

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

May 16, 2017

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, May 16, 2017 at 9:30 AM, at 24264 El Toro Road, Laguna Woods, California

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

Directors Absent: James Tung

Staff Present: Open Session: Lori Moss, Leslie Cameron, Tim Moy, Dury Cords and Gary Chase

Executive Session: Brad Hudson and Leslie Cameron

Others Present: VMS Directors Donna Dwaileebe and Anthony Liberatore
Executive Session: Sandra L. Gottlieb, Esq. of Swedelson Gottlieb

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 Steve Parsons 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 Sabol Soule moved, to approve the agenda as presented. Director Parsons seconded. Director Carpenter moved to place 7b finance recommendations to the closed session.

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

5. CHAIR'S REPORT

President diLorenzo Dickins

- Good Samaritan Commendations were given to two Third Members Anita Gosch and Sharon Scott along with two security employees Supervisor I, Dury Cords and

Security Patrol Officer, Gary Chase. These four individuals assisted in the capture of a burglar posing as a maintenance worker to gain access to Manors.

- E-mail addresses are not being sold and the collection of e-mails is for updating member information for communication to the Members.
- Stated that there are 14 parking spots that are currently being rented and Third will not be charging for non-rented parking spaces.

6. APPROVAL OF THE MINUTES

Director Parsons moved, to approve the April 18, 2017 minutes as presented. Director Sabol Soule seconded.

By way of a unanimous vote the motion carried.

7. CONSENT CALENDAR

Director Frankel moved to approve the Consent Calendar as presented. Director Walsh seconded.

By way of a unanimous vote the consent calendar was approved as presented.

(a) Maintenance and Construction Common Area - Variance Request

Resolutions:

RESOLUTION 03-17-41

Common Area - Variance Request

WHEREAS, Ms. Lorraine Tse of 2127-C Via Puerta, 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 May 16, 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 2127-C.
2. A required Mutual Consent for a Manor Alteration Permit Application must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center.

3. A required 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 Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe and a final copy delivered to the Manor Alterations Division.
4. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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. All alterations must be installed in accordance to California State Building Code, and Third Mutual Standard Section 9: Exhaust Fan Installations and Section 27: Tubular Skylight Installations.
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 to the owner!
8. The Mutual Consent for a Manor Alteration Permit expires within 6 months of the date of the Mutual Board's approval.

RESOLVED FURTHER, the member is required to comply with all of the conditions 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 03-17-42

Common Area - Variance Request

WHEREAS, Chia-Chuan and Gertrude Kuo-Yu Lee of 5445 Alta Vista, 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 May 16, 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. The Mutual Member(s) at 5445 must sign and submit to Third Laguna Hills Mutual, c/o VMS, Inc., Attention Resident 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 5445.
3. A required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center.
4. A required 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 Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe and a final copy delivered to the Manor Alterations Division.
5. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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.
6. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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, if applicable. 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. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects must first be replaced or repaired during the alteration.
7. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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 5445. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.

8. Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, Neighbor Awareness Form(s) must be obtained from the affected neighbor(s) at 5444 and 5446. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods.
9. Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a "Recordable Common Area Agreement" must be filed with the County Clerk.
11. Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, the Mutual Member shall request a Broadband infrastructure inspection to assure that mutual property is appropriately addressed during construction.
12. All alterations must be installed in accordance to California State Building Code, and Third Mutual Standard Section 34: Windows and Window Attachments.
13. 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.
14. 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 to the owner!
15. The Mutual Consent for a Manor Alteration Permit expires within 6 months of the date of the Mutual Board's approval

RESOLVED FURTHER, the member is required to comply with all of the conditions 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 03-17-43

Common Area - Variance Request

WHEREAS, Mr. and Mrs. Terry & Elizabeth Fiskin of 5387-A Paseo Del Lago 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 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015;

NOW THEREFORE BE IT RESOLVED, on May 16, 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 Permit, a revised roof tie-in plan must be submitted and approved by the Laguna Woods Village Manor Alterations Department.
2. The Mutual Member(s) at 5387-A must sign and submit to Third Laguna Hills Mutual, c/o VMS, Inc., Attention Resident 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 5387-A.
4. A required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center.
5. A required 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 Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe and a final copy delivered to the Manor Alterations Division.
6. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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.
7. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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, if applicable. 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. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects must first be replaced or repaired during the

alteration.

8. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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 5387-A. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
9. Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, Neighbor Awareness Form(s) must be obtained from the affected neighbor(s) at 5387-B and 5388-C. 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 the Issuance of a Mutual Consent for Manor Alteration Permit, a "Recordable Common Area Agreement" must be filed with the County Clerk.
11. All alterations must be installed in accordance to California State Building Code, and Third Mutual Standard Section 34: Windows and Window Attachments.
12. 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.
13. 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 to the owner!
14. The Mutual Consent for a Manor Alteration Permit expires within 6 months of the date of the Mutual Board's approval.

RESOLVED FURTHER, the member is required to comply with all of the conditions 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 03-17-44

Common Area - Variance Request

WHEREAS, Mr. Chia-Yin Tsai of 5019 Jardin, 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 May 16, 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. The Mutual Member(s) at 5019 must sign and submit to Third Laguna Hills Mutual, c/o VMS, Inc., Attention Resident 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 5019.
3. A required Mutual Consent for a Manor Alteration Permit Application must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center.
4. A required 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 Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe and a Final copy delivered to the Manor Alterations Division.
5. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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.
6. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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, if applicable. 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. All tie-ins may only be made to sound structural elements.

Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects must first be replaced or repaired during the alteration.

7. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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 5019. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
8. Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, Neighbor Awareness Form(s) must be obtained from the affected neighbor(s) at 5020, 5022 and 5023. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods.
9. Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a "Recordable Common Area Agreement" must be filed with the County Clerk.
10. Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, the Mutual Member shall request a Broadband infrastructure inspection to assure that mutual property is appropriately addressed during construction.
11. All alterations must be installed in accordance to California State Building Code, and Third Mutual Standard Section 6: Block Walls, Section 18: Gutters & Downspouts, Section 26: Skylight Installations and Section 38: Patio Enclosures.
12. 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.
13. 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 to the owner!
14. The Mutual Consent for a Manor Alteration Permit expires within 6 months of the date of the Mutual Board's approval.

RESOLVED FURTHER, the member is required to comply with all of the conditions 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 03-17-45

Common Area - Variance Request

WHEREAS, George and Wen Lorhan of 5044 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 May 16, 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. The Mutual Member(s) at 5044 must sign and submit to Third Laguna Hills Mutual, c/o VMS, Inc., Attention Resident 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 5044.
3. A required Mutual Consent for a Manor Alteration Permit Application must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center.
4. A required 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 Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe and a final copy delivered to the Manor Alterations Division.
5. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center.
6. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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 5044. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.

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7. Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, Neighbor Awareness Form(s) must be obtained from the affected neighbor(s) at 5045 and 5065. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods.
8. Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a "Recordable Common Area Agreement" must be filed with the County Clerk.
9. All alterations must be installed in accordance to California State Building Code
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 to the owner!
12. The Mutual Consent for a Manor Alteration Permit expires within 6 months of the date of the Mutual Board's approval.

RESOLVED FURTHER, the member is required to comply with all of the conditions 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:

Moved to Executive Session

(c) Landscape Committee Recommendations:

None

(d) Approve Neighborhood Awareness Forms

(e) Approve Revisions to Alteration Standards Section 13- Fences Wrought Iron – Resolution (initial notification postponed until June)

THIRD LAGUNA HILLS MUTUAL

SECTION 13 FENCES, WROUGHT IRON

FEBRUARY 1985

REVISED APRIL 1996, RESOLUTION M3-96-28

~~GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49~~
~~REVISED MAY 2017, RESOLUTION 03-XX-XX~~
~~REVISED JULY 2013, RESOLUTION 03-13-74~~
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

1.1 GENERAL REQUIREMENTS

- 1.2 PERMITS AND FEES:** A Mutual ~~permit consent~~ is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the ~~Permits and Inspections~~ Manor Alterations Division office with City permit number(s) prior to beginning work.
- 1.3 MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.4 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).
- 1.5 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.
- 1.6 PLANS:** The Member applying for a permit shall provide to the ~~Permits and Inspections office~~ Manor Alterations Division a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.7 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 Division.
- 1.8 CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.9 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.

2.1 APPLICATIONS

- 2.2 Fences may be constructed of Vinyl, Wrought Iron or Tubular steel only.
- 2.3 All Vinyl fencing is to be of White or Taupe in color, as approved by the Manor Alterations Division
- 2.4 All tubular steel installations must be White or Black in color only.
- 2.5 No fence shall be over 5'-0" in height, inclusive of wall and fence, nor under 12" in height.
- 2.6 All posts shall be attached to slab, wall, or set in concrete. No posts shall have contact with any soil.
- 2.7 All posts and related pieces shall be of common square, rectangular, and flat stock. No round bar.
- 2.8 Attachments to buildings shall be lags or metal shots only, predrilled and sealant applied.
- 2.9 Wrought iron fencing may be installed as approved as part of a block wall. See Specifications for block walls.
- 2.8 Openings for gates are permissible.
- 2.9 Block walls with wrought iron fencing may be installed between the existing entry columns, and between an entry column and an adjacent wall, of single story manors. Common Area Agreements will be required when the Condominium Plan designates the location of the alteration as Mutual Common Area.
- 2.10 All wrought iron shall be painted in accordance with the Mutual's painting policy.
- 2.11 Removal of decorative wrought iron over windows and security bars over windows is permitted.

3.1 SPRINKLER REVISIONS

- 3.2 Sprinklers will be revised only by the managing agent's landscape crews, and the cost of such revisions shall be at the expense of the resident owner of that unit.

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- 3.3 No sprinklers will be placed inside any patio area by the managing agent's landscape crews, and any sprinkler systems added shall not be connected to the Mutually-owned system.

RESOLUTION 03-17-XX

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

WHEREAS, the Architectural Control and Standards Committee of this Corporation recognizes the need to further amend a portion of the Standards with regard to Section 13 - Fences, Wrought Iron to include viny fencing to be white or taupe as approved by staff; and

WHEREAS, materials are amended to include vinyl, wrought iron or tubular steel; and

WHEREAS, tubular steel colors may be white or black; and

NOW THEREFORE BE IT RESOLVED, May 16, 2017, that Mutual Alteration Standard Section 13 - Fences, Wrought Iron is hereby amended as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution M3-96-28, adopted May 21, 1996 is hereby amended; and

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

- (f) Approve Revisions to Alteration Standards Section 13 – Gates (initial notification must postpone to June)**

THIRD LAGUNA HILLS MUTUAL

SECTION 17 GATES

SEPTEMBER 1981
REVISED APRIL 1996, RESOLUTION M3-96-28
REVISED MAY 2008, RESOLUTION 03-08-42
REVISED MAY 4 2017, RESOLUTION 03-XX-XX
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

1.1 GENERAL REQUIREMENTS

- 1.2 PERMITS AND FEES:** A Mutual ~~permit~~ Consent is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and ~~Inspections~~ Manor Alterations office ~~Division~~ with City permit number(s) prior to beginning work.
- 1.3 MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.4 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).
- 1.5 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.
- 1.6 PLANS:** The Member applying for a permit shall provide to the ~~Permits and Inspections office~~ Manor Alterations Division a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.7 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~~ Manor Alterations Division.

- 1.8 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.9 **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.

2.1 **APPLICATIONS – PATIO WALLS**

- 2.2 No single gate will be of two pieces or require more than three hinges for attachments.
- 2.3 All gates will be painted to match the color of the wall or the building in accordance with Mutual painting policy.
- 2.4 All Vinyl gates are to be White or Taupe in color, as approved by the Manor Alterations Division.
- 2.5 Gates may be installed that open into limited common area; also where limited access to entryways does not obstruct necessary access to common areas.
- 2.6 Gates will be constructed of Vinyl, Wrought Iron or Tubular steel wood or wrought iron only.
- 2.7 Gates shall match existing design and construction.
- 2.8 Gates shall be no higher than the wall in which they are part of, with the exception of decorative or radiused finished tops.

3.0 **APPLICATIONS – PATIO RAILINGS IN THREE STORY BUILDINGS**

- 3.1 This section addresses gates cut into existing metal, or wood, patio railings in three story buildings. Gates can be installed only if the Common Area made accessible by the gate is safe to traverse considering factors such as the slope of the land and the landscaping, as determined by Staff.
- 3.2 A site visit by the Alterations Inspector will be required prior to the issuance of a permit for a gate installation.

- 3.3 The opening cut into the railing for the gate must be a minimum of 24" and a maximum of 36" wide.
- 3.4 Gates will be constructed and painted to match the existing railing.
- 3.5 Where cuts have been made they will be finished to prevent injuries.
Horizontal wrought iron bars must be capped, or sealed to prevent moisture intrusion.
- 3.6 Vertical bars of the same size and shape as the railing's original bars must finish the ends of the gate and railing where they have been cut. These vertical bars must be capped, or otherwise sealed, to prevent moisture intrusion.
- 3.7 Gates should be positioned in either side of the railing, and not the front, be clear of obstructions, and designed to swing so that they provide access to a safe passage with minimal impact on the landscaping. The gates must be able to open fully, at least 90 degrees, without striking objects on adjacent walls or in the landscape. If the gate opens onto the patio it must not obstruct the manor doorway that accesses the patio.
- 3.8 A landing the length of the gate opening and 36" wide may be required to be constructed to be even with the grade of the patio. Site-specific plans, including method of attachment to the existing patio, inclusive of any necessary moisture barrier, must be submitted for consideration.
- 3.9 Steps, positioned along the side of the patio must be provided to reach the landing if the distance from the surface of the landing to the ground is greater than 7.5". No step may have a rise of over 7.5", or a tread of less than 11". Steps will be 36" wide to match the width of the landing. If more than one step is required the rise for each of the steps may not vary by more than 3/8" from one another. Maximum number of steps is four (4) with no more than a 30 inch rise.
- 3.10 All required landscaping and irrigation revisions will be performed by the Mutual at the Member's expense.
- 3.11 Should the height of the patio require installation of steps and a stoop in Common Area, in addition to the required landing, the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of the landing, steps, and stoop, the "Agreement Regarding Patio Ingress/Egress Installation on Common Area Property" or similarly titled document.

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- 3.12 Personal items cannot be located outside of the patio in the Common Area made accessible by the gate, or on the landing, steps, or stoop.

RESOLUTION 03-17-XX

WHEREAS, the Board of Directors of this corporation adopted Resolution M3-96-28 on May 21, 1996, which approved the Third Laguna Hills Mutual Alteration Standards, (revised April, 1996); and

WHEREAS, the Architectural Control and Standards Committee of this Corporation recognizes the need to further amend a portion of the alteration standards with regard to Section 17 – Gates to include vinyl fencing to be white or taupe as approved by staff; and

WHEREAS, materials are amended to include vinyl, wrought iron or tubular steel; and

WHEREAS, tublar steel colors may be white or black

NOW THEREFORE BE IT RESOLVED, May 16, 2017, that Section 17 -Gates of the Mutual Alteration Standards is hereby amended 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; and

RESOLVED FURTHER, that Resolution M3-96-28, adopted May 21, 1996 is hereby amended.

8. UPDATE FROM VMS – Donna Dwaileebe

Director Donna Dwaileebe gave a VMS update

- The VMS Board attended the Recognition of Excellence event for the employees.
- Compliments are being received in customer service.
- Delphine Maffey is inspiring everyone, with her breathtaking front counter and Resident Services lobby themes.
- A newly installed TV is greatly appreciated in Resident Services and makes any wait more palatable.
- Our staff continues to get Kudos from residents and board members about the Breeze saying that, "Every Breeze issue is excellent. People like it, read it, and like being kept informed."

- A resident recently called to give kudos to Ruben and Melissa in Resident Services, she said that they did “did a fantastic job” and are “always helpful in explaining things”.
- A regular member to the copy center took the time to write in regarding her appreciation of the staff in the copy center.
- VMS Board continues to work on their Strategic goals and their five initiatives.

9. REPORT OF THE CEO – Lori Moss, Community Manager

- The Board room opens on June 6, and June 20, will be Third Mutual’s first time in the new Board room.
- A permit to replace 900 feet of barbed wire fencing with shepherd’s hooks will begin soon. The Village will be replacing 900 feet of fencing per year to keep the permit alive to save the village \$4,000 in permit fees.
- A big thank you goes out to those that participated in the Men’s 18 Hole Golf Tournament. Due to the generosity of the Village \$44,000 was raised for the Laguna Village Foundation.
- If you are interested in participating in the Laguna Hills Marathon, residents will get a reduced rate.
- Tech Support was honored at the Recognition of Excellence employee event. The entire department received a proclamation for their work. Comment cards are available for residents to make comments on the staff service they receive and those comment cards will be considered for the next Recognition of Excellence employee event
- When a letter of concern is received by Catherine she will address the issues in the correspondence by assigning staff to follow up; she adds the information to the CEO log and she sends a card to the resident to let them know that it is being worked on.

10. MEMBER COMMENTS

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

- Tom Nolan (2289-O) commented on the parking initiative and asked to view the report or discuss his particular situation with someone.
- Esther Frank (2225-D) Commented on the parking situation at cul-de-sac 2212 on the immediate right. She stated that she can’t get into the carport and asked what new residents are told when moving into the village.
- Kitty Platt (3249-B) commented about the multiple issues with gaining approval or denial of the resale packages. She stated that there have been long delays in getting approval or denial either a few days before the close of escrow or days after the escrow date.
- Leonard Schaitman (5346-A) inquired about the second half of his variance and is waiting for a second approval letter.
- Chris Collins (3306-Q) representing the Laguna Woods Village Foundation in 20 years, the expansion of services is a great accomplishment. Village clubs and residents are what keeps the foundation alive. The foundation is grateful for the

donations from the golfing event. Some of the programs that the foundation works with are Meals on Wheels and Alzheimer's Orange County.

- Patty Cohen – Non-Resident (representing 3071-C) entered into a contract to build an enclosed patio and is now completing the atrium enclosure. They can't finish the wall with stucco due to a neighbor not letting them on their property to finish the other side of the wall with stucco.
- Lynn Jarret (4010-1C) gave an update on the Garden Villas and gave a report to maintenance. There is a lot of work to be done and she asked the Board to help keep the work going.
- Steven Dworet (3071-D) Stated that he has not been harassing the contractors and that they have swept plastic and metal debris into the yards. Steven commented on the wall extension and that he was not aware that this was going to happen.

11. DIRECTORS' RESPONSES TO MEMBER COMMENTS

- Chair diLorenzo Dickins will inform staff and Mr. Hudson of the delay with the resale packages.
- Director Moldow responded to the variance inquiries and is currently working with legal counsel to solve the common area issue. Currently all common area requests are on hold.
- Director Frankel responded to exclusive common area, Neighbor Awareness Forms, and the parking issue. Director Frankel stated that Mr. Nolan should get together with staff to gain access to the report. Directors Baum, diLorenzo and Moldow also commented in regards to the parking issues and report.
- Director Walsh commented in regard to the Garden Villas.

12. UNFINISHED BUSINESS

(a) Entertain Motion to Approve Water Heater Element Replacement as a Non-Emergency Chargeable Service

Director Baum, Secretary of the Corporation, read a proposed resolution approving Water Heater Element Replacement as a Non-Emergency Chargeable Service:

RESOLUTION 03-17-48

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 call 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

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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

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, May 16, 2017, that the Board of Directors hereby approves the attached new schedule for non-emergency maintenance chargeable services; and

RESOLVED FURTHER, that the service call charge for all Maintenance chargeable services shall remain \$25; and

RESOLVED FURTHER, the \$25 permit processing fee for work that requires a City of Laguna Woods building permit if VMS pulls the 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 at no charge to 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.

Director Baum moved to approve the revisions to the Schedule for Non-emergency Maintenance Chargeable Services. Director Moldow seconded.

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

**(b) Entertain Motion to Approve Revisions to the Deactivation of cable services—
Resolution –**

May 16, 2017

Director Baum, Secretary of the Corporation, read a proposed resolution approving the Deactivation of Cable Service at a Delinquent Member's Unit, when a Member becomes 60-Days Delinquent:

RESOLUTION 03-17-49

Revision to Deactivation of Cable Service at a Delinquent Member's Unit, *when a Member becomes 60-Days Delinquent*

WHEREAS, Third Laguna Hills Mutual desires to strengthen delinquency collection procedures; and

WHEREAS, the Collection and Lien Enforcement Policy And Procedures For Assessment Delinquencies states "Failure to pay the assessments or failure to pay interest, a late fee, and/or the Administrative Collection Fee may also result in suspension of Membership in and the ability to use the facilities or services provided by the Golden Rain Foundation of Laguna Woods or by this Mutual"; and

WHEREAS, the GRF Board adopted Resolution 90-15-09 which authorizes GRF, at the request of the Mutual, to take disciplinary or suspension action against a Mutual Member which includes, but is not limited to, the suspension of the Mutual Member's right to use the cable TV system; and

NOW THEREFORE BE IT RESOLVED, on May 16, 2017 that the Board of Directors hereby approves deactivation of cable service at a delinquent member's unit, when a Member becomes 60-days delinquent on assessments, fines, fees, or chargeable services, currently or hereafter, except when a member's payment plan is approved by the Board and remains current; and

RESOLVED FURTHER, that Resolution 03-15-100 adopted July 21, 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.

Director Baum moved to approve the revisions to Deactivation of Cable Service at a Delinquent Member's Unit, *when a Member becomes 60-Days Delinquent*. Director Parsons seconded.

Director diLorenzo Dickins asked about the other resolution for the deactivation of cable by the Mutual.

By a vote of 9-0-0 the motion carried unanimously

May 16, 2017

(c) Entertain Motion to Approve the 2017 Collection & Lien Enforcement Policy – Resolution

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

RESOLUTION 03-17-50

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 the 2017 Collection & Lien Enforcement Policy. Director Sabol Soule seconded.

By a vote of 9-0-0 the motion carried unanimously

(d) Entertain Motion to Approve a Supplemental Appropriation for Curb Cut Requests – Resolution

Director Baum, Secretary of the Corporation, read a proposed resolution Supplemental Appropriation for Curb Cut Requests:

May 16, 2017

Resolution 03-17-51

Curb Cut Requests

WHEREAS, the Mutual currently does not have a program to address and fund curb cut requests and is not required to conform to ADA compliance standards; and

WHEREAS, the Mutual will review each request to determine if the need exists to allow a curb cut on sidewalks within the Mutual;

NOW THEREFORE BE IT RESOLVED, May 16, 2017, the Board of Directors of this Corporation hereby approves two curb cut requests for a total of ten cuts from CDS 345 to CDS 351 to be funded from a supplemental appropriation in the amount of \$62,500; and

RESOLVED FURTHER, nine curb cuts will be created to produce an ADA compliant path from CDS 345 to Clubhouse 5; and

RESOLVED FURTHER, one curb cut will be created at CDS 351 for Manor 3482-A; and

RESOLVED FURTHER, this request will be presented to GRF with a request to reimburse Third Mutual for half of the curb cut costs for these two requests ; 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 the Supplemental Appropriation for Curb Cut Requests. Director Parsons seconded.

Director Walsh moved to correct the wording seconded by Director Moldow.

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

(e) Entertain a Motion to Approve Painting Costs Associated with Moisture Intrusion (initial notification must be postponed to June)

Director Baum, Secretary of the Corporation, read a proposed resolution approving Painting Costs Associated with Moisture Intrusion:

May 16, 2017

RESOLUTION 03-17-XX

Painting Costs Associated with Moisture Intrusion

WHEREAS, ~~over the past five years, costs associated with repair by outside services of units and buildings damaged by water within Third Mutual have increased significantly, causing a negative effect on the General Operating Fund; Board members have received numerous complaints from member owners regarding costs associated with painting over repairs from moisture intrusion events that are the responsibility of the Mutual; and~~

WHEREAS, presently, the Mutual pays the insurance deductible when the source of the damage is exterior to the manor; and

WHEREAS, Article XIII, Section 3 of the Mutual CC&R's specifically state that any restoration and repair of a damaged unit shall be made by the Owner, at the Owner's expense; and

WHEREAS, the Mutual will provide painting over walls that are repaired from moisture intrusion events where the Mutual is responsible for repairs to the Common Area. The owner/member will be responsible for providing the paint product.

NOW THEREFORE BE IT RESOLVED, ~~November 15, 2005~~ May 16, 2017 that the Board of Directors of this Corporation hereby approves the amended Restoration Policy that follows the Mutual's CC&Rs, ~~Exhibit One~~ (as attached to the official minutes of the Corporation); and

RESOLVED FURTHER, Resolution 03-03-40, adopted May 20, 2003 is hereby rescinded and cancelled; and

RESOLVED FURTHER, Resolution 03-05-36, adopted November 15, 2005 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.

~~Definition of unit according to Third CC&R's, Article I, #40:
"Unit" means that portion of any Condominium which is not owned in common with other Owners, and which is designated as a Unit in the Plan. The boundaries of a Unit are designated in Section 1371 of the California Civil Code, provided that all doors and windows of a Unit and all fixtures, and utility installations located within a Unit including without limitation hot water heaters, space heaters and kitchen, bathroom and lighting fixtures shall be a part of each Unit, provided further that exterior soffits and furred down ceilings shall not be a part of each Unit...~~

Director Carpenter asked to have the damage list for the interior main line stoppage be clarified.

Director Moldow recommended sealing the paint can for re-use by turning the can on its lid for storage or to take a paint chip to a paint store to match the paint.

Director Parson moved to defer this to June for the 30 day notification. Seconded by Director Caine.

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

(f) Entertain a Motion to Approve a Supplemental Appropriation for the Garden Villas Breezeway Recessed Areas – Resolution (initial notification postponed to June)

Director Baum, Secretary of the Corporation, read a proposed resolution approving a Supplemental Appropriation for the Garden Villas Breezeway Recessed Areas:

Resolution 03-17-XX

Supplemental Appropriation for the Garden Villas Breezeway Recessed Areas

WHEREAS, the Mutual currently has an annual program to water test, seal and replace the indoor/outdoor green synthetic carpeting in the two inch recessed areas at Garden Villa buildings; and

WHEREAS, the Mutual has created an outdoor space that is aesthetically pleasing and available for residents' use;

NOW THEREFORE BE IT RESOLVED, May 16, 2017, the Board of Directors of this Corporation hereby approves removal of the indoor/outdoor green synthetic carpeting to be replaced with light weight concrete to match the existing walkway concrete surface with a supplemental appropriation not to exceed \$150,000; and

RESOLVED FURTHER, maintenance will occur every five years along with the existing walkway concrete on the Top Coat Program; and

May 16, 2017

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 diLorenzo Dickins stated that the carpet was in select areas and would not exceed \$150,000.

Director Sabol Soule moved to send the resolution back to the committee to correct the wording and to further clarify the project and dollar amount. Seconded by Director Zalon.

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

13. NEW BUSINESS

(a) Entertain Motion to Approve a Supplemental Appropriation for the Garden Villa Recreation Rooms

Director Baum, Secretary of the Corporation, read a proposed resolution approving Supplemental Appropriation for the Garden Villa Recreation Rooms:

Resolution 03-17-52

Supplemental Appropriation for the Garden Villa Recreation Rooms

WHEREAS, the Board of Directors adopted Resolution M3-95-82 approving a fund name of Garden Villa Recreation Room Fund; and

WHEREAS, the purpose of this fund is to provide for all expenditures in the recreation rooms of the Garden Villa buildings (repairs, replacements and preventive maintenance), other than janitorial services and a few components that the Board has authorized as shared expenditures such as heat pumps; and

WHEREAS, each year staff performs an evaluation of all 53 Garden Villa Recreation Rooms to determine the condition of all interior components and aesthetics. The results of staff's evaluation are reviewed by the Garden Villa Recreation Room Sub-Committee to prioritize recommended improvements; and

NOW THEREFORE BE IT RESOLVED, May 16, 2017, the Board of Directors of this Corporation hereby approves a supplemental appropriation in the amount of \$8,000 to be funded from the Garden Villa Recreation Room Fund to paint the game room walls and accent wall in the Rec Rooms at 2354, 2355, 4009, 4010 and 4011; 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 Supplemental Appropriation for the Garden Villas recreation rooms. Director Walsh seconded.

May 16, 2017

By a vote of 9-0-0 the motion carried unanimously

(b) Entertain a Motion to Approve 2017 Record Dates for Voting – Resolution

Director Baum, Secretary of the Corporation, read a proposed resolution approving 2017 Record Dates for Voting:

RESOLUTION 03-17-53

2017 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, May 16, 2017, the Board of Directors of this Corporation hereby sets the record date determining those members entitled to cast a written ballot to be June 30, 2017 (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 6, 2017 (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 moved to approve the 2017 record date for voting. Director Parsons seconded.

By a vote of 9-0-0 the motion carried unanimously

Director di Lorenzo asked for the 2017 election schedule to be placed on the next Board Agenda and be put in the Breeze.

13. Finance Committee Report

Director Parsons, Treasurer of the Corporation, reported from the Finance Committee, gave updates on: Third Mutual financial, delinquencies, commented on the Resale Activities Report, and the Status of Reserves. The KPMG audit report has been signed and filed.

14. Landscape Committee Report

Director Tung reported from the Landscape Committee.
The next meeting will be held on Thursday, June 1st in the Sycamore room.

15. Water Committee Report

There was no report from the Water Committee.

16. Maintenance & Construction Committee Report

Director Moldow reported from the Maintenance and Construction Committee. He addressed the following items in the M&C Meeting; the AC casing issue, lighted addresses in the cul-de-sacs, Watts Water Heater devise, tank less water heaters. The next M&C Meeting will be on Thursday, July 29 at 1:00 pm in the Board room.

17. Architectural Control and Standards Committee Report

Director Moldow reported from the Architectural Control and Standards Committee. New neighborhood awareness forms were discussed and will be needed with all variance requests.

18. Energy and Technology Committee Report

Director Walsh reported from the Energy and Technology Committee
Next week more light fixtures will be available to change out the remaining lights. The load of the transformers will be moved over, dryers will be changed out to become coin operated. A meeting will be schedule for Wednesday may 31st for the policy on the decal sticker.

21. Laguna Woods Village Traffic Hearings Director Sabol Soule reported from the Laguna Woods Village Traffic Hearings.

22. Communications Committee Report

Director Baum reported from the Communications Committee.

There is ongoing improvement of communication between the board and the residents. If there are certain things you would like to see in the Breeze you can contact Director Baum or Heather Rasmussen. The Care Provider Policy and the move-in / move-out brochure is currently being updated. The next meeting is June 26, at 1:30 PM in the Cypress room. The new resident orientation will be held in the evening every other month.

23. Resident Policy and Compliance Task Force

Director Baum reported from the Resident Policy and Compliance Task Force.

The next meeting will be held May 24 at 1:30 PM.

24. GRF COMMITTEE HIGHLIGHTS

- Director Soule attended the SCAC and gave a report that the gate arm install at 8, 9, 10 and 11 will be accelerated.

25. DIRECTORS' COMMENTS

- Director Soule commented on budget meeting and the traffic meeting that will be in conflict with each other.
- Director Parsons shared that the new Resident Orientation is this Friday.

26. ADDITIONAL MEMBER COMMENTS

There were no additional Member Comments

27. RECESS

The Board recessed at 12:11 PM and reconvened into Executive Session at 1:01 PM.

The Board recessed at 5:38 PM and reconvened into Executive Session at 10:30 AM on May 17, 2017.

28. ADJOURNMENT

With no further business before the Board of Directors, the meeting was adjourned at 2:04 PM on May 17, 2017.

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

During the April 18, 2017, – Regular Executive Session Board Meeting, the Board approved the minutes of March 21, 2017 Regular Executive Session and March 10, 2017 Meet & Confer Executive Session; approved one Write-off; heard four Disciplinary Hearing and one Appeal Hearing; imposed \$18,000 in Fines for Violations of the Mutual's Rules and Regulations; discussed other Member Disciplinary matters; discussed leasing matters; discussed Member Delinquency matters; discussed Personnel matters; and discussed Litigation matters.

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During the April 25, 2017, Special Executive Hearing Committee meeting the Committee held six member Disciplinary Hearings; zero Meet and Confers; and eight Common Area Damage Reimbursement Hearings.



Burt Baum, Secretary
Third Laguna Hills Mutual