



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, January 18, 2022 - 9:30 a.m.
Laguna Woods Village Community Center
Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

Directors Present: Robert Mutchnick, Annie McCary, Ralph Engdahl, John Frankel, Cush Bhada, Jim Cook, Mark Laws, Nathaniel Ira Lewis, Donna Rane-Szostak, Lynn Jarrett, Craig Wayne

Directors Absent: None

Staff Present: Jeff Parker-CEO, Siobhan Foster-COO, Connie Habal, Manuel Gomez, Gavin Fogg, Richard de la Fuentes, Pamela Bashline, Cindy Shoffeitt, Grant Schultz, Michelle Estrada

Others Present:

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

President Mutchnick called the meeting to order at 9:30 a.m. and established that a quorum was present.

2. Pledge of Allegiance

Director Bhada led the Pledge of Allegiance.

3. Acknowledge Media

The media was acknowledged online and through Village Television.

4. Approval of Agenda

President Mutchnick asked for a motion to approve the agenda with removal of item 7. Presentation by Dennis Cafferty, General Manager of El Toro Water District. Mr. Cafferty would like to conduct his presentation in person rather than in a virtual meeting.

Director Rane-Szostak made a motion to approve the agenda. Director Bhada seconded the motion.

Hearing no other changes, the motion passed without objection.

5. Approval of Minutes

- a. December 10, 2021 – Agenda Prep Meeting
- b. December 10, 2021 – Special Open Meeting
- c. December 21, 2021 – Regular Board Meeting

President Mutchnick asked for a motion to approve the minutes.

Director Jarrett made a motion to approve the minutes of December 10, 2021 – Agenda Prep Meeting, December 10, 2021 – Special Open Meeting, December 21, 2021 – Regular Board Meeting. Director Engdahl seconded the motion.

Director Laws commented on the December 21, 2021 – Regular Board Meeting Minutes. He requested that the minutes be revised to reflect Consent Calendar item 11D was to be moved to New Business and reflect the vote that was taken.

Hearing no further objections, the minutes were approved as corrected.

6. Report of the Chair

President Mutchnick reported on:

- All town hall meetings will be suspended until the mask mandate is no longer in effect.
- Roll call votes will be taken during all virtual meetings and asked that all directors keep their cameras on.
- President Mutchnick recognized that this is Jeff Parker's final meeting with the Third Board and thanked Jeff for his service as CEO.

THIS ITEM WAS REMOVED DURING APPROVAL OF THE AGENDA

7. Presentation by Dennis Cafferty, General Manager of El Toro Water District

El Toro Water District General Manager, Dennis Cafferty, would like to conduct his presentation in person rather than in a virtual meeting.

8. Update from the VMS Board

VMS 1st Vice President Tao gave an update from the last VMS Board Meeting accompanied with a presentation:

- New Corporate Secretary, Michelle Estrada, began employment on January 3, 2022.
- New Assistant Corporate Secretary, Makayla Thomas, will begin employment on January 24, 2022.
- General Services Director, Robert Carroll, began employment on January 17, 2022.
- Media and Communications Department – key 2022 initiatives.
- VMS goals and activities for 2022.

9. 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 reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member can speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/94899806730> or call 1 (699)900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.

- A member commented on serving the Third Board to recall Directors Mutchnick and Jarrett. The member urged the membership to take the upcoming vote seriously.
- A member commented on working with Director Jarrett and commended her for her excellent service on the Board to the membership. The member stated that a recall and election would cost a substantial amount of money and urged the members to not pass the petition.
- A member commented on the recall of Directors Mutchnick and Jarrett. The member expressed that there is no need to burden the budget to remove members when there is an election in the near future.
- A member commented on the donations made by The Foundation to support the community members experiencing financial hardship during the pandemic.

10. Responses to Open Forum Speakers - None

11. CEO/COO Report (Jeff Parker-CEO and Siobhan Foster-COO)

CEO Jeff Parker reported on:

- COVID update: Cases continue to rise significantly.
- Presentation on the solid waste transition from Waste Management to CR&R. Organic recycling carts were delivered before January 5, 2022 and collection is underway. Waste Management bins are being swapped out to CR&R bins at approximately 100 bins per week. Bulky-item pick-up will increase from monthly to weekly. A "how-to" and list of items that are acceptable and unacceptable were listed during the presentation. Residents are to visit cityoflagunawoods.org/lwvorganics to view a map of organic cart locations. Resident Services will no longer be the point of contact for trash related concerns; residents are to contact CR&R directly at 949-625-6735 or lagunawoods-recycles@crrmail.com.
- This is CEO Jeff Parker's final board meeting. He thanked the directors for their service and Siobhan Foster for her leadership.

COO Siobhan Foster reported on:

- The Transportation Informational meeting regarding the Age Well proposal will be held virtually this Friday, January 21, 2022 at 9:30 a.m. and will be televised.
- Clubhouses 3, 4, 5 will have mulch pick-up from January 21-24, 2022.

12. 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.*

President Mutchnick asked for a motion to approve the Consent Calendar as presented.

Director McCary motioned the approval of the Consent Calendar. Director Cook seconded the motion.

Hearing no other changes, President Mutchnick called for the motion and it passed without objection.

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of October 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.
- b. **Recommendation from the Landscape Committee:**
 1. Recommend to Approve Tree Removal Request: 5473-C Paseo Del Lago E. – One Red Iron Bark

RESOLUTION 03-22-01
Approve the Request
For Removal of One Red Iron Bark Tree
5473-C Paseo Del Lago E.

WHEREAS, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

"...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 shall not be removed to preserve, enhance or create a view.

- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, are referred to the Committee..."

WHEREAS, on December 6, 2021, the Landscape Committee reviewed a request from the Member at 5473-C to remove one Red Iron Bark tree. The Member cited the reasons as *structural damage*;

WHEREAS, the Committee determined that the tree does meet *the guidelines set forth in Resolution 03-21-10* and recommends approving the request for the removal of one Red Iron Bark tree located at 5473-C Paseo Del Lago E.

NOW THEREFORE BE IT RESOLVED, January 18, 2022, the Board of Directors approves the request for the removal of one Red Iron Bark tree located at 5473-C;

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

2. Recommend to Deny Tree Removal Request: 3047-P Via Serena C. – Rusty Leaf Fig

RESOLUTION 03-22-02
Deny the Request
For Removal of One Rusty Leaf Fig Tree
3047-P Via Serena S.

WHEREAS, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

“...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 shall not be removed to preserve, enhance or create a view.

- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, are referred to the Committee...”

WHEREAS, on December 6, 2021, the Landscape Committee reviewed a request from the Member at 3047-P to remove one Rusty Leaf Fig tree. Due to the proximity to the residence, the Member cited the reason as continual dropping of seeds;

WHEREAS, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Rusty Leaf Fig tree located at 3047-P Via Serena S.

NOW THEREFORE BE IT RESOLVED, January 18, 2022, the Board of Directors denies the request for the removal of one Rusty Leaf Fig tree located at 3047-P;

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

3. Recommendation to Approve Tree Removal Request: 3154-B Alta Vista – Brazilian Pepper

RESOLUTION 03-22-03
Approve the Request
For Removal of Brazilian Pepper Tree
3154-B Alta Vista

WHEREAS, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

“...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 shall not be removed to preserve, enhance or create a view.

- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, are referred to the Committee...”

WHEREAS, on December 6, 2021, the Landscape Committee reviewed a request from the Member at 3154-B to remove one Brazilian Pepper tree. The Member cited the reasons as previous structural damage and threat of failing limbs;

WHEREAS, the Committee determined that the tree does meet the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Brazilian Pepper located at 3154-B Alta Vista.

NOW THEREFORE BE IT RESOLVED, January 18, 2022, the Board of Directors approves the request for the removal of one Brazilian Pepper tree located at 3154-B;

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

4. Recommendation to Deny Tree Removal Request: 3160-D Alta Vista – Three King Palms

RESOLUTION 03-22-04
Deny the Request
For Removal of Three King Palm Trees
3160-D Alta Vista

WHEREAS, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

“...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 shall not be removed to preserve, enhance or create a view.

- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, are referred to the Committee...”

WHEREAS, on December 6, 2021, the Landscape Committee reviewed a request from the Member at 3160-D to remove three King Palm trees. The Member cited the reasons as potential structural damage and litter/debris;

WHEREAS, the Committee determined that the trees do not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of three King Palm trees located at 3160-D Alta Vista.

NOW THEREFORE BE IT RESOLVED, January 18, 2022, the Board of Directors denies the request for the removal of three King Palm trees located at 3160-D;

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

5. Recommend to Deny Request for Off-Schedule Tree Trimming: 4007-1C Calle Sonora Oeste – Rusty Leaf Fig

RESOLUTION 03-22-05

Deny the Request

**For Off-Schedule Trimming of One Rusty Leaf Fig Tree
4007-1C Calle Sonora Oeste**

WHEREAS, on December 6, 2021, the Landscape Committee reviewed a request from the Member at 4007-1C for the off-schedule trimming of one Rusty Leaf Fig tree. The Member cited the reasons as the tree is overgrown, badly damaged, and resident doesn't believe the tree has been properly maintained;

WHEREAS, the Committee determined that the tree does not have any damaged branches or deadwood that would require an off-schedule trimming and, therefore, recommends denying the request for the off-schedule trimming of one Rusty Leaf Fig tree located at 4007-1C Calle Sonora Oeste.

NOW THEREFORE BE IT RESOLVED, January 18, 2022, the Board of Directors denies the request for the off-schedule trimming of one Rusty Leaf Fig tree located at 4007-1C;

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

6. Recommend to Deny Landscape Revision Request: 5209 Avenida Despacio

RESOLUTION 03-22-06

**Deny the Landscape Revisions Request
5209 Avenida Despacio**

WHEREAS, on January 6, 2022, the Landscape Committee reviewed a request from the Member at 5209 for landscape revisions adjacent to their manor; to have permission to return painted stones which were removed at the request of the Compliance Department due to the fact that the stones' location violates Mutual policies. The Member cited the reason for returning the stones to their former location as resident preference;

WHEREAS, the Committee recommends denying the request for this landscape revision located at 5209 Avenida Despacio.

NOW THEREFORE BE IT RESOLVED, January 18, 2022 the Board of Directors denies the request for a landscape revision of permission to return painted stones to their previous location adjacent to the manor at 5209;

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

7. Recommend to Approve Landscape Revision Request: 5423 Calle Carmenita

RESOLUTION 03-22-07
Approve the Landscape Revisions Request
5423 Calle Carmenita

***WHEREAS**, on January 6, 2022, the Landscape Committee reviewed a request from the Member at 5423 for landscape revisions to their manor, at their expense. The Member cited the reasons as resident preference;*

***WHEREAS**, the Committee recommends approving the request for landscape revisions, at the Member's expense, located at 5423 Calle Carmenita, with the following conditions:*

1. All costs for design, construction, and maintenance of the improvement are the responsibility of the Property's Member Owner at 5423.
2. All materials and installation shall be approved by the Landscape Department prior to start of work.
3. The requesting Member understands that only the approved plant material may be planted and, per Mutual Policy, no vegetables or fruits may be planted.
4. The requesting Member understands that the area will remain Common Area subject to the use and passage of all members of Third Mutual.

NOW THEREFORE BE IT RESOLVED, January 18, 2022, the Board of Directors approves the request for landscape revisions, at the Member's expense, at 5423;

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

c. Recommendation from the Architecture Controls and Standards Committee

1. Variance Request – 5063 Avenida Del Sol (Villa Terraza, Plan C10RC_1) Master Bathroom Extension and New Laundry Room in the Garage –
APPROVED

RESOLUTION 03-22-08
Variance Request 5063 Avenida Del Sol

WHEREAS, Mr. Steve Grogan of 5063 Avenida Del Sol, a Villa Terraza style unit, is requesting Board approval of a variance to install a laundry room in the garage and master bathroom extension; and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units December 03, 2021, notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on December 27, 2021.

NOW THEREFORE BE IT RESOLVED, on January 18, 2022, the Board of Directors hereby approves the request to install a laundry room in the garage and master bathroom extension;

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5063 Avenida Del Sol and all future Mutual members at 5063 Avenida Del Sol;

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. Variance Request – 5071 Avenida Del Sol (Villa Terraza, Plan C10RC_1) Master Bedroom Extension and Foyer Addition – APPROVED

RESOLUTION 03-22-09
Variance Request 5071 Avenida Del Sol

WHEREAS, Mr. Carl Main and Ms. Teddy Main of 5071 Avenida Del Sol, a Villa Terraza style unit, are requesting Board approval of a variance to install a master bedroom extension and foyer addition; and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units December 03, 2021, notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on December 27, 2021.

NOW THEREFORE BE IT RESOLVED, on January 18, 2022, the Board of Directors hereby approves the request to install a master bedroom extension and foyer addition.;

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5071 Avenida Del Sol and all future Mutual members at 5071 Avenida Del Sol;

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

3. Variance Request – 5206 Avenida Despacio (Villa Reposo, Plan C11B_1) Master Bedroom Extension, Bedroom Extension, Third Bathroom Addition – APPROVED

RESOLUTION 03-22-10
Variance Request 5206 Avenida Despacio

WHEREAS, Mr. Mark Miller of 5206 Avenida Despacio, a Villa Reposo style unit, is requesting Board approval of a variance to install a master bedroom extension, bedroom extension, third bathroom addition, kitchen relocation and office addition; and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units December 03, 2021, notifying that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on December 27, 2021.

NOW THEREFORE BE IT RESOLVED, on January 18, 2022, the Board of Directors hereby approves the request to install a master bedroom extension and foyer addition;

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5206 Avenida Despacio and all future Mutual members at 5206 Avenida Despacio;

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.

4. Variance Request – 5555-A Rayo Del Sol (Casa Palma, 10R-13) Bedroom Addition on Existing Rear Private Garden: Appeal – APPROVED

RESOLUTION 03-22-11
Variance Request 5555-A Rayo Del Sol

WHEREAS, Mr. Hariri of 5555-A Rayo Del Sol, a Casa Palma style manor, requests Board approval of a variance to add a room addition in the rear private garden; and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units December 1, 2021, notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on December 27, 2021.

NOW THEREFORE BE IT RESOLVED, on January 18, 2022, the Board of Directors hereby approves the request to add a room addition in the rear private garden;

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5555-A Rayo Del Sol and all future Mutual members at 5555-A Rayo Del Sol;

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.

d. Approve a Resolution to Update Officers Appointments

RESOLUTION 03-22-12
APPOINTMENT OF OFFICERS

RESOLVED, on January 18, 2022, pursuant to Third Laguna Hills Mutual Bylaws Article 9 which sets guidelines, terms and responsibilities for the election of Officers to this Corporation the following persons are hereby elected to the office indicated next to their names to serve:

Robert Mutchnick	President
Annie McCary	1 st Vice President
Ralph Engdahl	2 nd Vice President

Lynn Jarrett Secretary
Donna Rane-Szostak Treasurer

RESOLVED FURTHER, that the following Staff person is hereby appointed as ex Officio officer of this Corporation:

Siobhan Foster Vice President ex Officio
XXXX XXXX Assistant Secretary ex Officio
Steve Hormuth Assistant Treasurer ex Officio

RESOLVED FURTHER, that Resolution 03-21-77, adopted October 19, 2021, is hereby superseded and cancelled; and

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

13. Unfinished Business

13a. Entertain a Motion to Introduce a Revised Resolution for a Stepping Stones Policy and Guidelines (**OCTOBER Initial Notification—NOVEMBER sent back to Committee—DECEMBER reintroduced—28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)

Director Jarrett read the following resolution:

RESOLUTION 03-21-XX **Stepping Stone Policy and Guidelines**

WHEREAS, on January 16, 2007, that the Board of Directors adopted Resolution 03-07-02 Approval to Revoke Alteration Standard Section 36 – Stepping Stones;

WHEREAS, Resolution 03-07-02, revoked the standard for stepping stones and required a variance application to the Architectural Committee;

WHEREAS, the Landscape Committee determined that stepping stones are temporary in nature and are placed within common area landscaping;

WHEREAS, the Landscape Committee determined that requiring a variance application is unduly burdensome for Members and the process could be simplified by use of the Landscape Request form.

NOW THEREFORE BE IT RESOLVED, January 18, 2022, the Board of Directors approves the change from variance request to landscape

request form and consideration thereof shall be performed by the Landscape Committee;

RESOLVED FURTHER, all new stepping stone installations shall be performed following the attached Stepping Stone Guidelines and all existing stepping stone installations not previously approved by Variance or Standard, shall be removed through the Compliance process or at Resale, whichever occurs first;

RESOLVED FURTHER, Resolution 03-07-02, adopted January 16, 2007, is hereby superseded in its entirety and no longer in effect;

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

Director McCary made a motion to approve the resolution. Director Bhada seconded the motion.

Director Lewis commented on the diagram and directions on pages 8 – 12.

Discussion ensued among the directors.

Director Laws made a motion to approve the resolution with the condition that pages 8 – 12 will have an updated diagram and directions upon review at the next Board meeting on February 15, 2022. Director Lewis seconded the motion.

Hearing no objection, the motion was approved as amended by unanimous consent upon board approval on February 15, 2022.

14. New Business

14a. Entertain a Motion to Approve a Partial Reimbursement to Lois Wilson for Repairs & Restoration at 3067-B.

Director Jarrett read the following staff report:

RECOMMENDATION

The Third M&C Committee recommends that the Board approve a partial reimbursement to Ms. Lois Wilson, the non-occupant owner of 3067-B, for plumbing repair and dry down expenses she incurred related to an in-wall plumbing leak at her manor, in the amount of \$1,604.12.

BACKGROUND

On November 22, 2021, Ms. Lois Wilson, the non-occupant owner of Manor 3067-B, reported that the hallway carpet in her unit was wet from an unknown source. An emergency service order was entered in the database at 9:13am and the Mutual's in-house Plumbing Foreman printed the service order at 9:20am and assigned it to a plumbing technician.

There were 56 reported plumbing emergencies received that day, and a plumbing technician was unable to respond until 3:25pm. The handwritten note on the service order states that an outside plumber was already performing a repair to the Mutual's water pipe and a dry down company was setting up equipment when the in-house plumber arrived. Staff was informed that a pin hole leak was found in the hot water line between the hallway closet and an adjacent bathroom (Attachment 1).

On November 23, 2021, a Damage Restoration Coordinator made a same day appointment to inspect the unit for damage. The coordinator was informed by the occupant that the non-occupant owner contacted her insurance company and hired their own plumber and restoration company. An air scrubber and a dehumidifier were setup inside the hallway closet. During the inspection, secondary damage (mold) was found on the hall closet walls near the plumbing manifold, where the copper line was repaired (Attachment 2). This indicates the leak had gone unnoticed for some time.

On January 3, 2022, the M&C Committee reviewed the staff report with supporting documents and asked questions of staff and Ms. Wilson. The Committee discussed the costs the Mutual would have incurred if staff would have performed the plumbing repair and utilized the Mutual's restoration contractor. It was determined that the environmental testing that was paid for by Ms. Wilson would not have been necessary if staff had been given enough time to respond to the emergency plumbing request. By a unanimous vote, the Committee recommended that Ms. Wilson receive reimbursement for all the costs she incurred except for the \$587 that was paid to Patriot Environmental Lab Services, for a total reimbursement of \$1,604.12.

Director Cook made a motion to approve the partial reimbursement totaling \$1,604.12. Director Engdahl seconded the motion.

Hearing no objection, the motion was approved by unanimous consent.

14b. Entertain a Motion to lower the lease cap to 25 Percent (January Initial Notification—postpone 28-days for Member review and comment to comply with Civil Code §4360)

Director McCary made a motion to approve lowering the lease cap to 25 percent. Director Engdahl seconded the motion.

Director Jarrett read the following resolution:

RESOLUTION 03-22-XX
Leasing Cap and Lease Waiting List Policy

WHEREAS, Third Laguna Hills Mutual (Third) is authorized to manage, operate and maintain housing at Laguna Woods Village; and

WHEREAS, Third operates as a Common Interest Development in accordance with the Davis-Stirling Common Interest Development Act; and

WHEREAS, AB 3182 regarding rental restrictions was enacted into law and became effective January 1, 2021; and

WHEREAS, Third established a thirty percent (30%) lease cap in 2008, and now desires to align its restriction with the new law prohibiting rental restrictions to less than 25% of separate interests in the community;

NOW THEREFORE BE IT RESOLVED, the Board of Directors approves an adjustment of the rental cap from thirty percent (30%) to twenty-five percent (25%), canceling and superseding Resolution 03-20-26;

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

Discussion ensued among the directors.

Director Laws made a motion to send this item back to Committee for reconsideration. Discussion ensued among directors. Director Laws withdrew his motion.

Pamela Bashline provided information and answered questions from the directors.

Director Wayne entered the meeting at 11:27 a.m.

Director Cook made a motion to send this item back to Committee with the condition that three items are reviewed: Whether the 2008 lease cap was done legally in the proper process, whether this proposed resolution is done properly, revision of family members leasing to family members. Director Laws seconded the motion.

Hearing no objection, the motion was approved by unanimous consent.

14c. Entertain a Motion to Introduce Lease Authorization Renewal (January Initial Notification—postpone 28-days for Member review and comment to comply with Civil Code §4360)

Director Jarrett read the following endorsement:

ENDORSEMENT (to Board)
Lease Authorization Renewal

The full lease authorization application requires landlords and tenants to complete the lease authorization application, provide a copy of the lease agreement, acknowledge the Assignments of Rent provision, provide the Declaration of Criminal Record for each lessee and provide the Declaration of Understanding signed by each lessor and lessee. The full lease authorization application re-acquaints everyone with the complete policy and any amendments thereto. The fee for a new lease authorization application is currently \$170. No change to the fee is recommended at this time. Utilizing abbreviated forms will simplify the process for customers and staff alike. It is common for some individuals' contact information to change frequently, and so the annual verification of mailing address, email address and telephone numbers is quite justifiable and particularly important for off-site owner communication.

Director Jarrett read the following resolution:

RESOLUTION 03-22-XX
Lease Authorization Renewal

WHEREAS, Third Laguna Hills Mutual (Third) is authorized to manage, operate and maintain housing at Laguna Woods Village; and

WHEREAS, Third amended its Lease Authorization Policy by way of Resolution 03-21-04 in order to comport with AB 3182, which became effective January 1, 2021; and

WHEREAS, the Board of Directors is aware of member requests to ease the annual paperwork requirements for landlords and tenants who are in good standing, without rule violations, late payments or delinquencies;

NOW THEREFORE BE IT RESOLVED, the Board of Directors approves an abbreviated lease authorization renewal application process for up to five (5) years for landlords and tenants who remain in good standing during the lease authorization period. No change in the fee for lease authorization renewals will result;

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

Discussion ensued among the directors

Pamela Bashline answered questions raised by Director Lewis.

**14d. Entertain a Motion to Introduce a Revision to the Water Heater Enclosure Disposition
(January Initial Notification—postpone 28-days for Member review and
comment to comply with Civil Code §4360)**

Director Jarrett read the following resolution:

RESOLUTION 03-22-XX
Prohibition of Exterior Water Heater Relocations

WHEREAS, Standard 32 Water Heater Relocations were allowed by the board adoption of the original resolution dated August 1992, and lastly by revised March 2019, Resolution 03-19-34; and

WHEREAS, the board agrees that the use of common area for the relocation of manor water heater tanks and their respective enclosures does not enhance the building or mutual aesthetics of the community; and

WHEREAS, the board agrees to cancel or revoke both the original resolution dated August 1992, and the revised March 2019, Resolution 03-19-34; and

WHEREAS, the board agrees to prohibit all new exterior water heater (W.H.) approvals and further prohibits the approval of water heater relocations by variance; and

WHEREAS, the existing and prior MA approved exterior W.H. cabinets would be allowed to remain and continued to exist or “grandfathered”. The existing cabinets and W.H. maintenance will continue as an obligation of the member as an Alteration limited by the following criteria:

1. In the event the W.H. cabinet and its landscaping are not properly maintained the member may lose all rights to its presence in common area as may be enacted by the board.
2. If the existing cabinet needs to be re-constructed due to rot or removal for mutual maintenance activities, the cabinet shall be built back to the new Standard 32 revised containing pressure treated wood, stucco veneer, new roofing material. This new drawing has not yet been revised as the approval of a new resolution and design cost would be a prerequisite to the standard revision.
3. All landscaping shall be installed per the original Standard 32. The member shall contact Landscaping Services to arrange for the installation of adequate landscaping material and any alteration of irrigation work.

4. MA shall prohibit the issuance of all future MC requests regarding W.H. relocations to the common area.

WHEREAS, the board agrees that the prohibition of future water heater enclosures will contribute to a more positive architectural image of the community; and

NOW THEREFORE, BE IT RESOLVED, on January 18, 2022, the Third Laguna Hills Board hereby approve the Prohibition of Exterior Water Heater Relocations Resolution as attached; 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.

Discussion ensued among the members.

Gavin Fogg answered questions from the board.

A member commented on the unsightly view of the water heaters.

15. Committee Reports

- 15a.** Report of the Finance Committee / Financial Report – Director Rane-Szostak gave the Treasurer’s Report along with a presentation on external factors affecting Third Mutual Costs. The committee met on January 4, 2022; next meeting February 1, 2022, at 1:30 p.m. as a virtual meeting.
 - (1) Treasurer’s Report
 - (2) Third Finance Committee Report
 - (3) Resale/Leasing Reports
- 15b.** Report of the Architectural Controls and Standards Committee – Director Mutchnick gave an update from the last committee meeting. The committee met on December 27, 2021; next meeting January 24, 2022, at 9:30 a.m. as a virtual meeting.
- 15c.** Report of the Communications Committee – Director McCary gave an update from the committee. The committee met on January 17, 2022; next meeting is scheduled for April 13, 2022 at 1:30 p.m. in the Willow Room as a virtual meeting.
- 15d.** Report of the Maintenance and Construction Committee – Director Engdahl gave an update from the M&C Committee. The committee met on January 3, 2022; next meeting March 7, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

- 1) Report of the Parking and Golf Cart Subcommittee – Director Bhada gave an update from the subcommittee. The subcommittee met on August 18, 2021; next meeting January 19, 2022 at 1:30 p.m. as a virtual meeting.
 - 2) Report of the Garden Villa Rec. Room Subcommittee – Director Jarrett gave an update from the subcommittee. The Garden Villas Rec. Room Subcommittee met on September 29, 2021; next meeting February 23, 2022, at 1:30 a.m. as a virtual meeting.
- 15e.** Report of the Landscape Committee – Director Jarrett gave an update from the Landscape Committee. The committee met on January 6, 2022; next meeting February 3, 2022, at 9:30 a.m. as a virtual meeting.
- 15f.** Report of the Water Committee – Director Rane-Szostak gave an update on Water Conservation. The committee met with the El Toro Water District on December, 2021; next meeting TBA.
- 15g.** Report of the Resident Policy and Compliance Committee – Director Mutchnick. The committee met on December 28, 2021; next meeting January 26, 2022, at 9:30 a.m. as a virtual meeting.

16. GRF Committee Highlights

- 16a.** Community Activities Committee – Director McCary shared highlights from the last Community Activities Committee. The committee met on January 13, 2022; next meeting February 10, 2022, at 1:30 p.m. as a virtual meeting.
- (1) Equestrian Center Ad Hoc Committee – Director Bhada shared highlights from the last committee meeting. The committee met on November 4, 2021; next meeting January 26, 2022 at 1:00 p.m. as a virtual meeting.
- 16b.** GRF Finance Committee – Director Rane-Szostak shared highlights from the last committee meeting. The committee met on December 15, 2021; next meeting February 16, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- 15c.** GRF Landscape Committee – Director Lewis. The committee met on December 8, 2021; next meeting February 9, 2022 at 1:30 p.m. as a virtual meeting.
- 15d.** GRF Maintenance & Construction Committee – Director Engdahl shared highlights from the last committee meeting. The committee met December 8, 2021; next meeting February 9, 2022, at 9:30 a.m. as a virtual meeting.
- (1) Clubhouse Facilities Renovation Ad Hoc Committee – Director Engdahl shared highlights from the last committee meeting. The committee met on December 29, 2021; next meeting January 28, 2022, at 1:00 p.m. as a virtual meeting.

15e. Media and Communications Committee – Director McCary shared highlights from the last committee meeting. The committee met on January 17, 2022; next meeting February 21, 2022, at 1:30 p.m. as a virtual meeting.

15f. Mobility and Vehicles Committee – Director Bhada. The committee met on December 1, 2021; next meeting February 2, 2022, at 1:30 p.m. as a virtual meeting.

15g. Security and Community Access Committee – Director McCary shared highlights from the last committee meeting. The committee met on October 25, 2021; next meeting February 28, 2022 at 1:30 p.m. in the Board Room and as a virtual meeting.

(1) Disaster Preparedness Task Force – Director Rane-Szostak updated the board on the last task force meeting. The task force met on November 30, 2021; next meeting January 25, 2022, 9:30 a.m. as a virtual meeting.

15h. Report of the Laguna Woods Village Traffic Hearings – Director Frankel reported on the last traffic hearings held on December 15, 2021; next meeting January 19, 2022 at 9 a.m. as a virtual meeting.

15i. Report of the GRF Strategic Planning Ad Hoc Committee – Director Lewis shared highlights from the last committee meeting. The committee met on January 10, 2022; next meeting March 9, 2022 at 1:30 p.m. as a virtual meeting.

15j. Report of the Trash Task Force – Director Mutchnick commented that trash-related issues will be handled directly with CR&R as CEO, Jeff Parker, stated during his report earlier.

16k. Report of the Revenue Resources Ad Hoc Committee – Director Bhada shared highlights from the last committee meeting. The Committee met for the first time on January 12, 2022; next meeting TBA.

17. 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 actions on these items at a future Board meeting.*

- a. Resident Suggestion Program
- b. Alterations Review
- c. ETWD President Dennis Cafferty Presentation

18. Director's Comments

- Several of the directors thanked Jeff Parker for his service as CEO and wished him well in his future endeavors.
- Director Bhada announced that he will be absent over the next two months.
- Director Engdahl commented that he appreciates the feedback and participation from the membership.

- Director Mutchnick thanked Jeff Parker, Siobhan Foster, and the membership for their participation.

19. 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 into closed session at 12:53 p.m.

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) December 21, 2021—Regular Closed Session

Discuss and Consider Member Matters


Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

20. Adjournment

The meeting was adjourned at 3:36 p.m.



Lynn Jarrett, Secretary of the Board
Third Mutual Laguna Hills