



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

**Tuesday, February 19, 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, February 19, 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

Directors Absent: None

Staff Present: Jeff Parker, CEO, Siobhan Foster, COO, Eileen Paulin, Kurt Wiemann, Chris Langour, and Cheryl Silva

Others Present: Raquel Unger (VMS), Reza Karimi (VMS), Lucy Shimon (VMS), Bert Moldow (GRF), Elsie Addington (United)

**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 Parsons 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 Parsons made a motion to approve the agenda as presented. Director Bruninghaus seconded the motion. The motion passed by unanimous consent.

**5. Approval of Minutes**

a. January 15, 2018 – Regular Open Session

The motion passed by unanimous consent.

#### **6. Report of the Chair**

President diLorenzo announced that the Special Open Meeting on Friday, February 22, 2019 to fill two positions on the Board. She welcomed Jeff Parker the new CEO. On February 26<sup>th</sup>, the President and Vice President of the Board are meeting with the CEO and COO to discuss key important issues. She presented Certificate of Appreciation to James Tung and Paul Chao.

#### **7. Open Forum**

Several Members spoke about various issues:

- Landscape issue in community cul-de-sac;
- Asked about Estate Sale guidelines in the community;
- Street lighting pilot program;
- Thanked the Board for their hard work to make the community better;
- Encouraged residents to get involved with the Board;
- Need for handyman services for Third residents.

#### **8. Responses to Open Forum Speakers**

Board Members responded to the Members' concerns and requests:

- The Board will have the Landscape Department research the landscape issues in cul-de-sac 3437;
- Third Board has chargeable services instead of a handyman service;
- GRF has Estate Sales regulations and Security will look into the violations;
- Street Lighting issue has been address by the M&C and Energy Committee;

#### **9. Update from the VMS Board– Director Unger**

Director Unger presented a report by Carrie Weldon, Director of Human Resources on open positions. She thanked employees in the landscape and the maintenance departments for their work during the recent storms.

#### **10. CEO Report**

Jeff Parker, CEO, gave information about his employment and education background. Siobhan Foster, COO, reported on the following developments:

- Gate security RFID renovation project continues at Gates 2 and 8. During construction; gates 1 and 3 will be open 24/7, gate 2 pedestrian access only from 6 a.m. to 10 p.m. gate 4 (exit only) will have extended hours from 6 a.m. to 10 p.m. During gate 8 construction; gates 7 and 10 will be open 24/7, gate 8 pedestrian and golf cart access from 6 a.m. to 10 p.m;
- Pool 5 re-opened, and Pool 1 is closed for maintenance;
- Beginning on March 4<sup>th</sup> the Service Center Equestrian Gate will be closed from 9:30 p.m. to 5 a.m. daily to enhance security of the vehicles and equipment located at the Service Center;
- Storm response was excellent over the weekend clearing storm drains, repairing leaks and attending to fallen trees. Call Resident Services if you need assistance at

- 949-597-4600 or Security at 949-597-4500;
- Update on the Pickelball Courts; and
- Update on Upcoming Recreation Events. Oscar Awards will be shown at Clubhouse 3, Performing Arts Center.

## **11. Consent Calendar**

### **11a. Architectural Control and Standards Committee Recommendations:**

- (1) Recommendation to Deny 2205-D (Monterey, PS08) Retain Unauthorized HVAC Condenser Located in Unapproved Location

#### **RESOLUTION 03-19-13** **VARIANCE REQUEST**

**WHEREAS**, Ms. Christine Yuk Yee Mak of 2205-D Via Mariposa E., a Monterey style unit, is requesting Board approval of a variance to retain an unauthorized HVAC condenser located in unapproved location on Common Area; and,

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected Units on January 14, 2019, 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 January 28, 2019.

**NOW THEREFORE BE IT RESOLVED**, on February 15, 2019, the Board of Directors hereby denies the request to retain the unauthorized HVAC condenser located in unapproved location on Common Area and to move it to the roof and the 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 2205-D and all future Mutual members at 2205-D;

**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 Approve 3255-B (El Doble, SB203RB) Retrofit Sliding Glass Doors without Retrofitting Remaining Windows within Original Floorplan Footprint

#### **RESOLUTION 03-19-14** **VARIANCE REQUEST**

**WHEREAS**, Ms. Marjorie S. Laube of 3255-B San Amadeo, an El Doble style unit, is requesting Board approval of a variance to retrofit the rear sliding glass doors of the unit; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected Units on January 14, 2019, 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 January 28, 2019.

**NOW THEREFORE BE IT RESOLVED**, on February 15, 2019, the Board of Directors hereby approves the request to retrofit the rear sliding glass doors without being required to retrofit the rear windows of the unit 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 3255-B and all future Mutual members at 3255-B;

**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.

- (3) Recommendation to Approve 5165 (Villa Paraisa, C13C\_1) Extend Entryway onto Exclusive Use Common Area

**RESOLUTION 03-19-15**  
**VARIANCE REQUEST**

**WHEREAS**, Ms. Hope H. Miller of 5165 Belmez, a Villa Paraisa style unit, is requesting Board approval of a variance to extend the entry way onto Exclusive Use Common Area,

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected Units on January 14, 2019, 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 January 28, 2019.

**NOW THEREFORE BE IT RESOLVED**, on February 15, 2019, the Board of Directors hereby approves the request to extend the entry way onto Exclusive Use Common Area 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 5165 and all future Mutual members at 5165;

**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. Resolution to Update Third Committee and GRF Appointments:**

**RESOLUTION 03-19-16**  
**Third Mutual Committee Appointments**

**RESOLVED**, February 19, 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

**Communications Committee (Bi-Monthly)**

Roy Bruninghaus, Chair  
Jon Pearlstone, Co-Chair  
Jack Connelly  
Bunny Carpenter  
Lynn Jarrett

**Energy Task Force**

John Frankel  
Cush Bhada  
Steve Parsons, Alternate  
Paul Chao, Alternate  
Voting Advisors: Steven Leonard

**Executive Hearing Committee**

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

Lynn Jarrett, Chair

Jon Pearlstone, Co-Chair

Cush Bhada

John Frankel

Advisor: James Tung

**Maintenance and Construction (Committee of the Whole)**

Cush Bhada, Chair

Bunny Carpenter, First Co-Chair

Rosemarie diLorenzo

~~John Frankel, Second Co-Chair~~

~~Paul Chao~~

Jon Pearlstone

Steve Parsons, Alternate

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

Lynn Jarrett

**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 03-19-07, adopted January 15, 2019, 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 03-19-17**  
**GRF Committee Appointments**

**RESOLVED**, February 19, 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  
Jon Pearlstone, Alternate

**Community Activities Committee**

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

**Finance Committee**

Rosemarie diLorenzo  
Jack Connelly  
Steve Parsons, Alternate  
Jon Pearlstone, Alternate

**Landscape Committee**

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

**Security and Community Access Committee**

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

**Disaster Preparedness**

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

**RESOLVED FURTHER**, that Resolution 03-19-08, adopted January 15, 2019, 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.

**11c.** Consistent with its statutory obligations the Board members individually reviewed and approved the Mutual's financials for the month of December, 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 Bruninghaus made a motion to approve the Consent Calendar as presented. The motion was seconded by Director Bhada and passed by unanimous consent.



## **12. Unfinished Business**

### **12a. Entertain a Motion to Adopt a Resolution for Revised Alteration Standard 37: Patio Covers; Awnings**

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

#### **RESOLUTION 03-19-18**

#### **REVISE ALTERATION STANDARD 37: PATIO COVERS; AWNINGS**

**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 create Alteration Standard 37: Patio Covers; Awnings.

**NOW THEREFORE BE IT RESOLVED**, February 19, 2019, that the Board of Directors of this Corporation hereby adopts Alteration Standard 37: Patio Covers; Awnings as attached to the official meeting minutes;

**RESOLVED FURTHER**, that Resolution 03-15-128 adopted September 2015, 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.

DECEMBER Initial Notification  
30-day notification to comply with Civil Code §4360 has been satisfied.

Director Bruninghaus made a motion to adopt a resolution for revised alteration standard 37: patio covers; awnings. Director Parsons seconded the motion

Discussion ensued among the Directors.

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

### **12b. Entertain a Motion to Adopt a Resolution for a Revised Alteration Standard 30A: Storage Cabinets**

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

#### **RESOLUTION 03-19-19**

#### **REVISE ALTERATION STANDARD 30A: STORAGE CABINETS (Patios, Breezeways, and Balconies)**

**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 create Alteration Standard 30A: Storage Cabinets (Patios, Breezeways, and Balconies).

**NOW THEREFORE BE IT RESOLVED**, February 19, 2019, that the Board of Directors of this Corporation hereby adopts Alteration Standard 30A: Storage Cabinets (Patios, Breezeways, and Balconies) as attached to the official meeting minutes;

**RESOLVED FURTHER**, that Resolution M3-02-29 adopted December, 1998, 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.

DECEMBER Initial Notification

30-day notification to comply with Civil Code §4360 has been satisfied.

Director Bruninghaus made a motion to adopt a resolution for revised alteration standard 30A: storage cabinets. The motion was seconded by Director Parsons.

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 the Revised Care Provider Policy**

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

**Resolution 03-19-20**

**REVISE CARE PROVIDER POLICY**

**WHEREAS**, the Residency Policies and Compliance Task Force has recommended enhancements to the existing Care Provider Policy; and

**WHEREAS**, The Private Caregiver Policy will encompass part-time, long-term, and terminal health caregivers, whenever scheduled day or night; and

**WHEREAS**, the Private Caregiver Policy addresses caregivers irrespective of whether they are paid or not paid,

**NOW THEREFORE BE IT RESOLVED**, February 19, 2019, that the Board of Directors of this Corporation hereby amends the "Care Provider Policy," and renames it to "Private Caregiver Policy," as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-17-03 adopted January 24, 2017 is hereby superseded and canceled; and

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

DECEMBER Initial Notification  
30-day notification to comply with Civil Code §4360 has been satisfied.

Director Bruninghaus made a motion to adopt a resolution for revised the Care Provider Policy. The motion was seconded by Director Parsons.

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 Revisions to Open House and Real Estate Uniform Signage Policy.

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

**RESOLUTION 03-19-21**  
**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**, February 19, 2019, the Board of Directors of this Corporation hereby adopts 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, with the exception of second or third story units which may place the one real estate sign on an adjacent balcony railing. 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:

28-days notification to comply with Civil Code §4360 has been satisfied.

Director Bruninghaus made a motion to adopt a resolution for revisions to open house and real estate uniform signage policy. The motion was seconded by Director diLorenzo.

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 Revised Alteration Standard 32: Water Heater Relocation

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

**RESOLUTION 03-19-XX**  
**REVISED ALTERATION STANDARD 32: WATER HEATER RELOCATION**

**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 32: Water Heater Relocation.

**NOW THEREFORE BE IT RESOLVED**, February 19, 2019, that the Board of Directors of this Corporation hereby introduces the revisions to Alteration Standard 32: Water Heater Relocation as attached to the official meeting minutes;

**RESOLVED FURTHER**, that Resolution 03-03-45 adopted May 2003, 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.

**FEBRUARY 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 to revise alteration standard 32: water heater relocation for 28-day review.

Discussion ensued among the Directors.

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

**13b. Entertain a Motion to Introduce a Resolution for an Alteration Standard Plan Policy**

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

**RESOLUTION 03-19-XX**  
**ALTERATION STANDARD PLAN POLICY**

**WHEREAS**, the Village has 248 previously approved Standard Plans available for members to use for alterations with an over-the-counter Mutual Consent without having to use the variance process or need further Board approval;

**WHEREAS**, The Architectural Control and Standards Committee (Committee) reviews numerous variance requests from members proposing to make alterations using a previously approved Standard Plan with minor variations;

**WHEREAS**, current policy requires all variations from a Standard Plan to be reviewed by the Committee and approved by the Board;

**WHEREAS**, the Committee desires to simplify the approval process for alterations and minimize the time for review of these alterations; and

**WHEREAS**, the Committee directed Staff to create a policy pertaining to minor revisions to Standard plans for Members who are proposing to perform alterations to their Units using a previously approved Standard Plan.

**NOW THEREFORE BE IT RESOLVED**, February 19, 2019, the Board of Directors hereby introduces a Standard Plan Review Policy;

**RESOLVED FURTHER**, architectural drawings shall be provided for all revisions to Standard Plans to the Alterations Office for review and to determine if they meet the intent of this policy, including but not limited to, closets, windows, door style or placement;

**RESOLVED FURTHER**, Staff shall thoroughly review the submitted drawings, if Staff determines that the proposed alteration does not affect load bearing walls or alter the purpose of rooms as depicted on the Standard Plan, meets the intent of this policy, and conforms to all pertinent alteration policies, Staff may issue a Mutual Consent;

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

**RESOLVED FURTHER**, all proposals for revisions that are not considered minor or alter the exterior aesthetics of the Unit shall require Board approval via the variance process; and

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

**FEBRUARY 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 an alteration standard plan policy for 28-day review.

Discussion ensued among the Directors.

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



#### **14. Committee Reports**

- 14a. Report of the Finance Committee / Financial Report - Director Connelly presented the Treasurer's Report and reviewed the Davis-Stirling requirements that require review of the financials monthly. Director Parsons reported the Resale and Lease data. The Committee met on February 5, 2019; next meeting March 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. Any renovations not in the standards require a variance. The Committee met on January 28, 2019; next meeting February 25, 2019, at 9:30 a.m. in the Board Room
- 14c. Report of the Maintenance and Construction Committee - Director Bhada reported on the last meeting. The storm issues have been the first priority in the Community. The Committee met on 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. Waiting for the Energy Consultant report to move forward with charging for electric golf carts. Next meeting TBA.
- 14d. Report of the Landscape Committee - Director Jarrett reported on the last meeting. Herbicide testing will be conducted to test alternative products. The Committee is looking at bids for turf reduction to help save money and conserve water. The Committee met on February 7, 2019; next meeting March 7, 2019, at 9:00 a.m. in the Board Room
- 14e. Report of the Laguna Woods Village Traffic Hearings - Director Frankel gave an update from the last meeting. The Traffic Hearings were held on January 16, 2019; next hearings will be on February 20, 2019, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Sycamore Room.
- 14f. Report of the Communications Committee - Director Bruninghaus gave an update since the last meeting. 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 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 Connelly gave a report from the last meeting. The Subcommittee did not meet in January; next meeting March 4, 2019 at 10:30 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 met on February 11, 2019; next meeting March 11, 2019, at 1:30 p.m. in the Board Room.

**15. GRF Committee Highlights**

- 15a. Community Activities Committee – Director Bhada reported on upcoming recreation and special events. The removal of a lounge television was discussed. 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 diLorenzo reported that Blackrock will be presenting at the next meeting on February 20, 2019, at 1:30 p.m. in the Board Room.
- 15c. Landscape Committee – Director Jarrett reported on highlights from the last meeting. The Committee met on January 16, 2019; next meeting March 20, 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 discussed a Tennis Center expansion. The Committee met on February 13, 2019; next meeting April 10, 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 Resident Portal is available on the Laguna Woods Village website. The Committee is testing the resident portal. The Committee met on January 21, 2019; next meeting February 26, 2019, at 9:30 a.m. in the Board Room where the Committee will discuss current policy on photography and filming in the Village and a new press policy
- 15f. Mobility and Vehicles Committee -- Director Frankel reported on highlights from the last meeting. The Committee received a report from the Transportation Consultant. The Committee met on February 6, 2019; next meeting April 3, 2019, at 1:30 p.m. in the Board Room
- 15g. Security and Community Access Committee – Director Bruninghaus reported that the Committee did not meet in January; next meeting February 25, 2019, at 1:30 p.m. in the Board Room
- Disaster Preparedness Task Force – Director Frankel reported on the last meeting. The Task Force meet on January 29, 2019; next meeting March 26, 2019, 9:30 a.m. in the Board 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.** Introduce a Resolution to Revise the Alteration and Inspection Fees. (This item needs to go to the Finance Committee for review.)

**17. Director's Comments**

- Director Frankel has the M&V report
- Director Parsons asked staff to verify that the holiday hours were included in the Clubhouse voice mail message.

**18. Recess**

The Board recessed at 11:10 a.m. and reconvened in Executive Session at 12:00 p.m..

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

*During the January 15, 2019, Regular Executive Session, the Board:*

*Approved the Agenda*

*Approved the Following Meeting Minutes;*

*(a) December 18, 2018 – Regular Executive Session*

*Wrote-Off Delinquent Assessments*

*Discussed Contract Award Matters*

*Discussed and Considered Member Matters*

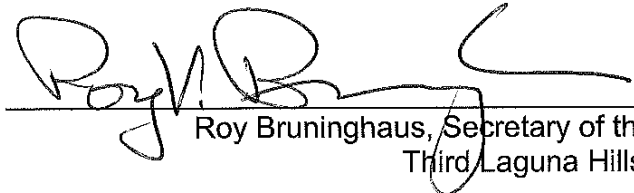
*Discussed and Considered Legal and Litigation Matters*

*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 4:40 p.m.

  
\_\_\_\_\_  
Roy Bruninghaus, Secretary of the Board  
Third Laguna Hills Mutual



## **STANDARD 37: PATIO COVERS: AWNINGS**

FEBRUARY 2006, RESOLUTION 03-06-11

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

REVISED SEPTEMBER 2015, RESOLUTION 03-15-128

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

JANUARY 2019, RESOLUTION 03-19-18

### **1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

### **2.0 APPLICATIONS**

- 2.1** An awning is defined as an architectural projection that provides weather protection or decoration and is partially or wholly supported by the building to which it is attached. An awning is comprised of a lightweight frame structure over which a covering is attached. Awnings are limited to single story buildings.
- 2.2** The awning may be either fixed or retractable. Awning fabric shall meet all local, state, and federal fire safety requirements. Sufficient documentation shall be submitted to the Alterations Division prior to installation.
- 2.3** New awnings may cover only the original patio area as defined by original patio slab, wall or as indicated on the standard drawing. Patio is defined as a paved, cement or tile area that adjoins the manor at ground level, which does not serve as a walkway or landing. Replacement awnings shall match the originally approved awnings in size.
- 2.4** The color of the awnings shall be Desert Sand, or equivalent, in color.
- 2.5** Comprehensive plans shall be submitted to the Manor Alterations Department at the time of application, including awning material to be



used, dimensions of awning, dimensions of patio, and color swatch of material to be used.

- 2.6** The Mutual Member must maintain the awning in good condition.



## **STANDARD 30A: STORAGE CABINETS (Patios, Breezeways, and Balconies)**

**FEBRUARY 1985**

**REVISED JUNE 2002, RESOLUTION M3-02-29**

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

**GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12**

**REVISED JANUARY 2019, RESOLUTION 03-19-19**

### **1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

### **2.0 GENERAL CONDITIONS**

**This Standard is pertinent to storage cabinets in breezeways, balconies, and patios. For information regarding storage cabinets in parking areas, see Standard 30B: Cabinets; Parking Area Storage.**

- 2.1** Cabinets shall be positively attached to adjacent wall or structure to prevent overturning as required by the International Building Code.
- 2.2** A 12" access shall be maintained between cabinets and existing plumbing. No electrical wiring shall be run through the cabinet.
- 2.3** No loose items are allowed outside of storage cabinets. All personal property, including foot lockers, file cabinets, trunks and work benches shall be stored in cabinets and shall not violate use restrictions set forth in Article III of Declaration of Covenants, Conditions, and Restrictions.
- 2.4** A Mutual Consent will not be required for cabinets which are located within patios or balconies provided they are not visible from common area. Maximum of two cabinets per patio or balcony is permissible.

### **3.0 PATIO CABINETS**

- 3.1** Cabinet height shall not exceed the height of the patio walls.
- 3.2** Cabinets may be limited to two per patio.

#### **4.0 BREEZEWAY CABINETS**

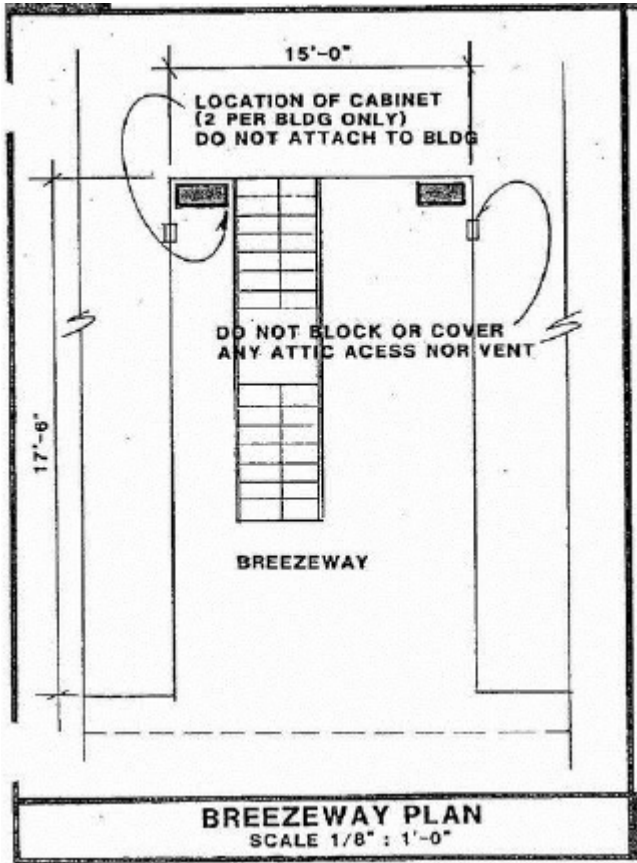
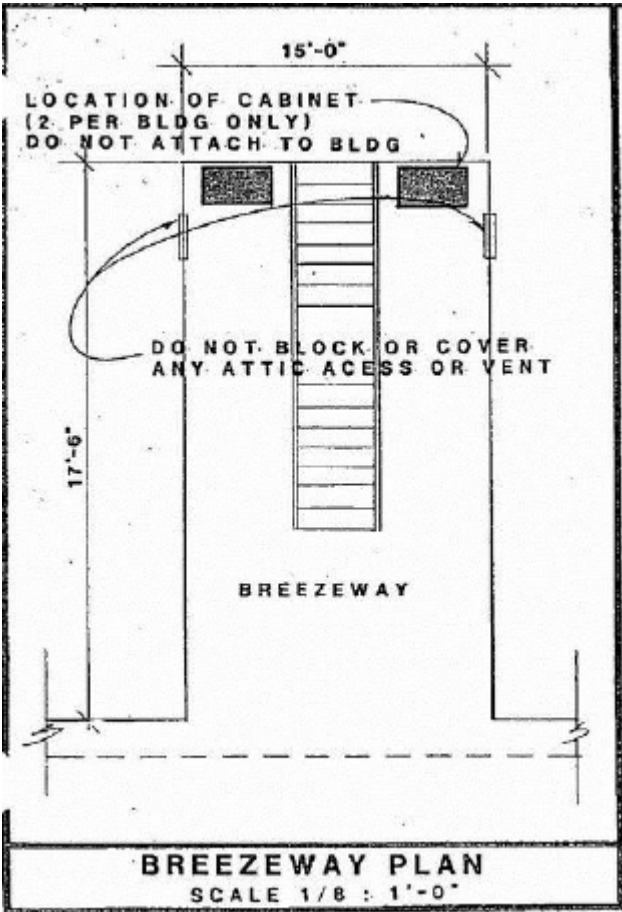
All storage cabinets in breezeways require a Mutual Consent issued by the Alterations Division prior to installation.

- 4.1** Breezeway cabinets will be permitted in Casa Linda (11-06 type), Casa Contenta (KK-08 type), and Casa Vista (II06) buildings only.
- 4.2** The cabinet shall be no taller than 6', no wider than 3'-0", nor deeper than 1'-6".
- 4.3** Breezeway cabinets will be limited to two, based upon available space. Available space shall be divided equally among adjacent units.
- 4.4** Cabinet units will be placed under stairwell area as indicated on attached drawing. All cabinets shall be legibly labeled with the manor number.
- 4.5** Cabinets shall be consistent in appearance; colors shall coordinate with adjacent buildings.
- 4.6** The cabinet shall be placed on lockable casters.

#### **5.0 BALCONY CABINETS**

- 5.1** Cabinets located on a balcony will be limited to one. Cabinets are not allowed along railings without balcony railing paneling. Cabinet heights may not exceed the height of the balcony railing. Cabinets against the building shall not exceed 6' in height.

Breezeway Storage Cabinet Locations







## Private Caregiver Policy

### I. Purpose

The purpose of this document is to define the policy of Third Laguna Hills Mutual (Third) regarding individuals who provide care to Residents.

### II. Definitions

For the purposes of this policy:

- a. Activities of Daily Living (ADL) are defined as a series of basic activities performed by individuals on a daily basis necessary for independent living at home or in the community. There are many variations on the definition of the activities of daily living, including, without limitation:
  - i. Personal hygiene: Bathing/showering, grooming, nail care and oral care
  - ii. Dressing: The ability to make appropriate clothing decisions and physically dress/undress oneself
  - iii. Eating: The ability to feed oneself, though not necessarily the capability to prepare food
  - iv. Maintaining continence/toileting: Both the mental and physical capacity to use a restroom, including the ability to get on and off the toilet and cleaning oneself
  - v. Transferring/Mobility/Ambulating: Moving oneself from seated to standing, getting in and out of bed, and the ability to walk independently from one location to another
- b. Instrumental ADL are not necessary for fundamental functioning, but they let an individual live independently in a Community.
  - i. Companionship and mental support
  - ii. Transportation and shopping
  - iii. Preparing meals
  - iv. Managing household
  - v. Managing medications and finances
  - vi. Communicating with others
- c. Application is the form prescribed by Third to apply for a private caregiver.
- d. Community is Laguna Woods Village.
- e. Community Facilities are defined as the facilities and services operated by the Golden Rain Foundation (GRF).
- f. Community rules are defined as the Bylaws, Articles of Incorporation, Occupancy Agreement or any rules and regulations of Third and of GRF.
- g. GRF: The nonprofit mutual benefit corporation organized to manage and maintain Community Facilities and services for the Community.
- h. A live-in private caregiver is defined as an individual who will stay overnight for more than 60 days in any 12-month period, including individuals who are related to the Resident/Member.

- i. A live-in private caregiver can be a family member, paid or not paid. All rules in the Private Caregiver Policy apply.
- j. Member is a person who has been approved by Third as being entitled under the governing documents of Third to membership in Third and has an appurtenant right of membership in GRF.
- k. Private caregiver, also known as a home care aide or care provider, is a person who has been approved by Third or authorized designee in writing on the basis of being a provider of primary caregiver support to the Resident. A private caregiver is a helper who assists an individual with activities of daily living or nonmedical services. Nonmedical home care is provided by caregivers. Unlike home health, caregivers are considered nonclinical and are not covered by insurance and does not need a physician order.
- l. Private caregiver services include, but are not limited to, assistance with the following:
  - i. ADL as defined in Section II, a.
  - ii. Instrumental ADL as defined in Section II, b.
- m. An affiliated caregiver is a person who is employed by a licensed Home Care Organization/Agency (HCO) who provides homecare services to a Resident(s).
- n. A private caregiver is independent and is not employed by a HCO.
- o. In-home supportive service (IHSS) caregivers are part of the Medi-Cal program and required to adhere to this policy.
- p. Resident is defined as any person who has been approved by the Board of Directors for occupancy.

### III. Conditions

- a. Private caregivers must be approved by the board or authorized designee in writing prior to commencing support. Special circumstances may be granted.
- b. Private caregivers must be 18 years old or older.
- c. Private caregivers must be registered with the California Department of Social Services Home Care Services Bureau.
- d. Private caregivers must provide a copy of a government issued photo ID with the application.
- e. Private caregivers must provide a copy of their driver's license, vehicle registration, and proof of vehicle insurance with the application if he/she will be operating a vehicle within Laguna Woods Village.
- f. A Private Caregiver Permit is approved for a period of up to one year. Residents are required to reapply for approval.
- g. The total number of persons residing in a unit shall not exceed the number of bedrooms, plus one or no more than two persons in a one-bedroom unit; no more than three persons in a two-bedroom unit, etc.
- h. Each private caregiver shall not have been convicted of a felony or a misdemeanor involving moral turpitude (e.g., fraud, perjury, criminal threats).
- i. The Member is responsible for the conduct of the private caregiver and shall ensure that he/she complies with all community rules, regulations, and policies.
- j. Upon approval by the board or authorized designee, a gate pass shall be issued to the private caregiver that will permit gate access into the community. If a gate

- pass is supplied, it must be displayed on their car dashboard at all times. This pass may include an overnight parking pass when necessary.
- k. The private caregiver must wear in clear sight the Laguna Woods Village picture ID at all times.
  - l. The private caregiver's ID and gate pass may not be transferred or lent to anyone.
  - m. The private caregiver is authorized to use the Community facilities only as necessarily incidental to provide support to the Resident.
  - n. Part-time private caregivers may only use the laundry facilities for the Resident's use. Live-in private caregivers may use the laundry facilities for their limited personal use and the Resident's use.
  - o. The live-in private caregiver requires written permission from the Board of Directors to remain in the unit without the Resident only if both of the following are applicable:
    - i. The Resident is absent from the unit due to hospitalization or other necessary medical treatment and expects to return to the unit within 90 days from the date the absence began; and
    - ii. The Resident submits a written request desiring the live-in private caregiver be allowed to remain in order to be present when the Resident returns to reside in the unit (Civil Code §51.11.b.7).
  - p. Private caregivers are not permitted to bring family members, pets or guests into the Community. The sole purpose of the private caregiver is to provide care for the Resident.
  - q. The Resident must surrender the private caregiver ID and vehicle pass to Resident Services at the conclusion of the care service or be subject to charges.
  - r. The private caregiver shall meet all applicable GRF requirements relating to operating a motor vehicle within the community.
  - s. All caregivers employed by a licensed Home Care Organization/Agency (HCO) are required to obtain a business pass.
  - t. A person living in the residence to provide short term care must obtain a 60-day caregiver pass. Any person providing care beyond 60 days must adhere to the Private Caregiver Policy.
  - u. If applicant employs an IHSS caregiver and receives any correspondence related to ineligibility or violations that have occurred involving caregiver, the applicant must notify Resident Services immediately.

#### **IV. Enforcement**

Third is authorized to take disciplinary action against a Member whose is found in violation of the Private Caregiver Policy. When a violation occurs, the Board of Directors is obligated to evaluate and impose, if appropriate, Member discipline as set forth in the governing documents. The board has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action. The Member is entirely responsible for ensuring that the community rules and policies are followed by anyone they allow into the Community.

- a. The Member and private caregiver must read and agree to comply with and be bound by all the governing documents and the community rules.
- b. Nothing contained herein shall relieve Member of the performance of any obligation owed to Third and/or GRF under the governing documents.

**V. Procedures**

- a. The Resident must complete and submit Application for Private Caregiver Permit for review. The application is available for download at [lagunawoodsvillage.com](http://lagunawoodsvillage.com) or upon request from Resident Services.
- b. Application can be submitted to Resident Services located in the Laguna Woods Village Community Center.
- c. Upon receipt of an application, Resident Services will research whether the Member and/or private caregiver has received notices of violations or has any outstanding charges and assessments before approval of the application.
- d. The board or authorized designee will review the application and approve or deny request.
- e. Resident Services will notify the Resident of the results within 10 business days. Special circumstances may be granted.
- f. Resident Services hours of operation are Monday through Friday, 8 a.m. to 5 p.m., phone number 949-597-4600.
- g. Mailing address is P.O. Box 2220, Laguna Hills, CA 92654-2220.