



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

Tuesday, May 15, 2018 - 9:30 AM

Laguna Woods Village Community Center Board Room 24351 El Toro Road

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, May 15, 2018, at 9:30 a.m., at 24351 El Toro Road, Laguna Woods, California

Directors Present: Rosemarie diLorenzo, Bill Walsh, James Tung, Burt Baum, Roy Bruninghaus, Bunny Carpenter, John Frankel, Jules Zalon, Cusrow "Cush" Bhada and Jack Connelly

Directors Absent: Steve Parsons (arrived for Closed Session)

Staff Present: Siobhan Foster, Eileen Paulin, and Cheryl Silva

Others Present: Marcy Sheinwold (VMS)

1. Call meeting to order / Establish Quorum

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 Bruninghaus led the Membership in the Pledge of Allegiance.

3. Acknowledge Media

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

4. Approval of Agenda

Director Baum moved to add 11c(2) Approve a Resolution to Record Lien against ID#: 932-791-75 to the consent calendar.

Director Bruninghaus made a motion to approve the agenda as amended. Director Zalon seconded the motion and it passed by unanimous consent.

5. Approval of Minutes

- a. April 17, 2018 - Regular Open Session
- b. April 27, 2018 – Special Open Meeting (Pre-Budget Landscape)
- c. April 30, 2018 - Special Open Meeting (Pre-Budget M&C)
- d. May 4, 2018 – Special Open Meeting (Resolution on 30-day Review)
- e. May 8, 2018 – Special Open Meeting (New Director Appointments)

Director Carpenter made a motion, seconded by Director Frankel to approve the minutes of April 17, 2018, April 27, 2018, April 30, 2018, May 4, 2018 and May 8, 2018. The motion to approve the minutes as presented passed by vote of 9-0-2 (Directors Connelly and Bhada abstained).

6. - Report of the Chair

President diLorenzo announced the names of the two new Board Members, Jack Connelly and Cush Bhada. Thanked the building captains Gary and Susan Bain of building (5518) who reported asbestos spread by a contractor.

7. Open Forum

Several Members spoke about the following:

- Benefits of Laguna Woods Foundations; and
- Leasing and Website information that needs to be updated.

8. Responses to Open Forum Speakers

Several Directors responded to Member comments.

9. Update from VMS – Director O'Connor

Director O'Connor announced the winners of the excellent achievement awards. Reported that Betty Parker is back from medical leave and the new Controller, Steve Hormuth, has been hired. Commented that he recently used Plan-a-Ride and Age Well to get his wife to the doctor and found it is an excellent service offered to our residents. He is impressed with the maintenance work that is done for the residents. He gave an update on the VMS Board meetings. At the last two Board meetings, Marketing & Communication and Maintenance & Construction Directors gave reports on departmental activities. Business Planning meetings are upcoming.

10. CEO Report

Brad Hudson, CEO, reported on the following developments:

- Thanked the residents, board members and staff who helped in the recruitment for the new Controller, Steve Hormuth;
- Golf Tournament raised money for the LWV Foundation;
- Village Greens 19 Restaurant remodel has started;
- Dry Rot study for Third Mutual is back and the report was optimistic;
- GV Breezeway project is moving forward;

- New technology: queuing system in the lobby, Plan-a-Ride scheduling program, field work order entry system, online payments, website upgrades, security vehicles mobile computer system;
- Office changes at the Community Center: Manor Alterations will move to the Spruce Room and Security will move to the 3rd Floor. Resident Services will move temporarily to the 3rd Floor;
- Upcoming Recreation and Special Events; 2nd Annual Water Safety Day, Memorial Day Ceremony; National Senior Tennis Tournament;
- Laguna Woods Art Association recently updated the art exhibit in the Community Center;
- Renovation of the Gatehouses, 4, 10, 11 and 12 is beginning; gate arms at Gates 7, 8, 9 & 14 will be installed later this year;
- Shepherds Crook along Ridge Route being upgraded;
- Senate Bill 1128, which affects HOAs, would allow election by acclamation, changing notification to 28-days from 30-day for public review, and allow residents to electronically request communication from the Board was approved by the Judiciary Committee and will be going to the floor of the Senate in Sacramento; and
- SCE Power Outage Procedures.

11. Consent Calendar

11a. Architectural and Control and Standards Committee Recommendations:

(1) Recommendation to approve 3505-C (Casa Rosa, PR303C) – Patio Door Modification in Living Room

RESOLUTION 03-18-60

Variance Request

WHEREAS, Ms. Lynne Corboz of 3505-C Bahia Blanca West, a Casa Rosa style unit, is requesting Board approval of a variance to modify the existing approved double patio door installation and replace it with one large, four panel patio door; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on April 5, 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 April 23, 2018; and

NOW THEREFORE BE IT RESOLVED, on May 15, 2018, the Board of Directors hereby approves the request for the variance to modify the existing approved double patio door installation and replace it with one large, four panel patio door, to the requesting member with the condition that the proposed alteration is constructed in accordance with the following criteria:

1. No improvement shall be installed, constructed, modified or altered at Manor **3505-C**, ("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.

2. A Variance for Manor Alterations has been granted at **3505-C** for installing a **patio door modification**, 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.
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. 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 3505-C and all future Mutual members at 3505-C.
5. 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).
6. All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
7. 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.
8. 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.
9. 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.
 10. 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.
 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. 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.
 13. 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.
 14. 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.
 15. 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.
 16. 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.

17. 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.
18. 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.
19. 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>.
20. 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.
21. 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.
22. 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.

23. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. Any dumpster must be covered and locked at the end of each day. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
 24. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
 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 Tree Removal Request (Kadonada) 2253-C Via Puerta – Canary Island Pine (at resident expense)

RESOLUTION 03-18-61
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 May 3, 2018, the Landscape Committee recommended to approve the request to remove the tree located at 2253-C Via Puerta (at resident expense); and

NOW THEREFORE BE IT RESOLVED, May 15, 2018, the Board of Directors approved a request for the removal of one Canary Island Pine tree (at resident expense);

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

(2) Deny Tree Removal Request (Kawamoto) 5450 Calle Pico – Camphor Tree

RESOLUTION 03-18-62
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 May 3, the Landscape Committee recommended to deny the request to remove the tree located at 5450 Calle Pico; and

NOW THEREFORE BE IT RESOLVED, May 15, 2018, the Board of Directors denied a request for the removal of one Camphor tree;

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; 932-950-85

RESOLUTION 03-18-63

Recording of a Lien

WHEREAS, Member ID 932-950-85; 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, May 15, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-950- 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.

This agenda item was added to the Consent Calendar:

- (2) Approve Resolution to Record Lien against Member's ID; 932-791-75

RESOLUTION 03-18-64

Recording of a Lien

WHEREAS, Member ID 932-791-75; 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, May 15, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-791-75 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. Updated Third Board Committee Appointments

RESOLUTION 03-18-65

Third Mutual Committee Appointments

RESOLVED, May 15, 2018, that the following persons are hereby appointed to serve on the committees and services of this Corporation;

RESOLVED FURTHER, that each committee chair in consultation with the vice chair may appoint additional members and advisors with interim approval by the President subject to the approval of the Board of Directors:

Architectural Standards and Control Committee

William Walsh, Chair

Steve Parsons, Co-Chair

Roy Bruninghaus

John Frankel

Rosemarie diLorenzo, Alternate

Voting Advisers: Mike Butler, Bob Hatch and Mike Plean

Communications Committee

Burt Baum, Chair

Roy Bruninghaus

Jack Connelly

Bunny Carpenter

Non-Voting Advisers: Carol St. Hillaire

Energy and Technology Committee

Bill Walsh, Chair

Burt Baum

John Frankel

Juanita Skillman (United)

Carl Randazzo (United)

Bert Moldow (GRF)

Jim Juhan (GRF)

Voting Advisers: Steven Leonard

Executive Hearing Committee

Steve Parsons, Chair

Rosemarie diLorenzo, Co-Chair

Bunny Carpenter

John Frankel

James Tung
Cush Bhada, Alternate
Jules Zalon, Alternate

Finance (Committee of the Whole)

Steve Parsons, Chair
Rosemarie diLorenzo, Co-Chair
Non-Voting Advisers: John Hess, Wei-Ming Tao

Garden Villa Recreation Room Subcommittee

Rosemarie diLorenzo, Chair
Cush Bhada
Voting Advisers: Lynn Jarrett, Sharon Molineri, Stuart Hack

Laguna Woods Village Traffic Hearings

John Frankel
Jules Zalon

Landscape

James Tung, Chair
Jules Zalon, Co-Chair
John Frankel
Roy Bruninghaus
Jack Connelly
Non-Voting Advisers: Violet Lawrence

Maintenance and Construction (Committee of the Whole)

Bill Walsh, Chair
Bunny Carpenter, First Co-Chair
John Frankel, Second Co-Chair
Cush Bhada
Voting Advisers: Steve Leonard

New Resident Orientation

Per Rotation List

Water Conservation Committee

James Tung, Chair
Jules Zalon, Co-Chair
John Frankel

Third Mutual Parking & Golf Cart Task Force

John Frankel, Chair
Roy Bruninghaus

Bunny Carpenter
Rosemarie di Lorenzo
Bill Walsh

Third Mutual Resident Policy and Compliance Task Force

Burt Baum, Chair
Bunny Carpenter
Rosemarie diLorenzo
Roy Bruninghaus, Alternate
Steve Parsons, Alternate
Advisor: Stuart Hack

RESOLVED FURTHER, that Resolution 03-17-53, adopted April 17, 2018, 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.

RESOLUTION 03-17-66
GRF Committee Appointments

RESOLVED, May 15, 2018, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Business Planning Committee

Rosemarie diLorenzo
Steve Parsons

Community Activities Committee

Steve Parsons
Jules Zalon
Jack Connelly, Alternate

Finance Committee

Rosemarie di Lorenzo
Steve Parsons
Bill Walsh, Alternate

Landscape Committee

James Tung
Jules Zalon
John Frankel, Alternate

Maintenance and Construction Committee

John Frankel
Bunny Carpenter
Bill Walsh, Alternate

Media and Communication Committee

Burt Baum
Roy Bruninghaus
Jack Connelly, Alternate

Mobility and Vehicles Committee

Roy Bruninghaus
John Frankel

PAC Renovation Ad Hoc Committee

Beth Perak, Chair (GRF)
Joan Milliman, Vice Chair (GRF)
Richard Palmer, (GRF)
John Frankel, (Third)
Bill Walsh, (Third)
Juanita Skillman, (United)
Don Tibbitts, (United)
Irving Waaland, (Mutual 50)
Non-Voting Advisers: Sheila Bilaka, John Perak

Security and Community Access Committee & Disaster Preparedness

Roy Bruninghaus
John Frankel
Cush Bhada, Alternate

RESOLVED FURTHER, that Resolution 03-18-54, adopted April 17, 2018, 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.

Director Baum had a correction to the Resolution for 11b(1) Approve Tree Removal Request (Kadonada) 2253-C Via Puerta – Canary Island Pine (at resident expense)

Director Frankel made a motion to approve the Consent Calendar as amended. The motion was seconded by Director Bruninghaus.

President diLorenzo called for the vote and the Consent Calendar was approved as amended by unanimous consent.

12. Unfinished Business - None

13. New Business

- 13a. Entertain a Motion to Rescind Alteration Standard 45 – Solar Panels, 2 Story Buildings with Flat Roofs and Require a Variance Instead

Burt Baum, Secretary of the Board, presented the following resolution:

RESOLUTION 03-18-XX

Rescind Standard 45: Solar Panels on Two-Story Buildings

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

WHEREAS, due to the increased complexity of solar panel installation for two-story buildings, Standard 45 should to be rescinded in its entirety.

NOW THEREFORE BE IT RESOLVED, May 15, 2018, that the Board of Directors of this Corporation hereby rescinds Resolution 03-16-09 adopted January 19, 2016; 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.

MAY 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 30-day review to rescind standard 45: Solar Panels on Two-Story Buildings. The motion was seconded by Director Walsh.

- 13b. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 5a: Satellite Dishes on 1-Story Buildings

RESOLUTION 03-18-XX

Revise Alteration Standard 5A: Satellite Dishes; One-Story Buildings

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

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 5A: Satellite Dishes; One-Story Buildings and,

NOW THEREFORE BE IT RESOLVED, May 15, 2018, that the Board of Directors of this Corporation hereby introduces Alteration Standard 5A: Satellite Dishes; One-Story Buildings;

1.0 GENRAL GUIDELINES

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1 Any installation permitted in Mutual Common Area at one-story buildings must follow all guidelines set forth by the following Mutual Alteration Standard.
- 2.2 Prior to installation of any satellite dish, a plan and the specifications of all proposed work and equipment must be submitted for approval as specified in Section 1.5. The submitted plan must indicate all work to be done, i.e., type of dish, size, a full description, it's location on the building, anchoring, and method of sealing wall(s) and attachments. Site location will be contingent upon Mutual approval.
- 2.3 The Mutual Member assumes all responsibility for any damage including, but not limited to, roof or wall damage, or damage from moisture intrusion resulting from improper installation of the satellite dish.
- 2.4 No satellite dish will be permitted which may become hazardous to other residents or workmen due to its location or dimensions.
- 2.5 Any satellite dish must be made easily removable as required for performance of maintenance. In the event a satellite dish must be removed it must be the Mutual Member's responsibility to remove and properly store the dish until such time that maintenance work has been completed. The cost of removal, storage and re-installation must be borne by the Mutual Member.
- 2.6 Any satellite dish installation must follow all guidelines set forth by the Federal Communications Commission's Over-the-Air-Reception-Devices rule (OTARD).
- 2.7 Any installation violating these guidelines is subject to immediate removal at the sole cost of the Mutual Member, and the restoration of any Mutual property, at the Member's expense.
- 2.8 Should the proposed location of a satellite dish be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish,

the "Agreement Regarding Satellite Dish Installation on Common Area Property".

- 2.9 Should the proposed location of a satellite dish be in a location that is currently occupied by a functional solar panel, an alternate location will be designated by the Alteration Department.
- 2.10 All satellite dish installations must be removed at the time of sale.

3.0 INSTALLATION GUIDELINES

- 3.1 Satellite dish installation is permitted on Exclusive Use Common Area, i.e., patios, atrium or courtyard. The dish must stay within the footprint of such areas.
- 3.2 Satellite dish installation is permitted on building fascia. The Member must coordinate with and receive approval from the Alterations Department for all satellite dish locations. All satellite dish installations must not be visible from neighboring street(s). Satellite dishes must be installed not less than twenty (20) feet from the corner of the building closest to the street, and cannot be attached on a side of the building that faces the street
- 3.3 For satellite dish installations on building fascia of detached manors, the mounting bracket must be clamp style and must fully fit onto the fascia, with no overhang.
- 3.4 Satellite dish installation is permitted on flat roofs when the location does not interfere with the overall visual continuity of the manor and/or surrounding area. No satellite dish or any portion of a satellite dish and its related members must shall be attached to any built-up roofing on a flat roof. See 2.2 for installation criteria.
- 3.5 To install a dish on a flat roof, mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" concrete blocks (see Example 1 below).
- 3.6 For installation of a satellite dish onto a flat PVC cool roof, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- 3.7 Only one (1) satellite dish per manor is allowed.
- 3.8 Any satellite dish installed on Common Area must not exceed a diameter of 36".
- 3.9 No coaxial cable must be larger than ½" in diameter.
- 3.10 Fasteners must be properly sealed to prevent moisture intrusion. Sealants must be specifically manufactured for the application for which it is used.

- 3.11 Drilling through a roof is prohibited.
- 3.12 Mounting a satellite dish on a chimney is prohibited.
- 3.13 Utilization of any GRF Broadband installation and/or equipment is prohibited.
- 3.14 Mounting of a satellite dish to PVC, ABS or plumbing vent pipes is prohibited.
- 3.15 No modifications to any fascia, rain gutter or plumbing vent must be permitted. A satellite dish installation must not obstruct a rain gutter or plumbing vent in any way.
- 3.16 Satellite dishes and installation materials must be grounded in accordance with the National Electric Code.

RESOLVED FURTHER, that Resolution 03-13-119 adopted November 19, 2013, is hereby superseded in its entirety and no longer in effect; 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.

MAY 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 30-day review and to revise Alteration Standard 5A: Satellite Dishes; One-Story Buildings for the second reading. Director Walsh seconded the motion.

Director Baum requested that the word "must" should be replaced with the word "shall" in section 3.4.

- 13c. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 5b: Satellite Dishes on 2-Story Buildings

RESOLUTION 03-18-XX

Revise Alteration Standard 5B: Satellite Dishes; Two-Story Buildings

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

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standards 5B: Satellite Dishes; Two-Story Buildings and,

NOW THEREFORE BE IT RESOLVED, May 15, 2018, that the Board of Directors of this Corporation hereby introduces Alteration Standard 5B: Satellite Dishes; Two-Story Buildings;

2.0 GENERAL GUIDELINES

- 2.1 Any installation permitted in Mutual Common Area at two-story buildings must follow all guidelines set forth by the following Mutual Alteration Standard.
- 2.2 Prior to installation of any satellite dish, a plan and the specifications of all proposed work and equipment must be submitted for approval as specified in Section 1.5. The submitted plan must indicate all work to be done, i.e., type of dish, size, a full description, its location on the building, anchoring, and method of sealing wall(s) and attachments. Site location will be contingent upon Mutual approval.
- 2.3 The Mutual Member assumes all responsibility for any damage including, but not limited to, roof or wall damage, or damage from moisture intrusion resulting from improper installation of the satellite dish.
- 2.4 No satellite dish will be permitted which may become hazardous to other residents or workmen due to its location or dimensions.
- 2.5 Any satellite dish must be made easily removable as required for performance of maintenance. In the event a satellite dish must be removed it must be the Mutual Member's responsibility to remove and properly store the dish until such time that maintenance work has been completed. The cost of removal, storage and re-installation must be borne by the Mutual Member.
- 2.6 Any satellite dish installation must follow all guidelines set forth by the Federal Communications Commission's Over-the-Air-Reception- Devices rule (OTARD).
- 2.7 Any installation violating these guidelines is subject to immediate removal at the sole cost of the Mutual Member, and restoration of any Mutual property, at the Member's expense.
- 2.8 Should the proposed location of a satellite dish be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish, the "Agreement Regarding Satellite Dish Installation on Common Area Property".
- 2.9 Should the proposed location of a satellite dish be in a location that is currently occupied by a functional solar panel, an alternate location will be designated by the Alteration Department.
- 2.10 All satellite dish installations must be removed at the time of sale.

3.0 INSTALLATION GUIDELINES

- 3.1 Satellite dish installation is permitted on Exclusive Use Common Area, e.g.

- patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.
- 3.2 Only one (1) satellite dish per manor is allowed.
 - 3.3 Any satellite dish installed on Common Area must not exceed a diameter of 36", with the exception of manor types listed in paragraph 3.16 herein.
 - 3.4 No coaxial cable must be larger than 1/2" diameter.
 - 3.5 Unless otherwise specified, coaxial cable must be encased in 1/2", 26 gauge steel wiremold fastened to the surface of the wall with 1/2" mounting clips and anchors, specified for stucco, attached every four feet. Wiremold must be painted to match the surface to which it is attached prior to installation. Fasteners must be properly sealed to prevent moisture intrusion. Sealants must be specifically manufactured for the application for which it is used.
 - 3.6 Drilling through a roof is prohibited.
 - 3.7 Utilization of any GRF Broadband installation and/or equipment is prohibited.
 - 3.8 Mounting of a satellite dish to PVC, ABS, plumbing vent pipes is prohibited.
 - 3.9 No satellite dish or any portion of a satellite dish and its related members must not be attached to any built-up roofing on a flat roof.
 - 3.10 Mounting a satellite dish on a chimney is prohibited.
 - 3.11 No modifications to any fascia, rain gutter or plumbing vent shall be permitted.
A satellite dish installation must not obstruct a rain gutter or plumbing vent in any way.
 - 3.12 Satellite dishes and installation materials must be grounded in accordance with the National Electric Code.
 - 3.13 Buildings with flat or mansard roof
 - (a) Place the satellite dish approximately 15 feet from the edge of the flat roof above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building or to existing fascia.
 - (b) For installation of a satellite dish onto a flat PVC cool roof, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
 - (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8"x8"x16" concrete blocks.
 - (d) Extend the coaxial cable from the dish, across the surface of the roof, to the mansard roof. Continue over the mansard roof and rain gutter, firmly and without slack, until the coaxial cable reaches the overhang. (Do not alter or damage the tile or rain gutter in any way.

- (e) Attach wiremold to the overhang, continue in a straight line to the wall of the building, and down vertically and horizontally, as required, to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached wiremold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (f) Do not place wiremold within 18" of balconies, balcony railings or balcony overhangs. Do not place wiremold across any part of an overhang vent or near, or on, windows. Do not alter or damage wall-mounted air conditioners.

3.14 Buildings with flat roof and parapet

- (a) Place the satellite dish on the flat roof approximately 15 feet from the parapet above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building or to existing fascias.
- (b) For installation of a satellite dish onto a flat PVC cool roof, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" cinderblocks (see Example 1 below).
- (d) Extend the coaxial cable from the dish across the surface of the flat roof to the parapet. Continue the coaxial cable up the wall of the parapet, over the crown, and down until it is several inches below an existing wire-mold installation. (Do not attach the coaxial cable to the interior wall of the parapet with fasteners.) Attach new wiremold immediately below the existing wiremold installation and continue vertically and horizontally as required to reach the manor 24" from the floor. Encase the coaxial cable in the attached wiremold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (e) Do not use, alter or damage existing wire mold installation.

3.15 Seville

- (a) Place the satellite dish approximately 15 feet from the edge of the flat roof above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building, existing fascias, or on roof beams.
- (b) For installation of a satellite dish onto a flat PVC cool roof, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount

weighted down by a minimum of four 8" x 8" x 16" cinderblocks (see Example 1 below).

- (d) Extend the coaxial cable from the dish across the surface of the roof to the fascia. Attach the coaxial cable to the inside of the fascia and continue down to a location that is directly in line above the room selected for installation of the jack. Attach the coaxial cable to the overhang and continue to the wall of the building. Attach wiremold to the wall, vertically, in a straight line down to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached wiremold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (e) Do not use, alter or damage existing wiremold installation. Do not alter or damage rain gutters.

3.16 Catalina, Casa Milano, La Quinta and Villa Lugano series

- (a) Mounting of satellite dishes on buildings is permitted only upon approval of Permits and Inspections office of a detailed plan indicating all work to be done, i.e., size, location, description and specifications.
- (b) Satellite dish installation is permitted on Exclusive Use Common Area, e.g., patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.

RESOLVED FURTHER, that Resolution 03-13-120 adopted November 19, 2013, is hereby superseded in its entirety and no longer in effect; 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.

MAY 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 30-day review the revised Alteration Standard for 5b: Satellite dishes on 2-Story Buildings. Director Bruninghaus seconded the motion.

- 13d. Entertain a Motion to Re-Introduce a Resolution for Revised Alteration Standard for 12: Exterior Wall Attachments

RESOLUTION 03-18-XX

Revise Alteration Standard Section 12: Exterior Wall Attachments

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 recognize the need to revise Alteration Standard Section 12: Exterior Wall Attachments.

NOW THEREFORE BE IT RESOLVED, May 15, 2018, that the Board of Directors of this Corporation hereby introduces the following Alteration Standard 12: Exterior Wall Attachments;

2.0 APPLICATIONS

- 2.1 No attachments may cover any electrical outlets or junction boxes.
- 2.2 No attachments may cover over plumbing access covers, cleanouts, or shutoffs.
- 2.3 No attachments may cover any vents, openings, or related items that will violate building code or hinder access in any way.
- 2.4 All attachments must be permanent in nature and not subject to extreme weathering or deterioration.
- 2.5 Any exterior wall attachment will be limited to only those walls which face limited common areas, such as patios or atriums.

3.0 TILE AND VENEER

- 3.1 Tile and veneer used on a vertical surface exterior wall must be attached with thin set/epoxy mortar mixes.
- 3.2 Tile and veneer used will be limited to use on stucco covered exterior chimneys and entryway columns.
- 3.3 Tile must match in color, design, and size as close as possible any brickwork on building existing.

4.0 TRELLIS AND WROUGHT IRON DESIGNS

- 4.1 Any trellis attached to a wall must be painted the same color as the wall.
- 4.2 Trellis and wrought iron shall be within 12" of walls and not used as screens, shades, or shields, nor higher than wall to which it is attached.
- 4.3 Wrought iron shall be easily removable for access to the wall for painting purposes.
- 4.4 All lags or screws into walls must be sealed prior to installation to prevent water penetration.
- 4.5 All trellis and wrought iron shall be mounted vertically.

5.1 MURALS, AND WALL HANGINGS

- 5.2 Any installation of murals or wall hangings shall be limited to patio and atrium locations. No installation will protrude above the height of a patio wall.

5.3 Visual access through a wrought iron gate will be considered to be within the above statement and not a factor.

RESOLVED FURTHER, that Resolution M3-96-28 adopted April, 1996, is hereby superseded in its entirety and no longer in effect; 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.

MAY 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 Frankel would like to see a revision to the policy allowing residents to hang the American Flag on the front on the unit.

Director Baum made a motion to introduce a resolution for 30-day review and to revise Alteration Standard for 12: Exterior Wall Attachments to allow the hanging of the American Flag for the second reading. Director Zalon seconded the motion and it passed by unanimous consent.

13e. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 16: Garage Doors

RESOLUTION 03-18-XX

Revise Alteration Standard 16: Garage Doors

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 recognize the need to revise Alteration Standard 16: Garage Doors.

NOW THEREFORE BE IT RESOLVED, May 15, 2018, that the Board of Directors of this Corporation hereby introduces the following Alteration Standard 16: Garage Doors;

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 APPLICATIONS

No garage door will be installed that requires modification to the building structure.

- 2.1 Garage doors shall utilize existing door frames with only minor modifications to facilitate fit and clearances.
- 2.2 All garage doors in multi-unit buildings shall be selected and/or painted to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures.
- 2.3 All garage doors shall be of aluminum or steel construction. One-piece or al panel style is optional. Sectional style shall be limited to five panels maximum.
- 2.4 Built-in self-closing mail slots are permissible.
- 2.5 Built-in windows in the top panel or second from the top panel of a sectional panel style garage door are permissible.
- 2.6 All design or patterns including window shape and size must be in keeping with the architecture of the building. Approval by the Permits and Inspections office will be deemed in keeping with the existing architecture of the building.
- 2.7 No built-in type access or pet doors will be permitted.

RESOLVED FURTHER, that Resolution 03-15-127 adopted September 15, 2015, is hereby superseded in its entirety and no longer in effect; 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.

MAY 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 30-day review and to revise Alteration Standard for 16: Garage Doors for the second reading. Director Frankel seconded the motion.

Director Walsh requested that "al" be replaced with "sectional" for the second reading.

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

- 13f. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 26: Skylights

RESOLUTION 03-18-XX

Revise Alteration Standard Section 26: Skylight Installations

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 recognize the need to revise Alteration Standard Section 26: Skylight Installations.

NOW THEREFORE BE IT RESOLVED, May 15, 2018, that the Board of Directors of this Corporation hereby introduces the following Alteration Standard 26: Skylight Installations;

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.1 APPLICATIONS

- 2.2** Skylights may be of openable or fixed type.
- 2.3** Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.
- 2.4** Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time.
- 2.5** Roofing must be in strict conformance with the I.B.C., Third Mutual Standards, and standard drawings.
- 2.6** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C.
- 2.7** Skylights shall be in keeping with the architecture of the building and be either off-white or smoke tinted in color. Approval by the Alterations Division office will be deemed in keeping with the existing architecture. All skylights shall match other existing skylights. Clear skylights are not acceptable on any roof.
- 2.8** One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by the Permits and Inspections office.
- 2.9** Maximum skylight size shall not exceed International Building Code and Title 24 requirements. All non-standard skylights are to be reviewed by the Mutual's Board of Directors.
- 2.10** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current International Building Code (I.B.C.), State and/or City Standards.
- 2.11** Skylights shall be mounted on minimum 2"x6" curbs. Mounting shall be with Galvanized or equal hex-head screws to aid in removal during reroofing.
- 2.12** No skylight shall be installed within 12" of any vent, ridge, or vertical structure.
- 2.13** Skylights installed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements

of Federal, State or local government regarding asbestos removal procedures.

2.14 All skylights shall be of ICBO approved double lens construction.

2.15 Square-Flex™ or equivalent skylight tubes are permitted, provided that the installation meets all of the aforementioned standards.

2.16 **No trusses shall be cut in the installation of skylights.**

RESOLVED FURTHER, that Resolution 03-03-43 adopted May 20, 2003, is hereby superseded in its entirety and no longer in effect; 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.

MAY 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 30-day review the revised Alteration Standard for 26: Skylights. Director Bruninghaus seconded the motion and it passed by unanimous consent.

13g. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 27: Tubular Skylights

RESOLUTION 03-18-XX

Revise Alteration Standard 27: Tubular Skylight Installations

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 recognize the need to revise Alteration Standard 27: Tubular Skylight Installations.

NOW THEREFORE BE IT RESOLVED, May 15, 2018, that the Board of Directors of this Corporation hereby introduces the following Alteration Standard 27: Tubular Skylight Installations;

1.0 **GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

2.0 **DEFINITIONS**

2.1 "Tubular skylight" refers to skylights with a cylindrical roof-mounted light collector

typically consisting of an acrylic lens set in a metal frame. A reflective sun scoop in the rooftop assembly directs sunlight into a metal or plastic tube with a highly reflective interior coating. The reflective tube guides sunlight to a diffuser lens mounted on the interior ceiling surface that spreads light throughout the room.

- 2.2** Tubular skylights are sold under several different brand names. For the purpose of definition, some of the more common brand names include: Solatube, Daylight, Solar Bright, Sun-Dome, Sun-Tek, True Light, etc.

3.0 APPLICATIONS

- 3.1** All roofing work shall be in strict conformance with current building codes and any applicable Mutual standard drawings.

- 3.2** **Notification:** Member must notify the Alterations Division office of any broken/damaged roofing materials, before any installation begins. Additional roofing materials may be required for typical installations, due to breakage/damage. Member is responsible for restoring the roof to its original pre-installation condition, regardless of the amount of replacement required. All materials will match the existing manufacturer and color or approved equal by the Permits and Inspections office.

- 3.3** **Final Inspection:** During the final inspection, should the Alterations Division office notice damaged/broken roofing materials that appear to be caused by the installer/installation and absent prior notice of damage, the Member will be responsible for the proper repair(s).

- 3.4** **ASBESTOS:** Installations in existing acoustical sprayed ceilings may encounter asbestos. The Member(s) must assure that the requirements of federal, state and local government regarding asbestos removal procedures are met or exceeded.

- 3.5** No units shall be installed with the edge of the tubular skylight flashing within 12" of any vent, ridge or vertical structure.

- 3.6** Hypolon skirts will not be permitted as acceptable flashings.

- 3.7** All tubular skylight flashings are required to be minimum 8" in height.

- 3.8** All tubular skylight installations require a 2" Turret Extension to conform to Mutual Standards height requirements.

- 3.9** All tubular skylight flashings and related parts to be painted either Flat Black (BUR Roofs); Flat Black or Orange (Tile and Metal Shingle Roofs); Flat Black or Tan (Comp/Shingle Roofs) or to match color scheme of roof.

- 3.10** Products: Henry Asphalt Primer (#103 or #105), Henry Cold-Ap Cement (#403),

Henry Underlayment (#604), Henry Interply Adhesive (#902). Henry products may be substituted by an equal or better product. All substituted products require approval from the Permits and Inspections office.

3.11 No trusses shall be cut in the installation of the skylights.

4.0 INSTALLATION SPECIFICATIONS

4.1 FLAT ROOFS (Built Up Roofing)

- a. 10", 14" and 16" tubular skylights are the only size units approved for installation on BUR roofs.
- b. Spud back the perimeter around the flashing edge a minimum of 10" and maximum 14", leaving roof surface smooth and gravel-free for primer and base felt application.
- c. Apply Henry Asphalt Primer to flashing and scraped/spudded roof surface and let dry.
- d. Apply Henry Cold-Ap Cement # 403 to base of flashing per manufacturer's specifications and press in place. Nail aluminum base through raised surface of outer ring, 10 inches on center.

(First Ply/Base Ply)

- e. Apply Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft. and cover with Henry Fiberglass ply sheet 25lb #604 starting at vertical surface across the flashing and over roof surface to a point three (3) inches beyond the edge of the flashing.

(Second and Third Ply)

- f. Apply Henry Interply Adhesive #902 and a second ply of Henry Fiberglass Ply Sheet #604 two (2) inches beyond the perimeter of the base ply and continue across roof, terminating at vertical surface, allowing the Henry Interply Adhesive #902 to ooze out slightly onto the vertical surface and above the ply. Apply a third ply of Henry Fiberglass Ply Sheet #604 two (2) inches beyond the perimeter of second ply and continue across roof, terminating at vertical surface and again allow the Henry Fiberglass Ply Sheet #604 to ooze out slightly onto the vertical surface and above the ply. Both ply to be embedded in Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft.
- g. Apply one layer of *MB Cap embedded in Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft. starting at the bottom of the vertical surface across the newly installed plies, to a point seven (7) inches away from the flashing edge and embed #11 Granule Aggregate or cap sheet (if flat or built up roof (BUR) is cap sheet).

- h. If cap sheet is used, nail perimeter of cap sheet 4 inches on center. Apply a 3 coarse application over cap sheet edge using Henry Cold-Ap Cement # 403 and webbing.
- i. Reapply gravel evenly to entire area, stopping at the tubular skylight vertical surface.

4.2 3 STORY BUILDINGS

Installations of tubular skylights on all three-story buildings are to follow Mutual Standards for Built-Up Roofing with the following changes:

- a. Install a (1) one-layer 5/8" type X drywall chase around the reflective tube. Drywall chases to be inclusive of attic area and to start from drywall ceiling and terminate at plywood roof sheathing. Each end and all incisions into the drywall chase to be filled with drywall compound.

4.3 PITCHED ROOFS: All pitched roof (over 3:12) installations shall be as follows:

4.3.1 Asphalt Composition Shingles

10" and 14" tubular skylights are the only size units approved for installation on pitched Composition Shingle roofs in Third Mutual.

- a. Pitched Metal Flashing: The powder coated black epoxy based finish applied over a 0.032 in. thick aluminized steel stamped seamless flashing with 32 total added rigid ribs and 8 pre-punched fastener holes shall be placed into existing Asphalt Composition Shingles as existing roof jacks are installed.
- b. Metal Turret Extension: Shall be installed onto Pitched Metal Flashings with a polyurethane sealant and screwed into flashing with (4) #8x1/2 philip head, self-tapping stainless steel screws.
- c. Turret Shroud: Shall be installed onto Pitched Metal Flashing and Turret Extension.
- d. No caulking will be used as primary water leak protection.

4.3.2 Concrete & Clay Tile

10" and 14" tubular skylights are the only size units approved for installation on all tile roofs in Third Mutual.

- a. Counter base Flashing: injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as

existing roof jacks are installed.

1. Monier concrete tiles over space sheathing and/or plywood with no underlayment do not require the installation of a Counter base Flashing.
- b. Secondary Flashing: Polypropylene (Tile Retro Kit for 10" Solatubes) or .060 inch thick A93003 aluminum secondary pre-formed flashing shall be installed over Counter base Flashing. Polypropylene Turret Extension: shall be installed onto Secondary Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philip head, self-tapping stainless steel screws.
- c. Turret Shroud: shall be installed onto Secondary Flashing and Turret Extension.
- d. No caulking will be used as primary water leak protection.
- e. All tiles shall be saw cut and not "broken to fit".

4.3.3 Metal Shingles

10" and 14" tubular skylights are the only size units approved for installation on all tile roofs in Third Mutual. Single flashing permitted only on metal shingle roofs.

- a. Counter base Flashing: injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.
- b. Polypropylene Turret Extension: shall be installed onto Counter base Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philip head, self-tapping stainless steel screws.
- c. Turret Shroud: shall be installed onto Flashing and Turret Extension.
- d. All tiles shall be saw-cut or sheared and not "broken or bent" to fit.

RESOLVED FURTHER, that Resolution 03-07-46 adopted May 15, 2007, is hereby superseded in its entirety and no longer in effect; 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.

MAY 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 30-day review the revised Alteration Standard for 27: Tubular Skylights. Director Zalon seconded the motion and it passed by unanimous consent.

14. Committee Reports

- 14a. Report of the Finance Committee / Financial Report - Director Bruninghaus reported on the Treasurer's Report, Resale and Lease Reports. Next Meeting June 5, 2018, at 1:30 p.m. in the Board Room
- 14b. Report of the Architectural Controls and Standards Committee - Director Walsh reported on the contractors' forum, and alterations onto common area. Next Meeting Tuesday, May 29, 2018, at 1:30 p.m. in the Cypress Room
- 14c. Report of the Maintenance and Construction Committee - Director Walsh reported on the GV Breezeway project, dry rot program, non-emergency chargeable service, and the policy for exterior chimney inspections, non-wood alternatives, 3-story building address signs, copper pipe epoxy lining, waste line remediation and Shepherd's Crook updates. Next Meeting June 4, 2018, at 1:00 p.m. in the Board Room
 - Report of the Parking and Golf Cart Task Force - Director Frankel
- 14d. Report of the Landscape Committee - Director Tung reported that Bluebird Box Replacement should be done by the residents not a group or club and increasing mowing of the grass to every two weeks. Directed Zalon reported irrigation.- Next Meeting June 7, 2018, at 9:00 a.m. in the Board Room
- 14e. Report of the Laguna Woods Village Traffic Hearings - Director Frankel reported on illegal decal removal. Next Hearing May 16, 2018, at 9:00 a.m. in the Board Room and 1 p.m. in the Pine Room
- 14f. Report of the Communications Committee - Director Baum reported that Eileen Paulin is the new director of communications, communication with residents for emergencies, The Breeze improvements, formatting flyers, new resident orientation packet. Next Meeting July 11, 2018, at 1:30 p.m. in the Board Room
- 14g. Report of the Energy and Technology Committee - Director Walsh reported on street lighting, golf cart carport and home charging, lighting survey at gates 7 & 8, prioritization of energy projects for the Energy Consultant, LED walkway lighting, revising Energy Committee Charter to a joint Task Force. Next Meeting June 6, 2018, at 9:30 a.m. in the Cypress Room
- 14h. Report of the Water Subcommittee - Director Tung - Next Meeting June 12, 2018 at 11:00 a.m. in the Sycamore Room

- 14i. Report of the Resident Policy and Compliance Task Force - Director Baum reported on contractor abuse enforcement, care provider policy, lease policy and non-return of ID cards, decals and passes. Next Meeting TBD

15. GRF Committee Highlights

- 15a. Community Activities Committee – Director Zalon reported on past and upcoming recreation and special events. Next Meeting July 12, 2018, at 2:00 p.m. in the Board Room

- 15b. Finance Committee – Director diLorenzo. Next Meeting June 18, 2018, at 1:30 p.m. in the Board Room

- 15c. Maintenance & Construction Committee - Next Meeting June 13, 2018 at 9:30 a.m. in the Board Room

- PAC Ad Hoc Committee – Next Meeting TBA

- 15d. Media and Communications Committee - Next Meeting May 21, 2018 at 1:30 p.m. in the Board Room

- Thrive Project Task Force – Next Meeting May 16, 2018 at 9:30 a.m. in the Cypress Room

- 15e. Mobility and Vehicles Committee-Director Frankel - Next meeting June 6, 2018, at 1:30 p.m. in the Board Room

- 15f. Security and Community Access Committee – Director Bruninghaus reported that the committee instructed staff to remove the records at Clubhouse 4, smart chips in ID cards, . Next Meeting June 28, 2018, at 1:30 p.m. in the Board Room

- Disaster Preparedness Task Force—Next meeting May 29, 2018, 9:30 a.m. in the Cypress Room

- 16. Future Agenda Items--** *All matters listed under Future Agenda Items are Resolutions on 30-day public review or items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

- 16a. Resolution for Revised Alteration Standard 14:Fireplaces (APRIL initial notification - postpone 30-days (JUNE) for Member comments and suggestions to conform to Civil Code §4360 notification requirement)

- 16b. Resolution for Revised Alteration Standard 18:Gutters & Downspouts (APRIL initial notification - postpone 30-days (JUNE) for Member comments and suggestions to conform to Civil Code §4360 notification requirement)

- 16c. Approve Revisions to the Non-Emergency Chargeable Maintenance Services

17. Director's Comments

Director Baum commented on the activities that make this Community special.

18. Recess

The Board recessed at 12:26 p.m. and reconvened into Executive Session at 1:00 p.m.

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

During the April 17, 2018, Regular Executive Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) March 20, 2018 – Regular Executive Session

Discuss and Consider Member Matters

Discuss and Consider Legal and Litigation Matters

19. Adjourn

With no further business to come before the Board of Directors, the meeting was adjourned on May 15, 2018 at 4:25 p.m.



Burt Baum, Secretary of the Board
Third Laguna Hills Mutual