



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

**Tuesday, August 20, 2019 - 9:30 a.m.  
Laguna Woods Village Community Center Board Room 24351 El Toro Road,  
Laguna Woods, California**

**Directors Present:** Rosemarie diLorenzo, Steve Parsons, Roy Bruninghaus, Jon Pearlstone, Cush Bhada, John Frankel, Lynn Jarrett, Reza Karimi, and Annie McCary

**Directors Absent:** Bunny Carpenter

**Staff Present:** Jeff Parker, CEO, Siobhan Foster, Eileen Paulin, Becky Jackson, Chris Spahr, Frances Gomez, Kurt Wiemann, and Cheryl Silva

**Others Present:** Wei-Ming Tao (VMS), Ralph Engdahl (VMS), and Annette Sabol Soule (GRF)

**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 Jarrett led the Membership in the Pledge of Allegiance.

**3. Acknowledge Media**

President diLorenzo acknowledged the presence of the media (media arrived at 10:00 a.m.)

**4. Approval of Agenda**

Director Parsons made a motion to approve the agenda. Director Bruninghaus seconded the motion.

President diLorenzo called for the vote, and the motion passed unanimously.

**5. Approval of Minutes**

- a. July 8, 2019 – All Boards All Directors Meeting (2020 Budget)
- b. July 12, 2019 – Special Open Meeting (2020 Budget)

- c. July 16, 2019 – Regular Open Meeting
- d. July 18, 2019 – Special Workshop (LED Pilot Presentation)

Director Bruninghaus made a motion to approve the July 8, 2019, All Boards All Directors Meeting (2020 Budget), the July 12, 2019, Special Open Meeting, the July 16, 2019, Regular Open Session, and the July 18, 2019, Special Workshop (LED Pilot Presentation) minutes, as presented. Director Parsons seconded the motion.

President diLorenzo called for the vote, and the motion passed unanimously.

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

President diLorenzo commented about the upcoming elections and invited residents to the Meet the Candidates event on Friday, August 23, 2019 at 10:00 a.m. in the Board Room. The ballots will be counted on September 27, 2019, at 9:00 a.m. She commented on how the Board responds to resident letters to the Globe, and she encouraged all boards to work together on issues facing the entire Village.

Becky Jackson, Public Relations Coordinator, introduced Lori Olin, representing the Toll Roads. She gave a presentation regarding new windshield sticker transponders for the Toll Roads. Residents can come to Clubhouse 3 (PAC) on September 13 at 9:00 a.m. to have their sticker transponder placed on their car. Residents should call the Toll Roads, if they have not yet received their sticker. The new transponders will be good for all toll roads in California and eventually throughout the country.

## **7. Open Forum**

Several Members spoke about various issues:

- A Member commented about the GRF Landscape Committee's plan to meet quarterly and asked about government grants to augment Village revenue;
- A Member commented about the replacement of two concrete slabs caused by tree roots;
- A Member commented about a sewer leak in their Manor and asked for a refund for the chargeable services they had paid.

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

Board Members responded to the Members' concerns and requests:

- President diLorenzo addressed the sewer pipeline improvements and the quarterly GRF Landscape Committee meetings.
- Jeff Parker, CEO, responded about the GRF Landscape Committee's plans and about the efforts to get Government grants.

Director Frankel left the meeting at 10:00 a.m.

## **9. CEO Report**

Jeff Parker, CEO, and Siobhan Foster, COO, reported on the following subjects:

- The GRF Shared Cost Committee had its first meeting to evaluate the shared cost system.

- The 2020 Budget will come back to the Boards for final approval at the September Regular Board Meetings.
- The CEO is working with the Departments to improve efficiency and customer service.
- The next Strategic Planning meeting will be held on November 20 at Clubhouse 2.
- Gate 4 reopened Monday, August 19, which completes the RFID project.
- The GRF Security and Community Access Committee will be looking at installing Gate 11 gate arms and security access at its next meeting on August 26, 2019.
- Beware of scams and fraudulent calls: government agencies will not call you by telephone. A Fraud Awareness Seminar will be held at Laguna Woods City Hall on Thursday, August 22 at 9:00 a.m.
- Assemblywoman Cottie Petrie-Norris will hold a free Senior Scam Stopper seminar on September 19 at 10:00 a.m. at Clubhouse 3 (PAC).
- The Village Earthquake Expo will be held on Saturday, September 14, from 9 a.m. to 12:30 p.m. at Clubhouse 3 (PAC).

## **10. Consent Calendar**

### **10a. Finance Committee Recommendations:**

- (1) Recommendation to Approve a Resolution to Record Lien against Member ID# 932-670-28

#### **RESOLUTION 03-19-76** **RECORDING OF A LIEN**

**WHEREAS**, Member ID 932-670-28; 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**, August 20, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 932- 670-28 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) Recommendation to Approve a Resolution to Record Lien against Member ID# 931-710-89

**RESOLUTION 03-19-77**  
**RECORD OF A LIEN**

**WHEREAS**, Member ID 931-710-89; 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**, August 20, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-710-89 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.

- 10b.** Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual financials for the month of June 2019, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.

- 10c.** Update Resolution for Third/GRF Committee Appointments

**RESOLUTION 03-19-78**  
**GRF COMMITTEE APPOINTMENTS**

**RESOLVED**, August 20, 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  
Jon Pearlstone  
Steve Parsons, Alternate

**Finance Committee**

Rosemarie diLorenzo  
Jon Pearlstone  
Steve Parsons, Alternate

**Landscape Committee**

Lynn Jarrett  
Reza Karimi  
Jon Pearlstone, Alternate

**Maintenance and Construction Committee**

John Frankel  
Bunny Carpenter  
Cush Bhada, Alternate  
Steve Parsons, Alternate

**PAC Task Force**

Jon Pearlstone  
Cush Bhada  
John Frankel, Alternate

**Energy Task Force**

Steven Leonard, Chair  
John Frankel  
Cush Bhada  
Steve Parsons, Alternate  
Reza Karimi, Alternate  
Voting Advisors: Sue Stephens, Bill Walsh

**Media and Communication Committee**

Roy Bruninghaus  
Annie McCary  
Bunny Carpenter, Alternate  
Lynn Jarrett, Alternate

**Mobility and Vehicles Committee**

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

**Security and Community Access Committee**

Annie McCary  
Steve Parsons,  
Roy Bruninghaus, Alternate  
Reza Karimi, Alternate

**Disaster Preparedness**

Annie McCary  
John Frankel  
Steve Parsons, Alternate  
Roy Bruninghaus, Alternate

**Laguna Woods Village Traffic Hearings**

John Frankel  
Annie McCary  
Reza Karimi, Alternate

**RESOLVED FURTHER**, that Resolution 03-19-70, adopted July 16, 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.

Director Parsons made a motion to approve the consent calendar as presented. Director Bruninghaus seconded the motion, and it passed by a vote of 8-0-0 (Directors Frankel and Carpenter were absent).

**11. Unfinished Business**

**11a. Entertain a Motion to Adopt a Resolution to Revise the Appeal Policy**

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

**RESOLUTION 03-19-79**  
**APPEAL POLICY**

**WHEREAS**, Third Laguna Hills Mutual's ("Third") Governing Documents require a Member to seek approval from the Board of Directors ("Board") on various matters of Corporate business by way of the Committee structure or Management;

**WHEREAS**, the Board recognized that need to amend the Appeal Policy to align with the current California Civil Code; and

**NOW THEREFORE BE IT RESOLVED**; August 20, 2019, that the Board of Directors of this Corporation hereby adopts the amended Appeal Policy, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-13-105 adopted October 15, 2013 is hereby superseded in its entirety and cancelled;

**RESOLVED FURTHER**, that this Appeal Policy and the mechanisms for appeals of decisions described herein shall supersede any prior or contrary appeal procedure or right of Members on the decisions subject to this Appeal Policy as may be found in Third's Governing Documents, as may be applicable;

**RESOLVED FURTHER**, that the foregoing Appeal Policy shall apply to decisions on matters heard and decided by the Board as described therein, but shall not otherwise affect the ability of Members to appeal committee and/or management decisions on matters not heard by the Board as may otherwise be provided for in Third's Governing Documents; 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.

**JULY Initial Notification: 28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.**

Director Bruninghaus made a motion to adopt a resolution to revise the appeal policy. Director Jarrett seconded the motion.

Discussion ensued among the Directors.

President diLorenzo called for the vote, and the motion passed unanimously.

**11b. Entertain a Motion to Adopt a Resolution to Revise Move-In and Move-Out Policy**

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

**RESOLUTION 03-19-80**  
**MOVE-IN/MOVE- OUT HOURS**

**WHEREAS**, the Resident Policy and Compliance Task Force has recommended revising the Move-In/Move-Out Hours, to fairly and reasonable address timeframes for residents moving into the Community; and

**WHEREAS**, the current Move-In Hours allow for moves to commence between the hours of 7:00 AM and 6:00 PM with completion by 10:00 PM, of the same day; and

**WHEREAS**, no vehicle of any household goods carrier shall be loaded, unloaded, or permitted to be loaded or unloaded, in or upon any real property managed by this Corporation unless such loading or unloading occurs during the designated times; and

**WHEREAS**, no household goods shall be deposited, permitted to be deposited, permitted to remain, carried, or permitted to be carried, prior to loading or subsequent to unloading of any vehicle of a household goods

carrier, in or upon any real property managed by this Corporation except during the hours that such loading or unloading is permitted;

**NOW THEREFORE BE IT RESOLVED**, August 20, 2019, the Board of Director of this Corporation hereby adopts changing the Move-In/Move-Out hours to commend between the hours of 7:00 AM and 4:00 PM with completion by 8:00 PM.; and

**RESOLVE FURTHER**, that Resolution M3-73-221 adopted August 24, 1973 is hereby superseded and canceled; and

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

**JULY Initial Notification: 28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.**

Director Bruninghaus made a motion to adopt a resolution to limit move-in and move-out times. Director Jarrett seconded the motion.

Discussion ensued among the Directors.

Vice President Parsons called for the vote, and the motion passed by a vote of 7-0-0 (President diLorenzo was absent for the vote).

**11c. Entertain a Motion to Adopt a Resolution to Revise Exterior Paint Color Palette**

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

**RESOLUTION 03-19-81**  
**REVISED EXTERIOR PAINT COLOR PALETTE**

**WHEREAS**, the Board of Directors refreshes the Mutual's exterior paint color palette every few years in order to offer updated classic and timeless designs with a touch of current trends;

**WHEREAS**, there are ten new color groups for single and multi-story buildings, and four new color groups for three-story buildings, for use on the Mutual's structures during the execution of the Mutual's Exterior Paint Program;

**WHEREAS**, to maintain the operational and logistical efficiencies of the current program, staff will implement the new Exterior Paint Color Palette starting with the first cul-de-sac to be painted on the Mutual's



2020 Exterior Paint Program scope and continue with all future executions of the Mutual's Exterior Paint Program, until otherwise directed.

**NOW THEREFORE BE IT RESOLVED**, August 20 2019, that the board of Directors of the Corporation hereby establishes a new Exterior Paint Color Palette, as attached to the official minutes of this meeting, to be effective with structures in the first cul-de-sac on the Mutual's 2020 Exterior Paint Program scope and all subsequent annual paint program scopes; and

**RESOLVED FURTHER**, that the Exterior Paint Color Palette Option 7 with Delicate White as the Entry Door and Garage Door color shall be the designated default option and shall be applied on all buildings where no member voters are cast or a majority vote could not be reached for a particular color palette option.

**RESOLVED FURTHER**, that all original Mutual maintained manor front entry doors in a three- story building shall be the same color, and the Owners of each three-story building shall select by majority vote the color for use on all of their building's manor front entry doors from either of the building's selected Pop-outs/Entry Door/Accent Walls Color or one of the Entry Door Option Color; and

**RESOLVED FURTHER**, that the Members of each three-story building shall select by majority vote the color for all of their building's metal handrails, stair steps and stair stingers from either of the building's selected Body Color or Trim Color or Black; and

**RESOLVED FURTHER**, that all requests for door color changes outside of the approved exterior paint color palette will remain a variance request, subject to approval by the Board;

**RESOLVED FURTHER**, that all garage doors on multi-unit buildings will be painted the designated color by majority vote from the color scheme option selected for the building (whichever is selected for the building following established Board approved color selection procedures) in which the garage doors are located; and

**RESOLVED FURTHER**, that alteration metal garage doors with a white/off-white factory finish are exempted from being painted during the Exterior Paint Program when white/off-white is part of the approved color scheme for that building; and

**RESOLVED FURTHER**, that the Third Laguna Hills Mutual Exterior Paint Color Selection Procedure, as attached to the official minutes of this meeting, shall remain as written with updates to include the new

Exterior Paint Color Palette options for single, multi-story, and three-story buildings; and

**RESOLVED FURTHER**, that Resolutions 03-14-143 adopted December 16, 2014 and Resolution 03-15-27 adopted February 17, 2015 are hereby superseded and cancelled; 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.

**JULY Initial Notification: 28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.**

Director Bruninghaus made a motion to adopt a resolution to revise exterior paint color palette. Director Bhada seconded the motion.

Discussion ensued among the Directors.

Vice President Parsons called for the vote, and the motion passed by a vote of 7-0-0 (President diLorenzo was absent for the vote).

**11d. Entertain a Motion to Adopt a Resolution to Revise Alteration Standard 38: Patio Enclosures**

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

**RESOLUTION 03-19-82**  
**ALTERATION STANDARD 38: PATIO ENCLOSURES**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 38: Patio Enclosures and,

**NOW THEREFORE BE IT RESOLVED**, August 20, 2019, that the Board of Directors of this Corporation hereby adopts Alteration Standard 38: Patio Enclosures 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.

**JULY Initial Notification: 28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.**

Director Bruninghaus made a motion to adopt a resolution to revise alteration standard 38: patio enclosures. Director Jarrett seconded the motion.

Discussion ensued among the Directors.

Vice President Parsons called for the vote, and the motion passed by a vote of 7-0-0 (President diLorenzo was absent for the vote).

**11e. Entertain a Motion to Adopt a Resolution for Revise Alteration Standard 22: Patio & Balcony Covers**

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

**DRAFT RESOLUTION 03-19-XX**  
**ALTERATION STANDARD 22: PATIO AND BALCONY COVER/  
ALUMINUM AND 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 Controls and Standards Committee recognizes the need to revise Alteration Standard 22: Patio and Balcony Cover / Aluminum and Vinyl and,

**NOW THEREFORE BE IT RESOLVED**, XXX, 2019, that the Board of Directors of this Corporation hereby adopts Alteration Standard 22: Patio and Balcony Cover / Aluminum and 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.

**JULY Initial Notification: 28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.**

Director Bruninghaus made a motion to adopt a resolution to revise alteration standard 22: patio and balcony covers. Director McCary seconded the motion.

Discussion ensued among the Directors.

Member Lynn Corboz commented on the proposed standard and argued that there needed to an exception for three models.

President diLorenzo called for the vote, and the motion passed failed by a vote of 0-8-0.

Director Parsons made a motion to table this item to the next meeting. The motion was seconded by Director Bhada.

President diLorenzo called for the vote, and the motion passed unanimously.

**11f. Entertain a Motion to Approve the Garden Villa and LH21 Laundry Room Rules**

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

**RESOLUTION 03-19-83**  
**GARDEN VILLA AND LH-21 LAUNDRY ROOM RULES**

**WHEREAS**, the Garden Villa Association has recognized the need to adopt a Garden Villa and LH-21 Laundry Room Rules to set forth guidelines for use by Residents;

**NOW THEREFORE BE IT RESOLVED**, August 20, 2019, that the Board of Directors of this Corporation hereby adopts the Garden Villa and LH-21 Laundry Room Rules as attached to the official minutes of this meeting; and

**RESOLVE FURTHER**, that this policy applies to the buildings listed below which the laundry rooms are located; Garden Villa Buildings No. 969, 2353, 2354, 2355, 2369, 2370, 2381, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 3241, 3242, 3243, 3244, 3420, 3421, 3499, 4006, 4007, 4008, 4009, 4010, 4011, 5370, 5371, 5372, 5499, 5500, 5510, 5511, 5515, 5517, 5518, 5519 and LH-21 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;

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

**JULY Initial Notification: 28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.**

Director Bruninghaus made a motion to approve a resolution for Garden Villa and LH21 Laundry Room Rules. The motion was seconded by Director Jarrett.

Discussion ensued among the Directors.

President diLorenzo called for the vote, and the motion passed 6-1-0 (Director diLorenzo opposed and Director Parsons was absent for the vote).

**11g. Entertain a Motion to Approve the Garden Villa Recreation Room Rules**

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

**RESOLUTION 03-19-84  
GARDEN VILLA RECREATION ROOM RULES**

**WHEREAS**, the Garden Villa Association has recognized the need to adopt a Garden Villa Recreation Room Rules to set forth guidelines for use by Residents and their guests;

**NOW THEREFORE BE IT RESOLVED**, August 20, 2019, that the Board of Directors of this Corporation hereby adopts the Garden Villa Recreation Room Rules, as attached to the official minutes of this meeting; and

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

**JULY Initial Notification: 28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.**

Director Bruninghaus made a motion to approve a resolution for Garden Villa Recreation Room Rules. Director Jarrett seconded the motion.

Discussion ensued among the Directors.

Members Stuart Hack and Rachel Unger voiced their concerns.

President diLorenzo called for the vote, and the motion passed 7-1-0 (Director diLorenzo opposed)

**11h. Entertain a Motion to Approve Proposed Changes to Traffic School Eligibility**

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

**RESOLUTION 03-19-85**  
**VEHICLE, TRAFFIC AND PARKING RULES**

**WHEREAS**, the Security Department is responsible for the administration of the Laguna Woods Village Vehicle, Traffic, and Parking Rules; including coordination of Traffic School; and

**WHEREAS**, Traffic School is designed for Laguna Woods Village drivers, to addresses traffic safety topics, and is available to an individual once during any three-year period; and

**WHEREAS**, the Board has identified violations that are ineligible for Traffic School, such as certain parking violations that are not related to the material discussed in Traffic School and serious moving violations that endanger the Community;

**NOW THEREFORE BE IT RESOLVED**, on August 20, 2019, the Board of Directors of this Corporation hereby introduces the Traffic School section of the Vehicle, Traffic and Parking Rules, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-18-139 approved on September 21, 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 as written.

**JULY Initial Notification: 28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.**

Director Bruninghaus made a motion to approve a resolution for proposed changes to Traffic School eligibility. Director Parsons seconded the motion.

Discussion ensued among the Directors.

Francis Gomez, Compliance Manager, answered questions from the Board.

President diLorenzo called for the vote, and the motion passed unanimously.

**11i. Entertain a Motion to Adopt the Revised Resolution for Interior Inspection of Vacant Manors and Fee Schedule**

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

**DRAFT RESOLUTION 03-19-86**  
**POLICY FOR INTERIOR INSPECTION OF UNOCCUPIED MANORS**  
MAY 2018, RESOLUTION 03-18-59  
REVISED OCTOBER, RESOLUTION 03-18-145  
REVISED AUGUST 20, 2019, RESOLUTION 03-19-86

**WHEREAS**, unoccupied Manors present a number of concerns to Third Mutual and its residents, including without limitation, potential damage to the Mutual's Common Areas, and those concerns increase the longer the Manor is unoccupied;

**WHEREAS**, the fiduciary responsibility of the Board is to protect the Mutual's assets and it is to the benefit of the Mutual and its residents to inspect the condition of Manors which have been unoccupied for a period of six (6) months or more, or which are reasonably believed to pose potential maintenance concerns; and,

**WHEREAS**, based on the advice of the Mutual's legal counsel and consistent with the Mutual's governing documents, the Mutual has the right to access an owners Manor at any time in the event of an emergency and the right to access an owner's Manor at a reasonable hour in non-emergency situations for the purpose of inspection;

**NOW THEREFORE BE IT RESOLVED**, August 20, 2019, that the Board of Directors hereby adopts the Unoccupied Manor Inspection Policy ("Policy");

**RESOLVED FURTHER**, that except in case of an emergency inspection, in which case the Mutual or a representative thereof may enter without prior notice to the Manor owner, the Mutual must provide a minimum of fifteen (15) days' prior written notice to the owner of record of each Manor that is unoccupied or presumed to be unoccupied before any inspection is carried out in a Manor in accordance with this Policy;

**RESOLVED FURTHER**, the Mutual will conduct non-emergency inspections in accordance with said notice of inspection and charge an administrative fee of \$100.00 as set by the Mutual for each such inspection. An additional fee of \$135.00 may be charged if gaining entrance into the Manor is required;

**RESOLVED FURTHER**, if the Owner of record of an unoccupied Manor objects in writing to the inspection of such Manor or specifically denies entry, the matter may be referred to the Board for member disciplinary action;

**RESOLVED FURTHER**, non-emergency inspections will be conducted with premises Security personnel in attendance to document and ensure there is no adverse impact upon the Manor interior by the Mutual's inspection; such inspection with Security personnel is subject to a fee(s)

for the cost to the Mutual to provide such persons to witness the inspection;

**RESOLVED FURTHER**, the inspector must identify and note conditions within each inspected Manor in a written report, which shall be provided to the Manor Owner by mailing the report to the Owner's mailing address in the Mutual's records, and facilitate the maintenance or remediation of adverse conditions identified to protect against damage to Mutual property, Common Area damage, or nuisance to neighboring Manors and residents;

**RESOLVED FURTHER**, that any necessary emergency maintenance or repairs (meaning those that are required to prevent damage imminent damage or injury to persons or property) identified in the inspection and carried out by the Mutual, that are the responsibility of the member will be charged to the owner of record after a noticed hearing before the Board in accordance with the Mutual's governing documents;

**RESOLVED FURTHER**, that necessary emergency maintenance and repairs that are the responsibility of the Mutual will be carried out at the Mutual's expense;

**RESOLVED FURTHER**, that Resolution 03-18-145 adopted October 16, 2018, is hereby superseded in its entirety and no longer in effect; and

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

**JULY Initial Notification: 28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.**

Director Bruninghaus made a motion to adopt the revised resolution for interior inspection of vacant manors and fee schedule. Director Jarrett seconded the motion.

Discussion ensued among the Directors.

President diLorenzo called for the vote, and the motion passed unanimously.

**11j. Entertain a Motion to Enter into an Agreement with SageView Advisory Group for Investment Management Services**

Director Bruninghaus made a motion to approve entering into an agreement with SageView Advisory Group for Investment Management Services. Director Parsons seconded the motion.



Discussion ensued among the Directors.

President diLorenzo called for the vote, and the motion passed unanimously.

- 11k.** Recommendation to Deny Off-Schedule Trimming Request: 3250-O (Corboz)— Six Peppermint Trees based on no noticeable trunk damage, pest or disease, no surface rooting, and well-balanced canopies

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

**RESOLUTION 03-19-87**  
**DENY AN OFF SCHEDULE TRIMMING**  
**OF SIX PEPPERMINT TREES – 3250-O**

**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 July 8, 2019, the Landscape Committee reviewed a request for off-schedule trimming of six Peppermint trees. The request was received from the Member at 3250-O who cited the reasons as overgrown and view obstruction;

**WHEREAS**, the Committee recommended denying the request for off schedule trimming of six Peppermint trees located at 3250-O San Amadeo based on no noticeable trunk damage, pest or disease, no surface rooting, and well-balanced canopies;

**NOW THEREFORE BE IT RESOLVED**, August 20, 2019, the Board of Directors denies the off schedule trimming of six Peppermint trees located at 3250-O, 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 deny an off-schedule trimming of six (6) peppermint trees (3250-0). Director Jarrett seconded the motion.

Discussion ensued among the Directors.

President diLorenzo called for the vote on the motion, and the motion passed unanimously.

## **12. New Business**

### **12a. Recommendation to Deny Tree Removal Request: 3513-A (Sandusky) – One Southern Magnolia tree**

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

#### **RESOLUTION 03-19-88 DENY A TREE REMOVAL REQUEST ONE SOUTHERN MAGNOLIA TREE – 3513-A**

**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 August 1, 2019, the Landscape Committee reviewed a request for a tree removal of one Southern Magnolia tree. The request was received from the Member at 3513-A, who cited the reasons as overgrown, litter, and debris;

**WHEREAS**, the Committee recommended denying the request for the removal of one Southern Magnolia Tree located at 3513-A Bahia Blanca West based on the tree removal guidelines for not removing a tree based on litter or debris;

**NOW THEREFORE BE IT RESOLVED**, August 20, 2019, the Board of Directors denies the request for the removal of one Southern Magnolia Tree located at 3513-A, 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 deny the tree removal request for 3513-A (Sandusky). The motion was seconded by Director Jarrett.

Discussion ensued among the Directors.

President diLorenzo called for the vote, and the motion passed unanimously.

**12b. Recommendation to Review the Request for Tree Removal/Off Schedule Trimming Request: 2379-B (King) – Four Indian Laurel Fig trees**

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

**RESOLUTION 03-19-89**  
**DENY TREE REMOVAL/OFF SCHEDULE TRIMMING REQUEST**  
**FOUR INDIAN LAUREL FIG TREES – 2379-B**

**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 August 1, 2019, the Landscape Committee reviewed a request for a tree removal or off schedule trimming of four Indian Laurel Fig trees. The request was

received from the Member at 2379-B, who cited the reasons as litter, debris, and a slip and fall hazard;

**WHEREAS**, the Committee recommended approving the request for the off schedule trimming of four Indian Laurel Fig trees located at 2379-B Via Mariposa West based on the amount of litter from the trees;

**NOW THEREFORE BE IT RESOLVED**, August 20, 2019, based upon Resolution 03-11-149 which states trees should not be removed merely because they are messy, the Board of Directors hereby denies the off schedule trimming of four Indian Laurel Fig trees located at 2379-B, 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 deny the tree removal/off schedule trimming request for at 2379-B (King). The motion was seconded by Director Jarrett.

Discussion ensued among the Directors.

President diLorenzo called for the vote, and the motion passed unanimously.

Director Bhada made a motion, seconded by Director Jarrett, to provide seasonal trimming at 2379-B (King) to address safety issues. The motion passed unanimously.

**12c. Entertain a Motion to Introduce a Resolution Prohibiting All New Planting of Fruit Trees and Vegetables in Common Area**

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

**DRAFT RESOLUTION 03-19-XX**  
**FRUIT TREE AND VEGETABLES POLICY**

**WHEREAS**, fruit trees in the Common Area were planted by or at the request of Members as part of the discontinued "Yellow Stake" program;

**WHEREAS**, fruit trees are not maintained or trimmed by the Mutual and are the responsibility of the Member to maintain;

**WHEREAS**, the maintenance of fruit trees is passed on to new Members with the purchase of the residence;

**WHEREAS**, fruit trees and vegetable gardens are a known attractant and food source for wildlife and rodents, and unmaintained fruit trees exacerbate the problem and;

**WHEREAS**, two Garden Centers have been provided by the Golden Rain Foundation for the purpose of providing a place for residents to grow tomatoes or other crops.

**WHEREAS**, there has been a consistent increase in rodent activity over the past six years.

**NOW THEREFORE BE IT RESOLVED**, on September xx, 2019, that the Board of Directors of this Corporation hereby prohibits the planting of any fruit trees in Common Area and requires Members to maintain existing fruit trees on Common Area and in Exclusive Use Common Areas;

**RESOLVED FURTHER**, the planting of vegetables in Common Area is prohibited;

**RESOLVED FURTHER**, to maintain the health and safety of the Members, fruit trees found to be unmaintained will be removed, with notice, by the Mutual.;

**RESOLVED FURTHER**, existing fruit trees in Common Area are to be removed in the resale process;

**RESOLVED FURTHER**, Resolution 03-11-30, revised March 15, 2011, and Resolution M3-84-122, revised November 15, 1984, are hereby superseded in their 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.

**AUGUST Initial Notification:** Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and to 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 prohibit all new planting of fruit trees and vegetables in common area and to place it on 28-day review.

Discussion ensued among the Directors.

The motion passed without objection to introduce the resolution for 28-day review.

**12d. Entertain a Motion to Introduce a Resolution to for a Co-Occupancy Policy**

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

**DRAFT RESOLUTION 03-19-XX**  
**CO-OCCUPANCY POLICY**

**WHEREAS**, the Board of Directors (the "Board") of Third Laguna Hills Mutual ("Third") held a meeting on September 17, 2019, at which a quorum of the Board was present;

**WHEREAS**, Third is an independent-lifestyle and age-restricted senior citizen community, as defined by California Civil Code §51.3; no form of healthcare or assisted living is provided by Third; and each resident is responsible for his/her own health, safety, care and welfare;

**WHEREAS**, authorization for co-occupancy of any manor by a Member is effective only when approved in writing by Third and issued in writing by an authorized VMS staff member(s);

**WHEREAS**, Third and Member(s) have the right to terminate the Co-Occupant status of an approved Co-Occupant of the Member's manor at any time, without cause; however, Civil Code §51.3 may be interpreted to inhibit this right of termination under certain circumstances;

**WHEREAS**, in order to be approved for co-occupancy, the Member(s) and Co-occupant cannot have a landlord-tenant relationship during the duration of the Co-occupancy;

**WHEREAS**, pursuant to any co-occupancy approved by Third, both Member(s) and Co- occupant will reside in the Unit, and when necessary, the Board reserves the right to require proof of residency;

**WHEREAS**, in accordance with Third's governing documents, including without limitation, Declarations of Covenants, Conditions, and Restrictions, Bylaws and Operating Rules (collectively, the "Governing Documents"), Member(s) shall be responsible for the conduct and deportment of the Co-occupant of Member's manor;

**WHEREAS**, Third is authorized to take disciplinary action against a Member(s) whose dwelling may be found in violation of the Governing Documents. When a complaint is lodged regarding the occurrence of a violation, the Board has a fiduciary duty to investigate and impose disciplinary action or take other enforcement action, as may be appropriate, as set forth in the Governing Documents;

**WHEREAS**, this Co-Occupancy Policy itemizes, consolidates and clarifies the procedures and requirements for authorization of a Co-Occupant to reside in a Member's manor, including the administrative handling of Co-occupancy applications;

**NOW THEREFORE BE IT RESOLVED**, September xx, 2019, the Board of Directors of Third hereby adopts the Co-Occupancy Policy as attached to the official minutes of this meeting; and

**RESOLVE FURTHER**, that this policy supersedes all existing Co-Occupancy documents and procedures to the extent such documents or procedures contradict the Co-Occupancy Policy, except as required by law, and shall be put into effect immediately; and

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

**AUGUST 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 a Co-Occupancy Policy and to place it on 28-day review.

Discussion ensued among the Directors.

The motion passed without objection to introduce the resolution for 28-day review.

**12e. Entertain a Motion to Introduce a Resolution to Revise the Lease Policy Clarification**

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

**DRAFT RESOLUTION 03-19-XX**  
**LEASE POLICY CLARIFICATION**

**WHEREAS**, the Board of Directors (the "Board") of Third Laguna Hills Mutual ("Third") held a meeting on September 17, 2019, at which a quorum of the Board was present;

**WHEREAS**, the Board is obligated to manage and enforce the residency requirements for Members and other residents and tenants as set forth in the Third's governing documents, including without limitation the Declarations of Covenants, Conditions, and Restrictions ("CC&Rs"), Bylaws and Operating Rules; and

**WHEREAS**, pursuant to its duties under Third's governing documents, the Board is obligated to review lease applications for prospective leases

between Members and their proposed tenants and any amendments, extensions or renewals thereof in accordance with the provisions of the Bylaws, CC&Rs and Operating Rules;

**WHEREAS**, the Board previously adopted a revised Lease Policy by Resolution 03-19- 51 which clarified the restrictions relating to the leasing of manors in Third;

**WHEREAS**, it has come to the Board's attention that some Members are requesting to apply for a Lease Authorization Amendment due to unforeseen circumstances not related to rent sharing arrangements; and

**WHEREAS**, the Board has determined that it would be in the best interest of Third to modify some of the restrictions in the Lease Policy to clarify what leasing practices are not permitted and to prevent abuse by Members and Lessees of the authorization procedures to engage in leasing activities that are otherwise restricted by Third's governing documents;

**NOW, THEREFORE BE IT RESOLVED**, on September xx, 2019, that the Board of Third hereby approves and adopts the revised Lease Policy; as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Third's managing agent is hereby directed to disseminate this information to the realty community serving Laguna Woods Village and Laguna Woods; and

**RESOLVED FURTHER**, that this revised Lease Policy supersedes all existing leasing policies and shall be put into effect September 17, 2019; and

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

**AUGUST 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 the Lease Policy and to place it on 28-day review.

Discussion ensued among the Directors.

The motion passed without objection to introduce the resolution for 28-day review.

**12f.** Entertain a Motion to Introduce a Resolution for an Alternative Heat Source Policy



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

**DRAFT RESOLUTION 03-19-XX**  
**ALTERNATIVE HEAT SOURCE POLICY**

**WHEREAS**, the original heat source for many units is provided through radiant heat from conductive coils in the ceiling;

**WHEREAS**, the ceiling radiant heat is the primary heat source for the room;

**WHEREAS**, the installation of a ceiling fan may have caused the radiant heat to stop functioning and an alternative heat source be required to maintain a 'habitable' area according to California Residential Building Code;

**WHEREAS**, an alternative heat source can be provided by a Central Heating Ventilation and Air Conditioning (HVAC) System or a wall heater;

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

**NOW THEREFORE BE IT RESOLVED**, September xx, 2019, the Board of Directors adopts a resolution for an Alternative Heat Source Policy; and

**RESOLVED FURTHER**, any new primary alternative heat source will require a City Permit and Mutual Consent; and

**RESOLVED FURTHER**, no new ceiling fan Mutual Consents will be issued without having a corresponding alternative heat source listed on the same Mutual Consent.; and

**RESOLVED FURTHER**, all alternative heat sources shall be hardwired and installed on a dedicated circuit; 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.

**AUGUST 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 alternative heat source policy and to place it on 28-day review.

Discussion ensued among the Directors.

The motion passed without objection to introduce the resolution for 28-day review.

**12g. Entertain a Motion to Introduce a Resolution to Revise Standard 41: Solar Panels, 1-Story Buildings**

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

**DRAFT RESOLUTION 03-19-XX**  
**REVISED STANDARD 41: SOLAR PANELS,**  
**1-STORY BUILDINGS**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 41: Solar Panels, 1 Story Buildings and,

**NOW THEREFORE BE IT RESOLVED**, September xx, 2019, that the Board of Directors of this Corporation hereby adopts Alteration Standard 41: Solar Panels, 1 Story Buildings 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.

**AUGUST 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 Standard 41: Solar Panels, 1-Story Buildings and to place it on 28-day review.

Discussion ensued among the Directors.

The motion passed without objection to introduce the resolution for 28-day review.

**12h. Entertain a Motion to Introduce a Resolution to Approve the 2020 Collection and Lien Enforcement Policy**

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

**DRAFT RESOLUTION 03-19-XX**  
**2020 COLLECTION & LIEN ENFORCEMENT POLICY**

**WHEREAS**, in accordance with California Civil Code, Third Laguna Hills Mutual maintains a collection and lien enforcement policy that outlines the procedures, policies and practices employed by the Mutual in enforcing lien rights or other legal remedies for default in payment of assessments; and

**WHEREAS**, the Finance Committee reviewed the updated 2020 Collection and Lien Enforcement Policy, including an increase in the delinquent interest charge from 10 to 12%;

**WHEREAS**, the Finance Committee requested that staff verify with Third's legal counsel that any and all language associated with the new appeals policy, currently on 28-day notice, be included as necessary;

**WHEREAS**, legal counsel has reviewed the existing Collection and Lien Enforcement Policy and determined that the updated policy complies with Civil Code requirements and reflects current practices for collection of Mutual delinquencies.

**NOW THEREFORE BE IT RESOLVED**, September xx, 2019, that the Board of Directors hereby adopts the 2020 Third Laguna Hills Mutual Collection and Lien Enforcement Policy as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, the policy statement is provided pursuant to the requirements of California Civil Code section 5310(a)(7) and will be distributed to members in November 2019 as part of the Annual Policy Statement.

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

**AUGUST 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 approve the 2020 Collection and Lien Enforcement Policy and to place it on 28-day review.

Discussion ensued among the Directors.

The motion passed without objection to introduce the resolution for 28-day review.

### **13. Committee Reports**

- 13a.** Report of the Finance Committee / Financial Report – Director Pearlstone presented the Treasurer's Report, gave an update on the 2020 Budget and commented on the Resale and Lease Activity Reports. The Committee met on August 6, 2019; next meeting September 3, 2019, at 1:30 p.m. in the Board Room
- 13b.** Report of the Architectural Controls and Standards Committee – Director Parsons reported on the last meeting. The Committee continues to update Third's Architectural Standards. The Committee met on July 22, 2019; next meeting August 26, 2019, at 9:30 a.m. in the Sycamore Room
- 13c.** Report of the Communications Committee – Director McCary reported that the Committee meets quarterly. The Committee met on July 24, 2019 and discussed water conservation and trash. The next meeting will be October 9, 2019 at 1:30 p.m. in the Board Room.
- 13d.** Report of the Maintenance and Construction Committee – Director Bhada. The Committee met on July 1, 2019; next meeting September 9, 2019 at 1:00 p.m. in the Board Room to discuss mailrooms and bulky item pick-up. The street light pilot was approved.
  - Report of the Parking and Golf Cart Task Force – Director Parsons. The Task Force met on July 9, 2019 and July 17, 2019, and they identified eight sites for additional parking.
- 13e.** Report of the Landscape Committee – Director Jarrett reported from the last meeting. They are working on landscape modernization which makes us eligible for rebates from the Water District; overgrowth slope maintenance has started; aeration project will begin in October; tree maintenance is ongoing; and tree topping is not allowed in the Mutual. The Committee met on August 1, 2019; next meeting September 5, 2019, at 9:30 a.m. in the Board Room
- 13f.** Report of the Water Subcommittee – Director Karimi. The Subcommittee met on July 10, 2019, there was a presentation by the Water District about the water quality; next meeting October 9, 2019 at 10:00 a.m. in the Sycamore Room.
- 13g.** Report of the Resident Policy and Compliance Task Force – Director Bruninghaus gave an update from the last meeting which discussed the new co-occupancy

policy and small revisions to the leasing policy. At the next meeting they will be discussing a non-smoking policy. The Task Force met on July 24, 2019; next meeting August 29, 2019, at 1:00 p.m. in the Board Room.

- 13h.** Report of the Village Energy Task Force – Director Parsons gave an update from the last meeting. The Task Force met on August 19, 2019 for a presentation on EMS AI Control Systems; next meeting September 4, 2019 at 1:30 p.m. in the Board Room.

**14. GRF Committee Highlights**

- 14a.** Community Activities Committee – Director Pearlstone reported on highlights from the last Committee meeting. The Committee is working on revising the Club use policy. The Committee met on July 11, 2019; next meeting September 12, 2019 at 1:30 p.m. in the Board Room.

- 14b.** Finance Committee – Director Pearlstone reported on highlights from the last Committee meeting. The Committee met on June 19, 2019; next meeting August 21, 2019 at 1:30 p.m. in the Board Room.

- 14c.** Landscape Committee – Director Jarrett reported on highlights from the last Committee meeting. Residents requested more Committee meetings. The Committee met on August 14, 2019; next meeting will be on November 13, 2019 at 1:30 p.m. in the Board Room .

- 14d.** Maintenance & Construction Committee – Director Bhada reported on highlights from the last Committee meeting. The Committee discussed the AC Systems and EV charging stations. The Committee met on August 14, 2019; next meeting October 9, 2019, at 9:30 a.m. in the Board Room.

- PAC Renovation Ad Hoc Committee – The Committee met on August 15, 2019 at 2:00 p.m. in the Board Room and recommended moving ahead with the renovations.

- 14e.** Media and Communications Committee – Director McCary and Bruninghaus reported on highlights from the last Committee meeting. The Committee discussed the plan to increase the Broadband internet speed and improvements to the e-Blast and the website. The Committee met on August 19, 2019; next meeting September 16, 2019, at 1:30 p.m. in the Board Room.

- 14f.** Mobility and Vehicles Committee – Director Pearlstone reported on highlights from the last Committee meeting. The Committee is discussing expanding the bus service. The Committee met on August 7, 2019; next meeting October 2, 2019, at 1:30 p.m. in the Board Room.

- 14g.** Security and Community Access Committee – Director Parsons gave an update from the last Committee meeting. The Committee met on June 24, 2019; next meeting August 26, 2019, at 1:30 p.m. in the Board Room.

- Disaster Preparedness Task Force – Director Parsons reported on the last meeting. There will be a Good Neighbor barbecue on Tuesday, August 27 at noon at Clubhouse 2. The Task Force met on July 30, 2019; next meeting September 24, 2019, at 9:30 a.m. in the Board Room.

**14h.** Report of the Laguna Woods Village Traffic Hearings – Director McCary gave an update from the last meeting. The Traffic Hearings were held on July 17, 2019; next hearing will be August 21, 2019, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Sycamore Room, if needed..

**15. 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.*

**15a.** Parking Report

**15b.** Census Process Report

**16. Director's Comments**

- Director Pearlstone commented about the plans to increase internet speed.
- Director Parsons commented about residents speeding in the Village and coasting through the stop signs.
- Director Bhada commented about the new LED street lights.

**17. Recess**

The Board recessed at 12:15 p.m. and reconvened in Executive Session at 1:00 p.m.

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

*During the July, 2019, Regular Executive Session, the Board:*

*Approved the Agenda*

*Approved the Following Meeting Minutes;*

*(a) June 7, 2019 – Special Closed Meeting*

*(b) July 16, 2019 – Regular Executive Session*

*Discussed and Considered Member Matters*

*Discussed and Considered Legal and Litigation Matters*

*Discussed and Considered Contractual Issues*

**19. Adjourn**

With no further business to come before the Board of Directors, the meeting was adjourned at 4:45 p.m.

A handwritten signature in black ink, appearing to read "Roy Bruninghaus", is written over a horizontal line.

Roy Bruninghaus, Secretary of the Board  
Third Laguna Hills Mutual

**Appeal Policy**  
**Resolution 03-19-79 Adopted August 20, 2019**

**I. Purpose**

Third Laguna Hills Mutual ("Third") requires a Member to seek approval from the Board of Directors ("Board") on certain matters of Corporate business by way of the committee structure for review of a question that may ultimately be determined by the Board in Open session, including without limitation, certain architectural and landscape approvals, and variance requests, or in Executive Session, including without limitation, approvals for Lease Authorization Permits, Co-occupancy Applications, Caregiver Applications, non-escrow membership transfer applications and Resale, as well as decisions on discipline of members for governing document violations and reimbursement for expenses incurred by Third.

Depending on the circumstances and the powers granted to the Committee (as defined below), the Committee may either act to approve or deny a Member's request, or, if such request requires Board consideration, forward the Committee's recommendations regarding the Member's request to the Board for its consideration and decision.

The purpose of this document is to set forth the Appeal Policy for appeals of certain decisions by the Board, Committees, or Management on architectural and landscape matters, Lease Authorization Permits, Co-occupancy Applications, Caregiver Applications, non-escrow membership transfer applications and Resale related matters, as well as decisions made regarding Member discipline and reimbursement to Third by Members for expenses incurred by Third for which the Member is responsible, including without limitation when applicable, legal fees and costs.

A decision made by a Committee or Management, within its powers, to deny a Member's request shall be appealable to the Board if permitted by the Community Rules and/or required by statute. However, except as specifically provided in this Policy or otherwise in the Community Rules (as defined below), or as may otherwise be required by law, **all decisions, including other matters of Corporate business made by the Board, whether in an Open Meeting or in Executive Session, shall be final and not subject to additional review or a right of appeal by Third Members.**



## II. Definitions

For the purposes of this Policy:

- a. **Committee** is a group of individuals appointed by the Board for a specific function. For example, the Architectural Control and Standards Committee and Landscape Committee review Member requests for nonstandard architectural or landscape changes and make recommendations to the Board for approval or denial.
- b. **Community Rules** shall mean and refer to the Articles of Incorporation and Bylaws of Third, the recorded Covenants, Conditions, and Restrictions ("CC&Rs"); and any rules and regulations adopted by Third. Any reference to the "**Governing Documents**" shall, for purposes of this Policy, be deemed a reference to the Community Rules set forth in this definition.
- c. **Executive Hearing Committee** is comprised of three (3) Directors and two (2) alternate Directors for the purpose of making decisions on disciplinary/confidential matters in Executive Session, including without limitation, discipline for Governing Document violations and decisions regarding the imposition of reimbursement assessments on Members for Common Area damage.
- d. **Executive Session** is defined as a closed meeting of the Board to address disciplinary/confidential matters as described in Civil Code Section 4935.
- e. **Management** shall mean and refer to Village Management Services, Inc., the managing agent for Third.
- f. **Member** is defined as any person who is an owner of a Unit in Third's development who has been approved for membership in Third.
- g. **Open Meeting** is defined as a meeting open to the Members of Third as provided in the Open Meeting Act as codified in the Civil Code at Section 4900 et seq. Per Civil Code Section 4765, decisions made by the Board relating to a Member's architectural and/or landscape request that occur in an Open Session meeting may be final.
- h. **Subject Matter Expert** ("SME") is defined as the Staff Member from Management with the highest level of expertise in the specialized job, task, or skill pertinent to a Member's appeal request.

### III. Architectural and Landscape Decisions

As further described in the Community Rules, including without limitation, the Architectural Review Procedures, applications for Standard Plan alterations submitted to the Manor Alterations and Permits Division may typically be approved without Board review.

An application with plans not in conformance with the approved Standard Plan alterations or for which neighbor objections have been received are considered and reviewed by the Architectural Control and Standards Committee ("ACSC").

Applications that are not in conformance with Third's architectural standards may be recommended for denial by the ACSC.

Meanwhile, an application that may otherwise meet the application requirements, but with plans that do not conform to the approved Standard Plan alterations, requires the approval of a variance request, which must be submitted for review by the ACSC. The ACSC reviews the architectural application, variance request, and other documentation provided regarding the proposed alteration at its regularly scheduled meetings and makes a written recommendation to the Board as to whether the architectural/variance request should be granted or denied.

Similarly, requests by Members for landscape modification are submitted to the Landscape Division for review by Management and/or the Landscape Committee, which may approve standard landscape alterations without Board review. Nonstandard landscape requests will be reviewed by the Landscape Committee, who will then make a written recommendation to the Board as to whether the landscape modification should be approved or denied.

The recommendation from the ACSC or Landscape Committee, as may be applicable, on a matter to be ultimately determined by the Board is considered by the Board at the next regularly scheduled Open Meeting, at which time the Board will either approve (either with or without conditions) or deny the Member's architectural/variance or landscape modification request.

**Such decisions made by the Board at an Open Meeting are not subject to appeal, in accordance with Civil Code Section 4765.** Nor shall decisions made by the Board on such matters in Executive Session, as may be applicable, be subject to appeal.

Notwithstanding the foregoing, if new relevant information is brought to the Board's attention relating to a matter previously decided by the Board, the Board may, in its sole discretion, revisit such decision due to extraordinary circumstances, but it shall have no obligation to do so and no Member shall be entitled to such reconsideration as a matter of right.

The SME will review any request for reconsideration based on extraordinary circumstances if submitted in writing within thirty (30) days from the Board's determination or the discovery of such extraordinary circumstances; in no event, however, shall any reconsideration request be considered by the Board after one (1) year from the date of the original, final decision by the Board. Reconsideration of the Board's decision may be considered in the following circumstances: (1) the application or documentation provided had an error which would otherwise have resulted in approval; (2) the Board or recommending Committee misinterpreted provisions of the application or the requirements of law or the Community Rules in its decision; (3) an aberration from the review and approval procedures as laid out in the Community Rules is discovered; and (4) any other situation in which the Board, in its sole discretion, believes that an additional review is necessary to ensure the equal and fair treatment of all Members.

#### **IV. Disciplinary Decisions**

The Executive Hearing Committee makes decisions on disciplinary/confidential matters, including discipline for governing document violations and decisions regarding the imposition of reimbursement assessments on Members for Common Area damage, in Executive Session meetings, to which the Member has been invited to be heard, and issues written decisions to Members within fifteen (15) days from the date of the noticed hearing in accordance with the hearing and enforcement procedures in Third's Community Rules.

Within thirty (30) days of receipt of a written decision by the Executive Committee relating to Member discipline or a reimbursement by the Member to Third, made at an Executive Session meeting, the Member may appeal to the Board the Executive Committee's decision by providing an explanation, in writing, as to why the Member believes the Committee made an incorrect decision, along with any additional evidence or documentation pertinent to the Member's appeal.

Upon receipt of such appeal request, the information will be reviewed by the SME for consideration. If approved, a new hearing will be scheduled before the Board, at which the Board will consider the written appeal as well as any evidence or documentation previously provided, after which the Board will make a decision and provide notice of same in accordance with Third's Governing Documents and applicable statute.

**No further appeals, other than as directly referenced above, will be granted upon reconsideration by the Board of the matter that was the subject of the initial hearing before the Executive Committee and a final determination by the Board. In addition, the decision on any such matter heard directly before the Board (rather than first being heard by the Executive Committee) shall be final and not subject to appeal.**

## **V. Occupancy and Membership Decisions**

Pursuant to Third's Lease Policy, Care Provider Policy, Resale Policy and the Governing Documents, a Member seeking authorization to occupy or obtain Membership must submit the required Permit application to the Community Services Division along with all required supporting documentation. The application is then reviewed by Management, who may either approve or deny the application based on the conformance of the application to the requirements in the Lease Policy, Care Provider Policy, Resale Policy, and the Governing Documents and ability of the Member to pursue such action as otherwise specified in the Community Rules and/or based on prior disciplinary action against the Member.

If Management denies the request within its authority (without consideration by the Board), the Member may appeal such decision to the Board upon written appeal by providing an explanation, in writing, as to why the Member believes Management made an incorrect decision, along with any additional documentation pertinent to the Member's appeal. Upon receipt of such appeal request, the information will be reviewed by the SME for consideration as well as any evidence or documentation previously provided, for consideration by the Board, which will make a final decision on the Member's application.

In some instances, Management may refer the approval/denial decision directly to the Board, and provide a recommendation for approval or denial of the application based on its review of the submitted application and documentation.

**A decision on the approval or denial by the Board, whether in an Open Meeting or in Executive Session shall be final, and not subject to appeal or further review by the Member.**

Notwithstanding the foregoing, if new relevant information is brought to the Board's attention relating to a matter previously decided by the Board, the Board may, in its sole discretion, revisit such decision due to extraordinary circumstances, but it shall have no obligation to do so and no Member shall be entitled to such reconsideration as a matter of right.

The SME will review any request for reconsideration based on extraordinary circumstances if submitted in writing within thirty (30) days from the Board's determination or the discovery of such extraordinary circumstances; in no event, however, shall any reconsideration request be considered by the Board after one (1) year from the date of the original, final decision by the Board. Reconsideration of the Board's decision may be considered in the following circumstances: (1) the application or documentation provided had an error which would otherwise have resulted in approval; (2) the Board or recommending Committee misinterpreted provisions of the application or the requirements of law or the Community Rules in its decision; (3) an aberration from the review and approval procedures as laid

out in the Community Rules is discovered; and (4) any other situation in which the Board, in its sole discretion, believes that an additional review is necessary to ensure the equal and fair treatment of all Members.



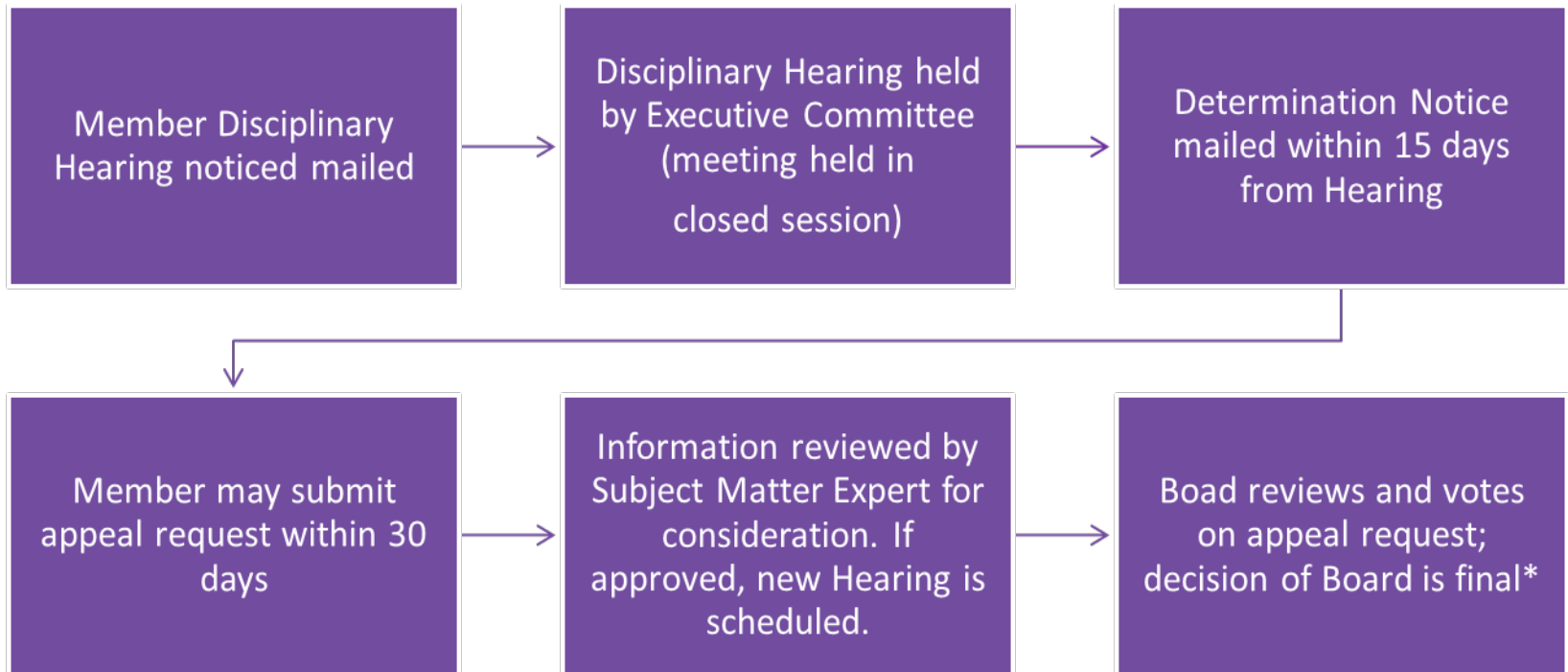
# Appeal Policy Flow Chart

# Architectural and Landscape Decisions:



\*Board Members who are on the Architectural Control and Standards Committee providing the recommendation should recuse themselves from the Board vote

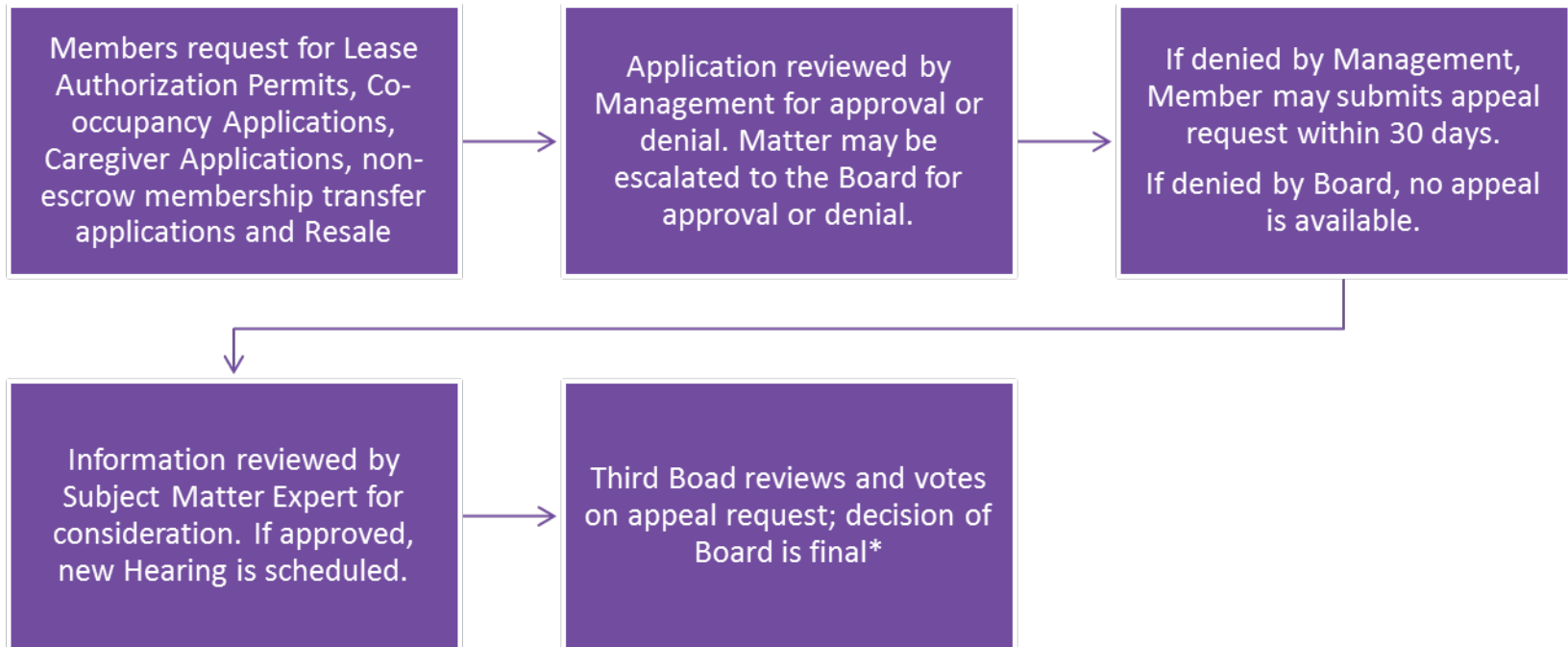
# Disciplinary Decisions:



\*Board Members who are on the Executive Committee should recuse themselves from the Board vote



# Occupancy and Membership Decisions:



\*Board Members who are on the Executive Committee providing the recommendation should recuse themselves from the Board vote



## **Section ~~STANDARD~~ 38: PATIO ENCLOSURES**

**ADOPTED SEPTEMBER 2006, RESOLUTION 03-06-43  
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION  
03-11-49 REVISED AUGUST 20, 2019, RESOLUTION 03-19-82**

### **1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

### **2.0 SPECIFICATIONS/ APPLICATIONS**

**2.1** A patio is a concrete slab area that adjoins the manor at ground level, and does not serve as a walkway or landing.

**2.2** An enclosure can only be installed on the manor's original patio footprint.

**2.23** A patio enclosure cannot be installed in an area where a Standard Plan exists for a room addition. No concrete landings are permitted.

**2.34** Enclosures may not extend beyond the original construction footprint of an original patio. (In accordance with the current Common Area Useage Policy.)

**2.5** If a patio lies beneath a balcony, the newly constructed enclosure must have an approved gutter system.

**2.56** Patios may be partially enclosed with the exception of 3-story buildings. Patio enclosures shall encompass the entire footprint in 3-story buildings.

**2.67** No doors are permitted in patio enclosures installed on the 1<sup>st</sup> story manors of 3-story buildings.

**2.78** In no case shall additional plumbing, heating fixtures or air conditioning units be added as part of such enclosure, nor shall existing central HVAC systems condition an enclosure.

**2.89** Air conditioners/heat pumps cannot exhaust into an enclosure.

**2.910** Plastic panels as produced by the manufacturer of patio covers or enclosures may be installed per ~~International Conference of Building Officials (I.C.B.O.)~~ California Building Code approved specifications outlined by the manufacturer. No corrugated, non-structural panels will be allowed.

**2.4011** Any changes to the existing structure to allow for track or framework must be approved in writing prior to issuance of a ~~permit~~ consent.

**2.4112** All work and material required to complete patio enclosures shall conform to all applicable city codes and/or state ordinances not included herein. Plans and specifications shall be submitted to Permits and Inspections at time of application for ~~permit~~ consent.

### **3.0 SURFACE PREPARATION**

**3.1** Prior to any installation, existing patio surfaces (slabs, wood beams, wood fascia, etc.) shall be checked by staff for any defects or irregularities which might affect such installation or cause any future damages to the building.

**3.2** All attachments to the patio slab must be directly to the patio surface, not applied over any type of material applied over the patio surface.

### **4.0 FRAME OR TRACK**

**4.1** Frames and/or tracks are to be of aluminum only. Wood framing is prohibited. The dimensions shall be kept to a minimum to optimize the area of glass firmly in place. All aluminum shall be anodized bronze unless others exist if attached to a dark painted surface; aluminum or white powder coated color if attached to a light surface. Pre-existing enclosures on the building shall set color precedence on the same elevation.

**4.2** All glass and screens must be readily removable (from the interior only) by lifting out of a track without the use of tools.

- 4.3 All frames must be inside of existing handrails as indicated on approved drawing details and provide sufficient clearance for future maintenance of the handrail.
- 4.4 Slump stone kneewalls may be utilized as part of the patio enclosure if the wall is constructed to accept the application.
- 4.5 Enclosures shall have proper downspouts with splash blocks in accordance with Mutual Standard:18 Gutters/Downspouts.

## 5.0 TYPE OF GLASS

- 5.1 All glass used must be clear in nature and be of tempered-type safety glass; no less than 1/8" thick. ~~Installation of a structure with glass that is thicker than 1/8" could be considered a habitable room addition and California Building Code specifications for engineering would be required for the structure, and may require Board approval., to be determined by the Permits and Inspections office.~~
- 5.2 Glass ~~shall~~ may be single or dual pane type (at the discretion of the Alterations Office). See 4.2
- 5.3 Frosted, bottle-type, stained, or louvered-glass type shall not be allowed.
- 5.4 Solar glass, tinted glass, smoke-type glass or film that is applied to glass at the time of manufacture shall be accepted provided it conforms to Sec. 5.5.
- 5.5 Reflective tints or films applied to glass after manufacture may be applied to glass providing it does not have a reflectivity factor of more than 15%. Documentation of such material must be on hand and approved before such application.

**Garden Villa and LH-21 Laundry Room Rules**  
**Resolution 03-19-83; Adopted August 20, 2019**

**I. Purpose**

The purpose of this document is to define the policies of Third Laguna Hills Mutual ("Third") regarding the use of Garden Villa and LH-21 Laundry Rooms.

**II. Definitions**

For the purposes of this policy:

- a. Community Rules - the Articles of Incorporation and Bylaws of Third, the recorded Covenants, Conditions, and Restrictions (CC&R's) applicable to any Manor; and any rules and regulations adopted by Third.
- b. LH-21 Building 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.
- c. Laundry Rooms – located on each floor of Garden Villa and LH-21 buildings.
- d. Garden Villa Building No. – 969, 2353, 2354, 2355, 2369, 2370, 2381, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 3241, 3242, 3243, 3244, 3420, 3421, 3499, 4006, 4007, 4008, 4009, 4010, 4011, 5370, 5371, 5372, 5499, 5500, 5510, 5511, 5515, 5517, 5518 and 5519.
- e. Resident is defined as an individual approved to reside in a Garden Villa or LH-21 building.

**III. Conditions**

Use of Laundry Rooms:

- a. Laundry rooms may be used only during the hours of 7:00 AM and 10:00 PM, with washers and dryers last cycle to be finished by 10:00 PM.
- b. Laundry room doors may not have locks on them.
- c. Laundry rooms are for the exclusive use of building residents only.
- d. Laundry rooms are to be used only by the residents of the floor on which the laundry room is located, with these exceptions:
  - 1. If a washer or dryer is out of order, residents may use the washer or dryer on another floor until the washer or dryer on their floor is repaired.
  - 2. If all the washers and dryers are in use on your floor, and they are not in use on another floor.
- e. Keep washer doors open when not in use.
- f. Turn dryers to off position when finished and clean lint traps.
- a. Do not overload machines. Machines will stop mid cycle if there are too many articles in them. Machines may not be large enough for most bedspreads, quilts and rugs.

- g. Do not wash or dry pet blankets or rugs in the washer and dryer. They will clog the machines and leave residue that will affect other users of the machines.
- h. Do not wash or dry tennis shoes.

#### **IV. Procedure**

- a. Repair services are requested by residents by calling the Resident Services Department.
- b. Third's policy is to avoid having any machine out of use for more than 24 hours. If a machine cannot be repaired within 24 hours, the unusable machine will be removed, and a loaner machine will be installed in its place, within 24 hours of notice that it is unusable.

#### **V. Enforcement**

Third Members are personally responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the Community. This includes any Co-occupant, Lessee, or Guest.

Third is authorized to take disciplinary action against a Member, lessee or guest found to be in violation of the Garden Villa and LH-21 Laundry Room Rules. When a violation occurs the Board is obligated to evaluate and impose if appropriate, member-discipline as set forth in the governing documents. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action.

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

### **Garden Villa and LH-21 Laundry Room Rules**

**WHEREAS**, the Garden Villa Association has recognized the need to adopt a Garden Villa and LH-21 Laundry Room Rules to set forth guidelines for use by Residents;

**NOW THEREFORE BE IT RESOLVED**, August 20, 2019, that the Board of Directors of this Corporation hereby adopts the Garden Villa and LH-21 Laundry Room Rules as attached to the official minutes of this meeting; and

**RESOLVE FURTHER**, that this policy applies to the buildings listed below which the laundry rooms are located; Garden Villa Buildings No. 969, 2353, 2354, 2355, 2369, 2370, 2381, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 3241, 3242, 3243, 3244, 3420, 3421, 3499, 4006, 4007, 4008, 4009, 4010, 4011, 5370, 5371, 5372, 5499, 5500, 5510, 5511, 5515, 5517, 5518, 5519 and LH-21 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;

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

JULY Initial Notification

28-day notification for Member comment and review to conform to Civil Code §4360 has been satisfied.



**Garden Villa Recreation Room Rules**  
**Resolution 03-19-84; Adopted August 20, 2019**

**I. Purpose**

The purpose of this document is to define the policies of Third Laguna Hills Mutual ("Third") regarding the use of Garden Villa Recreation Rooms.

**II. Definitions**

For the purposes of this policy:

- a. Building Captain - a volunteer resident of a Garden Villa Unit who provides assistance to residents of the building they are assigned to.
- b. Community Rules - the Articles of Incorporation, Bylaws, the recorded Covenants, Conditions, and Restrictions (CC&Rs); and any rules and regulations adopted by Third. Any reference to the "Governing Documents" shall, for purposes of this Policy, be deemed a reference to the Community Rules set forth in this definition.
- c. Garden Villa Recreation Rooms – are located in 53 Garden Villa buildings.
- d. Rec Room – a room in each building used for a variety of purposes; has restrooms, refrigerator, stove, billiard table, card tables, and chairs. Also known as a "Recreation Room".
- e. Residents are defined as an individual approved to reside in a Garden Villa Unit.

**III. Conditions**

- a. Recreation Rooms in Garden Villa buildings may be used only by residents of the building and guests of residents. A resident must be present in the Recreation Room when non-residents use the Recreation Room.
- b. Scheduling the use of Recreation Rooms is the responsibility of the Building Captain.
- c. All residents (including lessees) are entitled to have a key to the Recreation Room. Keys may not be reproduced and given or loaned to any non-resident.
- d. Recreation Rooms may not be used for commercial purposes of any kind, for overnight sleeping, as a place to live or for a place to house and use exercise equipment.
- e. Residents who live in a Garden Villa building and are members of a Club registered with the Recreation Services Department may use the Recreation Rooms for meetings of that Club, provided the Resident is present at that Club meeting.
- f. No monetary or other compensation may be collected for the use of the Recreation Rooms.



- g. An insert and a plastic cover are provided for the protection of billiard tables. These are to be on the billiard table at all times, except when the table is being used to play billiards.
- h. Food, hot and cold, may be served in Recreation Rooms. Kitchen tabletops and folding tables supplied by the residents of the building are to be used for serving hot and warm foods and liquids.
- i. It is the responsibility of residents who use the Recreation Room to avoid staining the carpet or dropping food on the carpet. It is also the responsibility of residents who use the Recreation Room to clean up food dropped on the carpet and clean up any stains on the carpet. While Staff will attempt to clean carpet stains when requested, residents should be aware that the cost to clean, repair and replace carpet adds to the cost of maintaining the Recreation Rooms.
- j. Only when the billiard table is not in use and has the protective insert in place and plastic cover on it may the table be used for food service. However, no liquids or warm or hot food may be placed on the billiard tabletop. Maintenance of billiard tables is paid for out of the Recreation Room monthly assessment paid by manor owners.
- k. The extra monthly Recreation Room assessment, assessed by the Garden Villa Association, is used for the refurbishment of Recreation Rooms. Including the original issued equipment of: counter tops, rest rooms refrigerator, stove, flooring, ceiling, heater/air conditioners, cue tips, ball rack, four card tables, 24 card table chairs, billiard table, bridge, nine cue sticks, cue stick rack, 19 billiard balls, ball rack, flooring and painting of walls.
- l. Residents may add furnishings to Recreation Rooms. It is up to each building to set and enforce its own rules regarding this. Recreation Rooms are not a dumping ground for old furniture. Manor owners are responsible for removing non-used, non-original issue furnishings left in the Recreation Rooms.
- m. Requests for repairs and replacements are made through the Resident Services Division.
- n. Recreation Rooms are cleaned every week by VMS Staff. Residents who use the Recreation Rooms are required to clean the room after usage.
- o. Food is not to be stored in Recreation Rooms other than for same-day usage.
- p. Pets are not permitted in the Recreation Rooms unless a service dog.

**V. Enforcement**

Third Members are personally responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the Community. This includes any Co-occupant, Lessee, or Guest.

Third is authorized to take disciplinary action against a Member found to be in violation of the Garden Villa Recreation Room Policy. When a violation occurs the Board is obligated to evaluate and impose if appropriate, member-discipline

as set forth in the governing documents. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action. Additionally, the Board may seek reimbursement for remediation cost associated with damage to the Recreation Room.

# LAGUNA WOODS VILLAGE VEHICLE, TRAFFIC, AND PARKING RULES

Adopted May 6, 2014, Resolution 90-14-21;  
Revised: September 19, 2017, Resolution 03-17-76; June 7, 2016, Resolution 90-16-24 and Resolution 90-16-26; April 12, 2016, Resolution 01-16-32; May 5, 2015, Resolution 09-15-29; April 7, 2015; January 20, 2015; ~~and~~  
December 2, 2014, Resolution 90-14-73; and August 20, 2019; Resolution 03-19-85

The following Vehicle, Traffic, and Parking Rules are strictly enforced and applicable to all pedestrians and persons controlling or operating vehicles on any real property regulated by the Golden Rain Foundation of Laguna Woods (GRF). This generally refers to the streets, sidewalks, parking areas, clubhouses, grounds, and other amenities overseen by GRF.

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### 1. PREFACE

In order to promote safety, all drivers, pedestrians, and vehicles must follow the same rules of the road as are expected on public streets, unless otherwise specified in herein.

Enforcement is the responsibility of the Laguna Woods Village Security Division, unless otherwise designated by law. All persons must stop when directed or signaled by a member of Security and provide all items of identification as requested, such as GRF identification card, driver's license, vehicle registration, gate pass, etc.

Security Officers will issue Notices of Violation for violation of these rules. Persons in violation may be subject to a fine and other disciplinary action. Vehicles parked in violation may be subject to a fine, and towed-away at the vehicle owner's expense. The MEMBER is responsible for any violation occurring in their ASSIGNED PARKING. The MEMBER is responsible for any violation committed by their delegate, invitee, renter or lessee, and any invitee of a delegate, renter or lessee.

### 2. DEFINITIONS

Words appearing in ALL CAPITAL LETTERS are defined in this section.

**a. ABANDONED VEHICLE** - A MOTOR VEHICLE having either of the following attributes:

- i. Appears deserted, neglected, unsightly, or INOPERABLE.
- ii. If in UNASSIGNED PARKING, has not been moved within a 21 day period unless previously receiving written authorization from the Security Division. (See Section 7.5 - Resident's Extended Parking).

**b. ASSIGNED PARKING** - A defined parking location such as a carport, parking garage space, or MANOR driveway or garage that has both of the following attributes:

- i. Is regulated by a Mutual Corporation or GRF.
- ii. Is allotted as an exclusive use area of a particular MANOR.

- a. Fines and other disciplinary actions may be greater for repeated violations within a 3 year period.
- b. GRF, at its discretion may approve case-by-case exceptions to these rules.
- c. GRF endorses the traffic rules of the Mutual Corporations.
- d. GRF will appoint a committee, named Laguna Woods Village Traffic Hearings, for the purpose of enforcement hearings with respect to the notices of violation, and the imposition of the corresponding fines when the committee considers the violation to have been committed as charged. The Laguna Village Traffic Hearings will be comprised of the following:
  - i. One director of GRF, and one director of each of the Mutual, each to be appointed by the board of directors of which s/he is a member;
  - ii. Members of the Traffic Hearing shall rotate as the presiding member each month, with the presiding member refraining from voting on the issue of guilt to innocence of the person charged with the violation under consideration unless a member is absent and/or the vote of the presiding member is necessary to render a majority verdict;
  - iii. The Traffic Hearings will schedule Hearings as necessary to adjudicate Notices of Violation.
  - iv. The Traffic Hearings are held as an open meeting in which the alleged violator is invited to attend. The alleged violator has the right to request their hearing be held in close session.
- e. Notices of violation, traffic hearings, assessment of fines and other disciplinary actions are administrative processes of GRF and the Mutual Corporations in Laguna Wood Village.

#### **4. ENFORCEMENT**

Enforcement of these rules is the responsibility of the Laguna Woods Village Security Division, unless otherwise designated by law. Security Officers will issue a Notice of Violation for any violation of these rules.

- a. All persons must stop when directed or signaled by any member of Security, and provide all items of identification as requested, such as GRF identification card, driver's license, vehicle registration, and gate pass.
- b. Violations may result in tow-away at the vehicle owner's expense.
- c. Traffic Hearings:
  - i. Following a Notice of Violation, the alleged violator will be sent a letter, Traffic Hearing Notice, scheduling a hearing date and time. This letter will be sent at least 15 days before the hearing.
  - ii. At the Traffic Hearing, time will be given to hear testimony and consider evidence from the alleged violator and Security staff.
  - iii. If an alleged violator chooses not to attend their hearing, the Committee will make its decision based on the Notice of Violation and other evidence presented.
  - iv. After each hearing, the Committee will render its decision.
  - v. The Traffic Hearing will be documented by a written report of the proceedings.

- vi. A letter stating the Committee's decision will be sent to the alleged violator within 10 days following the hearing. If the Committee finds the individual guilty, the letter will inform the violator of the penalty and present the choice of paying the scheduled fine or, if eligible, attend Traffic School.
- d. Traffic School:
  - i. The Laguna Woods Village Traffic School will be a 2 hour class addressing traffic safety topics, and designed for Laguna Woods Village drivers.
  - ii. Traffic School is available to a violator once during any 3 year period.
  - iii. The Security Division will provide instructors to teach Traffic School.
  - iv. Every attendee must pay an administrative fee prior to attending Traffic School.
  - iv.v. Following citations are ineligible for Traffic School-: Parking, RV Lot Parking, Handicap Parking, and specific Moving Violations (Hit and Run, Valid Driver's Licenses Not Produced and Reckless Driving.
- e. For On-Duty EMPLOYEES, the Notice of Violation will be forwarded to the managing agent's Director of Human Resources for handling according to the managing agent's disciplinary policy.

## **5. FINES**

See Schedule of Traffic Monetary Penalties

## **6. VEHICLE TOW AWAY**

The California Vehicle Code authorizes private property tow-away at the vehicle owner's expense. Vehicles may be towed immediately or after a 96 hour waiting period as indicated below.

- a. Immediate Tow Away – any vehicle with the following conditions:
  - i. In a space designated for handicapped parking while not displaying a valid disabled (handicapped) license plate or placard.
  - ii. In a no parking zone.
  - iii. Within 15 feet of a fire hydrant.
  - iv. Blocking an entrance or exit.
  - v. Blocking a roadway or posing a hazard to traffic.
  - vi. Posing a safety or environmental hazard.
- b. Resident's Private Tow Away - An ASSIGNED PARKING space (e.g. carport, driveway, garage) is provided for the exclusive use of the RESIDENT who controls (is in lawful possession of) that location. No vehicle may be parked in any ASSIGNED PARKING location without that controlling RESIDENT'S written permission. California Vehicle Code §22658 allows a person in lawful possession of private property (the controlling RESIDENT) to order the immediate tow-away of any vehicle parked without permission in that person's ASSIGNED PARKING space. Tow-away is made at the vehicle owner's expense. Because the tow-away is made from a restricted use common area location, the towing is a private matter between the RESIDENT ordering tow-away, the vehicle owner, and the towing company. GRF, the Mutual

Security Division				
SCHEDULE OF TRAFFIC MONETARY PENALTIES				
Moving Violations	1st	2nd	3rd	4th (or more)
600 - Speeding ( 6 - 10 MPH )	\$25.00	\$50.00		
601 - Speeding ( 11 - 15 MPH )	\$50.00	\$100.00		
602 - Speeding ( 16 MPH and Over)	\$100.00	\$200.00		
610 - Failure to Stop	\$50.00	\$100.00	\$200.00	
620 - Right of Way	\$25.00	\$50.00		
630 - Turn Signal	\$25.00	\$50.00		
640 - Left of Center	\$25.00	\$50.00		
* 650 - Hit and Run	\$200.00	\$400.00		
* 660 - Valid Driver's License Not Produced	\$200.00	\$400.00		
* 680 - Reckless	\$150.00	\$300.00	\$300.00	\$300.00
* 690 - Headlight Violation	\$25.00	\$25.00	\$25.00	\$25.00
691 - Riding a Bicycle on Sidewalk	\$25.00	\$25.00	\$50.00	\$50.00
<b>695 - Other Moving</b>	\$25.00	\$50.00		
Parking Violations	1st	2nd	3rd	4th (or more)
* 010 - Abandoned Vehicle	\$25.00	\$25.00	\$50.00	\$50.00
* 700 - No Parking Zone	\$25.00	\$50.00	\$75.00	\$100.00
* 714 - Unpermitted Electric Plug-In (EV)	\$240.00	\$480.00	\$480.00	\$480.00
<b>000 - Unpermitted Electric Plug-In (Golf Cart)</b>	<b>\$100.00</b>	<b>\$150.00</b>	<b>\$200.00</b>	<b>\$250.00</b>
* 716 - Unattended Extension Cords & Battery Charger	\$50.00	\$100.00	\$150.00	\$150.00
* 720 - Limited Time Parking	\$25.00	\$25.00	\$50.00	\$75.00
* 721 - Recreational Vehicle Parked over 6 Hr. Limit	\$25.00	\$25.00	\$50.00	\$75.00
* 722 - Advertising on Vehicle Parked Overnight	\$25.00	\$25.00	\$50.00	\$75.00
* 723 - Vehicle Used for Storage	\$50.00	\$100.00	\$150.00	\$200.00
* 724 - Parked on sidewalk or Grass	\$25.00	\$25.00	\$50.00	\$75.00
* 725 - Expired Vehicle Registration	\$50.00	\$100.00	\$150.00	\$150.00
* 726 - Parked Obstructing Access	\$25.00	\$25.00	\$50.00	\$75.00
* 727 - No Valid GRF Vehicle Decal or Parking Permit Displayed	\$25.00	\$25.00	\$50.00	\$50.00
* 800 - Fire Hydrant	\$25.00	\$50.00	\$50.00	\$50.00
<b>* 730 - Other Parking Violations</b>	\$25.00	\$25.00	\$50.00	\$50.00
Handicap Parking Violations	1st	2nd	3rd	4th (or more)
* 810 - Handicapped Parking				
<b>With Placard &amp; Handicap I.D. verification</b>	\$0.00	\$25.00	\$50.00	\$75.00
* 811 - Handicapped Parking				
<b>No Placard or Handicap I.D. Displayed</b>	\$150.00	\$200.00	\$250.00	\$275.00
Pedestrian Violations	1st	2nd	3rd	4th (or more)
* 750 - Pedestrian Violations	\$25.00	\$25.00	\$50.00	\$50.00
RV Parking Violations	1st	2nd	3rd	4th (or more)
* 820 - Hazardous Material	\$75.00	\$100.00	\$150.00	
* 830 - Wheel Block	\$25.00	\$50.00	\$75.00	\$100.00
* 840 - Jack Support (R & R Section "W" Violation)	\$25.00	\$50.00	\$75.00	\$100.00
* 850 - Maintenance or Repair	\$25.00	\$50.00	\$75.00	\$100.00
* 860 - Miscellaneous (Minor)	\$25.00	\$50.00	\$75.00	
* 870 - Miscellaneous (Major)	\$50.00	\$100.00	\$150.00	
RV Lot Parking Violations				
* Miscellaneous (Minor)	* Miscellaneous (Major)		* Miscellaneous (Major)	
Flat Tires	Expired Registration		Unauthorized vehicle in space	
Failure to provide Registration paperwork	Utilizing RV vehicle as living quarters		Vehicle utilized for storage	
	Clutter		Generator running unattended	
	Storage outside of vehicle		Portable sheds or tents erected outside of vehicle	
	Wash-rack violation		Illegal Jack (R & R Section "X" Violation)	

\* violation ineligible for traffic school

Checks Payable to "GRF" w/ reference# in memo box  
Pay in person by leaving check in "Payment box"  
or mailing to:

Attention: Security Division  
24351 El Toro Road  
Laguna Woods, CA 92637