



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

March 20, 2018

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, March 20, 2018, at 9:30 a.m., at 24351 El Toro Road, Laguna Woods, California

Directors Present: Rosemarie diLorenzo, Bill Walsh, James Tung, Burt Baum, Steve Parsons, Roy Bruninghaus, Susan Caine, Bunny Carpenter, John Frankel, Bert Moldow and Jules Zalon

Directors Absent: None

Staff Present: Brad Hudson, Chris Spahr, Kurt Wiemann and Cheryl Silva

Others Present: Dennis O'Connor (VMS)

1. CALL TO ORDER

Rosemarie diLorenzo, 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 Frankel led the Membership in the Pledge of Allegiance.

3. ACKNOWLEDGEMENT OF MEDIA

The Globe and the Village Television Crew, by way of remote cameras, were acknowledged as present.

4. APPROVAL OF AGENDA

Director Caine made a motion to approve the agenda. Director Walsh seconded the motion.

Director Baum made minor corrections to staff reports 11e, 13f, and 13g. Director Parsons removed agenda item 13a to be sent back to Maintenance and Construction

Committee and removed agenda item 13b to be sent back to Architectural Control and Standards Committee. Director Walsh moved 12c to closed session.

President diLorenzo called for a vote to approve the corrected agenda and it passed by unanimous consent.

5. APPROVAL OF THE MINUTES

- a. February 20, 2018 -- Regular Open Session
- b. February 23, 2018 -- Special Strategic Planning
- c. March 6, 2018 -- Special Meeting

Director Parsons made a motion, seconded by Director Bruninghaus to approve the minutes of February 20, 2018; Director Moldow made a motion, seconded by Director Bruninghaus to approve the minutes of February 23, 2018 and Director Moldow made a motion, seconded by Director Caine to approve the minutes of March 6, 2018, as presented. The motions to approve the minutes as presented passed by unanimous consent.

6. REPORT OF THE CHAIR

President diLorenzo announced construction is happening in the Community. United is introducing the Handyman Program; however, Third Mutual is postponing this program to a later date.

7. OPEN FORUM

Several Members spoke about the following: a report from the GVA meeting, broken mailboxes, communication, trust agreement meeting, vehicle parking violations, manor alteration process and one member thanked the board for their excellent job responding to residents.

8. RESPONSES TO OPEN FORUM SPEAKERS

Several Directors responded to Member comments about the use of common area for improvements, members with complaints about parking violations should come to the Parking Committee or call Security, and the Communication Manager will be coming to the next GV Association Meeting to improve communications.

9. UPDATE FROM VMS

Director O'Connor, VMS Director, reported from the VMS Board. The Community is getting older and needs repairs. There are many projects going on in the Community without an increase in our assessments thanks to the excellent management team under the direction of the CEO, Brad Hudson. The Community is entering into new era with new technology on the horizon.

10. REPORT OF THE CEO

CEO, Brad Hudson, commented that heavy rains are coming. If residents need sandbags or to report any problems, they contact Resident Services. He updated the Board on the interviews for the Assistant General Manager position which will be

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announced in the next two weeks. New Plan-a-Ride (on demand) scheduling technology, new 8 passenger buses, new fleet management software, new technology in the security vehicles, upgraded internet speed and increased bandwidth by removing analog will be coming soon. Residents with analog televisions should call staff to help them remove it from your manor. General Services is cleaning trash areas/ trash chutes and looking to improve the bulky item pick-up program. Residents should call Resident Services if they see bulky items by the trash bins.

11. CONSENT CALENDAR

11a. Architectural Control and Standards Committee Recommendations:

(1) Recommendation to approve 3191-D (La Reina, PL804RA) Replace Existing Enclosed Rear Patio with Room Addition

RESOLUTION 03-18-26 **Variance Request**

WHEREAS, Mr. and Mrs. Richard and Heidi Penkava of 3191-D Via Buena Vista, a La Reina style Manor, are requesting Board approval of a variance to construct a room addition on the same footprint as the existing enclosed rear patio; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on February 16, 2018, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on February 26, 2018; and

NOW THEREFORE BE IT RESOLVED, on March 20, 2018, the Board of Directors hereby approves the request for the variance to construct a room addition on the same footprint as the existing enclosed rear patio, to the requesting member with the condition that the proposed alteration is constructed in accordance with the following criteria:

1. A Mutual Consent for Manor Alterations has been granted at **3191-D for Rear Patio Room Addition**, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
2. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
3. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos

Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

4. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division 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 improvement. They shall also include all necessary connections and flashings to adjacent buildings.
5. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member Owner may hire a C-39 Licensed Contractor of his/her 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 Owner'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 at the Member Owner's expense during construction of the improvement.
6. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
7. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
8. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Manor.
9. Prior to the Issuance of a Mutual Consent for Alterations, acoustical impacts shall be considered and will require noise reducing material such as sound dampening drywall on common walls of the alteration (such as QuietRock® drywall panels or similar approved products).

10. No improvement shall be installed, constructed, modified or altered at Manor 3191-D, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
11. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
12. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3191-D and all future Mutual members at 3191-D.
13. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
14. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
15. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invites.
16. Member Owner's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.

17. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
18. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
19. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
20. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
21. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.

22. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
23. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
24. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
25. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
26. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
27. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
28. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements

(2) Recommendation to approve 3238-B (La Reina, SM903B) Room Addition on Front Patio

RESOLUTION 03-18-27
Variance Request

WHEREAS, Mr. Chien Wang of 3238-B San Amadeo, a La Reina style manor, is requesting Board approval of a variance to construct a room addition on the same footprint as the existing covered front patio; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on February 16, 2018, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee

or in person at the Architectural Controls and Standards Committee Meeting on February 26, 2018; and

NOW THEREFORE BE IT RESOLVED, on March 20, 2018, the Board of Directors hereby approves the request for the variance to construct a room addition on the same footprint as the existing covered front patio, to the requesting member with the condition that the proposed alteration is constructed in accordance with the following criteria:

1. Prior to the Issuance of a Mutual Consent for Alterations, acoustical impacts shall be considered and will require noise reducing construction methods or materials such as sound dampening drywall on common walls of the alteration (such as QuietRock® drywall panels or similar approved products).
2. All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
3. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division 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 improvement.
4. No improvement shall be installed, constructed, modified or altered at Manor 3238-B, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
5. A Mutual Consent for Manor Alterations has been granted at 3238-B for Room Addition on Front Patio, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
6. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash,

- removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
7. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3238-B and all future Mutual members at 3238-B.
 8. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
 9. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
 10. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invites.
 11. Member Owner's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
 12. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
 13. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
 14. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna

Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

15. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member Owner must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member Owner. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Manor Alterations staff to review.
16. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member Owner may hire a C-39 Licensed Contractor of his/her 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 Owner'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 at the Member Owner's expense during construction of the improvement.
17. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
18. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
19. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
20. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied

against any invitee of Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.

21. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
22. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
23. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
24. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Manor.
25. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
26. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
27. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
28. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.

29. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
30. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

(3) Recommendation to approve 5037 (Villa Reposa, C11RC) Room Addition and Patio Cover on Rear Patio

RESOLUTION 03-18-28
Variance Request

WHEREAS, Mr. Reza Karimi of 5037 Avenida Del Sol, a Villa Reposa style manor, is requesting Board approval of a variance to construct a room addition and patio cover on the same footprint as the original patio shown on the building's condominium plan; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on February 16, 2018, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on February 26, 2018; and

NOW THEREFORE BE IT RESOLVED, on March 20, 2018, the Board of Directors hereby approves the request for the variance to construct a room addition and patio cover on the same footprint as the original patio shown on the building's condominium plan, to the requesting member with the condition that the proposed alteration is constructed in accordance with the following criteria:

1. The eaves on the rear of the alteration room addition shall be 6 inches or less.
2. No improvement shall be installed, constructed, modified or altered at Manor 5037, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any

improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.

3. A Mutual Consent for Manor Alterations has been granted at 5037 for Room Addition and Patio Cover on Rear Patio, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
4. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
5. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5037 and all future Mutual members at 5037.
6. or to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division 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 improvement.
7. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
8. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
9. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invites.

10. Member Owner's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
11. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
12. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
13. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
14. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member Owner may hire a C-39 Licensed Contractor of his/her 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 Owner'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 at the Member Owner's expense during construction of the improvement.
15. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
16. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be

either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.

17. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
18. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
19. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
20. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
21. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards.

See <http://www.lagunawoodsvillage.com>.

22. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
23. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
24. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
25. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
26. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
27. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

11b. Landscape Committee Recommendations:

- (1) Approve Request for Tree Removal (3060-C Radke)

RESOLUTION 03-18-29
Tree Removal Approval

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.

- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on March 1, 2018, the Landscape Committee recommended to approve the request to remove the tree located at 3060-C; and

NOW THEREFORE BE IT RESOLVED, *March 20, 2018*, the Board of Directors approved a request for the removal of one Weeping Fig tree;

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

(2) Approve Tree Removal at Owner's Costs (3110-D Spinogatti)

RESOLUTION 03-18-30
Tree Removal Approval

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on March 1, 2018, the Landscape Committee recommended to approve the request to remove the trees located at 3110-D at owner's cost; and

NOW THEREFORE BE IT RESOLVED, *March 20, 2018*, the Board of Directors approved a request for the removal of three Queen Palm trees at owner's cost;

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

(3) Approve Request for Tree Removal (3436-P Costeens)

RESOLUTION 03-18-31
Tree Removal Approval

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on March 1, 2018, the Landscape Committee recommended to approve the request to remove the trees located at 3436-P; and

NOW THEREFORE BE IT RESOLVED, March 20, 2018, the Board of Directors approved a request for the removal of two Fern Pine trees;

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

(4) Deny Appeal for Tree Removal (5493-A Sohn)

RESOLUTION 03-18-32
Tree Removal Denial

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on March 1, 2018, the Landscape Committee recommended to deny the request to remove the trees located at 5493-A; and

NOW THEREFORE BE IT RESOLVED, March 20, 2018, the Board of Directors denied a request for the removal of two Southern Magnolia trees;

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

(5) Deny Request for Tree Removal (5055 Gasser)

RESOLUTION 03-18-33
Tree Removal Denial

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.

- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on March 1, 2018, the Landscape Committee recommended to deny the request to remove the trees located at 5055; and

NOW THEREFORE BE IT RESOLVED, March 20, 2018, the Board of Directors denied a request for the removal of three Fern Pine trees;

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

(6) Approve Tree Removal at Owner's Costs (5593-B Nitkin)

RESOLUTION 03-18-34
Tree Removal Approval

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on March 1, 2018, the Landscape Committee recommended to approve the request to remove two trees located at 5593-B at owner's cost; and

NOW THEREFORE BE IT RESOLVED, March 20, 2018, the Board of Directors approved a request for the removal of one Carrotwood tree and one Evergreen Pear at owner's cost;

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

11c. Finance Committee Recommendations:

(1) Approve Resolution to Record Lien against Member's ID; 932-310-93

RESOLUTION 03-18-35
Recording of a Lien

WHEREAS, Member ID 932-310-93; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, March 20, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-310-93 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.

11d. Maintenance and Construction Committee Recommendations:

(1) Deny Red Curb Removal Appeal at B3304 (CDS 325)

11e. Entertain a Motion to Approve the 2018 Election Calendar

Director Parsons made a motion to approve the Consent Calendar as presented. The motion was seconded by Director Zalon. Director Walsh made a motion, seconded by Director Parsons, to remove item 11e from the consent calendar for corrections. The motion passed by unanimous consent.

12. Unfinished Business

12a. Introduce a Resolution on a Policy for Alterations of Attics, Soffits and Suspended Ceilings (initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement)

Director Baum read the following resolution:

Resolution 03-18-XXX

Policy for Alteration of Attics, Soffits and Suspended Ceilings

WHEREAS, the Board of Directors of Third Laguna Hills Mutual ("Board") established policies and procedures for the construction of any alterations, additions and expansions; and

WHEREAS, the Board, through Resolution 03-17-77, adopted and implemented the Common Area Use Policy which restricts the Board from granting use of common area for alterations;

WHEREAS, the Davis-Stirling Common Interest Development Act ("Act") defines the area above and outside the interior surface of a Manor as common area and Staff receives numerous requests for alterations, including but not limited to, removing suspended ceilings and soffits which, if done, would encroach into this common area;

WHEREAS, the Board has consulted with Staff and legal counsel and determined that the Act permits the granting of exclusive use of use of common area that is generally inaccessible within the interior of the structure and not of general use to the membership at large and transfers the responsibility of maintenance and management to the Owner; and

WHEREAS, the Board has determined that the area below the structural members and above suspended ceilings and soffits meets these requirements.

NOW THEREFORE, BE IT RESOLVED, March 20, 2018, that the Board of Directors hereby introduces the following Resolution for establishment of the Policy for Alteration of Soffits and Suspended Ceilings;

RESOLVED FURTHER, an alteration which removes suspended ceilings and soffits that does not negatively affect, or encroach upon, structural members or the structural soundness of the structures that meets the criteria set forth in the Third Architectural Review Procedures may be approved by Staff through the Mutual Consent process;

RESOLVED FURTHER, any such alteration, with the exception of alterations permitted by existing and future Mutual Standards, shall not include any alteration of the structural members or protrude into or affect any space above the lowest part of the structural members; and,

RESOLVED FURTHER, the area above the structural members or outside of the walls of a manor, referred to as attics and crawl spaces, are common area and may not be used for alterations without prior approval of the Board,

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

MARCH Initial Notification

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

Director Baum made a motion to introduce a resolution on a policy for alterations of attics, soffits and suspended ceilings for 30-day review. The motion was seconded by Director Bruninghaus.

Discussion ensued among the Directors.

Director Moldow suggested adding "within the interior of the structure" to paragraph 4 of the resolution.

Director Walsh suggested we have the attorney look at this resolution during closed session.

The resolution was introduced for 30-day review.

12b. Contract Award for Trash Chute Repairs in 3-story buildings

Director Baum read the following resolution:

Resolution 03-18-36

Contract Award for 3-Story Building Trash Chute Repairs

WHEREAS, on May 24, 2017, staff was directed to pursue quotes for the cleaning of trash chutes in all three story buildings. During the contractor inspection many existing doors and chutes were found in need of major repair due to repeated usage, and age. Additionally, during initial construction, some trash chute doors were not properly installed in the correct configuration and needed to be modified;

WHEREAS, on February 5, 2018, the Maintenance and Construction Committee directed staff to bring back a recommendation for a contract award to repair the trash chutes as cleaning has now been completed; on February 13, 2018, the cleaning of all 81 LH-21 and Garden Villa style building trash chutes was completed; and

WHEREAS, on March 5, 2018, the Maintenance and Construction Committee voted unanimously to recommend the Board approve the necessary trash chute repairs at all 3-story buildings.

NOW THEREFORE IT BE RESOLVED, on March 20, 2018, that the Third Board of Directors hereby approves a supplemental appropriation in an amount not to exceed \$336,680 from the Unappropriated Expenditures Fund and award a contract to Terra Pacific Waste Management in the amount of \$336,680 to repair trash chutes in all LH-21 and Garden Villa buildings; and

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RESOLVED FURTHER, the price breakdown for the LH-21 and Garden Villa buildings are based on the recommended improvements at each building. Each discharge room and trash chute will receive the specific repairs needed to meet the code standards; and

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

Director Baum made a motion to authorize a resolution for supplemental appropriation in the amount of \$336,680 from the unappropriated expenditures fund and award a contract to Terra Pacific Waste Management in the amount of \$336,680 to repair trash chutes in al LH-21 and Garden Villa buildings. The motion was seconded by Director Moldow.

Discussion ensued among the Directors.

President diLorenzo called for the vote and the motion passed by unanimous consent.

Agenda item **12c.** Entertain a Motion to Introduce a Resolution to Award a Contract for Shepherds Crook extension to Wall was moved to closed session.

13. New Business

Agenda Item **13a.** Introduce a Resolution for Revised Alteration Standards for 12:Exterior Wall Attachments was removed and sent back to the Maintenance and Construction Committee for review.

Agenda Item **13b.** Introduce a Resolution for Revised Alteration Standards for 18:Gutters & Downspouts was removed and sent back to the Architectural Control and Standards Committee for review.

13c. Introduce a Resolution for Revised Alteration Standards for 19: Balcony Railing Paneling (initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement)

Director Baum read the following resolution:

RESOLUTION 03-18-XX
Balcony Railing Paneling Policy and
Revised Alteration Standard Section 19 – Balcony Modesty Paneling

WHEREAS, the Architectural Controls and Standards Committee endeavors to promote architectural and aesthetic consistency through the Mutual;

WHEREAS, the installation of various types of materials for balcony railing panels on balconies has led to an inconsistent aesthetics within the Mutual;

March 20, 2018

WHEREAS, during the Prior-to-Paint Program members are required to remove balcony railing panels to allow Staff access to paint the railings; upon completion of painting, Members are permitted to replace the panels after painting;

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 19: Balcony Modesty Paneling.

NOW THEREFORE BE IT RESOLVED, March 20, 2018, the Board of Directors introduces this Resolution that shall only allow the installation of balcony railing panels per Alteration Standard Section 19;

RESOLVED FURTHER, the Prior to Paint Program requires Members to remove balcony railing panels from the balcony so the painting crews can complete their work;

RESOLVED FURTHER, when the Member requests to replace the balcony railing panels, unless the existing paneling is metal, permanently attached to the railing, and painted by Staff in the Paint Program, they will be required to conform with Alteration Standard Section 19 to maintain uniformity throughout the community;

RESOLVED FURTHER, that the Board of Directors hereby introduces the following Alteration Standard Section 19 – Balcony Railing Panels;

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1** All balcony railing panels shall be attached directly to the railing. No panels shall be attached to the building, deck, or flooring.
- 2.2** Paneling height may be up to the top railing and extend no further than the bottom of the railing. Paneling shall not extend to the balcony deck. Paneling must cover the railing completely from side to side, and shall not extend beyond any existing railing.
- 2.3** All paneling shall be rigid and easily removable.
- 2.4** Paneling shall be of white vinyl lattice only as manufactured by Veranda® or Dimensions®; existing attached metal panels that are painted to match the color of the wall to which the railing is attached may remain.
- 2.5** Paneling shall be attached to the inside portion of handrails.

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.

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

Director Baum made a motion to introduce a resolution to revise Alteration Standard Section 19 – Balcony Modesty Paneling. The motion was seconded by Director Moldow.

Discussion ensued among the Directors.

The resolution was introduced for 30-day review.

13d. Introduce a Resolution for a Policy on Closets and Partition Walls (initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement)

Director Baum read the following resolution:

RESOLUTION 03-18-XXX
Closets and Interior Partition Walls Policy

WHEREAS, the Architectural Control and Standards Committee directed Staff to create a policy pertaining to closets and interior partition walls for members who are proposing to repurpose or relocate a closet or partition wall within their Manor.

NOW THEREFORE BE IT RESOLVED, March 20, 2018, that the Board of Directors of this Corporation hereby introduces the following Closets and Partition Walls Policy; and

RESOLVED FURTHER, architectural drawings shall be provided for approval to the Alterations Division Office for review and to meet the intent of this policy, for all non- load-bearing wall (partition wall) revisions including but not limited to closets or panel walls, prior to issuance of a Mutual Consent from the Alterations Department and before construction begins; and

RESOLVED FURTHER, Staff shall thoroughly review the submitted drawings; if Staff determines that the proposed alteration does not affect load bearing walls or alter the original purpose of the room(s), meets the intent of this policy, and conforms to all pertinent Alteration Policies, Staff may issue a Mutual Consent; and

RESOLVED FURTHER, if Staff determines that the proposed alteration does not meet the intent of this policy and the Member desires to pursue the proposed alteration, Staff shall process the request as a Variance for review by the Architectural Controls and Standards Committee; and

RESOLVED FURTHER, all proposals of load-bearing wall revisions will require Board approval via the Variance process; and

RESOLVED FURTHER, any proposed wall revision that would create a new room or change the use of a room will require Board approval through the Variance process; and

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

MARCH Initial Notification

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

Director Baum made a motion to introduce a resolution for a Closets and Interior Partitions Policy. The motion was seconded by Director Moldow.

Discussion ensued among the Directors.

The resolution was introduced for 30-day review.

13e. Introduce a Resolution for a Tree Topping Policy (initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement)

Director Baum read the following resolution:

RESOLUTION 03-18-xx
Tree Topping Policy

WHEREAS, the Board of Directors (the "Board") of Third Laguna Hills Mutual ("Mutual") held a meeting on March 20, 2018, at which a quorum of the Board was present;

WHEREAS, pursuant to the Mutual's Governing Documents, the Association, acting through the Board, is responsible for the management and upkeep of the Mutual's common areas, including the landscaping and trees;

WHEREAS, the Third Mutual Landscape Committee recommended the establishment of a "No Tree Topping" Policy for trees in Third Mutual, with the following exceptions:

1. Staff would be authorized to 'top' a tree to treat or eliminate an insect or disease infestation; and
2. Staff would be authorized to 'top' a tree that has already been topped and is deemed to not be a candidate for restoration trimming; and
3. Staff would be authorized to evaluate stands of trees in selected areas where view obstruction is an issue and recommend select removal of certain trees

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within the grouping to improve views and still preserve the overall look and intent of the grouped plantings.

NOW, THEREFORE BE IT RESOLVED, March 20, 2018, that the Board of the Mutual hereby approves the "No Tree Topping" policy for the management of trees within the Mutual's common areas.

RESOLVED FURTHER; that the officers and agents of the Mutual are hereby authorized on behalf of the Mutual to carry out this Resolution.

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

Director Baum made a motion to introduce a resolution establishing a "No Tree Topping" policy for trees in Third Mutual. The motion was seconded by Director Tung.

Discussion ensued among the Directors.

Director Frankel asked that the follow wording be change in item 3. "recommend select removal of certain trees"

The resolution was introduced to 30-day review.

13f. Approve an Unbudgeted Expenditure for 2018 Fumigation Program

By consensus, the Board is postponing this agenda item for more clarification. This agenda items should be returned to the Maintenance and Construction and Finance Committees for more accurate numbers.

13g. Entertain a Motion to Approve a Resolution for Electrical Use Reimbursement Policy Revision

Director Baum read the following resolution:

Resolution 03-18-XX
Revised Electricity Usage Reimbursement Policy

WHEREAS, the Mutual has historically reimbursed members for electricity consumption related to the restoration of manors as a result of moisture intrusion, as well as for excess electricity consumed due to hot water supply line leaks; and

WHEREAS, the practice of reimbursing members for electricity usage has not been formally recorded as an explicit Third Mutual policy;

NOW THEREFORE BE IT RESOLVED, March 20, 2018, that the Board of Directors of this Corporation hereby adopts the revised Electricity Usage Reimbursement Policy, in accordance with Resolution 03-17-68 (Damage Restoration Policy), as follows:

- For moisture-intrusion events where dry-down of property is required, the Mutual will reimburse for electricity used at a flat rate of \$32.00 for each room requiring the use of dry down equipment, as verified by the Moisture Intrusion Coordinator.
- For hot water leaks where excess electricity has been consumed, the Mutual will reimburse for excess electricity consumption for a maximum period of three Southern California Edison billing periods, as evidenced by detailed billing statements for each of the three periods involved. Additional electricity use beyond the period of three billing cycles is the responsibility of the Member and is not reimbursable by the Mutual.
- All reimbursements will be charged to the Disaster Fund.

RESOLVED FURTHER, that Resolution 03-11-48 adopted April 19, 2011, is hereby superseded and canceled; and

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

Director Baum made a motion to introduce a revised Electricity Usage Reimbursement Policy and resolution which will offer a standard reimbursement rate on a per room basis, for excess electricity used during moisture intrusion events where dry-down of the property is required. The motion was seconded by Director Tung and by consensus introduced.

Discussion ensued among the Directors.

By consensus, the Board asked that this agenda item be sent back to the Maintenance and Construction Committee for more clarification on the source of the leak and what is actually covered and to change the word United to Third in paragraph two.

13h. Receive and File the Maintenance and Construction Department Policy and Procedure for Rodent Activity

Director Baum, Secretary of the Board, read the following procedure and policy:

**Procedures for Sealing Attic & Building
Exteriors Due to Rodent Activity**

The purpose of this document is to define the procedure of Third Laguna Hills Mutual regarding the treatment and control of rodents.

The Mutual shall continue to be responsible for controlling exterior pests inhabiting Mutual- controlled property, including termites, bees, wasps, and rodents.

When a member/resident contacts Resident Services due to possible rodent activity in their attic or around their Manor, the following events will occur:

- Resident Services will simultaneously create an **IN102 Exterior Rodent Inspection** (staff assignment) and a **4304 Rodent Problem Reported** (service order).
- The Pest Management staff (WC 560) will place bait boxes around the Manor. The bait boxes are left in place for 6-8 weeks in order to draw all rodents out of the attic or away from the Manor.
- The Pest Management staff will notify Grounds Maintenance (WC 530) if there are any trees or shrubs too close to the structure that may be providing rodent access to buildings so that they may be trimmed or removed.
- The Maintenance Operations Inspector (WC 910) will inspect the building for evidence of rodents and any possible access areas. A visual inspection of the attic will take place as necessary.
- If rodent activity is found, the Maintenance Operations Inspector will create and schedule a service order for (WC 912) Carpentry to seal all open access areas around the building.
- The Maintenance Operations Inspector will notify the Roofing Program Coordinator in the Projects Department to have the roofing contractor **seal all access areas** on roof.
- The exterior of buildings are also inspected and **sealed as necessary** during the annual Prior to Paint Program for the buildings scheduled on the Paint Program each year.
- Resident Services will open a **6872 Bird/Animal in Wall** or **4315 Dead Animal Reported** service order when requested by residents. Animal carcasses found in the attic or walls are removed by the Carpentry Department. Animal carcasses found around the exterior of the building are removed by Pest Management.

By consensus, the Board accepted staff recommendation to receive and file the Maintenance and Construction Department policy and procedure for sealing attic and building exteriors due to rodent activity .

Discussion ensued among the Directors.

14. Committee Reports

14a. Report of the Finance Committee/Financial Report

Director Parsons reported from the Finance Committee and presented the Treasurer's Report and the Resale/Leasing Reports. The next meeting will be May 1, 2018, at 1:30 p.m. in the Board Room.

14b. Report of the Architectural Control and Standards Committee

Director Parsons reported from the Architectural Control and Standards Committee. The next meeting will be March 26, 2018, at 9:30 a.m. in the Sycamore Room.

14c. Report of the Maintenance & Construction Committee

Director Moldow reported from the Maintenance and Construction Committee. Appeals of the red curb removal continue, resident reimbursement policy, chargeable services available for low flow toilets and water heater replacement, unbudgeted expenditure for 2018 fumigation program, coin operated commercial dryer replacements, 3-story building address signs and spark arrestors. The next meeting will be April 2, 2018, at 1:00 p.m. in the Board Room and the committee will start meeting monthly.

- Director Frankel reported from the Parking and Golf Cart Task Force.
- Director Moldow reported from the Garden Villa Rec. Room Subcommittee. The next meeting will be April 18, 2018, at 9:00 a.m. in the Sycamore Room.

14d. Report of Landscape Committee

Director Tung reported from the Landscape Committee, presented long term and this year goals. The next meeting will be April 5, 2018, at 9:00 a.m. in the Board Room.

14e. Report of the Laguna Woods Village Traffic Hearings

Director Frankel reported from the Laguna Woods Village Traffic Hearings. The next Hearing will be April 18, 2018, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Cypress Room.

14f. Report of the Communications Committee

Director Baum reported from the Communications Committee and gave the phone numbers residents can call for resident services, community services and compliance. The next meeting will be May 9, 2018, at 1:30 a.m. in the Board Room.

14g. Report of the Energy and Technology Committee

Director Walsh reported from the Energy and Technology Committee. The Committee will be interviewing energy consultants and addressing street lighting. The next meeting will be May 2, 2018, at 1:30 p.m. in the Cypress Room.

14h. Report of the Water Subcommittee

Director Tung reported from the Water Subcommittee and presented the latest

water bill data. The next meeting will be April 10, 2018, at 11:00 a.m. in the Cypress Room.

14i. Report of the Resident Policy and Compliance Task Force

Director Baum reported from the Resident Policy and Compliance Task Force. The next meeting date TBD.

15. GRF COMMITTEE HIGHLIGHTS

Members reported on the following GRF Committees.

15a. Community Activities Committee – The next regular meeting is May 10, 2018 at 2:00 p.m. in the Board Room. Director Zalon reported on the current events offered by the Recreations and Special Events Division. Bluebird Box Replacement within Third Mutual is on the closed agenda

15b. Finance Committee – The next meeting will be April 18, 2018, at 1:30 p.m. in the Board Room.

15c. Maintenance & Construction Committee – The next meeting will be April 11, 2018 at 9:00 a.m. in the Board Room. Director Moldow reported from the GRF M&C Committee.

15d. Media and Communications Committee – The next meeting will be April 16, 2018, at 1:30 p.m. in the Board Room. Director Baum reported on the plan to expand the bandwidth by deleting the analog channels and the terms of our contracts with the networks.

15e. Mobility & Vehicles Committee – The next meeting will be April 4, 2018, at 1:30 p.m. in the Board Room.

15f. Security and Community Access Committee – The next meeting will be April 26, 2018, at 1:30 p.m. in the Board Room. Director Bruninghaus reported the Committee passed the golf cart policy and non-return of ID cards and stickers.

- Disaster Preparedness Task Force. The next meeting is March 27, 2018, 9:30 a.m. in the Cypress Room. Senior Summit will be 8:30 a.m. on April 20, 2018.

16. FUTURE AGENDA ITEMS

16a. Introduce a Resolution for Alteration Standards for Garage Doors

16b. Introduce a Resolution to Revise Alteration Standards 5a, 5b, 5c: Satellite Dishes

16c. Re-Introduce a Resolution for Alteration Standards for 12: Exterior Wall Attachments

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- 16d. Introduce a Resolution for an Anti-Discrimination Policy
- 16e. Entertain a Motion to Approve the 2018 Election Calendar
- 16f. Introduce a Resolution to Clarify that Attics and Similar Areas are Included in the Common Area
- 16g. Adopt a resolution to Require Mandatory Water heater Replacement During Resales
- 16h. Adopt a Resolution including Amendments to the Policy for Care and Maintenance of Patios, Balconies, Breezeways and Walkways in the Three Story Buildings.
- 16i. Adopt a Resolution to Require Interior Pest Control Policy
- 16j. Adopt a Resolution for Alteration Standards for 11: Exterior Door Covering
- 16k. Adopt a Resolution for Alteration Standards for 13: Fences, Wrought Iron
- 16l. Adopt a Resolution for Alterations Standards for 17: Gates
- 16m. Adopt a Resolution for Revised Alterations Standards for 21: Patio Slabs

17. DIRECTORS' COMMENTS

There were no comments from the Directors.

18. RECESS

The Board recessed at 12:57 p.m. and reconvened into Executive Session at 1:30 p.m.

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

During the February 20, 2018 Regular Executive Session, the Board approved the minutes of January 16 and 19, 2018; discussed litigations, personnel, and Member disciplinary issues.

19. ADJOURNMENT

With no further business to come before the Board of Directors, the meeting was adjourned on March 20, 2018 at 5:26 p.m.



Burt Baum, Secretary of the Board
Third Mutual Laguna Hills