



OPEN SESSION

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

**Tuesday, March 19, 2024 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

NOTICE AND AGENDA

The purpose of this meeting is to conduct the regular Third Mutual Board Meeting in accordance with *Civil Code §4930* and was hereby noticed in accordance with *Civil Code §4920*

- 1. Call Meeting to Order / Establish Quorum – President Laws**
- 2. Pledge of Allegiance – Director Cook**
- 3. Approval of the Agenda**
- 4. Approval of the Minutes**
 - a. February 20, 2024 – Regular Board Meeting
 - b. March 1, 2024 – Agenda Prep Meeting
- 5. Report of the Chair**
- 6. Open Forum (Three Minutes per Speaker) - *At this time Members only may address 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 may 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-(669) 900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.***
- 7. Responses to Open Forum Speakers**
- 8. Department Update – None**
- 9. CEO Report**
- 10. Consent Calendar - *All matters listed under the Consent Calendar are recommended for action by Committees and will be enacted by the Board by one motion. In the***

event an item is removed from the Consent Calendar by members of the Board, such item(s) shall be the subject of further discussion and action by the Board.

a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of January 2024, 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. Recommendations from the Finance Committee - None

c. Recommendations from the Landscape Committee

(1) Recommendation to Deny the Request for the removal of one Evergreen Pear Tree located at 5415 Via Carrizo.

d. Recommendation from the Architectural Controls and Standards Committee:

(1) Recommendation to Approve the Variance Request to Extend Rear 7'-0"x 27'-0" on Exclusive Use Common Area at Manor 3351-A Bahia Blanca East

(2) Recommendation to Approve the Variance Request to Extend rear 6'-0"x 11'-0", 8'-0"x 14'-8", and 6'-0"x 11'-0", and Side 12'-0"x 18'-8" on Exclusive Use Common Area at Manor 5308 Cantante

(3) Recommendation to Approve the Variance Request to Replace 8'-0"x6'-8" Living Room Sliding Glass Door with 7'-9½"x9'-0" Bi-fold Doors and Replace 3'-0"x6'-8" Entry door with 3'-6"x6'-8" Entry Door at Manor 5207 Avenida Despacio

e. Approve the Annual 2024 Election Schedule

11. Unfinished Business

a. Entertain a Motion to Approve the Additional Dwelling Unit (ADU) Policy **(February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

12. New Business

a. Entertain a Motion to Approve the Revision to Resale Inspection Fees **(March initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

b. Entertain a Motion to Approve the Elimination of Standard 8: Porch Lift/Elevators **(March initial notification – 28-day notification for member review and comments to comply with Civil Code § 4360)**

c. Entertain a Motion to Approve the Supplemental Budget Appropriation for Garden Villa Garage Water Seepage Consultant Services

- d. Entertain a Motion to Approve Update to Committee Appointments

13. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Ginocchio. The committee met on February 6, 2024; next meeting April 2, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer’s Report
 - (2) Third Finance Committee Report
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The committee met March 11, 2024; next meeting April 8, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Rinehart. The committee met on March 4, 2024; next meeting May 6, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Lewis. The committee met on March 7, 2024; next meeting April 4, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. Report of the Water Conservation Committee – Director Zalon. The committee met on January 25, 2024; next meeting is April 25, 2024, at 2 p.m. in the Board Room.
- f. Report of the Resident Policy and Compliance Committee – Director Prince. The committee met on February 27, 2024; next meeting March 27, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.
- g. Report of the Third Mutual Management Agreement Ad Hoc Committee – Director Karimi. This closed ad hoc committee last met on March 8 and March 18, 2024; next meeting is TBA.

14. GRF Committee Highlights

- a. GRF Community Activities Committee – Director Ginocchio. This committee met on March 14, 2024; the next meeting is April 11, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Space Planning Ad Hoc Committee – Director Ginocchio. This Ad Hoc committee last met on March 6, 2024; next meeting March 20, 2024 at 1:30 p.m. in the Board Room.
- c. Report of the Laguna Woods Village Traffic Hearings – Director Park. The closed hearings were held on February 21, 2024; next meeting March 20, 2024 in the Board Room.

- d. Information Technology Advisory Committee – Director Park. This closed committee last met on February 23, 2024; next meeting is March 29, 2024.
 - e. GRF Finance Committee – Director Ginocchio. The committee met on February 21, 2024; next meeting April 17, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - f. GRF Security and Community Access Committee – Director Park. The committee last met on February 28, 2024, and the next meeting is April 24, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - g. Clubhouse Facilities Renovation Ad Hoc Committee – Director Ginocchio. The committee met on February 27, 2024; the next meeting is April 3, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - h. The following GRF Committees have not met since the last Third Board Meeting of February 20, 2024:
 - i. Website Ad Hoc Committee – Director Laws. The committee last met on May 22, 2023; the next meeting is TBA.
 - ii. GRF Broadband Ad Hoc Committee – Director Cook. This closed committee last met on February 14, 2024; the next meeting is TBA.
 - iii. GRF Media and Communications Committee – Director Cook. The committee met on January 15, 2024; the next meeting is April 15, 2024 at 1:30 p.m. in the Board Room.
 - iv. GRF Mobility and Vehicles Committee – Director Yun. This committee met on February 7, 2024; the next meeting is May 1, 2024 at 1:30 p.m. in the Board Room.
 - v. GRF Maintenance & Construction Committee – Director Rinehart. The committee met on February 14, 2024; next meeting April 10, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - vi. GRF Landscape Committee – Director Lewis. This committee met on February 14, 2024; the next meeting is May 8, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - vii. Disaster Preparedness Task Force – Director Park. The task force met on January 30, 2024; the next meeting is March 26, 2024, at 9:00 a.m. in the Board Room.
- 15. Future Agenda Items--** *All matters listed under Future Agenda Items are Resolutions that may be on 28-day public review or 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.*
** Revision to Resale Inspection Fees*
- 16. Directors' Comments**
- 17. Recess -** *At this time the Meeting will recess for lunch and reconvene to Executive Session with the Executive Committee to discuss the following matters per California Civil Code §4935.*

Closed Executive Committee Session Agenda

Approval of Agenda

Approval of the Minutes

(a) February 20, 2024 – Regular Closed Executive Committee Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

18. Adjourn

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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, February 20, 2024 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

Directors Present: Ralph Engdahl, N. Cris Prince, Andrew Ginocchio, S.K. Park, Jim Cook, Moon G. Yun, Reza Karimi, Nathaniel Ira Lewis, Jules Zalon

Directors Absent: Mark Laws (Noticed), Brad Rinehart (Noticed)

Staff Present: Siobhan Foster-CEO, Paul Nguyen, Makayla Schwieter, Bart Mejia, Megan Feliz, Steve Hormuth, Dan Yost

Others Present: VMS – Mary Seto, Wei-Ming Tao
GRF – None
United – None
VMS – None

1. Call meeting to order / Establish Quorum – First Vice President Cook, Chair

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

2. Pledge of Allegiance

Director Prince led the Pledge of Allegiance.

3. Approval of Agenda

First Vice President Cook asked for a motion to approve the Agenda.

Director Karimi made a motion to approve the Agenda. Director Lewis seconded.

Hearing no further changes or objections, the agenda was approved by consent.

4. Approval of Minutes

- a. January 16, 2024 – Regular Board Meeting
- b. February 2, 2024 – Agenda Prep Meeting

Director Karimi made a motion to approve the minutes of January 16, 2024 – Regular Board Meeting. Director Lewis seconded.

Hearing no further changes or objections, the minutes were approved by consent.

Director Prince made a motion to approve the minutes of the February 2, 2024 – Agenda Prep Meeting. Director Karimi seconded.

Hearing no further changes or objections, the minutes were approved by consent.

5. Report of the Chair

First Vice President Cook commented on the following:

- Thanked Director Engdahl for his years of service on the Third Board.
- There will be a vacancy on Third Board due to Director Engdahl resigning.

6. Open Forum (Three Minutes per Speaker)

- A member commented on the work of the Foundation of Laguna Woods Village.
- A member commented on having an alteration done in front of their unit in the common area sidewalk.

7. Responses to Open Forum Speakers

- Director Cook commented on the alteration issue and that this will have to be forwarded to the Manor Alterations Department to go out and look at the area.

8. Department Update – Dan Yost, Risk Manager: Insurance Overview

Dan Yost, Risk Manager, gave an Insurance overview on the following and answered questions from the Board.

- Hazard & Liability Insurance
- Property Insurance
- Executive Liability Insurance
- Insurance Program through 12-31-2023
- Davis-Stirling

9. CEO Report

CEO Siobhan Foster reported on:

- VMS Update – Amendment to VMS Bylaws to allow full time employment for residents
- Third Basic Assessment
- 2024 Third Assessment Without Taxes
- Comparison Chart 55 + Communities
- SCE to present on Rate Proposal
- Ways to Comment on Edison Proposal
- CH 1 Project Update
- 2024 LWAA Exhibit

CEO Foster answered questions from the Board.

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.*

First Vice President Cook asked for a motion to approve the Consent Calendar as presented.

Director Prince made a motion to approve the Consent Calendar. Director Karimi seconded.

Hearing no changes or objections, the motion to approve the Consent Calendar was approved by consent.

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of December 2023, 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 Finance Committee**
 1. Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 932-120-59

RESOLUTION 03-24-06

Recording of a Lien

WHEREAS, Member ID 932-120-59; 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, February 20, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-120-59 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. Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 932-670-82

RESOLUTION 03-24-07

Recording of a Lien

WHEREAS, Member ID 932-670-82; 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, February 20, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-670-82 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.

3. Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 931-631-48

RESOLUTION 03-24-08

Recording of a Lien

WHEREAS, Member ID 931-631-48; 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, February 20, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-631-48 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.

4. Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 931-720-15

RESOLUTION 03-24-09

Recording of a Lien

WHEREAS, Member ID 931-720-15; 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, February 20, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-720-15 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.

c. Recommendation from the Landscape Committee

1. Recommendation to Approve the Request for the Removal of One Rusty Fig Tree Located at 3153-A Alta Vista

RESOLUTION 03-24-10

**Approve the Request
for Removal of One Rusty Leaf Fig Tree
3153-A 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 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, referred to the Committee...”

WHEREAS, on February 1, 2024, the Landscape Committee reviewed a request from the Member at 3153-A to remove one Rusty Leaf Fig tree. The Member cited safety concerns due to proximity to home; and

WHEREAS, staff inspected the condition of the tree and determined that the proximity of the tree to the unit would preclude root pruning and would jeopardize the stability of the tree; and

WHEREAS, the Committee determined that the tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Rusty Leaf Fig tree located at 3153-A Alta Vista;

NOW THEREFORE BE IT RESOLVED, February 20, 2024, the Board of Directors approves the request for the removal of one Rusty Leaf Fig tree located at 3153-A Alta Vista; and

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

2. Recommendation to Deny the Request for the Removal of One Eucalyptus Desert Gum Tree Located at 4010-3E Calle Sonora Oeste

RESOLUTION 03-24-11

**Deny the Request
for Removal of One Eucalyptus
4010-3E Calle Sonora Oeste**

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 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, referred to the Committee...”

WHEREAS, on February 1, 2024, the Landscape Committee reviewed a request from the Member at 4010-3E to remove one Eucalyptus tree. The Member cited the reasons as roof encroachment and tree health; and

WHEREAS, staff inspected the condition of the tree and determined the tree is in fair health, with sufficient room to accommodate the canopy spread; and

WHEREAS, staff did see areas of dead wood, which can be full restored with shaping of the canopy; and

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 Eucalyptus tree located at 4010-3E Calle Sonora Oeste;

NOW THEREFORE BE IT RESOLVED, February 20, 2024, the Board of Directors denies the request for the removal of one Eucalyptus tree located at 4010-3E; and

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 the Request for the Removal of Two Rusty Cypress Trees Located at 5371-2F Punta Alta

RESOLUTION 03-24-12

**Approve the Request
for Removal of Two Cypress Trees
5371-2F Punta Alta**

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 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, referred to the Committee...”

WHEREAS, on February 1, 2024, the Landscape Committee reviewed a request from the Member at 5371-2F to remove two Cypress trees. The Member cited safety concerns due to health of the tree and potential fire hazard; and

WHEREAS, staff inspected the condition of the trees and determined the tree to be in poor health, with pest damage, decay, and broken branches in the canopy; and

WHEREAS, the Committee determined that the trees meet the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of two Cypress trees located at 5371-2F Punta Alta;

NOW THEREFORE BE IT RESOLVED, February 20, 2024, the Board of Directors approves the request for the removal of two cypress trees located at 5371-2F Punta Alta; and

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 Approve the Request for the Removal of One Rusty Fig Tree Located at 5510-3C Paseo Del Lago West

RESOLUTION 03-24-13

**Approve the Request
for Removal of One Rusty Leaf Fig Tree
5510-3C Paseo Del Lago West**

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 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, referred to the Committee...”

WHEREAS, on February 1, 2024, the Landscape Committee reviewed a request from the Member at 5510-3C to remove one Rusty Leaf Fig tree. The Member cited safety concerns due to proximity to three balconies along with damaging root mass; and

WHEREAS, staff inspected the condition of the tree and determined that the proximity to the manors requires regular clearance trimming and that the tree has highly vigorous root intrusion to the foundation of the building; and

WHEREAS, the Committee determined that the tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Rusty Leaf Fig tree located at 5510-3C Paseo Del Lago West;

NOW THEREFORE BE IT RESOLVED, February 20, 2024, the Board of Directors approves the request for the removal of one Rusty Leaf Fig tree located at 5510-3C Paseo Del Lago West; and

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

5. Recommendation to Approve the Request for the Removal of Two Podocarpus Trees Located at 5570-A Lux Del Sol

RESOLUTION 03-24-14

Approve the Request for Removal of Two Podocarpus Trees 5570-A Lux Del Sol

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 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, referred to the Committee...”

WHEREAS, on February 1, 2024, the Landscape Committee reviewed a request from the Member at 5570-A to remove two Podocarpus trees. The Member cited safety concerns due to the trees leaning toward the house and root intrusion; and

WHEREAS, staff inspected the condition of the tree and determined that the trees were in poor condition with a lean towards the house, and weak attachments due to competing branches; and

WHEREAS, the Committee determined that the trees meet the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of two Podocarpus trees located at 5570-A Lux Del Sol;

NOW THEREFORE BE IT RESOLVED, February 20, 2024, the Board of Directors approves the request for the removal of two Podocarpus trees located at 5570-A Lux Del Sol; and

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

d. Recommendation from the Architectural Controls and Standards Committee

1. Recommendation to Approve the Variance Request for Extension of Rear Patio at Manor 5110 Miembro

RESOLUTION 03-24-15

Variance Request

WHEREAS, Member located at 5110 Miembro, a Villa Serena style manor, requests the Architectural Control and Standards Committee approval of a variance for 4’-6” x 40’-0” patio extension per Standard 21 Interlocking Pavers on common area; and

WHEREAS, a Neighborhood Awareness Notice was sent to members of affected units 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 Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on February 12, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance for 4’-6” x 40’-0” patio extension per Standard 21 Interlocking Pavers on common area;

NOW THEREFORE BE IT RESOLVED, on February 20, 2024, the Third Laguna Hills Mutual Board hereby approves the variance for 4’-6” x 40’-0” patio extension per Standard 21 Interlocking Pavers on common area; and

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 at 5110 Miembro and all future mutual members at 5110 Miembro; 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.

11. Unfinished Business

- a. Entertain a Motion to Approve Elimination of the Low-Flow Toilet Statement of Compliance (**January initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)

Director Prince read the following resolution:

RESOLUTION 03-24-16

Replacement Toilet at Manor Transfer

WHEREAS, on January 19, 2016, the Board of Directors adopted the Replacement Toilet at Manor Transfer requirement to set forth requirements for the replacement of all noncompliant toilets prior to the date any record fee title to a manor is transferred; and

WHEREAS, the Manor Alterations Committee has recognized the need to re-evaluate the Replacement Toilet at Manor Transfer requirement and determined that, in an effort to expedite these real estate transactions, that such requirement be enforced by the City of Laguna Woods at the time the member processes the required building permit and should be rescinded in its entirety;

NOW THEREFORE BE IT RESOLVED, February 20, 2024, the Board of Directors of this Corporation hereby rescinds Resolution 03-16-07, adopted January 19, 2016; and

RESOLVED FURTHER, that a mutual consent will not be required; instead, the member will be required to submit and comply with the online no-fee Toilet Replacement form to Manor Alterations. Note that this form only applies to the replacement of existing toilets. Relocations and new installations follow the normal Mutual Consent process.

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.

Director Ginocchio made a motion to approve the resolution for the Replacement

Toilet at Manor Transfer. Director Yun seconded.

Discussion ensued among the Board.

Hearing no further changes, the motion was called to a vote and passed unanimously.

- b. Entertain a Motion to Approve the Elimination of the Manor Alteration Conformance Deposit Fee (January initial notification – 28-day notification for member review and comments to comply with Civil Code § 4360 has been satisfied)**

Director Prince read the following resolution:

RESOLUTION 03-24-17

ELIMINATION OF MANOR ALTERATION CONFORMANCE DEPOSIT FEE

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

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to cancel the conformance deposit fee;

NOW THEREFORE BE IT RESOLVED, February 20, 2024, the Board of Directors of this Corporation hereby cancels Resolution 03-17-119, adopted October 20, 2017; 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 Karimi made a motion to approve the resolution for the elimination of the manor alteration conformance deposit fee. Director Park seconded.

Discussion ensued among the Board.

Hearing no further changes, the motion was called to a vote and passed unanimously.

- c. Entertain a Motion to Approve the Revision to Architectural Standard 21: Patio Slabs (January initial notification – 28-day notification for member review and comments to comply with Civil Code § 4360 has been satisfied)**

Director Prince read the following resolution:

RESOLUTION 03-24-18

REVISE STANDARD 21: PATIO SLABS, WALKWAYS AND PAVERS

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

WHEREAS, the Architectural Controls and Standards Committee recognized the need to update and clarify the construction methods and materials of patio slabs, walkways and pavers;

NOW THEREFORE BE IT RESOLVED, February 20, 2024, that the Board of Directors of this Corporation hereby adopts revision and amendments to Standard 21: Patio Slabs; and

RESOLVED FURTHER, Resolution 03-18-44 adopted March 23, 2018, is hereby superseded and canceled; and

Director Karimi made a motion to approve the resolution for standard 21. Director Yun seconded.

Discussion ensued among the Board.

Hearing no further changes, the motion was called to a vote and passed unanimously.

12. New Business

a. Entertain a Motion to Approve the 2024 Inspector of Elections

Director Prince read the following resolution:

RESOLUTION 03-24-19

Approve Inspector of Election Services

WHEREAS, Civil Code §5110 requires an association to select an independent third party or parties as an inspector of elections; and

WHEREAS, in accordance with Civil Code §5110, §5115, §5120, and §5125, the inspector of elections performs several tasks during an election, including but not limited to print and mail voter packages, inspect and tabulate ballots, and certify results;

NOW THEREFORE BE IT RESOLVED, February 20, 2024, that due to UniLect Corporation's agreement to conform to the criteria established in the specifications as inspector of election and its familiarity with the Community, the Board of Directors of The Third Laguna Hills Mutual hereby approves UniLect Corporation to perform inspector of election services for the 2024 Election of Directors; and

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

Director Park made a motion to approve the resolution for the Inspector of Election Services. Director Yun seconded.

Discussion ensued among the Board.

Hearing no further changes, the motion was called to a vote and passed unanimously.

- b. Entertain a Motion to Approve the Additional Dwelling Unit (ADU) Policy **(February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

Director Prince read the following resolution:

RESOLUTION 03-24-XX

Prohibition on Accessory Dwelling Units (ADU) & Junior Accessory Dwelling Units (JADU)

WHEREAS, the Third Laguna Hills Mutual recognizes the need to amend policies and create new policies as necessary; and

WHEREAS, the Mutual recognizes the need to revise the Operating Rules of the Corporation and enact a new policy prohibiting Accessory Dwelling Units (ADU) & Junior Accessory Dwelling Units (JADUs); and

WHEREAS, the Mutual is a condominium project and each of the units located herein are condominium units; therefore, California Civil Code Â§ 4751, does not apply to the Mutual and the condominium units located therein; and

WHEREAS, this policy is designed to confirm that owners are not permitted to construct an ADU or JADU within their units located in the Mutual. In addition, garages shall not be converted to a dwelling structure, nor converted to be used for living purposes;

NOW THEREFORE BE IT RESOLVED, on March 19, 2024, the Board of Directors of the Mutual hereby adopt the Prohibition on ADU & JADU Policy; and

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

Director Yun made a motion to approve the Resolution Prohibition on Accessory Dwelling Units (ADU) & Junior Accessory Dwelling Units (JADU) for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Lewis seconded.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed unanimously.

c. Entertain a Motion to Approve Update Committee Assignments

Resolution 03-24-20

Third Mutual Committee Appointments

RESOLVED, February 20, 2024, that the following persons are hereby appointed to serve on the committees and services of this Corporation;

RESOLVED FURTHER, that each committee chair may appoint additional members and advisors with interim approval by the President subject to the approval of the Board of Directors:

Finance Committee (meets every other month)

Andy Ginocchio, Chair
Moon Yun
Brad Rinehart
SK Park
Reza Karimi
Non-Voting Advisors: Wei-Ming Tao

Architectural Control and Standards Committee (meets monthly)

James Cook, Chair
Brad Rinehart
Nathaniel Ira Lewis
Reza Karimi
~~Ralph Engdahl~~
Andy Ginocchio, Alternate
Non-Voting Advisors: Mike Butler, Mike Plean, Lisa Mills

Landscape Committee (meets monthly)

Nathaniel Ira Lewis, Chair
SK Park
Brad Rinehart
Reza Karimi
~~Ralph Engdahl~~
Moon Yun, Alternate

Maintenance and Construction Committee (meets every other month)

~~Ralph Engdahl, Chair~~
Brad Rinehart, Chair
James Cook
Moon Yun
SK Park
Reza Karimi
Andy Ginocchio, Alternate

Resident Policy and Compliance Committee (meets monthly)

Mark Laws, Chair
Moon Yun
Andy Ginocchio
Cris Prince
Nathaniel Ira Lewis
SK Park, Alternate
Non-Voting Advisors: Stuart Hack, Theresa Keegan

Executive Hearing Committee (meets monthly)

Mark Laws, Chair
Jim Cook
Cris Prince
~~Ralph Engdahl, Alternate~~
Andy Ginocchio, Alternate

Water Conservation Committee (meets quarterly)

Jules Zalon, Chair
Reza Karimi
Brad Rinehart
Nathaniel Ira Lewis

Garden Villa Recreation Room Committee (meets thrice yearly)

SK Park, Chair
Moon Yun
Reza Karimi
Voting Advisors: Stuart Hack, Lynn Jarrett
Non-Voting Advisors: Lorna Seung

Executive Committee (can attend Closed Meetings / Executive Sessions)

Mark Laws
Jim Cook
~~Ralph Engdahl~~
Andy Ginocchio
Cris Prince
Reza Karimi
Nathaniel Ira Lewis
Moon Yun
SK Park
Brad Rinehart

Management Agreement Ad Hoc Committee (meets periodically)

Reza Karimi, Chair
Brad Rinehart
Andy Ginocchio
Nathaniel Ira Lewis
Cris Prince
S.K. Park, Alternate

RESOLVED FURTHER, that Resolution 03-24-03, adopted January 16, 2024, is hereby superseded and canceled; and

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

Resolution 03-24-21

GRF Committee Appointments

RESOLVED, February 20, 2024, 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:

Community Activities Committee (meets monthly)

Mark Laws (Third)
Andy Ginocchio (Third)
Reza Karimi, Alternate (Third)

Finance Committee (meets every other month)

Andy Ginocchio (Third)
Moon Yun (Third)
Brad Rinehart, Alternate (Third)

Landscape Committee (meets every three months)

Nathaniel Ira Lewis (Third)
SK Park (Third)
Reza Karimi, Alternate (Third)

Maintenance & Construction Committee (meets every other month)

SK Park (Third)
~~Ralph Engdahl (Third)~~
Brad Rinehart, ~~Alternate~~ (Third)
Reza Karimi, Alternate (Third)

Clubhouse Renovation Ad Hoc Committee (meets as scheduled)

Andy Ginocchio (Third)
~~Ralph Engdahl (Third)~~
Reza Karimi, Alternate (Third)

Media and Communications (meets every other month)

Jim Cook (Third)
Cris Prince, (Third)
Moon Yun, Alternate (Third)

Website Ad Hoc Committee (meets as scheduled)

Mark Laws (Third)

Broadband Ad Hoc Committee (meets every month)

Cris Prince (Third)
Jim Cook (Third)
Reza Karimi, Alternate (Third)

Mobility & Vehicles Committee (meets as scheduled)

SK Park (Third)
Moon Yun (Third)
Reza Karimi, Alternate (Third)

Security and Community Access Committee (meets every other month)

SK Park (Third)
Reza Karimi (Third)

Disaster Preparedness Task Force (meets every other month)

SK Park (Third)
Moon Yun (Third)

Laguna Woods Village Traffic Hearings (meets every month)

SK Park (Third)
Mark Laws, Alternate (Third)

Information Technology Advisory Committee (ITAC) (meets monthly)

Mark Laws (Third)
SK Park (Third)

Space Planning Ad Hoc Committee (meets as scheduled)

Reza Karimi (Third)
Andy Ginocchio (Third)
SK Park (Third)

Select Audit Committee (meets as scheduled)

Peggy Moore

RESOLVED FURTHER, that Resolution 03-24-04, adopted January 16, 2024, 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 Park made a motion to approve the resolutions for Third Mutual Committee Assignments and GRF Committee Assignments. Director Lewis seconded.

Hearing no changes, the motion was called to a vote and passed 8-1-0 as amended. Director Zalon opposed.

d. Discuss Reducing the Percentage of Leases Allowed in Third Mutual

Director Karimi discussed reducing the percentage of leases allowed in Third Mutual.

Pamela Bashline, Community Service Manager, answered questions from the Board.

Discussion ensued among the board.

The Board discussed creating an Ad Hoc Committee to discuss this item when President Laws comes back.

13. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Ginocchio. The Committee met on February 6, 2024; next meeting April 2, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer’s Report
 - (2) Third Finance Committee Report
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The Committee met February 12, 2024; next meeting March 11, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Cook. The Committee met on January 8, 2024; next meeting March 4, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Lewis. The Committee met on February 1, 2024; next meeting March 7, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. Report of the Water Conservation Committee – Director Zalon. The Committee met on January 25, 2024; next meeting is April 25, 2024.
- f. Report of the Resident Policy and Compliance Committee – Director Prince. The Committee met on January 23, 2024; next meeting February 27, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.

14. GRF Committee Highlights

- a. GRF Community Activities Committee – Director Ginocchio. This Committee met on February 8, 2024; the next meeting is March 14, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. GRF Mobility and Vehicles Committee – Director Yun. This Committee met on February 7, 2024; the next meeting is May 1, 2024 at 1:30 p.m. in the Board Room.

- c. GRF Maintenance & Construction Committee – Director Engdahl. The Committee met on February 14, 2024; next meeting April 10, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- d. Space Planning Ad Hoc Committee – Director Ginocchio. This Ad Hoc Committee last met on January 31, 2024; next meeting March 6, 2024 at 1:30 p.m. in the Board Room.
- e. GRF Landscape Committee – Director Lewis. This committee met on February 14, 2024; the next meeting is May 8, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Disaster Preparedness Task Force – Director Park. The task force met on January 30, 2024; the next meeting is March 26, 2024, at 9:00 a.m. in the Board Room.
- g. Report of the Laguna Woods Village Traffic Hearings – Director Park. The hearings were held on January 17, 2024; next meeting February 21, 2024 in the Board Room.
- h. Information Technology Advisory Committee – Director Park. This closed Committee last met on February 2, 2024; next meeting is February 23, 2024.
- i. The following GRF Committees have not met since the last Third Board Meeting of January 16, 2024:
 - i. GRF Finance Committee – Director Ginocchio. The Committee met on December 20, 2023; next meeting February 21, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - ii. GRF Security and Community Access Committee – Director Park. This Committee last met on October 25, 2023, and the next meeting is February 28, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - iii. Website Ad Hoc Committee – Director Laws. The Committee last met on May 22, 2023; the next meeting is TBA.
 - iv. GRF Broadband Ad Hoc Committee – Director Cook. This closed Committee last met on November 20, 2023; the next meeting is TBA.
 - v. GRF Media and Communications Committee – Director Cook. The Committee met on January 15, 2024; the next meeting is April 15, 2024 at 1:30 p.m. in the Board Room.
 - vi. Clubhouse Facilities Renovation Ad Hoc Committee – Director Engdahl. This Committee met on January 3, 2024; the next meeting is February 27, 2024, at 1:30 p.m. in the Board Room.

15. Future Agenda Items-- *All matters listed under Future Agenda Items are Resolutions on 28-day public review or 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.*

- *Additional Dwelling Unit (ADU) Policy*

16. Directors' Comments

- Director Park commented on Third's Reserve Fund
- Director Engdahl commented on his time of the Board and his support for the Board
- Multiple Directors thanked Director Engdahl for his time on the Board
- Director Zalon commented on the procedure of calling Directors by their first name

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 into closed session at 11:31 a.m.

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) January 16, 2024 – Regular Closed Executive Committee Meeting

Discuss and Consider Member Matters

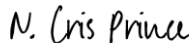
Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

17. Adjournment

The meeting was adjourned at 2:54 p.m.

DocuSigned by:

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 N. Cris Prince, Secretary of the Board
 Third Laguna Hills Mutual



OPEN SESSION

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

**Friday, March 1, 2024 – 9:30 a.m.
Willow Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

The purpose of this meeting was to discuss agenda items for the Third Board Regular Meeting
Civil Code §4930

Directors present: Jim Cook, N. Cris Prince, Brad Rinehart, S.K. Park, Nathaniel Ira Lewis, Moon G. Yun, Reza Karim

Directors absent: Mark Laws (noticed), Jules Zalon (not noticed), Andy Ginocchio (noticed)

Staff present: CEO Siobhan Foster, Makayla Schwiertert, Paul Nguyen, Catherine Laster, Carlos Rojas

Others present: None

1. Call Meeting to Order / Establish Quorum

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

2. Approval of the Agenda

First Vice President Cook asked for a motion to approve the Agenda.

Director Lewis made a motion to approve the Agenda. Director Park seconded.

Hearing no changes or objections, the Agenda was approved by consent.

3. Discuss and Consider Items to be placed on the Third Board Regular Meeting Agenda (open & closed session) on March 19, 2024

Discussion ensued among the Board, and changes were made to the Open and Closed meeting Agendas.

First Vice President Cook asked for a motion to approve the amended Open and Closed meeting Agendas.

Director Lewis made a motion to approve the Open and Closed Meeting Agenda, as amended. Director Rinehart seconded.

Hearing no objections, the March 19, 2024 amended Open and Closed Meeting Agenda were approved by consent.

4. Directors' Comments – None

5. Adjournment

The meeting was adjourned at 9:37 a.m.

DocuSigned by:

N. Cris Prince

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N. Cris Prince, Secretary of the Board
Third Laguna Hills Mutual



RESOLUTION 03-24-XX

**Deny the Request
for Removal of One Evergreen Pear Tree
5415 Via Carrizo**

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 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, referred to the Committee...”

WHEREAS, on March 7, 2024, the Landscape Committee reviewed a request from the Member at 5415 to remove one Evergreen Pear tree. The Member cited the reasons for removal being tree proximity to the home, fear of failure, and debris associated with tree; and

WHEREAS, staff inspected the condition of the tree and determined the tree is in fair health, with no overhang of limbs over the roof, and no surface roots growing towards the unit; and

WHEREAS, staff did notice the condition fire blight, and will apply a systemic treatment for it; and

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 Evergreen Pear tree located at 5415 Via Carrizo;

NOW THEREFORE BE IT RESOLVED, March 19, 2024, the Board of Directors denies the request for the removal of one Evergreen Pear tree located at 5415; and

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

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RESOLUTION 03-24-XX

Variance Request

WHEREAS, Member located at 3351-A Bahia Blanca East, a Navarro style manor, requests Architectural Control and Standards Committee approval of a variance for Extend Rear 7'-0"x 27'-0" on Exclusive Use Common Area; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units 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 Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on March 11, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance Extend Rear 7'-0"x 27'-0" on Exclusive Use Common Area;

NOW THEREFORE BE IT RESOLVED, on March 19, 2024, the Third Laguna Hills Mutual Board hereby approves the request for Extend Rear 7'-0"x 27'-0" on Exclusive Use Common Area; and

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 at 3351-A Bahia Blanca East and all future Mutual Members at 3351-A Bahia Blanca East; 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.

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RESOLUTION 03-24-XX

Variance Request

WHEREAS, Member located at 5308 Cantante, a Villa Reposa style manor, requests Architectural Control and Standards Committee approval of a variance for Extend rear 6'-0" x 11'-0", 8'-0" x 14'-8", and 6'-0" x 11'-0", and Side 12'-0" x 18'-8" on Exclusive Use Common Area; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units 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 Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on March 11, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance Extend rear 6'-0" x 11'-0", 8'-0" x 14'-8", and 6'-0" x 11'-0", and Side 12'-0" x 18'-8" on Exclusive Use Common Area;

NOW THEREFORE BE IT RESOLVED, on March 19, 2024, the Third Laguna Hills Mutual Board hereby approves the request for Extend rear 6'-0" x 11'-0", 8'-0" x 14'-8", and 6'-0" x 11'-0", and Side 12'-0" x 18'-8" on Exclusive Use Common Area; and

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 at 5308 Cantante and all future Mutual Members at 5308 Cantante; 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.

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RESOLUTION 03-24-XX

Variance Request

WHEREAS, Member located at 5207 Avenida Despacio, a Villa Serena style manor, requests Architectural Control and Standards Committee approval of a variance for Replace 8'-0"x6'-8" Living Room Sliding Glass Door with 7'-9½"x9'-0" Bi-fold Doors and Replace 3'-0"x6'-8" Entry door with 3'-6"x6'-8" Entry Door; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units 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 Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on March 11, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance Replace 8'-0"x6'-8" Living Room Sliding Glass Door with 7'-9½"x9'-0" Bi-fold Doors and Replace 3'-0"x6'-8" Entry door with 3'-6"x6'-8" Entry Door;

NOW THEREFORE BE IT RESOLVED, on March 19, 2024, the Third Laguna Hills Mutual Board hereby approves the request for Replace 8'-0"x6'-8" Living Room Sliding Glass Door with 7'-9½"x9'-0" Bi-fold Doors and Replace 3'-0"x6'-8" Entry door with 3'-6"x6'-8" Entry Door; and

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 at 5207 Avenida Despacio and all future Mutual Members at 5207 Avenida Despacio; 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.

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STAFF REPORT

DATE: March 19, 2024
FOR: Board of Directors
SUBJECT: 2024 Election Schedule

RECOMMENDATION

Approve the proposed 2024 election schedule, upon review and approval by legal counsel.

BACKGROUND

Article IV Section 5.2 of the Third Laguna Hills Mutual Bylaws states in part that the annual Meeting of Members shall be held on the First Thursday of October of each year at 9:30 a.m. unless the Board of Directors fixes another time and/or date and so notifies the Members as provided in Article IV Section 5.4 of the Bylaws. The annual election schedule is typically constructed to complete the tabulation of ballots prior to the annual meeting of Mutual Members.

DISCUSSION

The proposed 2024 election schedule reflects the timeline required by Civil Code §5115 for the annual election process.

The proposed 2024 election schedule details the dates upon which action must be taken by staff and the Inspector of Elections to comply with the adopted election rules. Key milestones include the following:

Milestone	Date
Nominations open	June 03, 2024
Nominations close	July 03, 2024
Mail ballot package	August 27, 2024
Ballots due	September 26, 2024
Tabulation of ballots	September 27, 2024
Annual Meeting of Mutual Members	October 03, 2024

FINANCIAL ANALYSIS

Funds for the annual elections are included in the 2024 budget.

Prepared By: Makayla Schwiertert, Corporate Secretary

Reviewed By: Catherine Laster, Services Manager

ATTACHMENT(S)

Attachment 1: 2024 Election Schedule



2024 Election Schedule

Resolution to Appoint Inspector of Elections	February 20, 2024
Staff Report to Approve Election Schedule	March 19, 2024
First Mailing of Annual Election and Call for Candidates and Acclamation Notice (postcard)	April 1 – April 4
Nominations Open	June 3, 2024
Second Mailing of Annual Election and Call for Candidates and Acclamation Notice (postcard)	June 3, 2024
Members Right to Review Their Member Information on Election Register	Until June 28, 2024
Nominations Close (5 p.m.)	July 3, 2024
Candidate Statements Due to Inspector of Elections	July 3, 2024
IDR Completion Date	July 22, 2024
Deadline for Election by Acclamation	July 26, 2024
Deadline to Withdraw Candidacy	July 26, 2024
Record Date for Election Mailing Register – Member Cutoff Date	July 29, 2024
Copy of Mailing List to Inspector of Elections	July 29, 2024
Ballot Information to Inspector of Elections	July 29, 2024
General Notice of Candidate List/Information	July 29, 2024
Meet the Candidates and Candidate Video Filming	August 16, 2024
Mail Ballot Package	August 27, 2024
Replay Meet the Candidates	TBA
Notice Tabulation Meeting	September 20, 2024
Notice of Annual/Organizational Meeting	September 23, 2024
Ballots Due Back: <ul style="list-style-type: none"> – 11 a.m. Inspector’s Post Office box • 5 p.m. Community Center Ballot Box 	September 26, 2024
Tabulation Meeting; Counting of Ballots by Inspector of Elections	September 27, 2024
Publishing of Election Results	September 27, 2024
Annual/Organizational Board Meeting Date	October 03, 2024, 9:30 a.m., Board Room

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Third Laguna Hills Mutual
Resident Policy and Compliance Committee
January 23, 2024

ENDORSEMENT (to Board)

Entertain a Motion to Approve the Prohibition of: The ADU (Additional Dwelling Units) & Junior Accessory Dwelling Units (JADU) Policy

The Manor Alterations Division received a Variance Request for the construction of a JADU in a garage. The request and associated documents were reviewed by the Mutual legal team and the Board and determined that ADUs and JADUs will not be allowed.

On January 23, 2024 the Resident Policy and Compliance Committee reviewed and voted unanimously to recommend that the Board of Directors approve enacting a Prohibition on Accessory Dwelling Units (ADU) & Junior Accessory Dwelling Units (JADU) Policy.

Director Ginocchio made a motion made a motion to accept the Additional Dwelling Unit (ADU) Policy packet as amended and forward to the Third Board for consideration. Director Lewis seconded the motion.

By unanimous consent, the motion passed.

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STAFF REPORT

DATE: March 19, 2024
FOR: Board of Directors
SUBJECT: Prohibition on Accessory Dwelling Units (ADU) & Junior Accessory Dwelling Units (JADU) Policy

RECOMMENDATION

Approve a resolution to enact a Prohibition on Accessory Dwelling Units (ADU) & Junior Accessory Dwelling Units (JADU) Policy.

BACKGROUND

The Manor Alterations Division received a Variance Request for the construction of a JADU in a garage. The request and associated documents were reviewed by the mutual legal team and the Board and determined that ADUs and JADUs will not be allowed.

DISCUSSION

The proposed policy to prohibit the construction of ADUs and JADUs is intended to reaffirm the decision made by the Board for the first application and to provide clear direction for future applications for these type of improvements. If adopted, it will be made a part of the Operating Rules of the corporation and referenced when denying future applications.

On January 23, 2024 the Resident Policy and Compliance Committee reviewed and voted unanimously to recommend that the Board of Directors approve enacting a Prohibition on Accessory Dwelling Units (ADU) & Junior Accessory Dwelling Units (JADU) Policy.

FINANCIAL ANALYSIS

It is not anticipated that the adoption of this policy will have a financial impact on the budget.

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director
Roseman Law, APC

Reviewed By: Alan Grimshaw, Manor Alterations Manager

ATTACHMENT(S)

Attachment 1 – Prohibition on Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) Policy
Attachment 2 – Proposed Resolution 03-24-XX

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Prohibition on Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) Policy

Resolution 03-24-XX; Adopted March 19, 2024

I. Purpose

The purpose of this Prohibition on Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) Policy is to provide direction to members and staff on the Board's intent to not allow the construction of ADU and JADU.

II. Policy

Third Laguna Hills Mutual has adopted this policy. The mutual is a condominium project and each of the units located herein are condominium units; therefore, California Civil Code § 4751, does not apply to the mutual and the condominium units located therein. This policy is designed to confirm that owners are not permitted to construct an ADU or JADU within their units located in the mutual. In addition, garages shall not be converted to a dwelling structure, nor converted to be used for living purposes.

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RESOLUTION 03-24-XX

**PROHIBITION ON ACCESSORY DWELLING UNITS (ADU) & JUNIOR
ACCESSORY DWELLING UNITS (JADU)**

WHEREAS, the Third Laguna Hills Mutual recognizes the need to amend policies and create new policies as necessary; and

WHEREAS, the Mutual recognizes the need to revise the Operating Rules of the Corporation and enact a new policy prohibiting Accessory Dwelling Units (ADU) & Junior Accessory Dwelling Units (JADUs); and

WHEREAS, the Mutual is a condominium project and each of the units located herein are condominium units; therefore, California Civil Code § 4751, does not apply to the Mutual and the condominium units located therein; and

WHEREAS, this policy is designed to confirm that owners are not permitted to construct an ADU or JADU within their units located in the Mutual. In addition, garages shall not be converted to a dwelling structure, nor converted to be used for living purposes;

NOW THEREFORE BE IT RESOLVED, on March 19, 2024, the Board of Directors of the Mutual hereby adopt the Prohibition on ADU & JADU Policy; and

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

FEBRUARY INITIAL NOTIFICATION: 28-days notification for member review and comments to comply with Civil Code §4360 has been satisfied.

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Third Laguna Hills Mutual
Architectural Control and Standards Committee
March 11, 2024

ENDORSEMENT (to Board)

Revision to Resale Inspection Fees

Bart Mejia, Maintenance and Construction Assistant Director, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend that the Board of Directors approve the revised Resale Inspection Fees.

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STAFF REPORT

DATE: March 19, 2024
FOR: Board of Directors
SUBJECT: Revision to Resale Inspection Fees

RECOMMENDATION

Approve a resolution to revise the Resale Inspection Fees.

BACKGROUND

The ACSC initiated a review of the current Resale Inspection Fees. Which were last revised in December 2007, via Resolution 03-07-119 (Attachment 1).

DISCUSSION

The attached Resale Inspection Cost Analysis (Attachment 2) shows that the current fee structure for resale inspections does not fully cover the costs to perform said inspections. Staff proposes a revised fee structure that not only recovers the cost for time staff spends processing these inspections but allows for the flexibility to not charge for final inspections, if during the first inspection it is determined that there are no member corrections or deficiencies.

FINANCIAL ANALYSIS

It is anticipated that if the Revised Resale Inspection Fees are approved, the revenue to the mutual will increase by approximately \$66,376 from \$33,925 to \$100,301 based on an estimated 295 inspections from 3/19/24 to 12/31/24.

On March 11, 2024 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the proposed revised Resale Inspection Fees.

Prepared By: Alan Grimshaw, Manor Alterations Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director
Gavin Fogg, Manor Alterations Supervisor
Steve Hormuth, Financial Services Director

ATTACHMENT(S)

Attachment 1 – Current Resolution 03-07-119
Attachment 2 – Resale Inspection Cost Analysis
Attachment 3 – Revised Resolution 03-24-XX

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RESOLUTION 03-07-119

WHEREAS, resale inspections are utilized to identify any damages and/or modifications to the property for which the selling party may be financially responsible, as well as identify any necessary repairs and/or replacements that may be the Mutual's financial responsibility; and

WHEREAS; a recent cost analysis revealed that a portion of the costs associated with the resale inspection process is not recovered from the requesting member, and an increase in the fee would serve to recover more of the administrative costs associate with the transactions;

NOW THEREFORE BE IT RESOLVED, December 18, 2007 that the Board of Directors of this Corporation hereby increases the Resale Inspection Fee from \$80 to \$115; and

RESOLVED FURTHER, that such fee shall be charged as follows: \$60 for the first inspection, \$55 for the final inspection, if necessary, and each charge will be billed separately; and

RESOLVED FURTHER, that the first inspection portion of the fee will be billed as a chargeable service to the seller upon completion of the first

inspection, and the final inspection portion of the fee will be collected through escrow upon closing; and

RESOLVED FURTHER, that Resolution M3-80-44 adopted April 15, 1980 and M3-80-145 adopted December 16, 1980 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.

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THIRD LAGUNA HILLS MUTUAL

Cost Analysis

THIRD RESALE INSPECTION & REPORT FEES CURRENT & PROPOSED			
		Current Fees	
Current Fees: \$115		\$ 33,925	
Current Fee is as follows:			
1st Inspection: \$60		\$ 17,700	
Final Inspection \$55		\$ 16,225	
Anticipated resale inspections (from 3/19/24 -12/31/24)	295		
1st Inspection Costs:			
	2024 Bill Rates	Hrs.	Total
Initial Request for Inspection	\$ 41.92	0.5	\$ 20.96
Research of Manor	\$ 41.92	1.5	\$ 62.88
Assembly of Archive & Material	\$ 41.92	0.5	\$ 20.96
Generate Packet	\$ 41.92	0.25	\$ 10.48
Schedule Inspection	\$ 41.92	0.2	\$ 8.38
Inspection	\$ 41.92	1	\$ 41.92
Prepare Draft Report	\$ 41.92	0.5	\$ 20.96
Final First Inspection Report	\$ 41.92	0.75	\$ 31.44
Report Issuance	\$ 41.92	0.2	\$ 8.38
Misc. Calls and Coordination	\$ 41.92	0.5	\$ 20.96
			\$ 247.33
		Committee Recommended Adjustment	\$2.67
		Proposed Fee (1st Inspection):	\$250.00
Re-Inspection Costs (to be charged when a Final Inspection is requested and it does not pass):			
	2024 Bill Rates	Hrs.	Total
Request for Final Inspection	\$ 41.92	0.5	\$ 20.96
Inspection	\$ 41.92	0.5	\$ 20.96
Inform Member of Failed Inspection	\$ 41.92	0.1	\$ 4.19
			\$ 46.11
		Committee Recommended Adjustment	\$3.89
		Proposed Fee (Re-Inspection):	\$ 50.00
Final Inspection Costs:			
	2024 Bill Rates	Hrs.	Total
Request for Final Inspection	\$ 41.92	0.5	\$ 20.96
Final Inspection	\$ 41.92	0.5	\$ 20.96
Prepare Final Inspection Report	\$ 41.92	0.75	\$ 31.44
Report Issuance	\$ 41.92	0.2	\$ 8.38
			\$ 81.74
		Committee Recommended Adjustment	\$8.26
Anticipated resale inspections (from 3/19/24 -12/31/24)	295	Proposed Fee (Final Inspection):	\$90.00
Resales Inspections Projected Annual Revenue:		\$ 100,301.18	
Resales Inspections Projected Annual Revenue Increase:		\$ 66,376.18	

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RESOLUTION 03-24-XX
REVISED RESALE INSPECTION FEE

WHEREAS, resale inspections are utilized to identify any damages and/or modifications to the property for which the selling party may be financially responsible, as well as identify any necessary repairs and/or replacements that may be the mutual's financial responsibility; and

WHEREAS, a recent cost analysis revealed that a portion of the costs associated with the resale inspection process is not recovered from the requesting member, and an increase in the fee would serve to recover more of the administrative costs associated with the transactions;

NOW THEREFORE BE IT RESOLVED, April 16, 2024, the Board of Directors of this Corporation hereby revises the Resale Inspection Fees as follows:

First Inspection	\$250
Re-Inspection (if required)	\$ 50
Final Inspection (if required)	\$ 90

RESOLVED FURTHER, that the inspection fees will be calculated as the product of the estimated number of hours and the adopted bill rates, then rounded up to the nearest ten dollars; and

RESOLVED FURTHER, that each charge will be billed separately; and

RESOLVED FURTHER, that when a progress inspection is requested or when a request for final inspection fails, the Member will be charged a re-inspection fee; and

RESOLVED FURTHER, no fee will be charged for a final inspection if, after the first inspection, it is determined that there are no corrections for the member to complete prior to the close of escrow; and

RESOLVED FURTHER, that the first inspection portion of the fees will be billed as a chargeable service to the seller upon completion of the first inspection, and the re-inspection and final inspection portion of the fee will be collected through escrow upon closing; and

RESOLVED FURTHER, Resolution 03-07-119 adopted December 18, 2007, is hereby superseded and canceled; and

RESOLVED FURTHER, that future revisions to the Resale Inspection Fee will be included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement; and

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

MARCH 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.

Third Laguna Hills Mutual
Architectural Control and Standards Committee
March 11, 2024

ENDORSEMENT (to Board)

Elimination of Standard No. 8 – Porch Lift/Elevators

Alan Grimshaw, Manor Alterations Manager, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend that the Board of Directors approve the elimination of Standard No. 8 – Porch Lift/Elevators.

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STAFF REPORT

DATE: March 19, 2024
FOR: Board of Directors
SUBJECT: Elimination of Standard 8: Porch Lift/Elevators

RECOMMENDATION

Approve a resolution to eliminate Standard 8: Porch Lift/Elevators.

BACKGROUND

The ACSC initiated a review of the current Standard 8 (Attachment 1). Standard 8 was last revised in April 1996, via Resolution M3-96-25 (Attachment 2).

DISCUSSION

The review of Standard 8 revealed concerns over its applicability and compliance with current accessibility standards. Further discussion revealed that there were no existing installations with which an operational performance base line could be established. Consulting with legal counsel confirmed eliminating this standard and to defer future requests for processing through the established variance process to address all installation ramifications; if and when a request is presented.

On March 11, 2024 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the elimination of Standard 8.

FINANCIAL ANALYSIS

The proposed elimination of this standard will have no financial impact to the budget.

Prepared By: Alan Grimshaw, Manor Alterations Manager
Roseman Law, APC

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Current Standard 8: Porch Lift/Elevators
Attachment 2 – Current Resolution M3-96-25
Attachment 3 – Proposed Resolution 03-24-XX

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SECTION 8 PORCH LIFT/ELEVATORS

APRIL 1996, RESOLUTION M3-96-25

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

Before a porch lift/elevator can be installed onto Mutual property, the following requirements must be agreed to by the requesting member(s) and his/her Mutual:

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

- 2.0** Each requesting member must provide to the Mutual a letter from his/her doctor verifying that the member or member's spouse is disabled and requires that the porch lift be installed to assist that Member or Member's spouse in obtaining access to the second floor.
- 3.0** Requesting member(s) must agree to purchase and install the lift at their own expense and in accordance with all terms and conditions contained herein. Requesting member(s) represent that they shall own the lift as their own personal property and that no lien or encumbrance shall attach to the lift at any time.
- 4.0** Requesting member(s) must submit to and receive approval from their Mutual, through the Permits and Inspections office, detailed site specific plans and specifications for the lift and its installation.

Because of the varying building types and site conditions, the plan requirements may vary. The following should assist you and or/your architect, engineer, or contractor in providing the plans and specifications required to clearly show what, where and how you intend to install the lift on and into your Mutual's property:

1. Site plan
2. Floor Plans
3. Roof Plan
4. Electrical Plan
5. Elevations
6. Section(s)
7. Details

Structural modifications and/or requirements will be by a California licensed civil or structural engineer. All Modifications and/or additions to existing Mutual property must clearly be shown. In no event shall the Permits and Inspection office require a standard greater than that required by any governmental agency.

- 5.0** Installation of the lift must be by a licensed contractor who possesses adequate liability insurance in commercially reasonable amounts covering the installation of the list and any subcontractors who may be employed to assist in the installation of the lift.
- 6.0** Requesting member(s) must agree that the installation and operation of the lift shall comply with all applicable governmental regulations. Regulatory agencies with jurisdiction include but are not limited to, the County of Orange Environmental Management Agency and the State of California Department of Industrial Relations, Division of Occupational Safety and Health, Elevator Unit.
- 7.0** Requesting member(s) must agree at their own expense to obtain all permits or licenses necessary for the installation and operation of the lift, prior to installation and operation.
- 8.0** Prior to commencing installation of the lift, requesting member(s) must agree to purchase liability insurance or add a rider to their existing comprehensive general liability policy through an A-rated, California admitted liability insurance carrier covering the liability associated with the purchase, installation, maintenance, and operation of the lift.

The liability insurance must have a total liability limit of not less than \$1,000,000.00 or \$500,000.00 per each requesting member, whichever is greater, for risk arising out of the presence, maintenance, and/or operation of the lift. Each requesting member must deliver to their Mutual, certificates of insurance setting forth and confirming the identity of the insurance carrier, the limits of coverage and the type of coverage. Each requesting member must provide the Mutual with certificates of insurance setting forth this information at the commencement of each new policy period hereafter. In no event, shall the total liability insurance coverage for the lift ever be less than \$1,000,000.00 regardless of the number of requesting member(s) participating in the cost of said insurance coverage.

The requesting member(s) must agree that regardless of the original number of members involved in the lift, the remaining member(s) must continue to provide the above described liability insurance coverage at the same \$1,000,000.00 policy limit for the presence, maintenance and operation of the lift.

- 9.0** The requesting member(s) must agree to purchase an annual lift maintenance contract, for any period not covered by a manufacturers or installers maintenance and repair warranty, from a company authorized and licensed to perform said maintenance and to maintain said maintenance contract in place at the member(s) own expense throughout the existence of the lift on Mutual property. The requesting member(s) must agree that regardless of the original number of members involved in the lift, the remaining member(s) must continue to provide the above-described maintenance contract throughout the existence agree to provide their Mutual with an executed copy of said maintenance agreement at the commencement of the maintenance agreement which shall in any event be within two (2) months of completion of installation of said lift and, again, at thereafter. In any event, at all times the cost and the responsibility of the lift will be exclusively that of the remaining requesting member(s).
- 10.0** The requesting member(s) may propose a particular color for factory painting of a factory prefabricated metal frame lift, including the enclosure and-other parts, using a durable process, such as electrostatic polyester powder coating. However, the Mutual reserves the right to reject the member(s) selection and to specify another color to be matched by the powder coating used at the factory. The responsibility and cost for the initial and all future painting of the lift will be exclusively that of the remaining requesting member(s).
- 11.0** The requesting member(s) must agree to pay into an interest bearing escrow account at a federally insured financial institution designated by the Mutual the total sum of \$1,500.00 prior to the installation of the lift. Said escrow account will be for the express purpose of paying for the actual cost of the removal of the porch lift, the cost of patching, painting and repairing the building and lift installation site following its removal and the cost of replacing the guardrail or wall at all floor stops above the ground floor of the building. In the event that the reasonable actual cost of removing the lift and restoring the premises to the condition as it existed prior to the installation of the lift exceeds \$1,500.00, then the remaining requesting member(s) will be liable for the cost of said removal and repair. Upon removal of the lift, any unused escrow funds shall be promptly refunded to each contributing member and/or their successor-in-interest. An automatic rollover certificate of deposit escrow account may be set up to require signatures of both VMS, Inc. officials and the requesting member(s) and/or their successor-in-interest in order to end the automatic rollover and close the account.

- 12.0** Each requesting member will have a key for the operation of the lift and provide written agreement that they, their family members and companions are the only persons authorized to operate the lift.

Rights to use the lift are transferable on the conveyance of a manor to a successor-in-interest, regardless of handicap, who agrees in writing to fully assume the responsibilities imposed herein.

- 13.0** Requesting member(s) agree that the cost of installing and hooking up electricity to the lift shall be borne exclusively by the requesting member(s). The electricity used in the operation of the lift must be limited to one member's residence. The electrical hookup will be installed by a licensed electrical contractor and comply with all governmental regulations. All permits and licenses necessary for the electrical shall be obtained by requesting member(s) and a copy of any such licenses or permits must be provided to their Mutual prior to start of any work. It is the intent of the Mutual to require that all electrical wiring and conduit be concealed, from view so as not to detract from the existing aesthetics of the building. However, should conditions require external mounting of conduit in order to preserve the structural integrity of walls or ceiling then the P.C.M. the Permits and Inspections office may permit the installation of said conduit. In this event, the Permits and Inspections office shall designate the reasonable placement and color of the conduit so as to interfere as little as possible with the existing aesthetics of the building.

- 14.0** Requesting member(s) must execute an Agreement to be Bound by Porch Lift/Elevator Requirements substantially in the form attached hereto as Exhibit A, and incorporated herein by reference, pursuant to which said member agrees to perform and be bound by all terms and conditions contained herein. A copy of the porch lift/elevator standards shall be attached to this Agreement and shall be made a part thereof.



AGREEMENT TO BE BOUND BY PORCH LIFT/ELEVATOR STANDARDS

This Agreement to Be Bound by Porch Lift/Elevator Standards (hereinafter the "Agreement") is made and effective as of this ____ day of _____, 20____, by the undersigned member (hereinafter the "Member") of Third Laguna Hills Mutual, a California nonprofit mutual benefit corporation (hereinafter the "Mutual") for the benefit of said Mutual.

- 1.0 CONSENT TO BE BOUND AND COVENANT TO PERFORM THE MUTUAL'S STANDARDS.** In consideration for the Mutual's consent to the Member's installation of a porch lift or elevator or similar improvement, the Member hereby covenants and agrees to perform, observe, and be bound by all terms and conditions contained in those certain Porch Lift/Elevator Standards attached hereto as Exhibit "A" and which are incorporated by reference in this Agreement as though set forth in full herein.
- 2.0 NO CHANGE TO MUTUAL'S GOVERNING DOCUMENTS.** This Agreement does not alter, but only supplements, all terms and conditions contained in the existing governing documents of the Mutual, as the same may from time to time be amended.
- 3.0 SUCCESSORS AND ASSIGNS.** This Agreement shall be binding upon the heirs, administrators, executors, successors and assigns of the Member, unless the Member's manor is conveyed to a new Member who chooses not to have lift/elevator rights and consequently does not wish to execute this Agreement. Then the remaining Member(s) who also use the lift or elevator, if any, must assume the added responsibilities required by the Porch Lift/Elevator Standards set forth on Exhibit "A," or else the lift/elevator be removed as provided therein.

IN WITNESS WHEREOF, the Member has executed this Agreement as of the date first set forth above.

MEMBER: _____

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Lifts and Elevators

Porch Lift Standards

[M3-96-25](#)

Adopted at the Tuesday, April 16, 1996 Open Meeting

RESOLVED, that the board of directors hereby adopts the Porch Lift/Elevator Standards dated March 12, 1996; and

RESOLVED FURTHER, that applicants for a Porch/Lift Elevator installation shall be required to execute the Agreement to be Bound by the Porch/Lift Elevator Requirements prior to receiving a permit for said installation; 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

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RESOLUTION 03-24-XX
ELIMINATION OF STANDARD 8: PORCH LIFTS/ELEVATORS

WHEREAS, the Architectural Control and Standards Committee recognizes the need to review Standards as necessary; and

WHEREAS, the Architectural Control and Standards Committee recognized the need to rescind Standard: 8 Porch Lifts/Elevators;

NOW THEREFORE BE IT RESOLVED, April 16, 2024, the Board of Directors of this Corporation hereby rescinds Standard 8: Porch Lifts/Elevators; and

RESOLVED FURTHER, Resolution M3-96-25 adopted March 12, 1996, 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.

MARCH 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

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Third Laguna Hills Mutual
Maintenance & Construction Committee
March 4, 2024

ENDORSEMENT (to board)

**Supplemental Budget Appropriation for Garden Villa Garage Water Seepage
Consultant Services**

Manuel Gomez, Maintenance & Construction Director, presented the staff report for consideration by the committee.

A motion was made and unanimously approved to recommend the board approve the Supplemental Budget Appropriation of \$25,000 from the Unappropriated Expenditure Fund (UEF) for Garden Villa Garage Water Seepage Consultant Services.

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STAFF REPORT

DATE: March 19, 2024
FOR: Board of Directors
SUBJECT: Supplemental Budget Appropriation for Garden Villa Garage Water Seepage Consultant Services

RECOMMENDATION

Approve a \$25,000 supplemental appropriation from the Unappropriated Expenditure Fund (UEF) for Garden Villa Garage Water Seepage Consultant Services.

BACKGROUND

As part of the 2024 Business Plan, the board approved a budget allocation of \$25,000 to hire a consultant to evaluate the water seepage occurring in the Garden Villa garage areas. The budget allocation for this project was inadvertently placed in the General Services Department budget.

On March 4, 2024, the Third M&C Committee unanimously recommended the board approve a \$25,000 supplemental appropriation from the Unappropriated Expenditure Fund (UEF) for Garden Villa Garage Water Seepage Consultant Services.

DISCUSSION

The M&C Department is preparing a scope of work for the required consultant services. The scope of work will be used to develop an RFP to solicit proposals from qualified Architectural/Engineering consultants.

FINANCIAL ANALYSIS

There will be no fiscal impact to the overall Third budget in 2024 as \$25,000 will be adjusted out of General Services account 54603500 (JA962100000).

Prepared By: Manuel Gomez, Maintenance & Construction Director

Reviewed By: Robert Carroll, Director of General Services
Steve Hormuth, Director of Financial Services

ATTACHMENT(S):

Attachment 1 - Resolution 03-24-XX

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RESOLUTION 03-24-XX

**Supplemental Budget Appropriation for Garden Villa
Garage Water Seepage Consultant Services**

WHEREAS, as part of the 2024 Business Plan, the board approved a budget allocation of \$25,000 to hire a consultant to evaluate the water seepage occurring in the Garden Villa garage areas; and

WHEREAS, the budget allocation for this project was inadvertently placed in the General Services Department budget; and

WHEREAS, approval of a \$25,000 supplemental appropriation from the Unappropriated Expenditure Fund (UEF) will provide for proper and accurate tracking of expenditures for the project; and

WHEREAS, there will be no fiscal impact to the overall Third budget in 2024 as \$25,000 will be adjusted out of General Services account 54603500 (JA962100000);

NOW THEREFORE BE IT RESOLVED, on March 19, 2024, the Board of Directors of this Corporation hereby approves a \$25,000 supplemental appropriation from the Unappropriated Expenditure Fund (UEF) for Garden Villa Garage Water Seepage Consultant Services; 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.

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Resolution 03-24-XX

Third Mutual Committee Appointments

RESOLVED, March 19, 2024, that the following persons are hereby appointed to serve on the committees and services of this Corporation;

RESOLVED FURTHER, that each committee chair may appoint additional members and advisors with interim approval by the President subject to the approval of the Board of Directors:

Finance Committee (meets every other month)

Andy Ginocchio, Chair
Moon Yun
Brad Rinehart
SK Park
Reza Karimi
Non-Voting Advisors: Wei-Ming Tao

Architectural Control and Standards Committee (meets monthly)

James Cook, Chair
Brad Rinehart
Nathaniel Ira Lewis
Reza Karimi
Andy Ginocchio, Alternate
Non-Voting Advisors: Mike Butler, Mike Plean, Lisa Mills

Landscape Committee (meets monthly)

Nathaniel Ira Lewis, Chair
SK Park
Brad Rinehart
Reza Karimi
Moon Yun, Alternate

Maintenance and Construction Committee (meets every other month)

Brad Rinehart, Chair
James Cook
Moon Yun
SK Park
Reza Karimi
Andy Ginocchio, Alternate

Resident Policy and Compliance Committee (meets monthly)

Mark Laws, Chair
Moon Yun
Andy Ginocchio
Cris Prince
Nathaniel Ira Lewis
SK Park, Alternate
Non-Voting Advisors: Stuart Hack, Theresa Keegan

Executive Hearing Committee (meets monthly)

Mark Laws, Chair
Jim Cook
Cris Prince
Andy Ginocchio, Alternate
SK Park, Alternate

Water Conservation Committee (meets quarterly)

Jules Zalon, Chair
Reza Karimi
Brad Rinehart
Nathaniel Ira Lewis

Garden Villa Recreation Room Committee (meets thrice yearly)

SK Park, Chair
Moon Yun
Reza Karimi
Voting Advisors: Stuart Hack, Lynn Jarrett
Non-Voting Advisors: Lorna Seung

Executive Committee (can attend Closed Meetings / Executive Sessions)

Mark Laws
Jim Cook
Andy Ginocchio
Cris Prince
Reza Karimi
Nathaniel Ira Lewis
Moon Yun
SK Park
Brad Rinehart

Management Agreement Ad Hoc Committee (meets periodically)

Reza Karimi, Chair
Brad Rinehart
Andy Ginocchio
Nathaniel Ira Lewis
Cris Prince
S.K. Park, Alternate

RESOLVED FURTHER, that Resolution 03-24-20, adopted February 20, 2024, 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.

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Treasurer's Report for March 19, 2024 Board Meeting

SLIDE 1 – Through the reporting period of **January 31, 2024**, total revenue for Third was \$3,882K compared to expenses of \$3,218K, resulting in a net revenue of \$664K.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a deficit of (\$24K) through the reporting period. This chart shows how much of our revenue went into operations, with \$2,312K coming in from assessments and \$145K coming from non-assessment revenue. This is compared to operating expenditures of \$2,481K (without Depreciation).

SLIDE 3 – This next chart takes the full income statement and compares those results to budget. We can see that Third ended the period better than budget by \$96K when combining both operating and reserve revenues and expenses.

SLIDE 4 – The most significant variances from budget were attributable to:

- **Outside Services \$130K;** Favorable variance primarily in Landscape due to timing of the prior-to-paint landscape modernization program. Staff anticipates a contract for this work being awarded by April and expenses beginning to come in by May 2024.
- **Employee Compensation and Related \$120K;** Favorable variance resulted primarily in the Landscape and M&C departments due to open positions. Impacted areas include grounds maintenance, carpentry, and paint. Recruitment is in progress to fill open positions. Grounds maintenance contracted shrub-bed maintenance to outside vendors for the pruning/weeding cycle as they continue to fill open positions.
- **Insurance \$80K;** Favorable variance was due to a timing difference of property insurance expense compared to a flat budget spread. For subsequent months (February to December) the monthly budget will be adjusted to eliminate timing differences with no impact to the overall property insurance budget.
- **Investment Income \$60K;** Favorable variance resulted primarily from treasury bills yielding a higher return than anticipated. Investments have averaged a 4-5% return compared to a budgeted return of 2.5%.
- **Legal Fees (\$27K);** Unfavorable variance was due to a higher number of resident related cases than anticipated.



Treasurer's Report for March 19, 2024 Board Meeting

- **Repairs and Maintenance (\$30K);** Unfavorable variance was primarily due to an unbudgeted expense for the replacement of two light poles within the community.
- **Fees and Charges to Resident (\$220K);** Unfavorable variance was primarily due to less damage restoration hearing scheduling over the holidays.

SLIDE 5 – On this slide, we chart our non-assessment revenues earned to date by category and compare them to the current year's budget and the prior year's YTD actuals. Our largest revenue generating categories on January 31, 2024 were Investment Income, Resident Maintenance Fee, and Sales and Leasing Fees. Non-assessment revenues totaled \$259K through the reporting period.

SLIDE 6 – On this slide, we chart our expenses to date by category and compare them to the current year's budget and the prior year's YTD actuals. Our largest expense categories on January 31, 2024 were Employee Compensation & Related, Insurance, and Outside Services. Expenses totaled \$3,218K through the reporting period.

SLIDE 7 – The non-operating fund balance on January 31, 2024 was \$33,601K. YTD contributions and interest were \$1,425K while YTD expenditures were \$730K.

SLIDE 8 – We compare the non-operating fund balances to historical fund balances for the past five years on this chart, which has averaged \$31.1 Million. Third Laguna Hills Mutual has been committed to supporting reserve requirements and having more contingency funds for unexpected events.

SLIDE 9 – We have a slide here to show resale history from 2022 - 2024. Through January 31, 2024, Third resales totaled 30, which is 7 resales higher than the prior year for the same time period. The average YTD resale price for a Third Mutual was \$614K, which is \$259K higher than the prior year for the same time period.

Financial Report

As of January 31, 2024



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$3,623
Non-assessment Revenue	\$259
Total Revenue	\$3,882
Total Expense	\$3,218
Net Revenue/(Expense)	\$664

Financial Report

As of January 31, 2024



OPERATING INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$2,312
Non-assessment Revenue	\$145
Total Revenue	\$2,457
Total Expense ¹	\$2,481
Operating Deficit	(\$24)

1) excludes depreciation

Financial Report

As of January 31, 2024



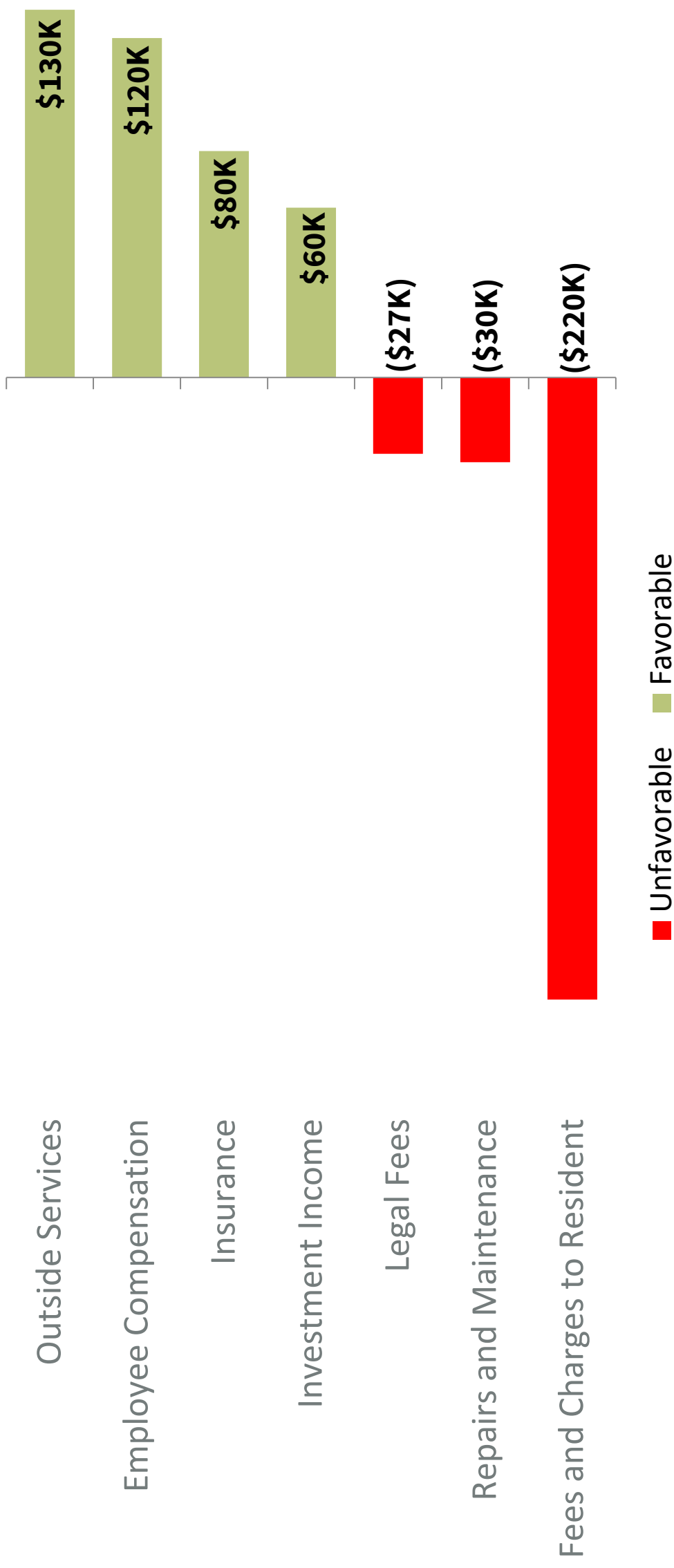
INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$3,623	\$3,623	\$0
Non-assessment Revenue	\$259	\$427	(\$168)
Total Revenue	\$3,882	\$4,050	(\$168)
Total Expense	\$3,218	\$3,482	\$264
Net Revenue/(Expense)	\$664	\$568	\$96

Financial Report

As of January 31, 2024



Year to Date Variances



Financial Report

As of January 31, 2024



Total Non-Assessment Revenues - \$259,670 (in Thousands)

Category	2023 YTD Actual	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	2024 Total Budget
Investment Income	\$31	\$115	\$55	\$60	\$660
Resident Maintenance Fee*	\$106	\$53	\$259	(\$206)	\$3,116
Sales and Leasing Fees**	\$27	\$43	\$41	\$2	\$498
All Other Revenues	\$55	\$48	\$71	(\$23)	\$2,176
Total Non-Assessment Revenues	\$219	\$259	\$426	(\$167)	\$5,130

*Includes damage restoration backlog revenue

**Includes lease processing fee, resale processing fee, inspection fee revenue

Financial Report

As of January 31, 2024



Total Expenses - \$3,218,449
(in Thousands)

Category	2023 YTD Actual	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	2024 Total Budget
Employee Comp & Related	\$1,057	\$1,144	\$1,264	\$120	\$14,816
Insurance	\$745	\$684	\$764	\$80	\$9,167
Outside Services*	\$267	\$508	\$652	\$144	\$12,999
All Other Expenses	\$745	\$882	\$802	(\$80)	\$10,897
Total Expenses	\$2,814	\$3,218	\$3,482	\$264	\$47,879

*Includes professional fees

Financial Report

As of January 31, 2024



NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Garden Villa Fund	Disaster Fund	Unappropriated Expenditures Fund	TOTAL
Beginning Balances: 1/1/24	\$23,703	\$114	\$5,439	\$3,650	\$32,906
Contributions & Interest	\$1,090	\$8	\$168	\$159	\$1,425
Expenditures	\$696	\$2	\$29	\$3	\$730
Current Balances: 1/31/24	\$24,097	\$120	\$5,578	\$3,806	\$33,601

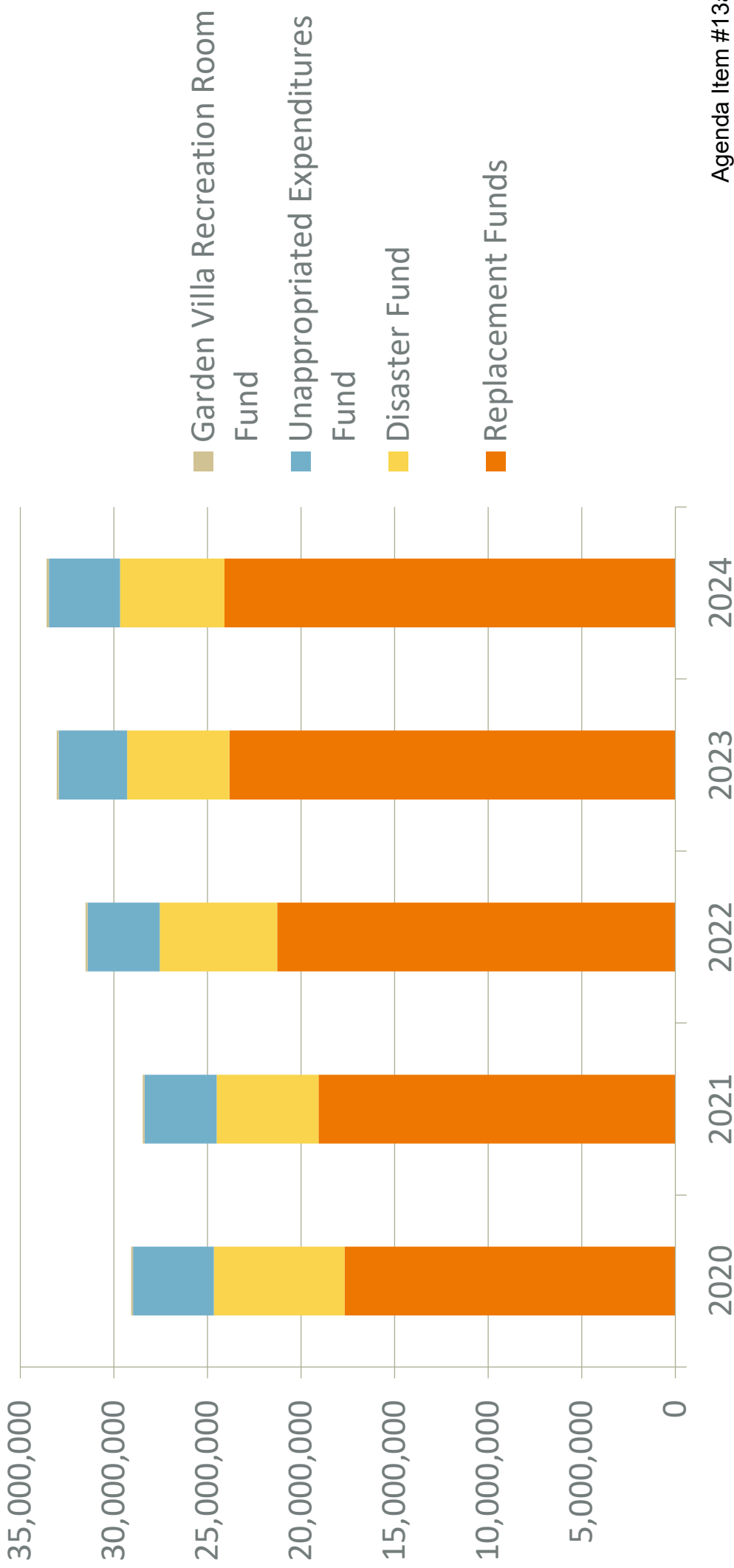
*Includes Elevator and Laundry Funds

Financial Report

As of January 31, 2024



FUND BALANCES – Third Mutual



Financial Report

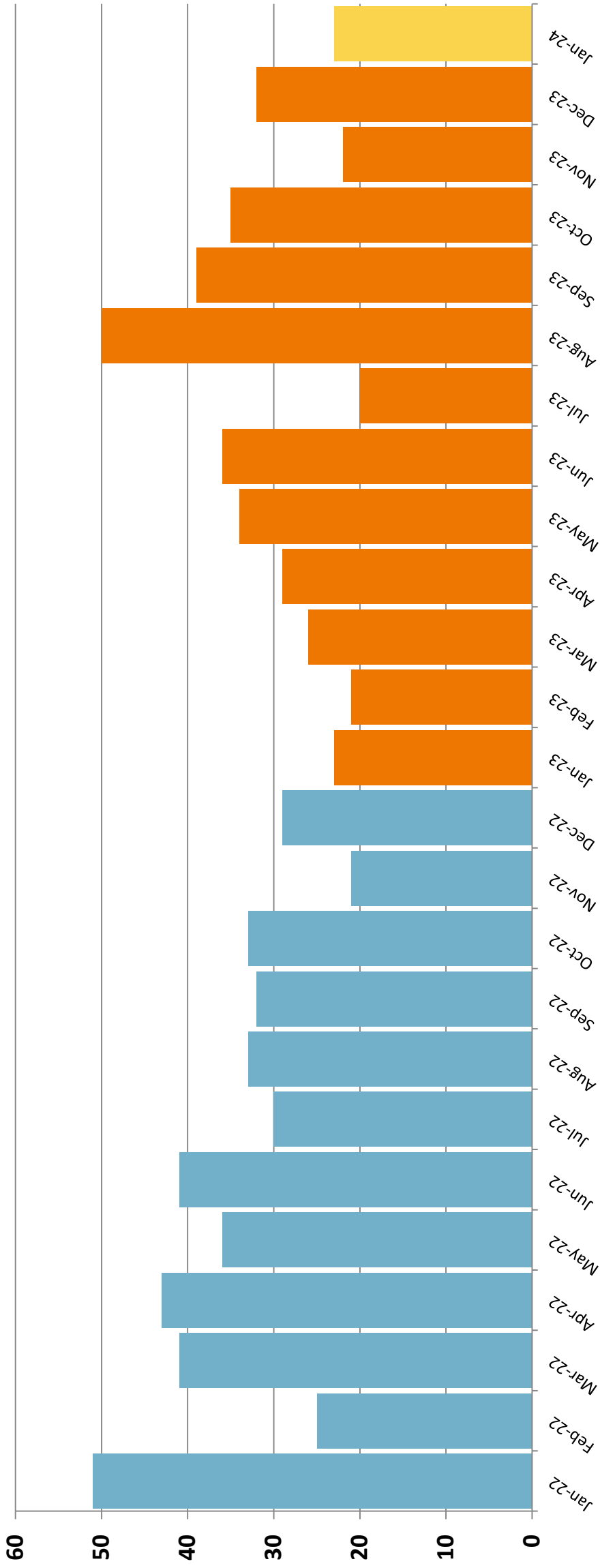
As of January 31, 2024

RESALE HISTORY – Third Mutual



THIRD LAGUNA HILLS
— M U T U A L —

	NO. OF REALES	AVG. RESALE PRICE
YTD 2022	51	\$446,851
YTD 2023	23	\$355,409
YTD 2024	30	\$613,610



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**FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION**

Tuesday, February 6, 2024 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Andy Ginocchio – Chair, Reza Karimi, S.K. Park, Moon Yun
DIRECTORS ABSENT: Brad Rinehart
ADVISORS PRESENT: Wei-Ming Tao
STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez
OTHERS PRESENT: Third – Jules Zalon

Call to Order

Director Andy Ginocchio, Treasurer, chaired and called the meeting to order at 1:30 p.m.

Approval of Meeting Agenda

A motion was made and the agenda was approved as presented.

Approval of Meeting Report for December 5, 2023

A motion was made to approve the meeting report as presented; no changes were requested, and the report was approved by consent.

Remarks of the Chair

Director Ginocchio conveyed that the preliminary financials will undergo a comprehensive review during the audit. It is anticipated that the numbers will be subject to adjustments as deemed necessary by the auditors. Additionally, he stated that Third Mutual currently runs favorable when compared to the budget.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, reported that the 2024 Annual Budget and Annual Policy Statement, containing the assessment breakdown, were mailed to members in November. He also noted that the 2023 Financial Audit will commence with a meeting on February 14, 2024, inviting all boards to participate.

Preliminary Financial Statements dated December 31, 2023

Jose Campos, Assistant Director of Financial Services, presented the Preliminary Financial Statements dated December 31, 2023. Questions and comments were noted by staff.

Endorsements from Standing Committees

None.

Future Agenda Items

Third Annual Policy Review

- a) Finance Committee Charter
- b) Investments
- c) Collections and Lien Enforcement

Committee Member Comments

None.

Date of Next Meeting

Tuesday, April 2, 2024 at 1:30 p.m.

Recess to Closed Session

The meeting recessed at 3:17 p.m.



[Andy Ginocchio \(Feb 29, 2024 11:12 PST\)](#)

Andy Ginocchio, Chair



OPEN MEETING

**REPORT OF THE REGULAR MEETING OF THIRD LAGUNA HILLS MUTUAL
ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE**

**Monday, February 12, 2024 – 1:30 p.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

REPORT

COMMITTEE MEMBERS PRESENT: Jim Cook – Chair, Ralph Engdahl, Reza Karimi, Nathaniel Ira Lewis, Brad Rinehart, Advisors: Michael Butler, Lisa Mills

COMMITTEE MEMBERS ABSENT: Mike Plean (Advisor-Excused)

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant Director, Alan Grimshaw – Manor Alterations Manager, Gavin Fogg – Manor Alterations Supervisor, Laurie Chavarria – Senior Management Analyst, David Rudge – Inspector II, Josh Monroy – Manor Alterations Coordinator

1. Call Meeting to Order

Chair Cook called the meeting to order at 1:30 p.m.

2. Approval of the Agenda

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

3. Approval of the Meeting Report for January 08, 2024

Hearing no objection, the meeting report was unanimously approved as written.

4. Remarks of the Chair

None.

5. Member Comments - (Items Not on the Agenda)

None.

6. Response to Member Comments

None.

7. Department Head Update

None.

8. Consent Calendar: All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

a. **Over-The-Counter Variances** – None.

9. Variance Requests

a. 5110: Variance for Extension of Rear Patio

The variance was introduced by Mr. Rudge. Discussion ensued and staff answered questions from the committee.

A motion was made to approve the variance as described. The variance was approved by unanimous consent.

10. Items for Discussion and Consideration

a. Revision to Resale Inspection Fees

A motion was made to recommend the item be referred back to staff to reevaluate the turnaround time needed to complete a first inspection report. The committee suggested that staff create a resale inspection checklist. Hearing no objection, the motion was approved by unanimous consent.

11. Items for Future Agendas

- Elimination of Standard 8: Porch Lift/Elevators
- Proposed Standard 41B: Solar Panels, 3 Story Buildings
- Proposed Standard 41C: Solar Panels, Carports and Patio Covers
- Propose a Standard for Reduction Options on 2nd and 3rd floors of Multi-Story Buildings

12. Committee Member Comments

None.

13. Date of Next Meeting: Monday, March 11, 2024 at 1:30 p.m.

14. Adjournment

The meeting was adjourned at 2:17 p.m.



Jim Cook, Chair

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OPEN MEETING

**REPORT OF THE REGULAR MEETING OF THE
THIRD LAGUNA HILLS MUTUAL
MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Monday, March 4, 2024 at 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Brad Rinehart – Chair, Jim Cook, SK Park, Moon Yun

MEMBERS ABSENT: None

OTHERS PRESENT: **Third:** Andy Ginocchio, Cris Prince

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Ian Barnette – Maintenance & Construction Assistant Director, Bart Mejia - Maintenance & Construction Assistant Director, Laurie Chavarria – Senior Management Analyst, Sandra Spencer – Administrative Assistant

1. Call Meeting to Order

Chair Rinehart called the meeting to order at 1:30 p.m.

2. Approval of the Agenda

The agenda was amended to include a discussion of Gate 11 Seepage Issues as Item 9d and Concerns at Building 3500 as Item 9e. Hearing no objection, the agenda was unanimously approved as amended.

3. Approval of the Meeting Report from August 30, 2023

Hearing no objection, the meeting report was unanimously approved.

4. Remarks of the Chair

None.

5. Member Comments – (Items Not on the Agenda)

- A member commented on a rodent issue in their building attic.
- A member commented on water intrusion caused by rain gutters, breezeway drainage, and rec room windows.
- A member commented on a roof leak in their manor.

6. Response to Member Comments

Staff responded to the members' comments and will follow up as appropriate.

7. Department Head Update

- Building Pressure Readings Update (Verbal Only)

Mr. Barnette reported that 89 of the 320 buildings that have been inspected had above normal water pressure which require the installation of a pressure regulator valve. The inspections are estimated to be completed by July. Staff will replace pressure regulator valves in buildings with a high priority and the remainder will be completed by an outside contractor.

- Slope Repairs Update

Mr. Gomez provided an update on the six slope areas within the mutual which have been repaired. Sandbags will remain in place until the Landscape Department determines that no further intervention is required on those slopes.

- SCE Proposed Rate Increase for 2025

Mr. Gomez informed the committee that the Public Utilities Commission is accepting comments regarding the proposed rate increases and staff will continue to share those meeting dates with the members. Staff confirmed that the rates charged at the EV charging stations at the Community Center will be updated as appropriate.

- Railings at Garden Villa Entrances

Mr. Gomez asked the committee to provide direction regarding hand railings along with walkways leading to Garden Villa Buildings. Staff was directed to include railings on steps, where necessary, in the 2025 budget discussions.

- 8. Consent:** *All matters listed under the Consent Calendar are considered routine and will be enacted by the committee by one motion. In the event that an item is removed from the Consent Calendar by members of the committee, such item(s) shall be the subject of further discussion and action by the committee.*

a. Project Log

Staff answered questions from the committee regarding the roofing contractor.

b. Supplemental Budget Allocation for GV Garage Seepage Consultant Services

The committee unanimously endorsed this recommendation to the Third Board.

A motion was made and passed unanimously to approve the consent calendar.

9. Items for Discussion and Consideration

a. GV Garage Seepage RFP Scope of Work

Mr. Gomez informed the committee of the intention to retain a structural engineering firm to investigate the rain water seepage into the garages in some Garden Villa buildings. The committee reviewed the draft scope of work and directed staff to proceed with finalizing the RFP.

b. Roof Leak Repairs Update

Mr. Gomez provided an update via PowerPoint and staff answered questions from the committee. Discussion included the types of roofs, potential causes of leaks, and budget allocations for roof repairs and replacements in 2025.

c. 2024 Roof Replacement Program

Mr. Gomez provided an update via PowerPoint and staff answered questions from the committee. Discussion included the pros and cons of spray foam, light weight tile, PVC and comp shingle roofing material options for consideration when the roofing contract goes out to bid in 2025.

d. Gate 11 Seepage Issues

Director Park provided photos of water in some gutters near Gate 11 and inquired about the project previously completed in the area. Staff is monitoring the drainage issue in the surrounding areas and will respond accordingly. Should additional drainage become necessary in the future, a report will be brought to the committee for direction.

e. Concerns at Building 3500

Director Park requested staff to inspect the door to the trash enclosure, the slope of the ramp leading up the building, marked areas of the walkway leading to the building, and

noted the lack of curb cutout at Bahia Blanca. Staff indicated that the items will be investigated and resolved appropriately.

10. Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*


- a. Incentive to Upgrade Pipes and/or Dedicated Water Shut-Off Valves in Walls During Remodeling
- b. Gate 11 Seepage Issues
- c. Concerns at Building 3500
- d. Safety

11. Committee Member Comments

- Director Karimi thanked Chair Rinehart for a good job chairing the meeting.
- Director Moon thanked Director Park for going out into the village and showing his sincerity to the members.
- Mr. Gomez reminded the committee that paper agenda packets will no longer be provided to audience members. Director Karimi suggested displaying the agenda on one of the screens for the convenience of the audience.
- Chair Rinehart thanked staff for their efforts.

12. Date of Next Meeting: Monday, May 6, 2024 at 1:30 p.m.

13. Adjournment: The meeting was adjourned at 3:00 p.m.



Brad Rinehart

Brad Rinehart, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380



OPEN MEETING

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
LANDSCAPE COMMITTEE**

**Thursday, March 7, 2024 at 9:30 a.m.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center, 24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Ira Lewis, Brad Rinehart, S.K. Park, Reza Karimi,

COMMITTEE MEMBERS ABSENT: Moon Yun

OTHERS PRESENT: None

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Megan Feliz

1. Call Meeting to Order

Chair Lewis called the meeting to order at 9:32 a.m.

2. Approval of Agenda

Director Karimi made a motion to approve the agenda. Director Rinehart seconded. The meeting agenda was approved by unanimous consent.

3. Approval of the October 11, 2023 Report

Director Karimi made a motion to approve the meeting report. Chair Lewis seconded. The committee was in unanimous support.

4. Remarks of the Chair

Chair Lewis had no remarks.

5. Department Head Update

Mr. Wiemann updated the committee on the fire inspection that was completed this past week. There were 3 small areas not in compliance, they will be fixed within the next week. Mr. Wiemann acknowledged the amount of rain we have been receiving, and reassured the committee the crews were catching up on duties. He presented the cost analysis of in-house tree trimming vs. Great Scott per Director Park's query at the last meeting.

a. Project Log

Mr. Wiemann discussed the provided Project Log. Directors made comments and asked questions.

b. Tree Work Status Report

None

6. Member Comments

Three comments were made, all regarding Ficus trees in their area.

7. Response to Member Comments

Mr. Wiemann and the committee responded to the comments. The committee directed staff to come back with a list of Ficus trees that are issues from root intrusions on properties or sidewalks for possible removal. Mr. Wiemann said, it will take staff several months to gather the data but will bring the information back to the committee as soon as it is compiled.

8. Items for Discussion and Consideration

a. 3489-B Tree Removal Request

Mr. Wiemann updated the committee on the status of the request. This request was tabled last meeting. The resident has not provided a doctor's note to staff. Mr. Wiemann advised the committee to leave this tabled until spring. This type of tree is dormant, if it does revive by spring, staff will remove the tree.

b. 5415 Tree Removal

The committee discussed the removal and asked questions. Mr. Wiemann let the committee know this tree will be treated for fire blight, and staff will monitor its progress. If the tree does not heal, it will be removed. Director Park agreed and made a motion to deny the request for removal. Director Karimi seconded the motion. The motion passed unanimously.

c. 5206 Alteration Request

The committee discussed the alteration request, which was already completed prior to requesting permission. The resident was present and spoke to the committee. Mr. Wiemann suggested to the resident to fill out a landscape request form for turf

reduction. Chair Lewis agreed with Mr. Wiemann and said the mutual would pay for it to be completed. Mr. Wiemann stated if he does turf reduction then he could keep his gravel, as there will be no mowing of the lawn. Director Park made a motion to table this to give the resident time to apply for turf reduction and if the resident does not apply, the gravel will need to be removed. Director Karimi seconded the motion. The motion passed unanimously.

d. Update on Nuvis Designs

Mr. Wiemann updated the committee on the project. He should have plans in the next week. The committee asked for them to be emailed to them for review and comments when he receives them.

e. Discussion on Advertising Campaign Awareness for Designs

Chair Lewis expressed his desire to promote the turf reductions for Gate 11 and 14 heavily once the designs are complete. Mr. Wiemann stated he is currently working on an article for the breeze regarding AB 1572. He will promote turf reduction in the article.

f. Update on PTP Components

Mr. Wiemann provided an updated the committee on the status. The RFP is out to bid, and will hopefully have the bid results to report at next meeting.

g. Update on Slope Renovations

Mr. Wiemann answered the committee questions. Chair Lewis asked staff to start posting the slope schedule, mulch schedule, renovation slope schedule on the website for member to be able to view. Mr. Wiemann let him know it was already on the website with the 3-week landscape schedule.

h. Discussion of Tree Replacement

Discussion amongst the committee on when to replace trees and how far back to go now that the UFMP is in place. The committee directed staff to start adding their recommendation on a tree planting to their tree removal reports, along with a timeline of when it will be done.

i. Discussion of the Proposed Inspection' Duties

Chair Lewis asked questions on job duties for the new position. Mr. Wiemann answered with the job expectations as the hiring process is still underway. The position will inspect approximately 17 cul-de-sacs a month, with a 52-point check list, broken up into 4 categories. The person will report directly to Mr. Wiemann.

j. Discussion Adding Trim Cycle-Survey

Chair Lewis asked Mr. Wiemann to provide costing per unit and benefits of adding a cycle. Chair Lewis and President Laws are working on a survey to be put together for Third Mutual to distribute and collect data on.

k. Update on Grounds Crews Training

Mr. Wiemann presented a power point presentation to the committee on the training staff has been participating in.

9. Items for Future Agendas

None

10. Committee Member Comments

Chair Lewis asked Mr. Wiemann to have staff look into a ticket for 4017-B. No other comments were made.

11. Date of Next Meeting: Thursday, April 4, 2024, at 9:30 a.m.

12. Adjourned at 11:37 a.m.

DRAFT

Ira Lewis, Chair
Kurt Wiemann, Staff Officer
Megan Feliz, Landscape Administrative Assistant
949-268-2565



OPEN MEETING

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
WATER CONSERVATION SUB-COMMITTEE**

**Thursday, January 25, 2024 – 2:00 p.m.
BOARD ROOM AND VIRTUAL MEETING
Laguna Woods Village Community Center 24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Jules Zalon, Brad Rinehart, Ira Lewis

COMMITTEE MEMBERS ABSENT: Reza Karimi

OTHERS PRESENT: Vu Chu (El Toro Water District), Dennis Cafferty (General Manager El Toro Water District), Kay Haven, Sherri Seitz (El Toro Water District)

ADVISORS PRESENT: None

STAFF PRESENT: Kurt Wiemann, Megan Feliz

1. Call Meeting to Order

Chair Zalon called the meeting to order at 2:00 p.m.

2. Approval of the Agenda

The meeting agenda was approved by unanimous consent.

3. Approval of the Meeting Report from July 7, 2023

The meeting report was approved by unanimous consent.

4. Committee Chair Remarks

Chair Zalon thanked the members and audience for their attendance and participation.

5. Member Comments

None

6. Response to Member Comments

None.

7. Guest Speaker- Dennis Cafferty, El Toro Water District General Manager

Mr. Cafferty gave a presentation in detail on water supply conditions and opportunities. Directors made comments and asked questions.

8. Items for Discussion and Consideration

8a. Water Consumption Chart

Mr. Wiemann explain the water use chart.

8b. Water-Savings Guide

None

9. Items for Future Agendas

Chair Zalon suggested turf reduction be a priority.

10. Committee Member Comments

Various comments were made.

11. Date of Next Meeting: Thursday, April 25, 2024 at 2:00 p.m.

12. Adjournment at 3:15 p.m.

DRAFT

Jules Zalon, Chair



REGULAR OPEN MEETING OF THE THIRD LAGUNA HILLS MUTUAL
RESIDENT POLICY AND COMPLIANCE COMMITTEE

Tuesday, February 27, 2024 at 9:30 A.M.
Board Room/Virtual Meeting
Laguna Woods Village Community Center
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Cris Prince – Acting Chair, Andy Ginocchio, Nathaniel “Ira” Lewis, Moon Yun and S.K. Park (Alternate)

MEMBERS ABSENT: Mark Laws (per prior notification)

ADVISORS PRESENT: Stuart Hack

ADVISORS ABSENT: Theresa Keegan (per prior notification)

STAFF PRESENT: Blessilda Wright, Ruby Rojas and Daniel Lurie.

OTHERS PRESENT: None

1. Call to Order

Cris Prince, Acting Chair, called the meeting to order at 9:31 a.m.

2. Approval of Agenda

Director Lewis made a motion to approve the agenda. Director Yun seconded the motion.

By unanimous consent, the motion passed.

3. Approval of Meeting Report

Director Ginocchio made a motion to approve the January 23, 2024 meeting report. Director Yun seconded the motion.

By unanimous consent, the motion passed.

4. Remarks of the Chair

Acting Chair, Cris Prince wanted to inform the community that Chair Laws is on a well-deserved vacation.

5. Members Comments (Items Not on Agenda)

Members commented regarding ADA accommodations in regard to cutting down curb corners; Member commented barbecue rules need to be updated to prohibit charcoal grills; and Member commented on residents who use their garages for storage instead of parking their vehicles. When residents use their garage for storage can store unsafe

items.

6. Response to Members Comments

Directors Park and Ginocchio commented members to attend the Third Laguna Hills Maintenance & Construction committee to address their ADA concerns regarding curb cutting.

Director Yun commented he is requested the Barbecue rules be updated to prohibit charcoal grills in Third Laguna Hills Mutual; he also expressed concern addressing restrictions of carport garages as storage.

Blessilda Wright, Compliance Supervisor clarified Third's Traffic Rules and Regulations address the use of garages to park vehicles before using open parking.

7. Department Head Update

None.

8. Items for Discussion and Consideration

a. Disciplinary Letters

Ms. Wright, presented the Disciplinary Letters for discussion. The Committee discussed the matter and asked questions. A minor change was requested.

The Committee elected to approve the Disciplinary Letters templates with one minor change.

By unanimous consent, the motion passed.

b. Policy for Temporary Storage Containers (PODS)

Mr. Daniel Lurie, Supervisor II/Administrative Supervisor, presented the Policy for Temporary Storage Containers (PODS) for discussion. The Committee discussed the matter and asked questions.

The Committee elected to table the matter and provided charges to the policy.

By unanimous consent, the motion passed.

Mr. Daniel Lurie, Security Watch-Commander, left the meeting at 10:24 a.m.

c. Overview of the Member Disciplinary Process

Ms. Wright, presented the Member Disciplinary Process for discussion. The Committee discussed the matter and asked questions.

The committee took no further action.

d. Distribution of Printed Materials (Specifically "Political" Materials- Oral Discussion)

Ms. Wright, presented the, presented the Distribution of Printed Materials for discussion. The Committee discussed the matter and asked questions.

The committee tabled the matter.

e. Harassment Policy (Oral Discussion)

Ms. Wright, presented the, presented the Harassment Policy for discussion. The Committee discussed the matter and asked questions.

The committee tabled the matter.

f. Hate Policy (Oral Discussion)

Ms. Wright, presented the Hate Policy for discussion. The Committee discussed the matter and asked questions.

The committee tabled the matter.

g. Nuisance Policy (Oral Discussion)

Ms. Wright, presented the Hate Policy for discussion. The Committee discussed the matter and asked questions.

The committee tabled the matter.

9. Items for Future Agendas

- a. Barbecue Rules and Regulations
- b. Caregiver Policy
- c. Financial Qualifications for Purchasing in Third Mutual
- d. Internal Dispute Resolution/ Meet & Confer
- e. Operating Rules (Website)
- f. Proof-of-Income for Co-occupants
- g. Third Traffic Rules & Regulations regarding Clutter/ Annual Mailer

10. Committee Member Comments

Director Ginocchio expressed concern of how safety-projects are addressed in the annual Third Laguna Hills Mutual Maintenance & Construction budget.

Director Yun made a comment regarding surveying Third Laguna Hills Mutual & GRF property for proper ADA accommodations and prevention.

Director Lewis made a comment regarding the immense amount of time, money and effort it would take to take on such challenge and to consider a project that addresses issues over time versus “all-at-once”.

11. Date of Next Meeting

Wednesday, March 27, 2024 at 9:30 a.m.

12. Adjournment

With no further business before the Committee, the meeting was adjourned at 10:52 a.m.

DRAFT

Cris Prince, Acting Chair
Third Laguna Hills Mutual

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OPEN MEETING

REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE

Thursday, February 8, 2024 – 1:30 p.m.
Board Room/Virtual Meeting

- MEMBERS PRESENT:** Yvonne Horton, Chair, Joan Milliman, Mark Laws, Andy Ginocchio, Ellen Leonard, Sue Quam, Peter Sanborn, Dennis Boudreau, Ajit Gidwani, Elsie Addington
- MEMBERS ABSENT:** Cush Bhada, excused
- OTHERS PRESENT:** Juanita Skillman, Mickie Choi Hoe, Egon Garthoffner, Reza Karimi
- STAFF PRESENT:** Alison Giglio, Jennifer Murphy, Jackie Chioni, Laura Cooley, Ada Montesinos, Jose Campos, Blake Lefante

Call to Order

Chair Horton called the meeting to order at 1:34 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Ginocchio made a motion to approve the agenda with change of moving item number 12 before item number 10. Director Laws seconded.

Motion passed unanimously.

Approval of Committee Report for December 14, 2023

Director Laws made a motion to approve the report. Director Leonard seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton opted to state remarks during Committee Member Comments.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: the water heater at Pool 4 is currently not working and replacement is scheduled for tomorrow; the Pool 5 pump room was flooded during the heavy rains and is expected to reopen on February 19; Pool 1 will remain open during this necessary closure and will close the week of February 19 for critical repairs maintenance; the Christmas Buffet hosted 292 attendees which broke the record in 2019 of 246 attendees; the New Year's Eve Dinner Dance hosted at Clubhouse 5 had 346 attendees; the Village Bazaar on January 27 sold out vendor tables in four minutes which attracted approximately 450 attendees; the Village Bazaar wait list will be called for the future event to maximize opportunities for all to participate; a free showing of the College Championship football game hosted 55 attendees; the Equestrian Center security gate installation is almost complete; lessons and riding have been interrupted by the heavy rains and will resume once the facility and trails dry out; the golf course has reduced play due to the heavy rains in order to maintain course health; the driving range will be closed until it dries after the heavy rain; a club fitting day was held at a local indoor studio allowing more than \$5,000 in sales for custom clubs to our members; the Library greeted 2,488 visitors with volunteers working 757 hours and 3,043 items circulated through the front desk in January which was at the highest level since last summer; 43 new residents signed up for catalogue access in January.

Ms. Giglio stated the following GRF Board approvals: the Clubhouse 1 Drop-In lounge television schedule met the 28-day notification and will resume scheduled programming when the facility is reopened in September; temporary flexibility to adjust facility and amenity operating procedures during the Clubhouse 1 renovation as unforeseen factors may require the need for urgent and immediate decisions; these adjustments will be discussed with impacted departments, the General Manager's office, the Community Activities Committee (CAC) Chair and the GRF Board President and updates will be reported to CAC and GRF.

Ms. Giglio stated the following Clubhouse 1 renovation update: staff has been extremely busy preparing to for the Clubhouse 1 renovation by relocation of all 110 rental groups to other facilities; safety fencing adjustments have been made to allow play for bocce and petanque; more parking has been made available to support the open facilities; contractor insurance prevents us from opening the remaining facilities and amenities during the project because they are in the middle of the construction zone; the Community Center Fitness Center will expand hours to accommodate the Clubhouse 1 Fitness closure and Fitness staff has informed patrons to investigate insurance coverage for use of outside fitness providers; the Transportation hub will move to the parking lot behind the Library and History Center; pool schedules may change often, so please check the hours prior to visiting a pool.

Ms. Giglio stated staff appreciates the cooperation and flexibility from clubs and classes as some had to downsize and adjust their activities.

Ms. Giglio stated the Village 60th Anniversary event will be hosted Monday, September 9 from 4 to 10 p.m. at Clubhouse 2. Event details will be forthcoming once confirmed in all Laguna Woods Village publicity outlets.

Ms. Murphy stated the following upcoming events: the Big Game will be hosted at Clubhouse 5 with kick-off at 3 p.m.; the free Monday movie at the Performing Arts Center on February 12 will be *Sliding Doors* with showtimes at 2 and 7 p.m.; the annual Valentine's Day Dinner Dance will be hosted at Clubhouse 5 at 5 p.m.; the St. Patrick's Day Buffet will be hosted at Clubhouse 5 on March 17 at 5 p.m.; a Neil Diamond tribute concert will be hosted at the Performing Arts Center on March 23 at 7:30 p.m.; the annual Easter Eggstravaganza will be hosted at the Equestrian Center on March 30, 9 to 11 a.m.; the Easter Buffet at Clubhouse 5 on March 31 at 1 p.m.

Member Comments (Items Not on the Agenda)

Members were called to speak on the following: in favor of purchase of wooden fiber bales; Clubhouse 1 renovation publicity; Library maintenance and attendance recording concerns which require more staff support; thank you to staff for billiards support; inquiries regarding creation of staff report and change approval process; inquiry regarding number of horses at the Equestrian Center and of those, how many are non-resident owners; in opposition of purchase of wooden fiber bales.

The committee suggested that members attend GRF Board meetings for an update on the Clubhouse 1 renovation and Ms. Giglio stated the scope of work documents may be viewed at both Clubhouse 1 and the Recreation office.

CONSENT

Director Leonard made a motion to approve the consent calendar. Director Milliman seconded.

Ms. Montesinos presented information regarding the Financial Statement.

Discussion ensued.

Motion passed 5-1-1. Director Laws opposed; Director Sanborn abstained.

REPORTS

Garden Center Advisory Group Update – Ms. Giglio reported the advisory group is made up of six members and meets once a month. This group has addressed issues including

the following: operating rules (which were reviewed during the current revisions), tool hoarding, misuse of trash bins, plot appearance and tree trimming. It has been reported that complaints are minimal due to a wonderful combination of staff walkthroughs and issues being dealt with immediately once reported. This group is key in identifying some issues and staff are able to get ahead of problems before they become a nuisance.

Staff recommends this advisory group should be continued.

2023 Event Recap/2024 Scheduled Events – Ms. Murphy presented the 2023 event recap and the 2024 scheduled events.

Discussion ensued.

Presentation from Pickleball Club for Additional Courts – Pickleball club president, Miranda McPhee, presented the request for a collaborative effort to review available space to create additional pickleball courts for community use due to the continued rise in popularity of the sport.

Discussion ensued.

Director Milliman made a motion to recommend the creation of an ad hoc committee including Community Activities Committee and Maintenance and Construction to assist with pickleball request for additional courts. Director Laws seconded.

Motion passed 6-0-1. Director Ginocchio was not present for the vote.

ITEMS FOR DISCUSSION AND CONSIDERATION

California Club Request for Exceptions to GRF Recreation Flyer and Poster Policy and the Performing Arts Center Operating Rules

Director Laws made a motion to deny the California Club request for exceptions to GRF Recreation Flyer and Poster Policy and the Performing Arts Center Operating Rules. Director Sanborn seconded.

Discussion ensued.

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

Reservation System Review – Staff was directed to place this item under Items for Future Agendas.

Recreation Policy Review – Staff was directed to keep this item under Items for Future Agendas.

Redistribution of Equestrian Arena Lighting Funds – Staff was directed to keep this item under Items for Future Agendas.

Aquadettes Show – Staff was directed to keep this item under Items for Future Agendas.

Review of CAC Charter - Staff was directed to keep this item under Items for Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Advisor Gidwani stated Recreation Department did phenomenal job of relocating those in Clubhouse 1 and thanked this committee for taking their time to ensure that things run well.

Director Sanborn stated communication to a large community is quite difficult and the Towers has televisions that display community news and upcoming events.

Director Quam stated kudos to staff regarding the Clubhouse 1 renovation and ad committee is good idea, but many are busy with committee meetings. She thanked the committed for the extensive discussion as she is new.

Director Leonard stated member requesting wooden fiber archery bales presented very well, but these may be a fire hazard. She stated the Library card swipe is an excellent idea and should be in a lot of our facilities. She stated this should be a future agenda item.

Director Milliman stated thank you to everyone for good discussion and to the Recreation staff for working hard. She stated she would like to be part of the any further discussion or official ad hoc committee regarding the club flyer/poster advertising.

Advisor Boudreau stated the Library lights should be replaced quickly.

Chair Horton thanked staff for a great job and stated better communication is a goal of president of GRF.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, March 14, 2024.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:59 p.m.

Yvonne Horton

Yvonne Horton, Chair

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OPEN MEETING

**REPORT OF THE REGULAR MEETING OF THE
GOLDEN RAIN FOUNDATION
BUILDING E SPACE PLANNING AD HOC ADVISORY COMMITTEE**

**Wednesday, January 31, 2024 – 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room & Virtual with Zoom**

REPORT

MEMBERS PRESENT: James Hopkins - Chair, Yvonne Horton, Alison Bok, Nancy Carlson, Reza Karimi, Tom Tuning, Andy Ginocchio, S.K. Park, Sue Stephens

MEMBERS ABSENT: Cush Bhada, Glenn Miller, Peter Sanborn

OTHERS PRESENT: **GRF:** Egon Garthoffner, Juanita Skillman
UNITED: Maggie Blackwell

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Ian Barnette – Maintenance & Construction Assistant Director, Guy West - Projects Division Manager, Alison Giglio - Recreation and Special Events Director, Jennifer Murphy – Recreation Manager, Sandra Spencer – Department Administrative Assistant

1. Call Meeting to Order

Chair Hopkins called the meeting to order at 1:30 p.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report from January 3, 2024

Hearing no objection, the meeting report was approved as written.

4. Remarks of the Chair

Chair Hopkins welcomed members of the committee who had not previously participated in discussions on the topic. The purpose of the committee being to gather as much information as possible, discuss the solutions at a high level, and bring a recommendation to the GRF Board.

5. Member Comments – (Items Not on the Agenda)

None.

6. Response to Member Comments

None.

7. Department Head Update

None.

8. Consent: *All matters listed under the Consent Calendar are considered routine and will be enacted by the committee by one motion. In the event that an item is removed from the Consent Calendar by members of the committee, such item(s) shall be the subject of further discussion and action by the committee.*

a. None.

9. Items for Discussion and Consideration

a. Previous Building E Assessment

Mr. Gomez provided history on Building E geotechnical and engineering evaluations conducted in 2011 and a structural observation report conducted in 2020 via PowerPoint. Information included the timing and findings of those assessments, consultant estimates for the replacement of the building or repairs to the building, and the dates those findings were presented the GRF M&C Committee in June 2021.

b. Office Plan by Rengel Co. (from study dated June 2022)

Mr. Gomez reviewed the office space plans prepared by Rengel and Co. via PowerPoint.

c. Office Plan by Austin Co. (from study dated May 2023)

Mr. Gomez reviewed the office space plans prepared by Austin Co. via PowerPoint.

Mr. Gomez presented a cost summary of four (4) options considered by the GRF Board and presented to the Corporate Members in June 2023. Mr. Gomez also presented the floor plans and existing office configurations and resident uses for all three floors of the Community Center. Discussion included details of each study and options presented for relocating the displaced departments in either a new building (either modular or conventional) or in reconfigured space within the Community Center.

d. Discuss Other Potential Relocation Options for Consideration

The committee was requested to bring back suggested guiding principles to the next committee meeting on March 6, 2024 for consideration when discussing solutions.


10. Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

11. Committee Member Comments

- Director Stephens concurred with the idea of establishing guiding principles.
- Director Ginocchio commented that the guiding principles should go from general to specific in nature.
- Director Karimi commented on the timeline of the project.
- Director Horton commented that residents must be considered first.
- Director Bok commented on the need to resolve the status of Building E.
- Director Carlson commented on the goal of the committee, resolving the status of Building E.
- Chair Hopkins commented on his goal of sharing all the information from the GRF Board and associated committees with this committee to present an informed decision to the board.

12. Date of Next Meeting: Wednesday, March 6, 2024 at 1:30 p.m.

13. Adjournment: The meeting was adjourned at 3:05 p.m.



James Hopkins, Chair

James Hopkins, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380

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FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, February 21, 2024 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: William Cowen – Chair, Martin Roza, Andy Ginocchio, Brad Rinehart, Thomas Tuning, Mickie Choi Hoe, Peter Sanborn

DIRECTORS ABSENT: Moon Yun

ADVISORS PRESENT: None.

STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez

OTHERS PRESENT: GRF – Jim Hopkins, Egon Garthoffner
United – Alison Bok, Ellen Leonard
Third – Reza Karimi

Call to Order

Director William Cowen, GRF Treasurer, chaired the meeting and was called to order at 1:30 p.m.

Acknowledgement of Media

The meeting was streamed via Granicus and Zoom for members of the community to participate virtually.

Approval of Meeting Agenda

A motion was made to approve the agenda as presented. Hearing no objection, the motion to approve the agenda passed unanimously.

Approval of the Regular Meeting Report of December 20, 2023

A motion was made and carried unanimously to approve the meeting report as presented.

Chair Remarks

Director Cowen thanked all members who participate in the finance meetings.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, shared that the 2023 Financial Audit initiated on February 14, 2024 with a kick-off meeting held by the Audit Task Force with the KPMG representatives. They presented their annual audit services overview outlining expected timelines and procedural details.

Review Preliminary Financial Statements dated December 31, 2023

The committee reviewed the financial statements dated December 31, 2023. Multiple Questions were addressed and noted by staff.

Endorsement from Standing Committees

None.

Future Agenda Items

RV Fees

Traffic Fees

Committee Member Comments

None.

Date of Next Meeting

Wednesday, April 17, 2024 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 2:32 p.m.

DRAFT

William Cowen, Chair



REPORT OF THE REGULAR MEETING OF THE GOLDEN
RAIN FOUNDATION OF LAGUNA WOODS SECURITY AND
COMMUNITY ACCESS COMMITTEE

The Hybrid Model Meeting of the Security and Community Access Committee was held on Wednesday, February 28, at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Chair: Juanita Skillman, Maggie Blackwell, SK Park, Sue Stephens, Martin Roza, Nancy Carlson, Reza Karimi

MEMBERS ABSENT:

OTHERS PRESENT: Richard Raider- Via Zoom

STAFF PRESENT: Eric Nunez, Alycia Magnuson, Carmen Aguilar, Daniel Lurie, Tom Siviglia
Pamela Bashline, Jeff Spies, Patricia Kruzet, Alison Giglio

1. CALL TO ORDER

Juanita Skillman, Chair, called the meeting to order at 1:32 p.m.

2. ACKNOWLEDGEMENT OF PRESS

Media via Zoom intermittent connection.

3. APPROVAL OF AGENDA

By way of consensus, the Committee approved the agenda without requested changes.

4. APPROVAL OF MEETING REPORT

By way of consensus, the Committee approved the June 28, 2023, meeting report.

5. CHAIRMAN'S REMARKS

Chair Skillman shared expectations of respect and order from audience and members for today's SCAC meeting for all to participate moving.

6. MEMBER COMMENTS (items not on the agenda)

Members made comments on items not on agenda.

Chair Skillman shared expectations of respect and order from audience and members for today's SCAC meeting for all to participate. She moved forward with the following items: Agenda Item 12. Review Rules and Regulations Attending per Mutual Director Skillman proposed a closed workshop on Traffic Rules. Traffic rules need to be uniform across the boards. This will be addressed at the next SCAC meeting on April 24, 2024. An entry lane at gate 5 is currently under repair due to a crack in the asphalt. The vendor requires 50% of

payment before ordering parts. The repair is taking a little longer than expected. Unfortunately, there is no ETA. Cones are on site providing guidance. Director Skillman made mentioned of the Flashing Stop Signs, some signs are flashing interment while others are completely off. STATS are being requested one-year prior installation the flashing stop signs. This information is currently unavailable due to the log system our dispatch department uses. The logs have to be manually corrected and updated in order to run a Power Query to have accurate information imported and run the STATS. At the next SCAC meeting April 24, 2024 an estimate time of completion will be given.

REPORTS:

6. Disaster Preparedness Task Force Report

- On March 15,2024 from 10AM-1PM Clubhouse three will be hosting Disaster Preparedness and Sheltering in Place event. This event will cover disaster supply kit, where to find/buy supplies and Digital Emergency Preparedness presentation given my Annie Wright. Registration is suggested however, all are welcome to attend. The information is well distributed and publicized throughout the community:
- Media TV6
- Community Center
- All Gate Houses
- 5 Clubhouses that have the slots for flyers
- Laguna Woods Village Website

8. SECURITY STATISTICS

Staff Nunez noted there are only six spaces on the waiting list due to some prospects being in the middle of purchasing RV. The pivot table states 309 RV spaces are currently occupied in RV lot A. There are 58 RV lot spaces occupied in RV lot B. Members made mention the rental fee is to low. The finance committee oversee the fees and they will decide in addressing the RV lot fees. STATS reflect the past 100 days of NOV citations, Compliance and Social Services. Death by suicide has been added to the stats for Social Services.

Agenda item# 10 GRF Fee Structure for new and Non- Returned ID Cards

The committee asked questions and Pamela Bashline Community Service Manager answered questions and discussed the increase of the fee for the Non GRF I.D. The board voted one against, one abstain and five voted in favor to pass the motion.

Agenda item # 11 Gate Entry for Non- Residents Attending Village Events

The committee asked questions and Recreation and Special Events Director Alison Giglio answer questions and addressed the non-resident access is managed through gate clearance four days before the event with the exception of memorial service. Non-residents must provide proof of purchase at the gate in order to collect their tickets. Open House and Estate Sales are managed by Resident Services and are held on specific days.

Churches need to submit list of attendees two years ahead of time of who may enter the community.

Non- Residents should be accompanied by the sponsor at all time will using facilities.

Agenda item # 13 Emergency Radio Equipment Installation

Radio equipment (antennas, shielded coaxial cable and hardware) have already been purchased. The original Staff Report, and associated cost for the Emergency Radio Equipment installation would be outsource per Project Manager. The installation being outsourced would be more cost effective and or timely for the installation. Three bids were submitted and reviewed by the Project Manager. A qualifying bid has been approved by project manager. S.K. moves Maggie Blackwell the motion pass without objections.

9. NOTEWORTHY INCIDENTS

Notable incidents for November 2023-January 2024:

- On November 4, SPO Portuguese went "above and beyond the call of duty" in helping a resident locked out of their manor at 808-0. The resident was reportedly in tears, quite upset at the situation and even more so when the key on file for the residence did not work. Officer Portuguese used her personal cell phone to call locksmiths for assistance, to no avail. She questioned the resident and Dispatch looking for emergency contacts until the resident's brother was reached and provided a key.

In the month of December, we had 4 noteworthy incidents:

- On December 12, Traffic Specialist Hughes responded to 798-C to take a theft report. The resident felt Hughes was "comforting" and "well represented" the Security Division. The resident also had "kind words" regarding SPO Portuguese with whom she had prior contact and said all of her interaction with the Security Department has been excellent.
- On December 20, SPO David Kemp responded to a hot water line leaking under the bathroom sink of 3030-D, assigned by Phone Dispatcher William Thatcher. The resident states they were "panicking" due to the water and wanted to thank Kemp and Thatcher on their excellence.
- On December 30, SPO Andrews was patrolling Phase 2, near Gate 5, and noticed a resident in a motorized wheelchair was stuck half-way off a curb and in danger of falling. He quickly stabilized the resident, determined there was no medical care necessary, and pushed them back to Manor 2172-B after learning the wheelchair ran out of power.
- On December 31, SPO Kemp-responded to 352-A regarding in a partial electrical outage. The resident was very pleased with Kemp's service and wanted to "pass down kudos" and state that "[Officer Kemp] came to the rescue."

In the month of January, we had 1 noteworthy incident:

- On January 12, SPO Portuguese assisted a resident locked out of their manor at 5361-0 by taking the screen off of the kitchen window and helping the resident climb through. The resident states that Officer Portuguese "was very professional", was "very comfortable with her knowledge and experience" and was "very pleased with the quality of this individual."

ITEMS FOR DISCUSSION AND CONSIDERATIONS:

Chair- Juanita Skillman stated that each mutual needs to check their rules and regulations for everyone to be on the same page

- 10. Review of Rules and Regulations for all registered vehicles.
- 11. Status on Traffic Engineer- Waiting on quote
- 12: Gate Entry for non- residents attending Village events

ITEMS FOR FUTURE AGENDA

- 13. Workshop for Traffic Rules and Regulations
- 14. Review the possibility of a Universal ID cards for amenities.

CONCLUDING BUSINESS

- 14. Committee Members Comments
- 15. The next meeting will be held April 24,2024 at 1:30 p.m.
- 16. Adjournment- 4:06 p.m.


[J.Koite](#) 8/2024 11:48 PSD

Juanita Skillman



OPEN MEETING

**REPORT OF THE REGULAR OPEN MEETING OF THE
GOLDEN RAIN FOUNDATION
CLUBHOUSE RENOVATION AD HOC COMMITTEE**

**Wednesday, January 3, 2024 at 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room & Virtual with Zoom**

REPORT

MEMBERS PRESENT: Egon Garthoffner – Chair, Gan Mukhopadhyay – Co-Chair, Alison Bok, Anthony Liberatore, Ralph Engdahl, Andy Ginocchio

MEMBERS ABSENT: None

OTHERS PRESENT: **GRF:** Yvonne Horton
THIRD: Reza Karimi
Advisor: Bill Walsh

STAFF PRESENT: Guy West – Projects Division Manager, Heather Ziemba – Projects Administrative Coordinator

1. Call to Order

Chair Garthoffner called the meeting to order at 9:31 a.m.

2. Acknowledgment of Media

Chair Garthoffner noted that the meeting was being broadcast on Granicus and Zoom and was being recorded.

3. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

4. Approval of Meeting Report for March 15, 2023

Hearing no objection, the meeting report was approved.

5. Chair's Remarks

None.

6. Member Comments (Items not on the Agenda)

Chair Garthoffner noted that the member comments will be limited to 2 minutes and urged members to not repeat comments. No members commented on items not on the agenda.

Items for Discussion:

7. PAC Restrooms Interior Design

Mr. West gave a presentation to show the current condition of the restrooms at the Performing Arts Center (Clubhouse 3) and the scope of work suggested to update the restrooms. The design consultant will provide a presentation to the committee at a later date.

Chair Garthoffner responded to member comments regarding the cost and necessity of the interior design. A member commented on ideas for the design of this project.

8. Clubhouse 1 Update

Mr. West gave an oral update on the current status and timing of the Clubhouse 1 project. Mr. West answered questions from the committee about the timeline of the project and how the disruptions to use of the facility will be handled.

Mr. West and committee members responded to multiple member comments regarding the closure of the entire clubhouse during construction, the timeline of the project, the impact on clubhouse utilization, and relocation of clubs and clubhouse users during construction.

Co-Chair Mukhopadhyay left the meeting at 10:22 a.m.

Concluding Business:

9. Committee Member Comments

Director Liberatore thanked the audience for attending and commenting. Director Bok commented on the necessity of communication. Director Engdahl commented on the purview of this committee and parking at Clubhouse 1 and stressed the need to quickly start construction. Director Ginocchio commented on parking at Clubhouse 1.

10. Date of Next Meeting: TBD

11. Adjournment

The meeting was adjourned at 11:10 a.m.



Egon Garthoffner, Chair

Egon Garthoffner – Chair
Guy West – Staff Officer
Telephone: 949-268-2380

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