

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

June 20, 2017

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, June 20 2017, at 9:30 AM, at 24351 El Toro Road, Laguna Woods, California

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

Directors Absent: Bert Moldow

Staff Present: Open Session: Brad Hudson, Lori Moss, Leslie Cameron, Corinne Ohe, and Chuck Holland

Executive Session: Brad Hudson, Francis Rangel, Tim Moy and Leslie Cameron

Others Present: VMS Directors Donna Dwaileebe and Anthony Liberatore
United Director Juanita Skillman

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 9:31 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 Parsons moved, to approve the agenda as presented. Director Zalon seconded.

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

5. APPROVAL OF THE MINUTES

Director Saboul Soule moved to approve the minutes as presented. Director Walsh seconded. By a vote of 9-0-1 (Tung abstained) the motion carried.

6. CHAIR'S REPORT

President diLorenzo Dickins welcomed everyone to the new Board room and reminded everyone to please use a lid on cups.

7. OPEN FORUM – At this time Members may address the Board of Directors regarding items not on the agenda.

Elaine, 407-A: Spoke on the delay in obtaining approval for the renovations to her property at 5212.

Marvin, 5510-3B: Stated he is the Building Captain. Marvin observed the landscaper with a leaf blower. He was under the impression that blowers were no longer being used.

Richard, 3246-Q: spoke about the new PVC roofs on various units and that the roof tops are too bright, very dirty and are an eye sore.

Chris, 3306-Q: Representing the Foundation of Laguna Woods. Chris gave a review of the adult day care services available.

Elizabeth, 3324-A: spoke on the lease policy. She was told that a revision was forthcoming where owners could not rent out rooms.

Susan, 3324-A: spoke on the rules not allowing owners to rent rooms.

Georgiana, 2400-2H: inquired as to why it takes 30 days to approve leases.

Huey, 3071-C: spoke on the unresolved issues with her neighbor at Unit D.

Harrison, 2400-2G: spoke about his unit being used as a vacation rental.

Leonard, 5346-A: spoke on his patio enclosure and is looking for a status update.

Barbara, 3420-2G: commented that the new lights in laundry room are too bright and asked if they could be toned down.

Sally, 3075-A: spoke on the rental policy and asked if California civil code 4740 applies.

8. RESPONSES TO OPEN FORUM SPEAKERS

Chair diLorenzo Dickins responded to Mrs. Lester and clarified for the community that she didn't erase her name off of the covenant; she crossed it out because not all of the information was included in the packet.

Director Baum stated that the Lester issue is now with the attorney and he is unable to comment beyond that. He stated that if the resident would like to speak with the Board and its attorney that a meeting could be set up.

Chair diLorenzo Dickins stated that the landscapers should not be using blowers. The current vacuums do not work properly and staff is currently looking for a better replacement. Director Tung commented that the landscapers may temporarily use leaf blowers after storms, but that they should no longer be used.

Chair diLorenzo Dickins, Director Baum and Mr. Hudson spoke on the roofing issue.

Director Baum gave a review of what the rental policy is and reassured the residents that they can have an occupant if they complete the Occupancy Agreement and receive an approval.

9. UPDATE FROM VMS – Dennis O'Connor

Director Dennis O'Connor gave a VMS update

10. REPORT OF THE CEO – Brad Hudson, CEO

CEO Hudson spoke about the red curbs. He gave a reminder about the upcoming El Toro road repairs. He reminded Residents to keep plants in their private area and not in the common area. CEO Hudson spoke on the updated lobby for Resident Services. CEO Hudson reminded Residents not to hire tree trimmers and that if there is a tree that needs attention to please call Resident Services to put in a work order. He also spoke about the upcoming 4th of July event. Budget meetings are being held and there are a lot of maintenance projects being looked at, specifically, gates arms at 1, 2, 3, 4, 7, 8, 9, 10, and 12.

11. CONSENT CALENDAR

Director Parsons 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 03-17-55

Variance Request

WHEREAS, Mr. & Mrs. George Braun of 3483-A Bahia Blanca West, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Exclusive 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 Exclusive 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 June 20, 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. Amended Plans must be provided to the Manor Alterations Division for Staff approval that confirm a 'shed' style roof to match the existing roof will be used for kitchen extension.
2. Amended Plans must be provided to the Manor Alterations Division for Staff approval that represents an accurate existing and proposed site plan specific to variance request alterations only.
3. Additional information must be provided to the Manor Alterations Division for Staff Approval that fascia board will use alternative material to wood.
4. The Mutual Member(s) at 3483-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.
5. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 3483-A.
6. 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.
7. 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.
8. 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.
9. Prior to the Issuance of a Mutual Conset 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.

10. 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 3483-A. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
11. Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a Neighbor Awareness Form(s) must be obtained from the affected neighbor(s) at 3483-B. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods.
12. Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a "Recordable Common Area Agreement" must be filed with the County Clerk.
13. All alterations must be installed in accordance to California State Building Code, and 3483-A Third Mutual Standard Section 9: Exhaust Fan Installations, Section 10: Doors Exterior and Section, Section 18: Gutters and Downspouts, Section 31: Washer and Dryer Installations and Section 34: Windows and Window Attachments.
14. 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.
15. 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!
16. The Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval.

17. Prior to the issuance of a mutual consent for manor alterations, Member must provide a report from a Certified Plumber confirming waste lines have been inspected with a camera and show no signs of repair needed.

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) Landscape Committee Recommendations:

3162-A	Deny request for tree removal
3205-C	Deny request for tree removal
5517-2A	Deny request for tree removal
5366-B	Deny request for tree removal

(c) Finance Committee Recommendations:

Approval of Resolution to Record Lien against Member IDS: 931-630-85, 933-190-83, 931-720-68, 931-681-74, 935-090-51, 932-440-34, 932-311-38, and 931-581-01

RESOLUTION 03-17-56

Recording of a Lien

WHEREAS, Member ID 931-630-85 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, June 20, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-630-85; and

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

RESOLUTION 03-17-57

Recording of a Lien

WHEREAS, Member ID 933-190-83 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, June 20, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 933-190-83; and

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

RESOLUTION 03-17-58

Recording of a Lien

WHEREAS, Member ID 931-720-68 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, June 20, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-720-68; and

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

RESOLUTION 03-17-59

Recording of a Lien

WHEREAS, Member ID 931-681-74 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

June 20, 2017

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

NOW THEREFORE BE IT RESOLVED, June 20, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-681-74; and

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

RESOLUTION 03-17-60

Recording of a Lien

WHEREAS, Member ID 935-090-51 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, June 20, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 935-090-51; and

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

RESOLUTION 03-17-61

Recording of a Lien

WHEREAS, Member ID 932-440-34 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;

June 20, 2017

NOW THEREFORE BE IT RESOLVED, June 20, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-440-34; and

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

RESOLUTION 03-17-62

Recording of a Lien

WHEREAS, Member ID 932-311-38 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, June 20, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-311-38 and

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

RESOLUTION 03-17-63

Recording of a Lien

WHEREAS, Member ID 931-581-01 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, June 20, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-581-01; 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.

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

THIRD LAGUNA HILLS MUTUAL

SECTION 13 FENCES

FEBRUARY 1985

REVISED APRIL 1996, RESOLUTION M3-96-28

REVISED JULY 2013, RESOLUTION 03-13-74

REVISED MAY 2017, RESOLUTION 03-17-64

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

REVISED MAY 2017, RESOLUTION 03-17-64

1.1 GENERAL REQUIREMENTS

1.2 PERMITS AND FEES: A Mutual 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 Manor Alterations 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 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.
- 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 03-17-64

SECTION 13 FENCES

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, June 20, 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.

(e) Approve Revisions to Alteration Standards Section 13 – Gates (initial 30 day notification requirement satisfied)

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 03-17-65

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

1.1 GENERAL REQUIREMENTS

- 1.2 **PERMITS AND FEES:** A Mutual 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 Manor Alterations 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 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 – 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.
- 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.

- 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 03-17-65

SECTION 17 GATES

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, tubular steel colors may be white or black

NOW THEREFORE BE IT RESOLVED, June 20, 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 June, 1996 is hereby amended.

(f) Entertain a Motion to Approve the Carport Use Agreement – Resolution (30-day notification requirement has been met)

RESOLUTION 03-17-66

Carport Use Agreement and Forms

WHEREAS, Third Laguna Hills Mutual has administrative control of 14 carports throughout the Mutual and these carports have been rented to residents; and

WHEREAS, the Residency Policies and Compliance Task Force has recommended amending the current Carport Rental Fee and Forms to allow other residents an opportunity to lease a carport space ; and

WHEREAS, the current rate was last increased on February 18, 1997;

NOW THEREFORE BE IT RESOLVED, June 20, 2017, that the Board of Directors of this Corporation hereby amends the Carport Rental Fee and renames it to Carport Use Agreement and Forms, as attached to the official minutes of this meeting; and

RESOLVE FURTHER, that effective January 1, 2018 the annual fee will increase from \$240 per year to \$480 per year, that the fee be included in the Mutual portion of the Monetary Fee Schedule; and

RESOLVED FUTHER, that Resolution M3-97-09 adopted February 18, 1997 is hereby superseded and canceled; and

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

(g) Entertain a Motion to Approve Lease Policy (30-day notification requirement has been met)

RESOLUTION 03-17-67 **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;

June 20, 2017

WHEREAS, 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, June 20, 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 July 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.

(h) Entertain a Motion to Approve Painting Costs Associated with Moisture Intrusion (initial 30-day notification requirement has been met)

RESOLUTION 03-17-68

Painting Costs Associated with Moisture Intrusion

WHEREAS, 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, June 20, 2017, that the Board of Directors of this Corporation hereby approves the amended Restoration Policy (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.

12. UNFINISHED BUSINESS

(a) Entertain a Motion to Approve 3372-A Punta Alta – enclose portico and entry door relocation

Director Baum, Secretary of the Corporation, read a resolution approving 3372-A Punta Alta – enclose portico and entry door relocation:

RESOLUTION 03-17-xx

Variance Request

WHEREAS, Mr. & Mrs. Cheung of 3372-A Punta Alta Unit, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Exclusive 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 Exclusive 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 June 20, 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 Alteration Permit, a Neighbor Awareness Form(s) must be obtained from the affected neighbor(s) at 3384-A and 3384-B. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods.
2. The Mutual Member(s) at 3372-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 3372-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.
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, 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 3372-A. 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, 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, and Third Mutual Standard Section 10: Doors and Exterior and Section 34: Windows and Window Attachments.
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 six months of the date of the Mutual Board's approval.

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

June 20, 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 Walsh moved to defer to next open meeting 3372-A Punta Alta – enclose portico and entry door relocation in order to retain NAFs, Neighborhood Awareness Forms. Seconded by Director Parsons.

By a vote of 8-0-0 the motion carried unanimously.

(b) Adopt a Resolution regarding Common Area Use Policy – (initial notification – must postpone 30-days to conform to the notification requirement)

Director Baum, Secretary of the Corporation, read a resolution adopting Common Area Use Policy:

RESOLUTION 03-17-XX

Common Area Use Policy

WHEREAS, the Third Laguna Hills Mutual (“Mutual”) is the corporate homeowner association that was formed in 1988 by the merger of the fifty-nine (59) separate corporate homeowner associations, which initially managed the fifty-nine (59) original condominium projects within the larger Leisure World (now Laguna Woods Village) common interest development, into the one consolidated homeowner association. The decisions of the Mutual’s Board of Directors (“Board”), and any committees, task forces, etc., appointed by the Board, are governed or regulated by the Mutual’s Governing Documents, the City of Laguna Woods and Orange County codes, and California and federal Law and regulations; and

WHEREAS, the Mutual’s Board recognizes that both new and existing Manor Owners may desire to upgrade and/or modify their Manors or elements thereof in style, structure or function. The current Mutual Board, prior Mutual Boards, and the Boards of the predecessor original condominium project mutual homeowner associations, have from time-to-time adopted policies and procedures to approve such Manor Alteration Applications in limited circumstances; and

WHEREAS, the Mutual’s current Governing Documents require that all such Manor Alteration Applications be approved either by the Architectural Control Committee, which may either be the Board itself or a separate committee of Members appointed by the Board, or by the Mutual’s Manager, Village Management Services, Inc. (“VMSI”), where VMSI is so authorized; and

WHEREAS, pursuant to Article X of the Mutual’s *Declaration of Revised and Amended Covenants, Conditions and Restrictions* (“CC&Rs”) and Article 7 of the Mutual’s Bylaws, the Board, by Resolution 03-16-128, dated December 20, 2016, has formed an Architectural

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Control and Standards Committee ("Committee") to serve as the aforementioned Architectural Control Committee; and

WHEREAS, pursuant to Article IV, Section 2, Clause (c); Article IV, Section 5; and Article X, Section 1, Clause (c), of the CC&Rs, the Board has delegated, with continuing oversight by the Committee, authority to its Manager, VMSI to receive, evaluate, and make recommendations to the Committee and the Board to approve or deny Manor Alteration Applications; and

WHEREAS, the Board has been advised by legal counsel that the California Civil Code generally prohibits the Board from approving the transfer of the use of any portion of the Common Area, as defined in the CC&Rs, ("Common Area") to an individual Manor Owner, without first obtaining prior written approval of at least sixty-seven percent (67%) of Manor Owners in that Manor's original condominium project's mutual homeowner association unless the grant of such exclusive use falls within one of the statutory exceptions eliminating the requirement for such approval vote; and

WHEREAS, one of the Mutual's Governing Documents is the Condominium Plan, which shows a detailed, three-dimensional diagram of each of the Manors in the Mutual, including the Manor's Separate Interest and any appurtenant Exclusive/Limited Use Common Area, as well as the Manor building's detailed footprint on the ground, which also shows the surrounding land that is designated as Common Area. The Board has been advised by legal counsel that California state law prohibits the Board from amending that Condominium Plan without first obtaining the prior written approval of one hundred percent (100%) of all the Manor Owners and mortgage holders in that Manor's original project's mutual homeowner association; and

WHEREAS, prior Mutual boards, as well as the current Board, have noted that over the years some Mutual Manor Owners have, both with and without Board authorization, made alterations to their Manors or to the immediately contiguous areas, which have affected relatively small sections of the Mutual's Common Area. Typically those alterations have involved enclosing patios that are Exclusive Use Common Area and sometimes have also involved extending that enclosure onto general Common Area, or the alterations have affected the landscape and hardscape contiguous to a Manor; and

WHEREAS, in some cases these alterations may not have met the Mutual's then current Architectural Alteration Standards, notwithstanding the fact that the alteration may have enhanced the value of the Manor and possibly the community as well; and

WHEREAS, the Board recognizes that for it, or the Committee, or VMSI staff to identify each prior alteration and determine whether or not it is non-conforming and/or unauthorized would be expensive and time consuming, and would be disruptive to the community and its residents. Further, to correct this situation could, and perhaps would, require expensive and time-consuming litigation, the results of which would be uncertain, since in many cases the alterations have been in place for many years without knowledge of the Board and

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therefore no objection being made by the Mutual, and many of the Manors have changed owners since the alteration. This Board has concluded that such a general undertaking would not be in the best interests of the owners of undivided interests in the Mutual's general Common Area; and

WHEREAS, the Committee and the Board have reviewed and reconsidered the Mutual's current policies and procedures regarding Manor Alteration Applications to ensure proper procedures are in place at the Mutual on a going-forward basis with regard to alterations by Members; and

NOW THEREFORE BE IT RESOLVED, June 20, 2017, that the Board has reviewed the attached "Decision Tree", "Neighbor Awareness Notice", and "Common Area Agreement Form", each of which has been reviewed by the Mutual's legal counsel and which shall be approved in final form before their use by the Mutual; and the Board hereby adopts the policy outlined in this Resolution and the attachments hereto to govern VMSI staff's, the Committee's and the Board's decision process when Manor Owners apply to the Mutual for authorization to make or construct an Alteration to or within the Manor's Separate Interest; to, upon or within the Exclusive Use Common Area; or upon or over some portion of the Mutual's Common Area (all as defined in the CC&Rs and the Condominium Plan). Specifically, VMSI staff, the Committee and the Board, in determining whether the Manor Alteration Application will be approved, shall utilize the criteria outlined in the Decision Tree, attached hereto and incorporated into this Resolution and the accompanying Minutes; and

BE IT RESOLVED FURTHER, that, in limited circumstances, defined from time-to-time by the Committee and approved by the Board, VMSI staff may, but is not obligated to; approve Manor Alteration Applications that meet pre-established *Third Architectural Alteration Standards* and other Board and Committee approved policies and procedures, which do not raise an objection by the owner of a neighboring Manor. Any Manor Alteration Application that cannot or will not be approved by VMSI for any reason will be treated as a unique Variance Request to be investigated by VMSI staff and considered by the Committee for approval or denial, with potential appeal of the Committee's decision to the Board, all in accordance with the Mutual's Governing Documents; and

BE IT RESOLVED FURTHER, that, consistent with the Decision Tree, the VMSI staff, the Committee and/or the Board, as may be applicable, shall consider the following factors when evaluating whether to approve a Manor Alteration Application:

(1) The Alteration must be consistent with:

- (a) the Mutual's governing documents, including the then current *Third Architectural Alteration Standards*; and
- (b) the Mutual's then current architectural and building guidelines; and
- (c) any other approved VMSI (as may be applicable), Committee and Board policies and procedures; and

- (d) the applicable provisions of local building codes; and
- (e) California state law and regulations; and
- (f) federal law and regulations; and
- (g) the Mutual's *Conditions of Approval for the Improvement Project*.

(2) If the proposed Alteration would potentially affect the residents of a neighboring manor, then VMSI staff will mail to the owner of the affected neighboring manor, *Via Certified Mail*, a Neighbor Awareness Notice, substantially in the form of the Neighbor Awareness Notice attached to the Decision Tree; and

BE IT RESOLVED FURTHER, that, consistent with the Decision Tree, if the proposed Alteration is to be located entirely within or upon an Exclusive Use Common Area already associated with the Manor, VMSI staff, as authorized, the Committee or the Board may, but is not obligated to, approve the Manor Alteration Application, provided the Alteration is in compliance with the Mutual's then current *Third Architectural Alteration Standards* and any other approved Committee and Board policies, and is also permissible under the Mutual's Governing Documents. Compliance with the Mutual's *Third Architectural Alteration Standards* and building guidelines shall be a threshold required for approval of any Manor Alteration Application, subject to the discretion granted to VMSI, the Committee, or the Board, as may be applicable, whether the Alteration would be located within a Manor's Separate Interest, to, within or upon Exclusive Use Common Area, or upon or over Common Area; and

BE IT RESOLVED FURTHER, that, if the proposed Alteration is to be located upon or over a portion of the Common Area, VMSI staff, as authorized, the Committee or the Board may, but is not obligated to, approve the Manor Alteration Application only in the very limited circumstances described in the Decision Tree, the current *Third Architectural Alteration Standards*, and any other approved Committee and Board policies; and only if the Alteration would also be permissible under the Mutual's Governing Documents or applicable law; and

BE IT RESOLVED FURTHER, that, if the VMSI staff, as authorized, the Committee or the Board decides to approve a Manor Owner's Application to make or construct an Alteration to, within or upon an Exclusive Use Common Area associated with that Manor, or upon or over a portion of the Common Area, that Manor Owner must, as a condition to receiving final approval for the Manor Alteration Application, execute a recordable Covenant/Common Area Agreement, substantially in the form of the Covenant/Common Area Agreement, attached to the Decision Tree and incorporated by reference into this Resolution and the associated meeting minutes. Such Covenant/Common Area Agreement shall provide, among other things, that the Manor Owner agrees that the area in question shall remain Exclusive Use Common Area or general Common Area, as applicable, licensed for the exclusive use of the Manor Owner, but shall not also become a part of the Manor's Separate Interest or, in the case of Common Area, Exclusive Use Common Area. The Covenant/Common Area Agreement also requires that the Manor

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Owner shall assume the responsibility for insuring, maintaining, repairing, replacing and restoring the area containing the Alteration, and agrees to indemnify and hold harmless the Mutual for any and all claims pertaining to the Alteration; and

BE IT RESOLVED FURTHER, that the Board, within the limits of its current authority, hereby "grandfathers" any existing Alteration to any of the Manors located within the original condominium projects, or the area immediately adjacent to that Manor, which have been previously approved by this Board or a prior board of directors of the Mutual and constructed prior to the effective date of this Resolution, June 20, 2017, even though that Alteration may encroach upon some portion of the general Common Area, provided that:

- (1) there is no threat to the safety of persons or property;
- (2) the Alteration met the Mutual's construction and architectural standards in effect at the time of the Alteration; and
- (3) there is no direction or order of a court requiring the Board to take contrary action; and

BE IT RESOLVED FURTHER, that "grandfathering" any such encroachment did not, does not, and will not constitute a transfer of general Common Area into any Manor's Exclusive Use Common Area or Separate Interest, or the conversion of Exclusive Use Common Area into a Manor's Separate Interest. Such "grandfathering" does not remove the obligation of a Member/owner of a non-compliant Alteration to a Manor to correct such non-compliance in the event of a sale or transfer of their Manor, but merely means that such non-conformance will not be actively pursued by the Mutual; and

RESOLVED FURTHER, that the Board may, subject to the limitations provided in this Resolution, the Governing Documents, and applicable law, demand that any Alteration, not consistent with the Mutual's *Third Architectural Alteration Standards* and other Mutual and VMSI policies and procedures published at the time of construction of said Alteration, be removed, at the Manor Owner's expense, if the Alteration is not either altered or reconstructed to be in conformity with such *Third Architectural Alteration Standards*, state and local building codes, and other Mutual and VMSI policies and procedures; and

BE IT RESOLVED FURTHER, that the Board may demand the removal of any Alteration that is constructed after the date of this Resolution, June 20, 2017, without the prior written approval of VMSI, the Committee or the Board; and

BE IT RESOLVED FURTHER, that, in accordance with the Mutual's CC&Rs, the existence in the Mutual of a prior Alteration comparable to an Alteration being sought by a Manor Owner shall have no precedential value and shall not obligate in any way VMSI, the Committee or the Board to approve any subsequent Manor Alteration Application; and

BE IT RESOLVED FURTHER, that Mutual Board Resolution 03-16-128 is hereby amended as follows:

Paragraph 2, Section 3:

- "3. If a Member's chooses to appeal the Committee's decision, prior to the review of the appeal, the Committee will document justification of their decision. If necessary, the Committee has the authority to consult with the Mutual Legal Counsel for advice."

Paragraph 2, Section 5:

- "5. The Committee shall require that Neighbor Awareness Notices be mailed to the owners of record of all potentially affected neighboring Manors, for all alteration requests, including requests that appear to conform to the Third Architectural Alteration Standards and policies."; and

BE IT RESOLVED FURTHER, that the following Mutual Board Resolutions are hereby superseded and cancelled; and

Resolution M3-02-14, dated March 19, 2002; and

Resolution 03-15-155, dated October 20, 2015; and

BE IT RESOLVED FURTHER, that VMSI officers and employees charged with the responsibility of receiving, evaluating, approving or making recommendations for approval of Manor Alteration Applications; and overseeing construction of additions, modification, improvements, and such other Alterations to the Manors within the Mutual are hereby authorized to take all appropriate actions consistent with this Resolution and to carry out the purpose and intent of this Resolution and assure compliance with its terms.

Director Walsh moved to remove this item from the open agenda. Motion failed due to lack of a second.

Director Baum read and explained the resolution details.

Director Baum moved to adopt the Common Area Use Policy Resolution and seconded by Director Saboul Soule. Discussion ensued.

By a vote of 8-0-1 (Director Walsh abstained) the motion carried.

(c) Entertain a Motion to Approve the Approve the Amended Drones Policy

Director Baum, Secretary of the Corporation, read a resolution approving Amended Drones Policy:

RESOLUTION 90-17-XX

Drones Policy

WHEREAS, the Security & Community Access Committee recommended adoption of 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, the Golden Rain Foundation prohibits drones in the Village unless they are flown by staff or an individual commissioned by staff, and that staff, in order to meet the standards of any policy and Federal law, be required to complete a flight plan that is submitted for review by the Chief of Security; and

WHEREAS, A Drone is not allowed to operate unless a permit is granted by the Chief of Security or his designee, for approved Community events, or purposes;

NOW THEREFORE BE IT RESOLVED, August 15, 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 the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

Director Baum moved to approve the amended Drones Policy. Director Parsons seconded.

By a vote of 9-0-1 (Director Zalon abstained) the motion carried unanimously.

13. NEW BUSINESS

(a) Entertain a Motion to Approve 2017 Election Schedule

Director Baum moved to approve the amended 2017 Election Schedule. Seconded by Director Walsh. The motion passed unanimously. 9-0-0

Director diLorenzo Dickins asked for the 2017 election schedule to be placed on the next Board Agenda with completed meeting dates and placed in the Breeze.

14. Committee Reports

a. 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.

Secretary of the Board, Burt Baum, read the following resolution approving the Return of Prior Year Surplus:

RESOLUTION 03-17

Return of Prior Year Surplus

WHEREAS, in accordance with California Civil Code, a Common Interest Development shall not retain significant operating surplus (funds that are not needed to defray current operating costs); and

WHEREAS, the Third Laguna Hills Mutual Balance Sheet as of December 31, 2016 reflected an operating surplus from prior years just over \$408,845 (without depreciation) and the Board desires to return this amount to the members by way of a transfer to a contingency fund;

NOW THEREFORE BE IT RESOLVED, June 20, 2017 that the Board of Directors of this Corporation hereby authorizes the transfer of \$408,845 from accumulated operating surplus to the Unappropriated Expenditures Fund; 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 read the resolution and made a motion to approve the return of prior year surplus, seconded by Director Parsons. By a vote of 9-0-0 the motion carried.

b. Landscape Committee Report

Director Tung reported from the Landscape Committee.

c. Water Committee Report

Director Tung reported from the Water Committee.

d. Maintenance & Construction Committee Report

Director Walsh reported from the Maintenance and Construction Committee. The next meeting is June 29, 2017.

e. Architectural Control and Standards Committee Report

Director Moldow reported from the Architectural Control and Standards Committee.

f. Energy and Technology Committee Report

Director Walsh reported from the Energy and Technology Committee

g. Laguna Woods Village Traffic Hearings

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

h. Communications Committee Report

Director Baum reported from the Communications Committee.

i. Resident Policy and Compliance Task Force

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

24. GRF COMMITTEE HIGHLIGHTS

- **Business Planning Committee**
Director Parsons highlighted the following 2018 Budget Plan meetings: 2018 Budget review is on Wednesday, July 12, at 9:30 am in the Board room; semifinal review is on Friday, August 11, at 9:30 am in the Board room; and the budget will be at the Third Board on Tuesday, September 19, at 9:30 am in the Board room.
- **Community Activities Committee**
Director Saboul Soule gave a reminder for the next CAC meeting on July 29 9:00am in the board room
- **Finance Committee**
Director Parsons gave an overview of tax savings, the Ax System, and the capital plan proposal.
- **Landscape Committee**
Director Carpenter gave an overview of creek maintenance and turf reduction at Clubhouse 6.
- **Maintenance & Construction Committee**
There was no update
- **Media and Communications Committee**
Director Baum gave an overview and stated that the TV name and logo change will be happening soon. There will be upgrades happening to the TV studio, programming and upgraded bandwidth. The TV guide schedule can be picked up on the first floor at the Community Center and at various Clubhouses.
- **Mobility & Vehicles Committee**
Director Parsons stated that the Committee reviewed a list of car types and necessities that will update the fleet.

- Security and Community Access Committee
Director Parsons reported that gate houses are being looked at for gate arms in 2018.
- Laguna Woods Village Traffic Hearings
Director Frankel gave an update

25. DIRECTORS' COMMENTS

- Director Parsons gave an update on the crews replacing cross beams for fences.

26. ADDITIONAL MEMBER COMMENTS

There were no additional Member Comments

27. FUTURE AGENDA ITEMS

1. 2017 Election Schedule

28. RECESS

The Board recessed at 12:16 PM and reconvened into Executive Session at 1:10 PM.

29. ADJOURNMENT

With no further business before the Board of Directors, the meeting was adjourned at 5:37 PM.

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

During the May 16, 2017, – Regular Executive Session Board Meeting, the Board approved the minutes of April 18, 2017 Regular Executive Session; approved zero Write-off; heard three Disciplinary Hearings and zero Appeal Hearings; imposed \$11,500 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.

During the May 29, 2017, Special Executive Hearing Committee meeting the Committee held nine member Disciplinary Hearings; zero Meet and Confers; and five Common Area Damage Reimbursement Hearings.



Burt Baum, Secretary
Third Laguna Hills Mutual

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 JUNE 2017, RESOLUTION 03-17-64

REVISED JULY 2013, RESOLUTION 03-13-74

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

1.0 GENERAL REQUIREMENTS

- 1.1 **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.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m – 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the [Permits and Inspections office Manor Alterations Division](#) a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The

Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the [Manor Alterations Division](#).

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

2.0 **APPLICATIONS**

- 2.1 [Fences may be constructed of Vinyl, Wrought Iron or Tubular steel only.](#)
- 2.2 [All Vinyl fencing is to be of White or Taupe in color, as approved by the Manor Alterations Division](#)
- 2.3 [All tubular steel installations must be White or Black in color only.](#)
- 2.4 No fence shall be over 5'-0" in height, inclusive of wall and fence, nor under 12" in height.
- 2.5 All posts shall be attached to slab, wall, or set in concrete. No posts shall have contact with any soil.
- 2.6 All posts and related pieces shall be of common square, rectangular, and flat stock. No round bar.
- 2.7 Attachments to buildings shall be lags or metal shots only, predrilled and sealant applied.
- 2.8 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.
- 3.0 SPRINKLER REVISIONS**
- 3.1 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.
 - 3.2 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.

THIRD LAGUNA HILLS MUTUAL

SECTION 17 GATES

SEPTEMBER 1981

REVISED APRIL 1996, RESOLUTION M3-96-28

REVISED MAY 2008, RESOLUTION 03-08-42

REVISED JUNE 20, 2017, RESOLUTION 03-17-65

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

1.0 GENERAL REQUIREMENTS

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

USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. Contractor's or Member's dumpsters, if required, must have location approved by the [Permits and Inspections office](#)~~Manor Alterations Division~~.

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

2.0 **APPLICATIONS – PATIO WALLS**

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

- 3.2 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.
- 3.3 A site visit by the Alterations Inspector will be required prior to the issuance of a permit for a gate installation.
- 3.4 The opening cut into the railing for the gate must be a minimum of 24" and a maximum of 36" wide.
- 3.5 Gates will be constructed and painted to match the existing railing.
- 3.6 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.
- 3.7 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.
- 3.8 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.
- 3.9 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.
- 3.10 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.
- 3.11 All required landscaping and irrigation revisions will be performed by the Mutual at the Member's expense.

- 3.12 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.
- 3.13 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 03-17-68
Adopted 06-20-17
Damage Restoration Policy &
Painting Costs Associated with
Moisture Intrusion Events

**Damage Restoration Policy and
Painting Costs Associated with Moisture Intrusion Events**
Resolution 03-17-68; Adopted June 20, 2017

WHEREAS, 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 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, June 20, 2017, that the Board of Directors of this Corporation hereby approves the amended Restoration Policy (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.

CURRENT DAMAGE RESTORATION POLICY AS PER GOVERNING DOCUMENTS adopted 6/20/2017

Third Laguna Hills Mutual

OWNER SHOULD ALWAYS CONTACT THEIR OWN INSURER*

Owner has a responsibility to report problems to Resident Services at 949-597-4600

Responsible for repairing damage to the unit (and deductible for the unit). (If bldg. + unit damage exceeds the current Mutual Insurance Deductible, a claim will go to Mutual Insurer) Owner/Resident is responsible for their personal property, alterations

Cause of Damage

Owner responsible for repairs to and all additions, alterations and improvements

Water Heater Leaks	X*
Toilet Base Leaks	X*
Toilet Tank Leaks/damage	X*
Plumbing Leaks in Alterations	X*
Single Fixture Stoppage or Under fixture leak	X*
Stopper left in sink, tub, shower caused overflow	X*
Multiple Fixture Stoppage	X*
Mainline Stoppage within building	X*
Window Leaks from Rain	X*
Window sweating where nothing wrong with window casing and leads to damage to buildings or common area where nothing is wrong with the building	X*
Damage from unit above. (Mutual/Resident insurance may pursue claim against person who causes damage	X*
Leak in Slab	X*
Leak in Wall	X*
Excess Humidity in unit: Keeping closed up and hot ; plants cause hothouse effect; not using fans when cooking, bathing; pets cause damage	X*
Sprinklers cause damage	Responsibility depends upon facts
Rain Leaks - no wind damage to roof	Responsibility depends upon facts
Rain Leaks in Alterations	X*
Rain Leaks - wind damage to roof (Mutual fixes building, resident responsible for unit)	X*
Damage to Unit Caused by Owner/Guest/Resident Negligence	X*
Fire Damage to Unit -Mutual may respond depending upon cause.	X*

***In all cases, the Mutual repairs the common area**
****The Mutual will provide painting of walls that are repaired from Moisture Intrusion events where the Mutual is responsible for repairs to the Common Area/Unit. The Owner/Member is responsible for providing the paint.***

Owner is always responsible for alterations, improvements and additions