



**OPEN SESSION**

**MINUTES OF THE REGULAR OPEN MEETING OF THE THIRD LAGUNA HILLS  
MUTUAL BOARD OF**

**DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Tuesday, June 15, 2021 - 9:30 a.m.**

**Laguna Woods Village Virtual Meeting**

**24351 El Toro Road**

**Laguna Woods, California**

**Directors Present:** Steve Parsons, Annie McCary, Lynn Jarrett, Robert Mutchnick, Reza Karimi, Cush Bhada, Craig Wayne, Ralph Engdahl, Donna Rane-Szostak (arrived late)

**Directors Absent:** Debbie Dotson, John Frankel

**Staff Present:** Jeff Parker-CEO, Siobhan Foster-COO, Eileen Paulin, Cheryl Silva and Grant Schultz

**Others Present:** Rosemarie diLorenzo (VMS), Wei-Ming Tao (VMS)

**1. Call meeting to order / Establish Quorum – President Parsons, Chair**

President Parsons called the meeting to order at 9:27 a.m. and established that a quorum was present.

**2. Pledge of Allegiance**

President Parsons asked Director Karimi to lead the Pledge of Allegiance.

Director Karimi led the pledge of allegiance.

**3. Acknowledge Media**

The media was acknowledged online and through Village Television.

**4. Approval of Agenda**

President Parsons asked for a motion to approve the agenda.

Director McCary made a motion to approve the agenda. Director Mutchnick seconded the motion.

President Parsons called for the vote on the agenda and the motion passed without objection.

## **5. Approval of Minutes**

5a. May 14, 2021 – Special Election Information Meeting

5b. May 18, 2021 – Regular Board Meeting

5c. May 21, 2021 – Special Election Town Hall Meeting

President Parsons asked for a motion to approve the minutes.

Director Karimi made a motion to approve the minutes of May 14, 2021—Special Election Information Meeting; May 18, 2021—Regular Board Meeting and May 21, 2021—Special Election Town Hall Meeting. Director Jarrett seconded the motion and the motion passed without objection.

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

President Parsons commented today is a great day to have everything reopened, but asked residents to still be responsible. He thanked Ernesto Munoz, Director of Maintenance and Construction, for his service to the community. He thanked the residents that organized the car rally to help get the ballot initiative passed for the CC&R amendment. Third Mutual business is done at the committee level and he asked residents to attend the committee meeting before coming to the board meeting.

**7. Open Forum (Three Minutes per Speaker)** - *At this time Members only addressed the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserved the right to limit the total amount of time allotted for the Open Forum. Members requested to speak Zoom at <https://zoom.us/j/94899806730> via email to [meeting@vmsinc.org](mailto:meeting@vmsinc.org). Residents were required to provide their name and unit number.*

Eileen Paulin read the written member comments:

- A member commented about the ballot initiative and asked for more information about the change in the CC&Rs.
- A member commented about a letter he received about the water being shut off for the epoxy coating lining and change in valves in his manor.

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

- Director Mutchnick commented that the reason for asking the residents to change the CC&Rs is for insurance purposes.
- Director McCary thanked the resident for her help with this initiative.
- Jeff Parker-CEO commented for the reason for changing the water valves in the community.

## **9. CEO Report (Jeff Parker-CEO and Siobhan Foster-COO)**

- CEO Parker thanked Ernesto Munoz, Director of Maintenance and



Construction, for his years of service to the community. He announced that Guy West will be the Interim Director while recruiting for a replacement.

- VMS is making plans to reopen the recreation facilities and special events. The Governor of California has announced that the state will reopen on June 15 without restrictions.

Jeff Parker-CEO showed a presentation on reopening the Village:

- Clubhouse 1 (modified hours TBA): No restrictions/reservations indoor/outdoor gym; indoor mini gym (badminton, pickleball, volleyball); indoor archery; shuffleboard; game rooms; billiards; drop-in lounge
  - Clubhouse 2: Indoor recreation classes and Bingo.
  - Clubhouse 4: No restrictions or reservations.
  - Clubhouse 5: Game room, indoor recreation classes, gym and Monday movies
  - Guest: Pools (15 and older), prohibited at golf courses.
  - Paddle Tennis: No restrictions or reservations.
  - Pickleball: No reservations required M-F 7a.m. – 3 p.m., Kourts reservations required for other hours.
  - Bocce: No restrictions or reservations.
  - Tennis (daily): No reservations required for courts 1-6, Kourts reservations required for courts 7-10.
  - Pool 2: Reservations via Kourts; check-in monitored by lifeguards.
  - Pools 4 – 6 (expanded hours): no restrictions.
  - Community Center (modified hours TBD): Table tennis, Mac & PC clubs, fitness center
  - Resident Services & Manor Alterations: Schedule appointments 949-597-4600.
  - Real Estate: Open houses may resume.
  - Clubhouse 7: Bridge room reopens July 6, 2021.
  - Clubhouse reservations: Village Clubs, private parties begin making reservations for activities that resumes July 6.
  - Equestrian Center: anticipated completion of the arena project to be completed by July 6.
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- To help control mosquitos in the area, Vector Control recommends you tip out standing water from planters, top outdoor containers and wear protective insect repellent when outdoors.
  - American Red Cross will present an earthquake and flood preparedness webinar on August 10 at 10 a.m.
  - Fourth of July Independence Day golf cart parade will start at 9 a.m. from Clubhouse 1.
  - New resident orientation will be virtual. Contact Becky Jackson at [becky.jackson@vmsinc.org](mailto:becky.jackson@vmsinc.org) to make reservations.
  - Next bulky item pickup will be held on the third Saturday of the month. Waste

Management will begin offering twice-weekly trash services to your manor.

Jeff Parker-CEO and Siobhan Foster-COO answered questions from the board.

President Parsons gave out the phone number to call if they have not received a ballot. He thanked Chuck Holland and the Information Services Department.

**10. Consent Calendar** - *All matters listed under the Consent Calendar were recommended for action by committees and were enacted by the board by one motion. Items removed from the Consent Calendar by members of the board, were moved for further discussion and action by the board.*

**10a. Finance Committee Recommendations:**

Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual **preliminary** financials for the month of March 2021 and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code 5501.

**10b. Finance Committee Recommendation:**

(1) Approve Resolution for Recording of Lien for Member ID# 932-120-24

**Resolution 03-21-35**  
**Recording of a Lien**

**WHEREAS**, Member ID 932-120-24; 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**, June 15, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-120-24 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.

President Parsons asked for a motion to approve the consent calendar.

Director Karimi made a motion, seconded by Director Mutchnick, to approve the consent calendar as presented.

President Parsons called for the vote and the motion passed without objection.

## **11. Unfinished Business**

### **11a. Entertain a Motion to Introduce an Amendment to the Anti-Hate Policy**

President Parsons asked the Secretary of the Board to read the resolution for the Hate Policy.

Director Jarrett, Secretary of the Board, read the following resolution:

#### **Resolution 03-21-36** **Hate Policy**

**WHEREAS**, it is the desire of the Corporation to create an environment that is safe for all residents and free of attack against an individual's color, religion, national origin, sexual orientation, gender, gender identity, disability; and

**WHEREAS**, to support residents in that regard the Board of Directors of this Corporation desires to implement procedures to help individuals efficiently and effectively report hate crimes and incidents to the proper authorities:

**NOW THEREFORE BE IT RESOLVED**, June 16, 2021 that the Board of Directors of this Corporation recommends that any individual that believes a hate crime or incident may have occurred take the following action:

- Call the Laguna Woods Village Security Department at 949-580-1400 immediately and make a report. **IN AN EMERGENCY SITUATION, CALL 911.**
- Obtain medical attention, if needed. Be sure to keep all medical documentation.
- Leave all evidence in place. Do not touch or remove or clean up anything.
- Document what happened by: taking photographs of all evidence, including physical bodily damage, writing down exactly what was said, particularly any words that indicate bias motivation, and other information that may be valuable.
- Get the name(s), address(es) and phone number(s) of other victims and witnesses.
- If possible, write down a description of the perpetrator and the perpetrator's vehicle.



- Call 714-480-6580 and report the occurrence to the O.C. Human Relations Website: <https://www.ochumanrelations.org/hatecrime/report/>

**RESOLVE FURTHER**, that the **former Anti-Hate Policy** will now be known as the HatePolicy from henceforth;

**RESOLVE FURTHER**, that Resolution 03-06-56 adopted November 21, 2006, is hereby superseded and canceled; and

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

MAY Initial Notification

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

Staff recommends the board approve the amendments to the Hate Policy.

Director Jarrett made a motion to approve a resolution to amend the Hate Policy. Director McCary seconded the motion.

President Parsons called for the vote and the motion passed without objection.

## **12. New Business--None**

## **13. Committee Reports**

**13a.** Report of the Finance Committee / Financial Report – Director Mutchnick gave the Treasurer's Report. The committee met on June 1, 2021; next meeting July 6, 2021, at 1:30 p.m. as a virtual meeting.

(1) Treasurer's Report

(2) Third Finance Committee Report

(3) Resale/Leasing Reports

**13b.** Report of the Architectural Controls and Standards Committee – Director Engdahl. The committee met on May 24, 2021; next meeting June 28, 2021 at 9:30 a.m. as a virtual meeting.

**13c.** Report of the Communications Committee – Director McCary. The committee met on January 13, 2021; next meeting will be held on July 14, 2021 at 1:30 p.m. as a virtual meeting.

**13d.** Report of the Maintenance and Construction Committee – Director Mutchnick. The committee met on May 3, 2021; next meeting July 7, 2021, at 1:30 p.m. as a virtual meeting.

(1) Report of the Parking and Golf Cart Task Force – Director Dotson. The task force met on May 12, 2021; next meeting TBA.

(2) Report of the Garden Villa Rec. Room Subcommittee – Director Jarrett. The Garden Villas Rec. Room Subcommittee met on June 8, 2021; TBA.

**13e.** Report of the Landscape Committee – Director Jarrett. The committee met on June 11, 2021; next meeting August 5, 2021, at 9:30 a.m. in Board Room.

**13f.** Report of the Water Committee – Director McCary for Director Rane-Szostak. Director McCary showed a presentation prepared by Director Rane-Szostak. The committee met on April 29, 2021; next meeting will be held on July 29, 2021 at 2:00 p.m.

**13g.** Report of the Resident Policy and Compliance Committee – Director Jarrett. The committee met on May 5, 2021; next meeting will be held on July 9, 2021, at 1:30 p.m. in the Board Room.

#### **14. GRF Committee Highlights**

**14a.** Community Activities Committee – Directors Karimi. The committee discussed reopening of facilities. The committee met on June 10, 2021; next meeting July 8, 2021, at 1:30 p.m. as a virtual meeting.

(1) Equestrian Center Ad Hoc Committee – Director Bhada. The committee met on May 6, 2021; next meeting July 7, 2021 at 1 p.m. as a virtual meeting.

**14b.** GRF Finance Committee – Director Mutchnick. The committee met on April 21, 2021; next meeting June 23, 2021, at 1:30 p.m. as a virtual meeting.

**14c.** GRF Landscape Committee – Director Jarrett. The committee met on June 9, 2021; next meeting August 11, 2021 at 1:30 p.m. as a virtual meeting.

**14d.** GRF Maintenance & Construction Committee – The committee met June 9, 2021; next meeting August 11, 2021, at 9:30 a.m. as a virtual meeting.

(1) Clubhouse 1 Renovation Ad Hoc Committee – Director Engdahl. The committee met on March 23, 2021; next meeting TBA.

**14e.** Media and Communications Committee – Director McCary. The committee met on May 17, 2021; next meeting June 21, 2021, at 1:30 p.m. as a virtual meeting.

**14f.** Mobility and Vehicles Committee – Director Karimi – The committee met on June 2, 2021; next meeting August 4, 2021, at 1:30 p.m. as a virtual meeting.

**14g.** Security and Community Access Committee – Director Bhada. The committee met on April 26, 2021; next meeting June 28, 2021 at 1:30 p.m. as a virtual meeting.



(1) Disaster Preparedness Task Force – Director McCary. The task force met on May 25, 2021; next meeting July 27, 2021, 9:30 a.m. as a virtual meeting.

**14h.** Report of the Laguna Woods Village Traffic Hearings – Director Bhada. The traffic hearings were on May 19, 2021; next meetings are June 16, 2021 at 9 a.m. and 1 p.m. as a virtual meeting.

**14i.** Report of the GRF Strategic Planning Ad Hoc Committee – Director Mutchnick. The committee met on March 17, 2021; next meeting TBA.

**14j.** Budget Meetings – Director Mutchnick. The budget meetings will begin in May and end in September. The department review budget meetings were held on June 2, 2021 and June 3, 2021; next meeting will be held July 16, 2021 at 9:30 as a virtual meeting.

**15. Future Agenda Items--** *All matters listed under Future Agenda Items are items for a future board meeting. 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.*

**a.** Resident Suggestion Program

**b.** Alterations Review

**c.** Property and Casualty Insurance

**d.** Presentation from El Toro Water District

**16. Director's Comments**

- Director Bhada encourages residents to please vote “yes” on the ballot they received in the mail.
- Director Karimi commented about inflation of utilities and insurance and we need your help.
- Director Mutchnick thanked all the residents that helped spread the word about the ballot initiative.
- Director Wayne commented about the ballot initiative.
- Director Jarrett thanked the residents that have helped distribute flyer about the ballot initiative. She commented about water shut-off valves.
- Director Rane-Szostak thanked Director McCary for the water conservation presentation and encouraged residents to vote “yes” on the ballot.
- Director McCary commented about the recent heat wave and precautions that need to be made to stay hydrated.
- COO Foster commented that the mulch will be available at clubhouses 3 and 5.
- President Parsons commented that the VMS Board Members will be part of our board meeting in the future.

**17. Recess** - *At this time, the meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*



The meeting was recessed at 11:20 a.m.

**Summary of Previous Closed Session Minutes per Civil Code §4935.**

*During the May 18, 2021, Regular Closed Session, the board:*

*Approval of Agenda*

*VMS Board Update*

*Discussed and Considered Legal/Litigation Matters*

*CEO Report (Personnel Matters)*

*Approval of the Following Meeting Minutes.*

*(a) April 6, 2021 – Special Closed Meeting*

*(b) April 20, 2021 – Regular Closed Meeting*

*Discussed Contractual Matters*

*Discussed Member Disciplinary Matters*

*Director Comments*

*Adjournment*

**18. Adjournment**

The meeting was adjourned at 2:55 p.m.

  
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Lynn Jarrett, Secretary of the Board  
Third Mutual Laguna Hills