



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

Tuesday, January 15, 2019 - 9:30 a.m.

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, January 15, 2019, at 9:30 a.m., at 24351 El Toro Road, Laguna Woods, California

Directors Present: Rosemarie diLorenzo, Steve Parsons, James Tung, Roy Bruninghaus, Jack Connelly, John Frankel, Cush Bhada, Jon Pearlstone, Paul Chao, Lynn Jarrett and Bunny Carpenter (arrived late)

Directors Absent: None

Staff Present: Siobhan Foster, Eileen Paulin, Kurt Wiemann, Chris Langour, and Cheryl Silva

Others Present: Wei-Ming Tao (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 diLorenzo 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

Directors recommended the following changes to the agenda:

- Removal of agenda item 11d from the Consent Calendar to Unfinished Business
- Removal of agenda item 13b from New Business to the Finance Committee
- Correction to agenda item 15c. GRF Landscape Committee meeting in December was canceled.

Director Parsons made a motion to approve the agenda as amended. Director Bhada seconded the motion.

5. Approval of Minutes

a. December 18, 2018 – Regular Open Session

Director Bruninghaus made a motion, seconded by Director Parsons, to approve these minutes as presented, and the motion passed by unanimous consent.

6. Report of the Chair

President diLorenzo offered her apology to the Communications Division for her negative comments about The Breeze. She announced the selection of Jeffrey Parker as the new CEO for Laguna Woods Village. Mr. Parker comes to us from the City of Tustin, and his first day in the Village will be February 4th. The Board is having a closed session meeting next Wednesday, January 23, 2019 to identify ways to make the Board more efficient and to generate issues and ideas for the new CEO.

7. Open Forum

Several Members spoke about various issues:

- The benefits of the Laguna Woods Foundation;
- Lights out and water leaks in the Garden Villa Buildings;
- Questions asked about Broadband that could not be answered by Broadband staff and changes in the TV Guide's format (hard to see);
- Tree removal request; needs stump removal too.

8. Responses to Open Forum Speakers

Board Members responded to the Members' concerns and requests:

- President diLorenzo addressed the issue on lights.
- Director Bhada addressed the issues on water intrusion.
- Director Tung addressed the tree removal issue.

9. Update from the VMS Board– Director Tao

Director Tao gave a presentation regarding the VMS strategic plan/goals, action plan update, VMS evaluation by the Mutual Boards, and VMS recommendations.

10. CEO Report

Siobhan Foster, Interim CEO, reported on the following developments:

- Storm related issues should be reported to Resident Services or Security.
- Construction on Gates 2 and 8 will begin on Monday, February 4th to install the gate arms. Throughout construction, gates will be closed to vehicles, but open to pedestrians from 7 a.m. to 5 p.m. M-F and 9 a.m. to 3 p.m. Saturdays. Residents can use gate 10 and 7 during construction.
- Easy Rider fixed-route bus system will expand their service on January 14th to include a new stop at the Willow Tree Center/Aldi Stop on a 60-day trial basis.
- Residents were mailed 2019 parking/vehicle decals. If you have not received your decal, please call Resident Services at 949-597-4600.

- Upcoming recreation events include Football Playoff games at Clubhouse 5, Lunar New Year celebration at the Performing Arts Center, and Painting Class with Penni Rubin at Clubhouse 1 and many others. Contact the Recreation Department for more information.
- Enhanced security measures for the second floor of the Community Center will be implemented later this month. Residents will be restricted to the 1st and 3rd floors. Security will escort Residents to the 2nd floor, if they need to conduct business on that floor.

Siobhan Foster, answered questions from the Board.

11. Consent Calendar

Agenda item 11d was removed from the Consent Calendar.

11a. Architectural Control and Standards Committee Recommendations:

- (1) Recommendation to Approve 2231-P (Casa Linda, II06_1) Retain Veneer Wall Coverings within Original Patio Footprint

RESOLUTION 03-19-01 **VARIANCE REQUEST**

WHEREAS, Ms. Pao Chow Randall of 2231-P Via Puerta, a Casa Linda style unit, has filed an appeal of the Board's decision regarding denial of a variance to retain veneer wall coverings within the original patio footprint,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on August 10, 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 December 17, 2018.

NOW THEREFORE BE IT RESOLVED, on January 15, 2019, the Board of Directors hereby approves the request to retain the veneer wall coverings within the original patio footprint and that the proposed alteration is constructed in accordance with the Conditions of Approval as included in the official Board Decision Notice;

RESOLVED FURTHER, 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 2231-P and all future Mutual members at 2231-P;

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.

- (2) Recommendation to Deny 5448 (San Marco, C12A_2) Retain Unauthorized Room Extension Modifications and Concrete Landing on Common Area

RESOLUTION 03-19-02
VARIANCE REQUEST

WHEREAS, Mr. Chin S. Chen of 5448 Alta Vista, a San Marco style unit, is requesting Board approval of a variance to retain unauthorized room extension modifications and a concrete landing on Common Area,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on December 3, 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 December 17, 2018.

NOW THEREFORE BE IT RESOLVED, on January 15, 2019, the Board of Directors hereby denies the request to retain unauthorized room extension modifications and a concrete landing on Common Area;

RESOLVED FURTHER, the Board hereby directs the member to return the construction to the originally approved design within sixty days of notice of this decision;

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.

11b. Landscape Committee Recommendations:

(1) Tree Removal: Denial (2)

- Deny request to remove one Brazilian Pepper tree at Manor 2233-S and trim/inspect on schedule due to lack of observable damage or negative impact of the tree.
- Deny request for Off Schedule Trimming of one Brazilian Pepper and two Lemon Scented Gum trees and inspection/trim during normal service level cycle.

RESOLUTION 03-19-03

TREE REMOVAL DENIAL (1) AND DENIAL OF APPEAL FOR OFF-SCHEDULE TRIMMING/CROWN REDUCTION (1)

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 January 3, 2019, the Landscape Committee recommended to:

- Deny the request to remove one Brazilian Pepper Tree at 2233-S Via Puerta due to lack of observable damage or negative impact of the tree, and;
- Deny the appeal of the request for off-schedule trimming of one Brazilian Pepper tree and two Lemon-Scented Gum trees located at some distance from the 5076 Tero to preserve views, and;

NOW THEREFORE BE IT RESOLVED, January 15, 2019, the Board of Directors denies the request to remove one tree at 2233-S Via Puerta; and denies the appeal of the request to perform off-schedule trimming of three trees located in landscape associated with other addresses by the manor owner of 5076 Tero, and;

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

(2) Approval to Install Artificial Turf – Kreter (5152) Avenida Despacio

RESOLUTION 03-19-04
Variance Request

WHEREAS, Mr. and Ms. Leo and Marianne Kreter of 5152 Avenida Despacio, are requesting Board approval of modifications, including artificial turf, to a previously approved landscape alteration and,

NOW THEREFORE BE IT RESOLVED, on January 15, 2019, the Board of Directors hereby approves the request of modifications to a previously approved landscape alteration and that the proposed alterations are constructed in accordance with the approved plan as included in the official Board Decision Notice;

RESOLVED FURTHER, 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 5152 and all future Mutual members at 5152;

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.

11c. Finance Committee Recommendations:

- (1) Approve Resolution to Record Lien against Member's APN: 931-681-27

RESOLUTION 03-19-05
RECORDING OF A LIEN

WHEREAS, Member ID 931-681-27; 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, January 15, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 931- 681-27 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.

- (2) Approve a Resolution for Financial Transfers by VMS and Ratify Transactions Since January 1, 2019.

RESOLUTION 03-19-06
FINANCIAL TRANSFERS BY VMS

WHEREAS, Third Laguna Hills Mutual (the "Association") is a California non-profit mutual benefit corporation organized for the purpose of operating the condominium project known as Third Laguna Hills Mutual pursuant to the provisions set forth in its Articles of Incorporation, Bylaws, Rules and Board Resolutions (collectively, the "Governing Documents");

WHEREAS Village Management Services, Inc. ("VMS") is a California non-profit mutual benefit corporation organized primarily for the purpose of providing management services to, among other associations, Third Laguna Hills Mutual, pursuant to the provisions set forth in the Association's Governing Documents, services that currently include, among other things, making financial transfers from one or more accounts that it maintains as trustee on behalf of the Association;

WHEREAS, the Association, through its volunteer Board of Directors ("Board"), is responsible for, among other things, managing and operating the Association in accordance with the Association's Governing Documents and the Davis-Stirling Common Interest Development Act;

WHEREAS, pursuant to Article 9, Section 9.6.4.2 of the Bylaws, the Treasurer shall "Deposit or cause to be deposited all money and other valuables in the name and to the credit of this Corporation with such depositories as may be designated by the Board of Directors; disburse the funds of this Corporation as may be ordered by the Board of Directors; render to the President and Directors, whenever they request it, an account of all transactions as Treasurer and of the financial condition of this Corporation; and shall have other powers and perform such other duties as may be prescribed by the Board of Directors or by the Bylaws. Such responsibilities may be delegated to a member of the staff of the managing agent by this Corporation;"

WHEREAS, Article 6, Section 6.1.2 of the Bylaws provides: "The Board may delegate the management of the activities of this Corporation to any person or persons, or management company, provided that the activities and affairs of this Corporation shall be managed and all corporate powers shall be exercised under the direction of the Board;"

WHEREAS, pursuant to *Corporations Code* Section 7210, "the board may delegate the management of the activities of the corporation to any person or persons, management company, or committee however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the board;"

WHEREAS, the Association's managing agent is currently VMS, pursuant to a duly executed management agreement;

WHEREAS, pursuant to Article 12, Section 12.2 of the Bylaws, the "Books and accounts of this Corporation shall be kept under the direction of the Treasurer or the managing agent;"

WHEREAS, pursuant to Article 10, Section 10.1.2 of the Bylaws, the Board "may authorize any officer or officers, agent or agents ... execute any instrument in the name of and on behalf of this Corporation and such authority may be general or confined to specific instances;"

WHEREAS, *Civil Code* Section 5380 regulates the conduct of an association's managing agent in managing the association's funds, and pursuant to *Civil Code* Section 5380(a), "A managing agent of a common interest development who accepts or receives funds belonging to the association shall deposit these funds that are not placed into an escrow account with a bank, savings association, or credit union or into an account under the control of the association, into a trust fund account maintained by

the managing agent in a bank, savings association, or credit union in this state;"

WHEREAS, pursuant to Civil Code Section 5380(b), the written approval of the Board is required for VMS (including its employees rendering services and performing its duties as managing agent of Third), who accepts or receives funds on behalf of the Association, to deposit said funds into an interest-bearing account in a bank, savings association, or credit union in the State of California;

WHEREAS, effective January 1, 2019, *Civil Code* Section 5380(b) prohibits a managing agent from making financial transfers greater than ten thousand dollars (\$10,000) or five percent (5%) of an association's total combined reserve and operating account deposits, whichever is lower, from accounts maintained by the managing agent as trustee for the association, without obtaining prior written approval from the Board of the Association; and

WHEREAS, the Board has determined that it is in the best interests of the Association for VMS to be granted the authority to make said financial transfers, electronic or otherwise, without having to obtain the Board's prior written approval for each such financial transfer, and wishes to authorize/direct VMS through its employees, to make said transfers as required by the Association;

NOW, THEREFORE, BE IT RESOLVED, that the Association hereby adopts the following resolution, pursuant to *California Civil Code* Section 5380, authorizing financial transfers, beginning on January 1, 2019 and continuing through and including December 31, 2019, by VMS on behalf of the Association from one or more accounts that VMS maintains as trustee on behalf of the Association, as may be necessary for VMS to fulfill its contractual duties to the Association, provided the following requirements are met:

- (a) The account is in the name of the Association;
- (b) All of the funds in the account are covered by insurance provided by an agency of the federal government or private institution offering coverage equal to, or exceeding, such government backed insurance;
- (c) VMS discloses to the Board, via account summaries, statements or otherwise, the nature of the account, how interest will be calculated and paid, whether service charges will be paid to the depository and by whom, and any notice requirements or penalties for withdrawal of funds from the account(s) all of which must be noticed to the Association with the Association's financials on no less than a monthly basis to allow the Board to meet its statutory duties;
- (d) No interest earned on funds in the account shall inure directly or

indirectly to the benefit of VMS or any party other than the Association; and

(e) Transfers of greater than ten thousand dollars (\$10,000) or five percent (5%) of the Association's total combined reserve and operating account deposits, whichever is lower, including transfers for the payment of utilities or other Association expenses, shall not be authorized from the account without prior written approval from the Board; for purposes of this Section (e), this Resolution shall be deemed the "prior written approval from the Board" as required by *Civil Code* Section 5380.

11e. Consistent with its statutory obligations the Board members individually reviewed and approved the Mutual's financials for the month of November, 2018, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501

Director Parsons made a motion to approve the Consent Calendar as amended. The motion was seconded by Director Connelly and passed by unanimous consent.

12. Unfinished Business

This item was removed from the Consent Calendar (11d) and added to unfinished business as agenda item 12a.

12a. Adopt a Resolution for Revised Third Mutual and GRF Committee Assignments

RESOLUTION 03-19-07 **Third Mutual Committee Appointments**

RESOLVED, January 15, 2019, 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

Steve Parsons, Chair
Roy Bruninghaus
John Frankel
Lynn Jarrett
Rosemarie diLorenzo, Alternate
Voting Advisors: Mike Butler and Mike Plean
Staff Advisor: Siobhan Foster, COO

Communications Committee (Bi-Monthly)

Roy Bruninghaus, Chair
Jon Pearlstone, Co-Chair
Jack Connelly

Bunny Carpenter
Lynn Jarrett
Non-Voting Advisors: Carol St. Hillaire, Burt Baum

Energy Task Force

John Frankel (Third)
Cush Bhada (Third)
Paul Chao (Third), Alternate
Voting Advisors: Steven Leonard

Executive Hearing Committee

Steve Parsons, Chair
Rosemarie diLorenzo, Co-Chair
Bunny Carpenter
John Frankel
James Tung
Cush Bhada, Alternate
Jon Pearlstone, Alternate

Finance (Committee of the Whole)

Jack Connelly, Chair
Steve Parsons, First Co-Chair
Rosemarie diLorenzo, Second Co-Chair
Non-Voting Advisors: John Hess, Wei-Ming Tao, Michael Cunningham

Garden Villa Recreation Room Subcommittee (Quarterly)

Lynn Jarrett, Chair
Jon Pearlstone
Cush Bhada
Voting Advisors: Sharon Molineri, Stuart Hack, Randy Scott

Laguna Woods Village Traffic Hearings

John Frankel
Jack Connelly

Landscape

James Tung, Chair
Lynn Jarrett, Co-Chair
Cush Bhada
John Frankel
Jon Pearlstone

Maintenance and Construction (Committee of the Whole)

Cush Bhada, Chair
Bunny Carpenter, First Co-Chair
John Frankel, Second Co-Chair
Paul Chao
Non-Voting Advisor: Steve Leonard

New Resident Orientation

Per Rotation List

Water Conservation Committee (Bi-Monthly)

Jack Connelly, Chair
James Tung
John Frankel
Paul Chao
Cush Bhada

Parking & Golf Cart Task Force

Steve Parsons, Chair
John Frankel
Bunny Carpenter
Lynn Jarrett
Jon Pearlstone

Resident Policy and Compliance Task Force

Roy Bruninghaus, Chair
Bunny Carpenter
Rosemarie diLorenzo Steve
Parsons
Advisors: Stuart Hack, Cindy Baker

RESOLVED FURTHER, that Resolution 03-18-168, adopted December 18, 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 03-19-08
GRF Committee Appointments

RESOLVED, January 15, 2019, 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
Jack Connelly

Community Activities Committee

Steve Parsons
Cush Bhada
Jack Connelly, Alternate
Jon Pearlstone, Alternate

Finance Committee

Rosemarie diLorenzo
Jack Connelly
Steve Parsons, Alternate

Landscape Committee

James Tung
Lynn Jarrett
John Frankel, Alternate
Jon Pearlstone, Alternate

Maintenance and Construction Committee

John Frankel
Bunny Carpenter
Cush Bhada, Alternate
Paul Chao, Alternate

PAC Task Force

John Frankel
Cush Bhada

Media and Communication Committee

Roy Bruninghaus
Lynn Jarrett
Jack Connelly, Alternate
Bunny Carpenter, Alternate

Mobility and Vehicles Committee

John Frankel
Cush Bhada
Lynn Jarrett, Alternate
Jon Pearlstone, Alternate

Security and Community Access Committee

Roy Bruninghaus
John Frankel
Steve Parsons, Alternate
Cush Bhada, Alternate

Disaster Preparedness

Roy Bruninghaus
John Frankel
Steve Parsons, Alternate
Jon Pearlstone, Alternate

RESOLVED FURTHER, that Resolution 03-18-169, adopted December 18, 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 Bruninghaus made a motion to approve the amended Third and GRF Committee Appointments resolution. Director Parsons seconded the motion, and the motion passed by unanimous consent.

12b. Entertain a Motion to Adopt a Resolution for Revised Alteration Standard 34: Window and Window Attachments

Director Bruninghaus, Secretary of the Board, presented a summary of the following Resolution:

RESOLUTION 03-19-09

REVISE ALTERATION STANDARD 34: WINDOW AND WINDOW 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 Control and Standard Committee recognizes the need to revise Alteration Standard 34: Windows and Window Attachments.

NOW THEREFORE BE IT RESOLVED, January 15, 2019, that the Board of Directors of this Corporation hereby introduces Alteration Standard 34: Windows and Window Attachments as attached to the official meeting minutes;

RESOLVED FURTHER, that Resolution 03-11-215 adopted December, 2011, is hereby superseded in its entirety and no longer in effect;

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.

NOVEMBER 29, 2018, initial notification. 30-day notification to conform to Civil Code §4360 has been satisfied

Director Bruninghaus made a motion, seconded by Director Bhada, to adopt a resolution to revise alteration standard 34: window and window attachments.

Discussion ensued among the Directors.

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

12c. Entertain a Motion to Adopt a Resolution for a New Alteration Standard 45: Fencing; Vinyl

Director Bruninghaus, Secretary of the Board, presented a summary of the following Resolution:

RESOLUTION 03-19-10
NEW ALTERATION STANDARD 45: FENCING; VINYL

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 Control and Standard Committee recognizes the need to introduce a new Alteration Standard 45: Fences, Vinyl.

NOW THEREFORE BE IT RESOLVED, January 15, 2019, that the Board of Directors of this Corporation hereby approves Alteration Standard 45: Fences, Vinyl as attached to the official meeting minutes;

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.

NOVEMBER 29, 2018, initial notification. 30-day notification to conform to Civil Code §4360 has been satisfied

Director Bruninghaus made a motion, seconded by Director Bhada, to adopt a resolution for a new alteration standard 45: fencing; vinyl.

Discussion ensued among the Directors.

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

12d. Entertain a Motion to Adopt a Resolution for Revised LH21 Storage Room Rules

Director Bruninghaus, Secretary of the Board, presented a summary of the following Resolution:

RESOLUTION 03-19-11
REVISE RULES FOR STORAGE AREAS IN LH21 BUILDINGS

WHEREAS, such storage practices by residents under certain circumstances present a substantial and material threat to the health, safety and well-being of all residents; and

WHEREAS, it is deemed by this board to be in the best interest of this community to regulate, pursuant to reasonable rules, regulations and guidelines, the storage practices of the residents to ensure the prevention of

any storage practices that may pose a substantial and material threat to the health, safety and well-being of all residents.

NOW THEREFORE BE IT RESOLVED, on January 15, 2019 that residents shall be permitted to store personal property in common storage rooms in the buildings listed below in which the dwelling unit of such resident is located, subject to the following terms and conditions. Buildings No. 3335, 3336, 3337, 3338, 3363, 3364, 3365, 3366, 3367, 3371, 3486, 3498, 3500, 3501, 3510, 4001, 4002, 4003, 4004, 4005, 4012, 4013, 4014, 4015, 4025, 4026, 5368, and 5369.

RESOLVED FURTHER, that residents shall be permitted to store personal property in common storage rooms in the buildings listed above in which the dwelling unit of such resident is located, subject to the following terms and conditions.

1. No person shall store any such personal property that is, or in the sole discretion of this Board (or any of its authorized representatives) may (a) become noxious or offensive, or (b) in any way threaten the health, safety or wellbeing of any member of this community.
2. All storage rooms shall be kept unlocked. Residents shall be advised they can store their items at their own risk.
3. All personal property stored in such storage rooms shall be properly packed in cardboard cartons or similar containers (suitcases or cabinets), neatly tied or sealed shut and marked clearly with the name and manor number of the owner thereof. Only current residents of the building may store their items there. All cartons shall be stacked or otherwise arranged neatly in the storage room. Lines are painted, or taped, on the storage room floor, clearly designating the approved storing area and each "Storage Spot" as well as the area to keep clear for safe access. These areas shall be maintained at all times. No loose items can be left out of a container; all items in the storage rooms must be identified with the manor number.
4. Because residents on the first floor have no storage room, they may use space in the second and third floor storage rooms. The second and third floor residents should use the storage area on their floor only.
5. Each resident may use only one Designated Storage Spot.
6. The ability of all residents to store any personal property in any storage room shall constitute a privilege only and shall not, under any circumstances, be deemed or construed as a bailment of such personal property. Such privilege is at the sole but reasonable discretion of this Board (or any of its authorized representatives), and may be revoked at any time, with or without cause, upon this Board (or any of its authorized

representatives) providing to the affected resident or residents seven days' prior written notice of the termination of such privilege; provided, however, that no such prior notice shall be required if the storage of the affected personal property in the storage room, or the manner in which such property is stored, violates the provisions or intent of this resolution.

7. Any personal property not removed from a storage room when demanded by this Board (or any of its authorized representatives hereof) may be removed by this Board (or any authorized representative hereof), and may be (a) stored at the expense of the owner of such property or (b) treated as abandoned property and disposed of in accordance with the provisions of California Civil Code Section 1980 et seq., or such other similar provision of law as may then be in effect.
8. Neither this Board, this Corporation of Third Laguna Hills Mutual, Golden Rain Foundation of Laguna Hills, nor any of their agents, employees, officers or representatives shall be responsible for any damage, loss, theft, vandalism or other loss of any kind or nature whatsoever suffered with respect to any personal property stored in a common storage room by a resident.

RESOLVED FURTHER, that Resolution 03-14-79 adopted July 15, 2014, is hereby superseded and cancelled; and

RESOLVED FURTHER, that the officers, directors and authorized agents of this Corporation be, and they hereby are, authorized and directed to take any and all steps reasonably necessary to ensure that this Resolution is properly and effectively implemented, including, but not limited to, the implementation of such rules and regulations and the posting of such signs as they may deem necessary or appropriate.

NOVEMBER 29, 2018, initial notification. 30-day notification to conform to Civil Code §4360 has been satisfied

Director Bruninghaus made a motion, seconded by Director Bhada, to adopt a resolution to revise LH21 storage room rules.

Discussion ensued among the Directors.

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

13. New Business

13a. Entertain a Motion to Introduce a Resolution for Revisions to Open House and Real Estate Uniform Signage Policy.

Director Bruninghaus, Secretary of the Board, presented a summary of the following Resolution:

RESOLUTION 03-19-xxx
REVISE OPEN HOUSE AND REAL ESTATE UNIFORM SIGNAGE POLICY

WHEREAS, Resolution 03-12-21 adopted on February 21, 2012, established the Placement of Real Estate Signs; and

WHEREAS, the Placement of Real Estate Signs was intended to protect the aesthetic integrity of Laguna Woods Village, and further to prevent the diminishment of the surrounding beauty of the Community; and

WHEREAS, Third Mutual must update the Real Estate Uniform Signage Policy to include real estate sign requirements to conform with State of California Bureau of Real Estate (CalBRE) License Disclosure Requirements for Advertising that went into effect on January 1, 2018; and

WHEREAS, CalBRE's new License Disclosure Requirements for Advertising require all first point of contact solicitation materials to include:

1. The name and number of the licensee. This is for both sales-agents and broker- associates;
2. The responsible broker's "identity." This means the name under which the broker is currently licensed by CalBRE and conducts business in general or is a substantial division of the real estate firm. The broker's license number is optional; and
3. The status of the agent such as "REALTOR®" or "agent" (unless the name of the company makes clear that the advertisement is by a licensee); and

WHEREAS, the CalBRE's requirement apply to all types of advertising including but not limited to:

1. "For Sale," "Open House," For Lease, or directional signs when any licensee identification information is included; and
2. Any other material designed to solicit the creation of a professional relationship between the licensee and a consumer; and

WHEREAS, the Marketing and Communications Division has collaborated with Village realtors to develop updated designs for real estate signs that incorporate the new CalBRE requirements; and

WHEREAS, the responsibility for compliance with the law lies with real estate agents, the Marketing and Communications Division working with the real estate agents leveraged this opportunity to modernize the look and visibility of Village real estate signage; and

WHEREAS, on November 19, 2018, the GRF Media and Communications Committee reviewed and unanimously approved the updated real estate sign designs and recommended that the Boards of Directors for the Golden Rain Foundation, Third Mutual and United Mutual adopt resolutions requiring the use of the updated real estate sign designs as soon as practicable;

NOW THEREFORE BE IT RESOLVED, January 8, 2019, the Board of Directors of this Corporation hereby introduces this resolution requiring the use of the updated real estate designs beginning on May 1, 2019, and adopts the following updated Real Estate Uniform Signage Policy:

1. Use of the real estate signage contained in Attachment 1 to this Resolution is required effective May 1, 2019. The use of other real estate signage is after April 1, 2019 is prohibited;

Open House and Directional Signs:

2. Open House signs shall be 24 inches by 24 inches, made of corrugated plastic with lettering and adhere to the GRF-approved colors, font and logo, as depicted in Attachment 1 to this resolution;
3. Directional signs shall be 24 inches by 9 inches, made of corrugated plastic with and adhere to the GRF-approved colors, font and logo, as depicted in Attachment 1 to this resolution;
4. Open House signs may be present on Saturday and Sunday, between 10 a.m. and 5 p.m. They may also be present on Wednesday and Thursday, between the hours of 9 a.m. and 2 p.m. in conjunction with Broker Preview events.
5. Directional signs may be posted on the day of the Open House no earlier than 10 a.m., and must be removed no later than 5 p.m., on the same day;
6. At the entrance to or anywhere within a cul-de-sac, a maximum of three (3) Open House signs per manor may be placed.
7. Open House directional (designated by an arrow) signs may be placed at street intersections and cul-de-sac entrances only. No mid-block signs are allowed.
8. At any street intersection or cul-de-sac entrance there may be no more than:

- a. One (1) directional sign pointing in any one direction, and
 - b. Four (4) total directional signs, regardless of the number of open houses in the vicinity.
9. Both a 24-by-24-inch sign and a 24-by-9-inch directional sign may be placed at a cul- de-sac entrance.

For Sale Signs:

10. For Sale signs shall be 24 inches by 24 inches, made of corrugated plastic with and adhere to the GRF-approved colors, font and logo, as depicted in Attachment 1 to this resolution;
11. For Lease signs shall be 24 inches by 24 inches, made of corrugated plastic with and adhere to the GRF-approved colors, font and logo, as depicted in Attachment 1 to this resolution;
12. A maximum of one (1) "For Sale" or "For Lease" or "For Rent" sign may be placed at a Manor. It may be in a window, on a gate or on a post placed within one (1) foot of the building. Signs are not allowed on balcony or stairway railings. The maximum size is 6 square feet, and if placed in a window it may be no larger than 20 percent of the window size. No illumination is allowed. The maximum character size is twelve (12) inches.

Other:

13. Realtors shall be responsible for purchasing providing the signs from RESS - Real Estate Signs & Supplies, Laguna Hills, California, and shall adhere to the specifications in accordance with this resolution;
14. Non-conformance to this policy shall result in removal of sign from premises; and
15. Non-Residents must be accompanied by a licensed real estate agent approved for Laguna Woods Village entry; or granted access by the Seller/Resident of the property; and

RESOLVED FURTHER, that members selling their properties "For Sale By Owner" shall be required to comply with the same guidelines as real estate agents; and

~~**RESOLVED FURTHER**, the Resident will be billed an amount of \$50 for extended gate hours through the Recreation Division's reservations contract; and~~

RESOLVED FURTHER, that Resolution 03-12-21 adopted on February 21, 2012, is hereby superseded in its entirety and is 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 the purpose of this resolution.

JANUARY 15, 2019 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 28-days from the postponement to comply with Civil Code §4360.

Director Bruninghaus made a motion to introduce a resolution for 28-day review to revise open house and real estate uniform signage policy.

Discussion ensued among the Directors. Director Carpenter asked that staff add placement of signs in the Breezeways to the Resolution.

By consensus, the Board introduced the revised resolution for 28-day review.

13b. Entertain a Motion to Introduce a Resolution to Revise the Alteration and Inspection Fees. (This item was removed from the agenda and sent to the Finance Committee for review.)

14. Committee Reports

14a. Report of the Finance Committee / Financial Report - Director Connelly presented the Treasurer's Report including the Resale and Lease Reports. The Committee met on January 8, 2019; next meeting February 5, 2019, at 1:30 p.m. in the Board Room

14b. Report of the Architectural Controls and Standards Committee - Director Parsons reported on the last meeting. The Committee continues to update standards. The Committee met on December 17, 2018; next meeting January 28, 2019, at 9:30 a.m. in the Sycamore Room

14c. Report of the Maintenance and Construction Committee - Director Bhada reported from the last meeting. The Committee is working on cul-de-sac signs, new lighting, new gate arms, and new coin operated dryers. Washer and dryers will now be on platforms. The Committee met in January 7, 2019; next meeting March 4, 2019, at 1:00 p.m. in the Board Room.

- Report of the Parking and Golf Cart Task Force - Director Parsons. The Task Force had a meeting late last year. Next meeting TBA.

- 14d. Report of the Landscape Committee - Director Tung reported that the Committee approved to start a turf reduction pilot project this year near Gate 14, and to evaluate the cost and options of organic herbicides to replace Round-up. The Committee also approved artificial turf as a water saving ground cover. The Committee met on January 3, 2019; next meeting February 7, 2019, at 9:00 a.m. in the Board Room
- 14e. Report of the Laguna Woods Village Traffic Hearings - Director Bhada gave an update from the last meeting. The Traffic Hearings were held on December 19, 2018; next hearings will be on January 16, 2019, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Pine Room.
- 14f. Report of the Communications Committee - Director Bruninghaus gave an update since the last meeting. The Committee is working on letters that notify residents when any work is being done in their area. The Committee met on January 9, 2019; next meeting March 13, 2019, at 1:30 p.m. in the Board Room.
- 14g. Report of the Village Energy Task Force - Director Frankel gave an update from the last meeting. The Task Force discussed priorities given to the Energy Consultant. The Task Force met on January 9, 2019; next meeting March 6, 2019, at 1:30 p.m. in the Board Room.
- 14h. Report of the Water Subcommittee - Director Tung showed a presentation on Water Conservation. The Subcommittee did not meet in January; next meeting February 12, 2019 at 11:00 a.m. in the Sycamore Room.
- 14i. Report of the Resident Policy and Compliance Task Force - Director Bruninghaus gave an update from the last meeting. The Task Force did not meet in January; next meeting February 11, 2019, 1:30 p.m. in the Board Room.

15. GRF Committee Highlights

- 15a. Community Activities Committee – Director Parsons reported on upcoming recreation and special events. The Committee met on January 10, 2019; next meeting March 14, 2019 at 1:30 p.m. in the Board Room.
- 15b. Finance Committee – Director Connelly reported that a presentation by Blackrock will be presented at the next meeting in February. The Committee met on December 19, 2018 but did not meet in January; next meeting February 20, 2019, at 1:30 p.m. in the Board Room.
- 15c. Landscape Committee – Director Tung reported that the Committee meeting on December 19, 2018 was canceled; next meeting January 16, 2019 at 1:30 p.m. in the Board Room

- 15d. Maintenance & Construction Committee – Director Frankel reported on highlights from the last meeting. The Committee met on December 12, 2018; next meeting February 13, 2019, at 9:30 a.m. in the Board Room
- 15e. Media and Communications Committee – Director Bruninghaus reported on highlights from the last meeting. The Committee met on December 17, 2018; next meeting January 21, 2019, at 1:30 p.m. in the Board Room
- Thrive Project Task Force--Next meeting January 23, 2018, at 9:00 a.m. in the Sycamore Room
- 15f. Mobility and Vehicles Committee-Director Frankel reported on highlights from the last meeting. The Committee met on December 5, 2018; next meeting February 6, 2019, at 1:30 p.m. in the Board Room
- 15g. Security and Community Access Committee – Director Bhada gave an update from the last meeting. The Committee met on December 17, 2018; next meeting February 25, 2019, at 1:30 a.m. in the Board Room
- Disaster Preparedness Task Force – Director Frankel reported on the last meeting. The Task Force did not meet in December; next meeting January 29, 2019, 9:30 a.m. in the Cypress Room
16. **Future Agenda Items**-- *All matters listed under Future Agenda Items are Resolutions on 28-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 34: Window and Window Attachments **(NOVEMBER 29, 2018, initial notification-must postpone 30-days for Member comments and suggestions to conform to Civil Code §4360)**
- 16b. Resolution for a New Alteration Standard 44: Fencing; Vinyl **(NOVEMBER 29, 2018, initial notification-must postpone 30-days for Member comments and suggestions to conform to Civil Code §4360)**
- 16c. Resolution for Revised LH21 Storage Room Rules **(NOVEMBER 29, 2018, initial notification-must postpone 30-days for Member comments and suggestions to conform to Civil Code §4360)**
17. **Director's Comments**
- Director Bhada asked residents to be cautious in the rain.
 - President diLorenzo made an announcement that Director Chao will be resigning from the Board for health reasons.
18. **Recess**
The Board recessed at 11:30 a.m. and reconvened in Executive Session at 12:15 p.m..

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

During the December 18, 2018, Regular Executive Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) November 29, 2018 – Regular Executive Session

Write-Off Delinquent Assessments

Discuss Contract Award Matters

Discuss and Consider Member Matters


Discuss and Consider Legal and Litigation Matters

During the December 20, 2018, Special Closed Session, the Board:

Discussed and Considered Member Matters

19. Adjourn

With no further business to come before the Board of Directors, the meeting was adjourned at 4:00 p.m.



Roy Bruninghaus, Secretary of the Board
Third Laguna Hills Mutual

ATTACHMENT 3



STANDARD 34: WINDOWS & WINDOW ATTACHMENTS

MAY 1996, RESOLUTION M3-96-28

SEPTEMBER 2002, RESOLUTION M3-02-47

NOVEMBER 2002, RESOLUTION M3-02-62

OCTOBER 2004, RESOLUTION 03-04-27

REVISED FEBRUARY 2006, RESOLUTION 03-06-10

REVISED SEPTEMBER 2006, RESOLUTION 03-06-41

REVISED MAY 2007, RESOLUTION 03-07-47

REVISED APRIL 2011, RESOLUTION 03-11-51

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

REVISED DECEMBER 2011, RESOLUTION 03-11-215

REVISED JANUARY 2019, RESOLUTION 03-19-09

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1** New construction window replacement is permitted only upon the approval of the Alterations Division office. Retrofit windows are permitted upon the approval of the Alterations Division office in accordance with the criteria established herein.
- 2.2** Windows may be framed with either aluminum or vinyl. Wood framed windows, and the use of other materials, are subject to the review of the Board of Directors.
- 2.3** Aluminum framed windows must match the original window frame color on the building with either a natural or bronzed anodized finish.
- 2.4** All vinyl framed windows must be white in color. Colors other than white vinyl will be reviewed by the Board of Directors.
- 2.5** Windows and sliding glass doors on the same wall of an individual manor will be replaced concurrently to ensure visual continuity in the building and surrounding area except when windows and/or sliding glass doors are obscured by patio walls or glass enclosures. At any such time that the enclosure is removed, exposing the windows and/or sliding glass doors, the Member must replace the windows and/or sliding glass doors to conform to the Mutual Standard.

- 2.6 Any existing retrofit windows in the building will set the precedent for trim size/dimensions to be utilized for new retrofit installations.
- 2.7 The top of window heights shall be at 6'-8" unless a special height is called for on the standard plan drawing.
- 2.8 Size and location of windows shall be as per standard plan drawings.
- 2.9 All retrofit windows must be certified with the City of Laguna Woods. Any retrofit window that is not properly certified is subject to permit revocation and removal at the sole cost of the manor owner.
- 2.10 Any retrofit of bedroom windows for a La Jolla-style manor must include a minimum of one (1) roll and turn style window or a casement window in order to meet building code egress regulations.

3.0 INSTALLATION REQUIREMENTS

- 3.1 All windows are required to meet building code regulations.
- 3.2 XOX windows may replace XO windows, and vice versa. Fixed panels may replace sliding panels, and sliding panels may replace fixed panels.
- 3.3 XO windows may be converted to picture windows, and vice versa, provided the height and width of the opening remain the same and egress is not compromised.
- 3.4 Windows may be converted to sliding glass doors, and vice versa, provided that 1) the area faces into a patio, atrium, or balcony, and 2) the height and width of the opening remain the same.
- 3.5 Where windows have a configuration of XO above an XO or OO in the same opening, the bottom section may be filled in using standard construction practices. The dimensions of the top section must remain the same.
- 3.6 Casement windows are not permitted where the window, when open, would protrude into an area where maintenance of property, i.e., mowing, pruning, planting, would be impeded, or where the window would protrude into a walkway or area where pedestrians walk.
- 3.7 Casement windows are permitted to be installed where egress windows in bedrooms are required due to the installation of a patio enclosure.
- 3.8 Bathroom windows covered with an original or permitted grille may remain as is during the retrofit of other windows on the same elevation, provided the existing frame is painted to match the retrofit windows.

- 3.9** Bathroom windows may remain as is during the retrofit of other windows on the same elevation when retrofitting the subject window would reduce the glass size to less than one (1) foot in any direction.
- 3.10** Retrofit louvered bathroom windows. Louvered bathroom windows may be retrofitted with other window options that fit the existing opening, a single fixed pane of glass, a double hung window, casement window, and glass blocks. Replacement windows must conform to Section 34 window standards. Plans and specifications must be submitted to the Permits Department for approval prior to installation.
- 3.11** Recessed vinyl retrofitted kitchen windows. Flanges on recessed vinyl retrofit kitchen windows shall be cut to fit the size of the window it is replacing. Metal frames around the window shall be painted to match the vinyl window frame, except for casement windows in three-story buildings. Paint must be appropriate for use on metal surfaces.
- 3.12** The total width of the perimeter frame and sash for retrofit vinyl windows shall not exceed four inches. Unless the subject window is surrounded by original wood framing, all non-casement window flanges must extend beyond any open areas between the aluminum frame and all sides in order to adequately protect against water intrusion.
- 3.13** With the exception of recessed windows, cutting of the flanges is not permitted.
- 3.14** The retrofit window frame should be constructed in a flat plane without raised or sculptured parts.
- 3.15** Windows must be properly insulated according to the manufacturer's installation instructions.
- 3.16** Retrofits of recessed windows must paint any exposed aluminum framing to match the color of the vinyl window. Garden Villa casement windows are an exception to this Standard.

4.0 TYPE OF GLASS

- 4.1** All glass to be clear, single light (no grids) with the following exception: single story manors may install vinyl retrofit windows and doors with grids that match the design pattern and dimension of the grids for all windows and doors on the same elevation. All glass shall be tempered as required on standard plan, except as outlined in §6.0. Thermopane-type glass is required. Replacement window will correspond with §2.0.
- 4.2** Stained or leaded-type glass per §6.0.

4.3 Reflective tints or films applied to glass after manufacture may be applied providing it does not have a reflectivity factor of more than 15%. Documentation of such material must be on hand and approved by the Alterations Division office before such application.

4.4 All bathroom windows will be of opaque glass.

5.0 ATTACHMENTS

5.1 No window awnings permitted.

5.2 No storm windows or glass shields will be installed on the exterior of any window.

6.0 STAINED GLASS

6.1 Any application for stained, leaded, etc., types of glass must be submitted to the Permits and Inspections office for approval of design, color, and sizes.

6.2 All non-standard designs will be reviewed by the Board of Directors.

7.0 GARDEN WINDOWS

7.1 Garden windows may be defined as planter windows, greenhouse, protruding windows, or bay windows.

7.2 No garden window shall extend outward from the building beyond 24". The largest horizontal or vertical dimensions of a garden window shall not exceed 8'-0" x 6'-0".

7.3 Garden windows shall be permitted only in dining rooms, nooks, and kitchens. Exception: any room where a window will face into a walled patio area.

7.4 No garden window shall be permitted where it may conceivably obstruct normal pedestrian traffic even within a walled patio area.

7.5 No garden window shall be permitted above the first floor of any building except on buildings where the window faces into the breezeway area.

7.6 A window in which an existing fire-rated assembly has been included into the building to satisfy building code requirements shall not be removed and replaced by a garden window, except where a garden window is a similarly fire-rated unit.

7.7 Garden window frame will meet Staff approval and this Standard.

8.0 SLIDING GLASS DOORS

8.1 In order to maintain visual consistency, sliding glass doors are subject to the Standards set forth in this Standard.

ATTACHMENT 2



STANDARD 45: FENCES; VINYL

JANUARY 2019, RESOLUTION 03-19-10

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 PREPARATIONS

- 2.1** An Alterations Inspector will visit the site prior to work, for adjustments pertaining to this section.
- 2.2** Attachments to buildings shall be avoided; if necessary connections shall only be accomplished using galvanized or stainless steel lag bolts, predrilled with waterproof silicone sealant applied prior to installation.
- 2.3** No vinyl fencing is permitted in areas where access for maintenance is required.
- 2.4** In no case shall concrete post supports cover sprinklers, sprinkler lines or other Mutual maintained property.
- 2.5** No fencing will be allowed that may encroach upon a view of a neighboring manor as determined by the Alterations Division.
- 2.6** All vinyl shall be white or beige in color.
- 2.7** All fencing shall border patio slabs only. No fencing shall be installed in garden or grass areas or on common area.

3.0 APPLICATIONS

- 3.1** No fence shall be over 5'-0" in height, inclusive of wall and fence; nor under 12" in height.
- 3.2** All posts shall be attached to slab or set in concrete. No posts shall have contact with any soil.
- 3.3** Vinyl fencing may be installed as approved by the Alterations Division as part of a block wall. See Standard 6 for block walls.
- 3.4** Openings for gates are permissible. Gates may not open onto common area unless a walkway exists.



- 3.5** Gates shall be no higher than the wall in which they are part of, with the exception of decorative arc or radius finished tops.
- 3.6** Existing fencing may be lowered as requested by the resident with the approval of the Alterations Division.

4.0 SPRINKLER REVISIONS

- 4.1** Sprinklers will be revised only by VMS Landscape staff. The cost of such revisions shall be at the expense of the resident owner of that unit.
- 4.2** No sprinklers will be placed inside any patio area by VMS Landscape staff, and any sprinkler systems added shall not be connected to the Mutual-owned system.