE IT RESOLVED, March 21, 2017, that the Board of Directors hereby approves the attached new schedule for non-emergency maintenance chargeable services; and

RESOLVED FURTHER, that the service charge for all Maintenance chargeable services shall remain \$25 if VMS pulls the permit; and

RESOLVED FURTHER, the \$25 permit processing fee for work that requires a City of Laguna Woods building permit shall remain in effect; and

RESOLVED FURTHER, the \$15 service charge for when the Mutual Member (or representative) is not home for a scheduled appointment and fails to cancel in advance shall remain in effect; and

RESOLVED FURTHER, *should the Mutual Member not be notified of a scheduled appointment change or the technician does not make the scheduled appointment, the subsequent scheduled appointment will be free for the Mutual Member; and*

RESOLVED FURTHER, that Resolution 03-15-156 adopted October 20, 2015 is hereby superseded and cancelled; and

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

ATTACHMENT B

Third Laguna Hills Mutual Identified Non-Emergency Maintenance Chargeable Services

The following schedule is intended to provide general courtesy maintenance services

| Trade | Description of Service | Limitation(s) |
|-----------|-------------------------------|---------------|
| Carpentry | Entry Door Lock Service | (1), (5) |
| | Lock Rekeying | (1), (5) |
| | Mailbox Lock Service | (1), (5) |
| | Patio Gate Door Lock Service | (1), (5) |
| | Storage Cabinet Lock Service | (1), (5) |
| | Insect/Rodent Entry Screening | (1), (5) |

| | | |
|-------------------|--|-------------------------|
| Electrical | Light Bulb/Ballast Service | (1), (3), (5) |
| | Door Bell Service | (1), (3), (5) |
| | Breaker Service | (5) |
| | Ceiling Heat (Thermostat) Service | (1), (3), (5) |
| Plumbing | Fitting/Flange/Valve - Repair/Replace | (1), (2), (3), (5) |
| | Toilet Operational Repair Service | (1), (2), (3), (5) |
| | Low Flow Toilet Replacement | (1), (2), (3), (5) |
| | Mixit Valve Service | (1), (2), (3), (5) |
| | Water Heater Repair | (1), (2), (3), (5) |
| | Water Heater Replacement | (1), (2), (3), (5), (6) |
| | Water Heater Service/Element Replacement | (1), (3), (5) |
| | Turn off/on Water at Main | |
| Paving | Pole/Bollard Installation (water heater related) | (4) |
| | Stain/Oil Cleanup | |

Limitation(s):

- (1) Standard brand only
- (2) Original fixtures only
- (3) Limited to parts in stock
- (4) As needed per Building Code/Permit requirements only
- (5) 30-day warranty on parts and labor
- (6) Manufacturer provided 10-year warranty on water heater tank only; labor, materials, service charge, permit fee and permit processing fee apply to warranty replacements

Charges for the attempted service will include the following:

- (a) Prorated labor at the current annual billing rate for each trade;
- (b) Materials costs;
- (c) Service charge;
- (d) Permit fee and permit processing fee (if applicable)

For scheduled appointments:

Failure to be present at the time of the technician's arrival will result in a \$15.00 fee

Ms. Moss, Community Manager, recommended amending the third Whereas and, the second Resolved Further to add that the \$25 permit processing fee applies if VMS pulls the permit.

- Director diLorenzo Dickins directed staff to amend the resolution to reflect low flow toilets at the end of the fifth WHEREAS.

Director Baum made a motion to approve the Water Heater Element Replacement as a Non-Emergency Chargeable Service, with recommended changes to the resolution. Director Parsons seconded and by a vote of 9-0-0 the motion passed.

- Director diLorenzo Dickins asked that the chargeable service fees be added to the website along with the paint cycle.

- Director Tung commented on the layering of needing a City of Laguna Woods permit and a Laguna Woods Village permit as excessive.
- Marvin 5510-3B commented on the valve on water heaters.

Director Tung made a motion, seconded by Director Parsons, to move this item to the end of the meeting to address the service charges in the resolution. The motion carried unanimously

18. Report of the Architectural Control and Standards Committee

Director Moldow gave a brief update. The Compliance Decision Tree will go straight to the Board in April.

19. Report of the Energy and Technology Committee

Director Walsh stated that there was no meeting in March and April 4, at 10:00 AM is the date and time of the next meeting. Our SCE representative has been notified per letter by Mr. Munoz about the light poles that have been out for six months. The eighth solar panel will be turned on this week and he gave an update on the issues with the other three solar installations, the transformers, and SCE.

20. Report of Resident Problem Resolution Services

Director Baum gave a brief update.

21. Report of the Laguna Woods Village Traffic Hearings

Director Frankel gave a brief update.

22. Report of the Communications Committee

Director Baum gave a brief update.

23. Report of the Resident Policy and Compliance Task Force

Director Baum gave a brief update.

(a) Entertain Motion to Approve the Lease Policy and Forms – Resolution (initial notification must be postponed to May to conform to the 30 day notification requirement)

Secretary Baum read the resolution to approve the Lease Policy and Forms as follows:

RESOLUTION 03-17-XX

Lease Policy

WHEREAS, the Board is obligated to manage, operate and maintain housing for its Mutual Members as set forth in the declarations of Covenants, Conditions, and Restrictions (CC&Rs); and

WHEREAS, the Board is obligated to review lease applications in accordance with its Bylaws, CC&Rs and Operating Rules;

WHEREAS, the package amendment resulted in clarified definitions, fees, charges, terms, conditions, and new procedures, with an emphasis on select operating rules;

WHEREAS, the amended this policy itemizes, consolidates and addresses several areas in order to present one master document, facilitate member leases and protect the corporation;

NOW, THEREFORE BE IT RESOLVED, May 16, 2017, that the Board of this Corporation hereby approves the Lease Policy and Forms (attached); and

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

RESOLVED FURTHER, that this policy supersedes all existing Leasing Documents and shall be put into effect June 1, 2017; 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.

March initial Notification

Should the Board endorse the proposed revisions; Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum moved to approve the Lease Policy Forms and it was seconded by Director Tung. By a vote of 9-0-0 the motion carried.

Director Parsons moved to amend the resolution in the fourth "WHEREAS this policy itemizes..." and the second to last "RESOLVED FURTHER, that this policy supersedes all existing Leasing Documents and shall be put into effect June 1, 2017; and"

- Ed McGill (2390-2C) inquired about page 14 of 22 V. Procedure for the criminal background check and the FICO score to be submitted with each lease packet renewal. Mr. McGill also suggested having a page where each Mutual can list what is upcoming at which meetings to be talked about to help residents become aware
- President diLorenzo Dickins, Director Baum and Ms. Bashline addressed Mr. McGill's inquiries and agreed that their needs to be a program for getting the information to Leasers
- Ms. Bashline, Community Services Manager, spoke about the communication component in getting the information out to residents.

Director Tung made a motion to continue Lease Policy and Forms until April with staff revisions clarifying information in the resolution and policy. Seconded by Director Zalon, the motion carried unanimously.

March 21, 2017

24. GRF COMMITTEE HIGHLIGHTS

There were no GRF Committee Highlights.

25. DIRECTORS' COMMENTS

There were no additional Director's Comments

26. ADDITIONAL MEMBER COMMENTS

The Board recessed at 12:36 PM and reconvened into Executive Session at 1:21 PM.

27. RECESS

With no further business before the Board of Directors, the meeting was adjourned at 3:25 PM.

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

During the February 21, 2017, – Regular Executive Session Board Meeting, the Board approved the minutes of January 24, 2017 Regular Executive Session and January 30, 2017 Special Executive Session; heard one Disciplinary Hearing and imposed \$0.00 in Fines for Violations of the Mutual's Rules and Regulations; discussed other Member Disciplinary matters; discussed leasing matters; discussed Member Delinquency matters; discussed zero write-offs; discussed Personnel matters; and discussed Litigation matters.

During the February 23, 2017, Special Executive Hearing Committee Board meeting the Board held three member Disciplinary Hearings; two Meet and Confers; and held zero Common Area Damage Reimbursement Hearings.



Burt Baum, Secretary
Third Laguna Hills Mutual