



## **OPEN SESSION**

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

**Tuesday, April 16, 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*

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- 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. March 19, 2024 – Regular Board Meeting
  - b. April 5, 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](mailto:meeting@vmsinc.org) to have your message read during the Open Forum.***
- 7. Responses to Open Forum Speakers**
- 8. CEO Report**
- 9. 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 February 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**
  - (1) Entertain a Motion to Approve a Resolution for Recording a Lien Against Member # ID 933-040-65
  - (2) Entertain a Motion to Approve a Resolution for Recording a Lien Against Member # ID 935-110-10
  - (3) Entertain a Motion to Approve a Resolution for Recording a Lien Against Member # ID 932-450-32
  - (4) Entertain a Motion to Approve a Resolution for Recording a Lien Against Member # ID 932-311-00
- c. Recommendations from the Landscape Committee**
  - (1) Recommendation to deny the request for off-schedule tree trimming of one Canary Pine tree located at 3133-A
  - (2) Recommendation to deny the request for removal of one Canary Pine tree located at 3133-D
  - (3) Recommendation to deny the request for the removal of one Aleppo Pine tree located at 4006-3E
- d. Recommendation from the Architectural Controls and Standards Committee:**
  - (1) Recommendation to Approve the Variance Request to Wall Mount Condenser at PTAC Sleeve Location Below Top of Balcony Rail at Manor 3382-O Punta Alta
  - (2) Recommendation to Approve the Variance Request to Build Laundry Room in Garage at Manor 3451-C Bahia Blanca West
  - (3) Recommendation to Approve the Variance Request to Install 30' x 10' Aluminum Trellis on CAUA Patio with 2-Foot Overhang at Manor 5232 Moya

## 10. Unfinished 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 has been satisfied**)
- 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 has been satisfied**)

## 11. New Business

- a. Entertain a Motion to Approve the Revision to Standard 37: Patio and Balcony Covers / Awnings (**April initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)

- b. Entertain a Motion to Approve the Temporary Storage Containers Policy **(April initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- c. Entertain a Motion to Approve the Internal Dispute Resolution Policy **(April initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- d. Entertain a Motion to Approve Update to Committee Appointments
- e. Third's Investment Policy and Plan (Oral Discussion)
- f. Qualifications the Third Board Directors would like of its VMS Board Directors (Oral Discussion)

## 12. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Ginocchio. The committee met on April 2, 2024; next meeting June 4, 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 April 8, 2024; next meeting May 13, 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 April 4, 2024; next meeting May 2, 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 – President Laws. The committee met on March 27, 2024; next meeting April 23, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.
- g. Report of the Garden Villa Recreation Room Subcommittee – SK Park. The committee met on March 13, 2024; next meeting July 24, 2024 at 1:30 p.m. in the Board Room.

### **13. GRF Committee Highlights**

- a. GRF Community Activities Committee – Director Ginocchio. This committee met on April 11, 2024; the next meeting is May 9, 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 April 10, 2024; the next meeting is May 1, 2024 at 1:30 p.m. at Clubhouse 5 and as a virtual meeting.
- c. Report of the Laguna Woods Village Traffic Hearings – Director Park. The closed hearings were held on March 20, 2024; next meeting April 17, 2024 at 9:00 a.m. in the Board Room.
- d. Information Technology Advisory Committee – Director Park. This closed committee last met on March 29, 2024; next meeting is April 26, 2024 at 1:30 p.m. virtually.
- e. GRF Media and Communications Committee – Director Cook. The committee met on April 15, 2024; the next meeting is July 15, 2024 at 1:30 p.m. in the Board Room.
- f. GRF Maintenance & Construction Committee – Director Rinehart. The committee met on April 10, 2024; next meeting June 12, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- g. Disaster Preparedness Task Force – Director Park. The task force met on March 26, 2024; the next meeting is May 28, 2024, at 9:30 a.m. in the Board Room.
- h. The following GRF Committees have not met since the last Third Board Meeting of March 19, 2024:
  - i. 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.
  - ii. 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.
  - 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 February 14, 2024; the next meeting is April 19, 2024 at 1:30 p.m. in the Board Room.
  - v. Clubhouse Facilities Renovation Ad Hoc Committee – Director Ginocchio. The committee met on February 27, 2024; the next meeting is TBA.
  - vi. 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.

vii. 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.

**14. 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 Standard 37: Patio and Balcony Awnings*
- *Temporary Storage Containers Policy*
- *Internal Dispute Resolution Policy*

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

**Directors Present:** Mark Laws, N. Cris Prince, Andrew Ginocchio, S.K. Park, Jim Cook, Moon G. Yun, Reza Karimi, Brad Rinehart, Jules Zalon

**Directors Absent:** Nathaniel Ira Lewis (Noticed)

**Staff Present:** Siobhan Foster-CEO, Paul Nguyen, Makayla Schwiertert, Tom Siviglia, Kyle Belanger, Alan Grimshaw, Steve Hormuth, Bart Mejia, Catherine Laster, Manuel Gomez

**Others Present:** VMS – Wei-Ming Tao  
GRF – None  
United – None  
VMS – None

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

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

**2. Pledge of Allegiance**

Director Cook led the Pledge of Allegiance.

**3. Approval of Agenda**

President Laws asked for a motion to approve the Agenda.

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

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

**4. Approval of Minutes**

- a. February 20, 2024 – Regular Board Meeting
- b. March 1, 2024 – Agenda Prep Meeting

Director Rinehart made a motion to approve the minutes of February 20, 2024 – Regular Board Meeting and the March 1, 2024 – Agenda Prep Meeting. Director Park seconded.

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

## **5. Report of the Chair**

President Laws commented on the following:

- Upcoming Budget Meetings for Third Mutual

## **6. Open Forum (Three Minutes per Speaker)**

- A member commented on the work of the Foundation of Laguna Woods Village
- A member commented on the upcoming Earth Day Celebration
- A member commented on the contingency fund, disaster fund, and property insurance for Third Mutual compared to United and GRF. The member needed clarity.
- A member commented on the quality and communications between the residents, the departments and resident services

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

- President Laws commented on Insurance and Contingency
- President Laws commented on the Earth Day Celebration
- Multiple Directors commented on working with VMS staff on the communications aspect between residents and staff
- Director Rinehart commented and gave clarification on property insurance

## **8. Department Update – None**

## **9. CEO Report**

CEO Siobhan Foster reported on:

- Budget Meeting Timeline
- Cost Savings Measures
- Office of the CEO
- Community Services
- Village Television
- Security Services
- Landscaping Services
- Financial Services
- Information Systems
- Recreation and Special Events
- Continuous Process Improvements
- Resident Services
- Landscaping Services
- General Services
- Maintenance and Construction
- How Can Residents Help Reduce Cost
- Preferred Delivery Method



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.*

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

Director Cook made a motion to approve the Consent Calendar. Director Park seconded the motion.

Hearing no changes or objections, the motion to approve the Consent Calendar was approved by consent. Director Ginocchio was not present for the vote.

- 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. **Recommendation from the Finance Committee – None**
- c. **Recommendation from the Landscape Committee**
  - (1) Recommendation to Deny the Request for the removal of one Evergreen Pear Tree located at 5415 Via Carrizo

**RESOLUTION 03-24-23**

**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.

**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**

**RESOLUTION 03-24-24**

**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.

(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

### **RESOLUTION 03-24-25**

#### **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.

(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

### **RESOLUTION 03-24-26**

## 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.

**e. Entertain a Motion to Approve the 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)**

Director Prince read the following resolution:

**RESOLUTION 03-24-27**

**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 Cook made a motion to approve the Resolution Prohibition on Accessory Dwelling Units (ADU) & Junior Accessory Dwelling Units (JADU).  
Director Karimi seconded.

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

## **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)**

Bart Mejia, Assistant Director of Maintenance & Construction, discussed the item and answered questions from the Board.

#### **RESOLUTION 03-24-XX**

#### **REVISED RESELL 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.

Director Karimi made a motion to approve the revision to the resale inspection fees resolution for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Prince seconded.

Discussion ensued among the Board.

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

- 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)**

**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.

Director Cook made a motion to approve the elimination of Standard 8: Porch Lift/Elevators resolution for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Karimi seconded.

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

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

Manuel Gomez, Maintenance and Construction Director, discussed the item and answered questions from the Board.

Director Prince read the following resolution:

**RESOLUTION 03-24-28**

**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.

Director Ginocchio made a motion to approve the supplemental budget appropriation garden villa garage water seepage consultant services resolution. Director Park seconded.

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

**d. Entertain a Motion to Approve Update Committee Assignments**

**RESOLUTION 03-24-29**

**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 Hearings 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

**RESOLVED FURTHER**, that Resolution 03-24-20, adopted February, 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 Prince made a motion to approve the resolution for Third Mutual Committee Assignments. Director Cook seconded.

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

**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.

**THIS REPORT WAS SKIPPED**

- 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.
- h. Report of the Third Garden Villa Recreation Room Sub-Committee – Director Park. This committee met on March 13, 2024; next meeting is July 24, 2024 at 1:30 pm in the Board Room.

**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 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*
- *Elimination of Standard 8: Porch Lifts/Elevators*

**16. Directors' Comments**

- Director Yun commented on closed committee reports not being public
- Director Park commented on resident complaints from service orders
- Director Ginocchio commented on the absence of street cutouts in Third
- Multiple Directors commented on Director Ginocchio's comment on street cutouts

**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 11:20 a.m.

**Closed 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*

**17. Adjournment**

The meeting was adjourned at 4:21 p.m.

DocuSigned by:  
*N. Cris Prince*  
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N. Cris Prince, Secretary of the Board  
Third Laguna Hills Mutual

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**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, April 5, 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

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Directors present: Mark Laws, N. Cris Prince, S.K. Park, Nathaniel Ira Lewis, Reza Karimi, Andy Ginocchio, Jim Cook

Directors absent: Brad Rinehart (noticed), Moon G. Yun (noticed), Jules Zalon (not noticed)

Staff present: Paul Nguyen, Catherine Laster, Jose Campos

Others present: None

**1. Call Meeting to Order / Establish Quorum**

President Laws called the meeting to order at 9:32 a.m. and established that a quorum was present.

**2. Approval of the Agenda**

President Laws asked for a motion to approve the Agenda.

Director Park made a motion to approve the Agenda. Director Lewis 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 April 16, 2024**

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

President Laws asked for a motion to approve the amended Open and Closed meeting Agendas.

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

Hearing no objections, the April 16, 2024 amended Open and Closed Meeting Agendas were approved by consent.

**4. Directors' Comments**

- Director Cook commented on the proposed ban on bulk billing agreements for broadband
- Director Karimi commented on the Champagne Pops contract with GRF and the violations of the rules committed throughout the years by this group
- Multiple Directors commented on the steps to recall GRF Directors
- Director Lewis discussed plans to comply with the turf replacement program
- President Laws discussed the short falls he is seeing from the VMS representatives
- President Laws discussed adding the KPMG audit approval to the agenda of the Special Meeting of the Board on Thursday, April 11, 2024 prior to the candidate interviews, and reminded the Directors to attend the meeting so that a quorum is met
- Presidents Laws also advised the Directors that they do not have to vote for the candidate/candidates if they chose not to
- Director Ginocchio discussed Budget expectation with VMS and scheduling a meeting

**5. Adjournment**

The meeting was adjourned at 10:23 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**

### **Recording of a Lien**

**WHEREAS**, Member ID 933-040-65; 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**, April 16, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 933-040-65; 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**

### **Recording of a Lien**

**WHEREAS**, Member ID 935-110-10; 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**, April 16, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 935-110-10; 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**

### **Recording of a Lien**

**WHEREAS**, Member ID 932-450-32; 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**, April 16, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-450-32; 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**

### **Recording of a Lien**

**WHEREAS**, Member ID 932-311-00; 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**, April 16, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-311-00; 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**

**Deny the Request for Off-Schedule Trimming  
of One Canary Pine Tree  
3133-A Via Serena N**

**WHEREAS**, on April 4, 2024, the Landscape Committee reviewed a request from the Member at 3133-A for the off-schedule trimming of one Canary Pine tree. The Member cited the reason as the shrubs below need more light and the branches are already dead; and

**WHEREAS**, the Committee determined that the tree does not meet the requirements for off-schedule trimming and recommends denying the request for off-schedule trimming of one Canary Pine tree located at 3133-A Via Serena N.;

**NOW THEREFORE BE IT RESOLVED**, April 16, 2024, the Board of Directors denies the off-schedule trimming of one Canary Pine tree located at 3133-A; and

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

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**RESOLUTION 03-24-XX**

**Deny the Request  
for Removal of One Canary Pine Tree  
3133-D Via Serena N**

**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 April 4, 2024, the Landscape Committee reviewed a request from the Member at 3133-D to remove one Canary Pine tree. The Member cited the reasons for removal being is potential for tree root intrusion; and

**WHEREAS**, staff inspected the condition of the tree and determined the tree is in good health, with no lean or surface roots growing towards the manor; 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 Canary Pine tree located at 3133-D Via Serena N;

**NOW THEREFORE BE IT RESOLVED**, April 16, 2024, the Board of Directors denies the request for the removal of one Canary Pine tree located at 3133-D; 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**

**Deny the Request  
for Removal of One Aleppo Pine Tree  
4006-3E 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 April 4, 2024, the Landscape Committee reviewed a request from the Member at 4006-3E to remove one Aleppo Pine tree. The Member cited the reason for removal being is water intrusion perceived to be caused by blocked roof gutters from pine needles; and

**WHEREAS**, staff inspected the condition of the tree and determined the tree is in good health, and the proximity of the tree to the manor being more than sufficient room; 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 Aleppo Pine tree located at 4006-3E Calle Sonora Oeste;

**NOW THEREFORE BE IT RESOLVED**, April 16, 2024, the Board of Directors denies the request for the removal of one Aleppo Pine tree located at 4006-3E; and

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

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## **RESOLUTION 03-24-XX**

### **Variance Request**

**WHEREAS**, Member located at 3382-O Punta Alta, a Catalina style manor, requests Architectural Control and Standards Committee approval of a variance to wall mount condenser at PTAC sleeve location below top of balcony rail; 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 April 08, 2024; and

**WHEREAS**, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to wall mount condenser at PTAC sleeve location below top of balcony rail;

**NOW THEREFORE BE IT RESOLVED**, on April 16, 2024, the Third Laguna Hills Mutual Board hereby approves the request to wall mount condenser at PTAC sleeve location below top of balcony rail; 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 3382-O Punta Alta and all future Mutual Members at 3382-O Punta Alta; 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 3451-C Bahia Blanca West, a Navarro style manor, requests Architectural Control and Standards Committee approval of a variance to build laundry room in garage; 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 April 08, 2024; and

**WHEREAS**, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to build laundry room in garage;

**NOW THEREFORE BE IT RESOLVED**, on April 16, 2024, the Third Laguna Hills Mutual Board hereby approves the request to build laundry room in garage; 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 3451-C Bahia Blanca West and all future Mutual Members at 3451-C Bahia Blanca West; 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 5232 Moya, a Villa Paraisa style manor, requests Architectural Control and Standards Committee approval of a variance to install 30' x 10' aluminum trellis on CAUA patio with 2-foot overhang; 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 April 08, 2024; and

**WHEREAS**, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to install 30' x 10' aluminum trellis on CAUA patio with 2-foot overhang;

**NOW THEREFORE BE IT RESOLVED**, on April 16, 2024, the Third Laguna Hills Mutual Board hereby approves the request to install 30' x 10' aluminum trellis on CAUA patio with 2-foot overhang; 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 5232 Moya and all future Mutual Members at 5232 Moya; 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  
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

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**DATE:** April 16, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Revision to Resale Inspection Fees

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### **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 – Proposed Resolution 03-24-XX Revision to Resale Inspection Fees

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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			
		<b>Current Fees</b>	
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		
<b>1st Inspection Costs:</b>			
	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
			<b>\$ 247.33</b>
		<b>Committee Recommended Adjustment</b>	<b>\$2.67</b>
		<b>Proposed Fee (1st Inspection):</b>	<b>\$250.00</b>
<b>Re-Inspection Costs</b> (to be charged when a Final Inspection is requested and it does <b>not</b> 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
			<b>\$ 46.11</b>
		<b>Committee Recommended Adjustment</b>	<b>\$3.89</b>
		<b>Proposed Fee (Re-Inspection):</b>	<b>\$ 50.00</b>
<b>Final Inspection Costs:</b>			
	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
			<b>\$ 81.74</b>
		<b>Committee Recommended Adjustment</b>	<b>\$8.26</b>
Anticipated resale inspections (from 3/19/24 -12/31/24)	295	<b>Proposed Fee (Final Inspection):</b>	<b>\$90.00</b>
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:**

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

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

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**DATE:** April 16, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Elimination of Standard 8: Porch Lift/Elevators

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### **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 Elimination of Standard 8: Porch Lift/Elevators

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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:**

**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  
April 08, 2024

**ENDORSEMENT (to Board)**

**Revision to Standard No. 37 – Patio and Balcony Covers / Awnings**

Baltazar Mejia, Maintenance & 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 revisions to Standard 37 – Patio and Balcony Covers / Awnings.

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## STAFF REPORT

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**DATE:** April 16, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Revision to Standard 37: Patio and Balcony Covers / Awnings

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### **RECOMMENDATION**

Approve a resolution to revise Standard 37: Patio and Balcony Covers / Awnings.

### **BACKGROUND**

The ACSC initiated a review of the current Standard 37: Patio Covers, Awnings (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 37 was last revised in February 2019, via Resolution 03-19-18 (Attachment 2).

### **DISCUSSION**

The suggested modifications to this standard are recommended in order to allow for: updates in material selections, clarify definitions, attachment modifications, drainage conditions, maintenance and cost responsibilities.

On April 08, 2024 the ACSC voted unanimously to recommend that the Board of Directors approve the revisions to Standard 37.

### **FINANCIAL ANALYSIS**

There are no direct added costs to the Mutual.

**Prepared By:** Alan Grimshaw, Manor Alterations Manager

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

### **ATTACHMENT(S)**

Attachment 1 – Current Standard 37: Patio Covers, Awnings

Attachment 2 – Current Resolution 03-19-18

Attachment 3 – Redlined Revised Standard 37: Patio and Balcony Covers / Awnings

Attachment 4 – Final Draft Standard 37: Patio and Balcony Covers / Awnings

Attachment 5 – Proposed Resolution 03-24-XX Revision to Standard 37: Patio Covers/Awnings

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

FEBRUARY 2006, RESOLUTION 03-06-11  
 GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49  
 REVISED SEPTEMBER 2015, RESOLUTION 03-15-128  
 GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12  
 REVISED FEBRUARY 2019, RESOLUTION 03-19-18

### **1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

### **2.0 APPLICATIONS**

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

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**RESOLUTION 03-19-18**

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

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

**WHEREAS**, the Architectural Control and Standard Committee recognizes the need to create Alteration Standard 37: Patio Covers; Awnings.

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

**RESOLVED FURTHER**, that Resolution 03-15-128 adopted September 2015, is hereby superseded in its entirety and no longer in effect;

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

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## **STANDARD 37: PATIO ~~COVERS: AWNINGS AND BALCONY COVERS /~~ AWNINGS**

FEBRUARY 2006, RESOLUTION 03-06-11  
 GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49  
 REVISED SEPTEMBER 2015, RESOLUTION 03-15-128  
 GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12  
 REVISED FEBRUARY 2019, RESOLUTION 03-19-18  
REVISED [DATE], RESOLUTION 03-24-XX

### **1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

### **2.0 DEFINITIONS**

2.1 Balcony: A platform that projects from the wall of a manor and is enclosed by a parapet or railing.

2.2 Patio: A paved area that adjoins the manor at ground level which does not serve as a walkway.

2.3 Awning: An architectural projection that provides weather protection or decoration and is wholly supported by the building – fully open on three sides. The structural components are lightweight over which a covering is attached. An awning can be fixed or retractable.

2.4 Cover: An architectural projection that provides weather protection or decoration and is supported at one end by the building and the opposite end by posts – fully open on three sides. All the structural components are lightweight over which a covering is attached. A cover is fixed in place.

### **2.03.0 APPLICATIONS**

~~2.13.1 All covering materials shall meet all local, state and federal requirements. An awning is defined as an architectural projection that provides weather protection or decoration and is partially or wholly supported by the building to which it is attached. An awning is comprised of a lightweight frame structure over which a covering is attached. Awnings are limited to single-story buildings.~~

~~2.23.2 Alterations to existing roof structure and drainage/guttering systems are prohibited. The awning may be either fixed or retractable. Awning fabric shall meet all local, state, and federal fire safety requirements. Sufficient documentation shall be submitted to the Alterations Division prior to installation.~~

2.33.3 Structural components to be aluminum; factory prefinished or vinyl clad. New awnings may cover only the original patio area as defined by original patio slab, wall or as indicated on the standard drawing. Patio is defined as a paved, cement or tile area that adjoins the manor at ground level, which does not serve as a walkway or landing. Replacement awnings shall match the originally approved awnings in size.

2.43.4 Color options for aluminum awnings are white, almond or be an approved color under the existing Third Mutual Exterior Paint scheme. Color options for vinyl materials are white, beige, adobe or be an approved color under the existing Third Mutual Exterior Paint scheme. The color of the awnings shall be Desert Sand, or equivalent, in color.

2.53.5 All plans must be submitted to Manor Alterations and include proper engineering approvals and be compliant with current California Building Codes. Comprehensive plans shall be submitted to the Manor Alterations Department at the time of application, including awning material to be used, dimensions of awning, dimensions of patio, and color swatch of material to be used.

3.6 Awnings/covers to enclose only the balcony or patio areas as defined by the patio slab, patio wall, balcony railing or as detailed on building standard plans. The Mutual Member must maintain the awning in good condition.

3.7 The mutual member must maintain the awning/cover in good condition replacing broken or worn components as needed.

3.8 Should removal of the awning/cover become necessary for building maintenance, the mutual member is responsible for all removal and reinstallation costs.

#### 4.0 COVERS

4.1 Covers that come with a built-in gutter system are acceptable only when the covers own runoff is diverted. The downspout must work in conjunction with existing drainage system.

4.2 All posts must be anchored directly to the patio slab or original balcony flooring.

4.3 Premanufactured skylights are allowed in covers. Manufacturer specifications and installation guidelines for skylights, to be included with mutual consent submittal.

2.64.4 Covers are not allowed directly under existing balconies above.



## **STANDARD 37: PATIO AND BALCONY COVERS / AWNINGS**

FEBRUARY 2006, RESOLUTION 03-06-11  
 GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49  
 REVISED SEPTEMBER 2015, RESOLUTION 03-15-128  
 GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12  
 REVISED FEBRUARY 2019, RESOLUTION 03-19-18  
 REVISED [DATE], RESOLUTION 03-24-XX

### **1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

### **2.0 DEFINITIONS**

- 2.1** Balcony: A platform that projects from the wall of a manor and is enclosed by a parapet or railing.
- 2.2** Patio: A paved area that adjoins the manor at ground level which does not serve as a walkway.
- 2.3** Awning: An architectural projection that provides weather protection or decoration and is wholly supported by the building – fully open on three sides. The structural components are lightweight over which a covering is attached. An awning can be fixed or retractable.
- 2.4** Cover: An architectural projection that provides weather protection or decoration and is supported at one end by the building and the opposite end by posts – fully open on three sides. All the structural components are lightweight over which a covering is attached. A cover is fixed in place.

### **3.0 APPLICATIONS**

- 3.1** All covering materials shall meet all local, state and federal requirements.
- 3.2** Alterations to existing roof structure and drainage/guttering systems are prohibited.
- 3.3** Structural components to be aluminum; factory prefinished or vinyl clad.
- 3.4** Color options for aluminum awnings are white, almond or be an approved color under the existing Third Mutual Exterior Paint scheme. Color options for vinyl materials are white, beige, adobe or be an approved color under the existing Third Mutual Exterior Paint #11a

scheme.

- 3.5 All plans must be submitted to Manor Alterations and include proper engineering approvals and be compliant with current California Building Codes.
- 3.6 Awnings/covers to enclose only the balcony or patio areas as defined by the patio slab, patio wall, balcony railing or as detailed on building standard plans.
- 3.7 The mutual member must maintain the awning/cover in good condition replacing broken or worn components as needed.
- 3.8 Should removal of the awning/cover become necessary for building maintenance, the mutual member is responsible for all removal and reinstallation costs.

**4.0 COVERS**

- 4.1 Covers that come with a built-in gutter system are acceptable only when the covers own runoff is diverted. The downspout must work in conjunction with existing drainage system.
- 4.2 All posts must be anchored directly to the patio slab or original balcony flooring.
- 4.3 Premanufactured skylights are allowed in covers. Manufacturer specifications and installation guidelines for skylights, to be included with mutual consent submittal.
- 4.4 Covers are not allowed directly under existing balconies above.





**RESOLUTION 03-24-XX**

**REVISED STANDARD 37: PATIO AND BALCONY COVERS / AWNINGS**

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

**WHEREAS**, the Mutual recognizes the need to revise Standard 37: Patio Covers, Awnings;

**NOW THEREFORE BE IT RESOLVED**, May 21, 2024, that the Board of Directors of this Corporation hereby adopts revision and amendments to Standard 37: Patio and Balcony Covers / Awnings as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-19-18 adopted February 19, 2019, is hereby superseded in its entirety and no longer in effect; and

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

**APRIL 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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**ENDORSEMENT (to Board)**

**Entertain a Motion to the Temporary Storage Containers (PODS) Policy**

On January 23, 2024, staff presented the Temporary Containers Policy to the Committee. The Committee discussed the matter, asked questions, and suggested possible improvements by clarifying the language. The Committee elected to table the matter and directed staff to work with Chair Laws to update the Temporary Containers Policy.

On February 27, 2024, staff presented a revised Temporary Containers Policy to the Committee. The Committee and staff discussed the matter and suggested additional improvements by clarifying the language. The Committee directed staff to update the Temporary Containers Policy.

On March 27, 2024, staff presented a revised Temporary Containers Policy to the Committee. The Committee and staff discussed the matter and suggested additional improvements by clarifying the language. The Committee directed staff to update the Temporary Containers Policy.

Director Prince made a motion to forward the Temporary Storage Container Policy as amended to the board for twenty-eight (28) day review and consideration. Director Lewis seconded the motion.

By unanimous consent, the motion passed.

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## STAFF REPORT

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**DATE:** April 16, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Temporary Containers Policy

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### **RECOMMENDATION**

Staff recommends approval of the revised Temporary Containers Policy.

### **BACKGROUND**

On July 17, 2018, the Board of Directors adopted the Temporary Containers Policy (Resolution 03-18-111). The policy was created as a result of an increase in resident complaints regarding the placement of dumpsters, contractor trailers and portable storage containers. The Temporary Containers Policy provides guidelines and restrictions for staff when directing residents and contractors in the placement of these items. The policy was implemented by the Security Services Department with support from the Alterations Division.

On January 23, 2024, staff presented the Temporary Containers Policy to the Committee. The Committee discussed the matter, asked questions, and suggested possible improvements by clarifying the language. The Committee elected to table the matter and directed staff to work with Chair Laws to update the Temporary Containers Policy.

On February 27, 2024, staff presented a revised Temporary Containers Policy to the Committee. The Committee and staff discussed the matter and suggested additional improvements by clarifying the language. The Committee directed staff to update the Temporary Containers Policy.

On March 27, 2024, staff presented a revised Temporary Containers Policy to the Committee. The Committee and staff discussed the matter and suggested additional improvements by clarifying the language. The Committee directed staff to update the Temporary Containers Policy.

### **DISCUSSION**

The proposed revisions include changes recommended by President Mark Laws and staff, along with the subsequent revisions recommended by the Committee on February 27, 2024 and March 27, 2024 (Attachments 1-3).

### **FINANCIAL ANALYSIS**

None

**Prepared By:** Dan Lurie, Security Administrative Supervisor

**Reviewed By:** Francis Gomez, Operations Manager

**Reviewed By:** Steve Hormuth, Director of Financial Services

**ATTACHMENT(S)**

**Attachment 1:** Policy for Temporary Containers (redline version)

**Attachment 2:** Policy for Temporary Containers (revised version)

**Attachment 3:** Proposed Resolution 03-24-XX Temporary Containers Policy



**Policy for Temporary Containers Policy  
Resolution 03-24-XX; Adopted [Date]**

This policy is intended to regulate the location, identification and maintenance of temporary containers such as dumpsters, contractor trailers, and portable storage containers (PODs). All references to temporary containers shall include all of the aforementioned items.

No dumping of building materials, construction/remodeling debris, carpet, or large, bulky items is allowed in/around any trash receptacle provided by Laguna Woods Village. It is the Owner/Resident's responsibility to ensure such materials are properly removed from the community by themselves or their contractor. This rule applies to Owner/Residents performing their own work, contractors, vendors, service companies, and delivery personnel.

**Terms and Conditions**

Temporary containers may be permitted with the following conditions:

- 1. 24-hour notice is given by the contractor or ~~Member~~Owner/Resident to the Security Services Department @at 949-580-1400; providing building number, unit number, and the name of Owner/Resident.
- 2. Temporary container must be clearly marked at all times, by the contractor or ~~Member~~Owner/Resident, with the unit number from which the debris is sourced. The marking must be legible and able to withstand the elements (permanent marker on duct tape, waterproof label etc.)
- 3. Location of the temporary container must be authorized by the on-duty Watch Commander or designee.
- 4. Temporary container must be covered at the end of each work day. The area around the temporary container shall be kept clean and free of debris and dirt. The area shall be cleaned promptly upon removal of the temporary container.
- 5. Contractor and ~~Owner~~Owner/Resident shall be responsible for placing and maintaining adequate warning signs, lights, barricades and devices at all times in order to promote the safe movement of traffic.
- 6. Contractor and ~~Owner~~Owner/Resident shall be responsible to ensure temporary containers are equipped with reflectors on all sides. Warning devices shall be placed in advance of each temporary container as directed by the on-duty Watch Commander or designee. All warning signs, barriers,

barricades, flags and other devices shall comply with or exceed the standards required in the Manual of Uniform Traffic Devices (MUTCD). All traffic ~~devises~~ devices shall be removed promptly upon removal of the temporary container.

7. Temporary containers may be in place for a maximum of seven days or until full, whichever occurs first. Any additional days needed requires approval from the on-duty Watch Commander or designee, at least 24 hours prior to the expiration date.





- 8. Dumpsters may be limited to ~~3-yard~~3-yard size (6'x4'x4'); ~~roll-roll-off~~ dumpsters may be permitted, if space allows, with prior approval ~~from~~from the on-duty Watch Commander or designee~~staff~~.
- 9. Temporary Storage Containers/~~(PODs)~~ may be limited to eight feet in length. Larger sizes may be permitted, if space allows, with prior approval ~~from~~from the on-duty Watch Commander or designee~~staff~~.
- 10. No hazardous materials can be disposed of, or stored, in temporary containers.
- 11. Temporary containers with wheels must have wheel chocks to prevent movement.

### Placement

Inquiries will be referred to the on-duty Watch Commander or designee for direction as to where the container ~~can~~may be placed. The on-duty Watch Commander or designee~~Staff~~ will be assigned to meet with the Owner/~~R~~resident, or their contractor, to determine an appropriate location for the container.

The following will be taken into ~~Key~~ considerations ~~for temporary container placement~~ include:

- 1. Traffic safety.
- 2. Sufficient room to place / retrieve the container.
- 3. Protection of hardscape and landscape assets -- placement on landscaped areas, walkways or sidewalks is prohibited.
- ~~Placement in any parking spaces other than driveways, e.g. such as guest spaces and carports, is prohibited.~~
- 4. Proximity to the unit and efficiency for the contractor.

### Enforcement

Failure of the ~~Member/~~Owner/Resident or their contractor to cooperate in placement of the container, as directed by the on-duty Watch Commander or designee~~Staff~~, may result in ~~in the Member being requested to attend a disciplinary hearing before the Board~~action. The Board of Directors has the authority to impose disciplinary action to include monetary penalties, suspension of services, and/or legal action. Owners/Residents~~Members~~ will ~~are~~ be responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the community. This includes any co-occupant, lessee, contractor, vendor, service company, and delivery personnel. The Owner/Resident~~member~~ is responsible for any damages caused by the temporary container placement. ~~Removal of encroachments to protect public safety:~~

Whenever the on-duty Watch Commander or designee determines that a temporary container or other encroachment located in the community causes a dangerous condition or obstruction, ~~the on-duty Watch Commander or designee~~ he or she may cause the immediate removal, relocation and/or remedy of that condition without prior notice to the Owner/Resident ~~responsible owner~~ or permittee of that encroachment.

~~The Watch Commander or designee may remove or cause to be removed any temporary container or other encroachment that is placed on the community that is in violation of these conditions, provided that a reasonable attempt has been made to contact the owner and to give twenty-four (24) hours' notice of the intent to remove the bin.~~

The responsible ~~owner~~ Owner/Resident ~~and/or operator~~ shall pay all costs incurred by the Mutual Third for removal, storage or clean-up resulting from the placement of a temporary container.

If a resident is concerned about the placement ~~or~~ of or safety of a temporary container, they should immediately ~~contact~~ contact the Security Services Department @at 949-580-1400.



**Temporary Containers Policy**  
**Resolution 03-24-XX; Adopted [Date]**

This policy is intended to regulate the location, identification and maintenance of temporary containers such as dumpsters, contractor trailers, and portable storage containers (PODs). All references to temporary containers shall include all of the aforementioned items.

No dumping of building materials, construction/remodeling debris, carpet, or large, bulky items is allowed in/around any trash receptacle provided by Laguna Woods Village. It is the Owner/Resident's responsibility to ensure such materials are properly removed from the community by themselves or their contractor. This rule applies to Owner/Residents performing their own work, contractors, vendors, service companies, and delivery personnel.

**Terms and Conditions**

Temporary containers may be permitted with the following conditions:

1. 24-hour notice is given by the contractor or Owner/Resident to the Security Services Department at 949-580-1400; providing building number, unit number, and the name of Owner/Resident.
2. Temporary container must be clearly marked at all times, by the contractor or Owner/Resident, with the unit number from which the debris is sourced. The marking must be legible and able to withstand the elements (permanent marker on duct tape, waterproof label etc.)
3. Location of the temporary container must be authorized by the on-duty Watch Commander or designee.
4. Temporary container must be covered at the end of each work day. The area around the temporary container shall be kept clean and free of debris and dirt. The area shall be cleaned promptly upon removal of the temporary container.
5. Contractor and Owner/Resident shall be responsible for placing and maintaining adequate warning signs, lights, barricades and devices at all times in order to promote the safe movement of traffic.
6. Contractor and Owner/Resident shall be responsible to ensure temporary containers are equipped with reflectors on all sides. Warning devices shall be placed in advance of each temporary container as directed by the on-duty Watch Commander or designee. All warning signs, barriers, barricades, flags and other devices shall comply with or exceed the standards required in the Manual of Uniform Traffic Devices (MUTCD). All traffic devices shall be removed promptly upon removal of the temporary container.

7. Temporary containers may be in place for a maximum of seven days or until full, whichever occurs first. Any additional days needed requires approval from the on-duty Watch Commander or designee, at least 24 hours prior to the expiration date.
8. Dumpsters may be limited to 3-yard size (6'x4'x4'); roll-off dumpsters may be permitted, if space allows, with prior approval from the on-duty Watch Commander or designee.
9. Temporary Storage Containers/PODs may be limited to eight feet in length. Larger sizes may be permitted, if space allows, with prior approval from the on-duty Watch Commander or designee.
10. No hazardous materials can be disposed of, or stored, in temporary containers.
11. Temporary containers with wheels must have wheel chocks to prevent movement.

### **Placement**

Inquiries will be referred to the on-duty Watch Commander or designee for direction as to where the container may be placed. The on-duty Watch Commander or designee will be assigned to meet with the Owner/Resident, or their contractor, to determine an appropriate location for the container.

The following will be taken into consideration:

1. Traffic safety.
2. Sufficient room to place / retrieve the container.
3. Protection of hardscape and landscape assets -- placement on landscaped areas, walkways or sidewalks is prohibited.
4. Proximity to the unit and efficiency for the contractor.

### **Enforcement**

Failure of the Owner/Resident or their contractor to cooperate in placement of the container, as directed by the on-duty Watch Commander or designee, may result in disciplinary action. The Board of Directors has the authority to impose disciplinary action to include monetary penalties, suspension of services, and/or legal action.

Owners/Residents are responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the community. This includes any co-occupant, lessee, contractor, vendor, service company, and delivery personnel. The Owner/Resident is responsible for any damages caused by the temporary container placement.

Whenever the on-duty Watch Commander or designee determines that a temporary container or other encroachment located in the community causes a dangerous condition

or obstruction, the on-duty Watch Commander or designee may cause the immediate removal, relocation and/or remedy of that condition without prior notice to the Owner/Resident or permittee of that encroachment.

The responsible Owner/Resident shall pay all costs incurred by the Third for removal, storage or clean-up resulting from the placement of a temporary container.

If a resident is concerned about the placement or safety of a temporary container, they should immediately contact the Security Services Department at 949-580-1400.

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**RESOLUTION 03-24-XX**

**Temporary Containers Policy  
Adopted [May 21, 2024]**

**WHEREAS**, the placement of temporary containers such as dumpsters, portable storage units (PODS), and contractor trailers has caused safety and mobility concerns throughout the village; and

**WHEREAS**, the Resident Policy & Compliance Committee has revised the policy that addresses these concerns;

**NOW THEREFORE BE IT RESOLVED**, May 21, 2024 the Board of Directors hereby adopts the revised Temporary Container Policy as attached to the official meeting minutes;

**RESOLVE FURTHER**, the safety, placement, and housekeeping of these items are the responsibility of the owner/resident; and

**RESOLVE FURTHER**, that Third reserves the right to remove or relocate any item to remedy as unsafe condition; and

**RESOLVE FURTHER**, Resolution 03-18-111 adopted July 17, 2018 is hereby superseded and canceled; and

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

**April Initial Notification:**

**Should the Board endorse the proposed resolution, 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  
Resident Policy and Compliance Committee  
March 27, 2024

**ENDORSEMENT (to Board)**

**Entertain a Motion to Revise the Internal Dispute Resolution (IDR) Policy**

On March 29, 2023, the Committee reviewed the current Internal Dispute Resolution Policy and directed Chair Laws and staff to revise the policy to align with current practices.

On April 25, 2023, the Committee determined to keep the current Internal Dispute Resolution Policy. However, the Committee wants to inform the membership of the Internal Dispute Resolution Policy. The annual mailer to the membership of Third Laguna Hills Mutual includes the Internal Dispute Resolution Policy.

On March 27, 2024, the Committee reviewed the updated Internal Dispute Resolution Policy from Legal Counsel.

Director Prince made a motion to forward the Internal Dispute Resolution Policy to the board for twenty-eight (28) day review and consideration. Chair Laws seconded the motion.

By unanimous consent, the motion passed.

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## STAFF REPORT

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**DATE:** April 16, 2024  
**FOR:** Resident Policy and Compliance Committee  
**SUBJECT:** Internal Dispute Resolution

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### **RECOMMENDATION**

Staff is seeking direction on the revised Internal Dispute Resolution Policy.

### **BACKGROUND**

On September 8, 2015, the Board adopted an Internal Dispute Resolution Policy to meet requirements that align with Civil Code §4360 (Resolution 03-15-86).

On December 2, 2019, the Resident Policy and Compliance Committee amended the Internal Dispute Resolution Policy to include a time frame of two (2) months to resolve the matter. The Board approved the amended policy on January 21, 2020 (Resolution 03-20-07). The current policy meets Civil Code §5910 Minimum Requirements for Internal Dispute Resolution.

On March 29, 2023, the Committee reviewed the current Internal Dispute Resolution Policy and directed Chair Laws and staff to revise the policy to align with current practices.

On April 25, 2023, the Committee determined to keep the current Internal Dispute Resolution Policy. However, the Committee wants to inform the membership of the Internal Dispute Resolution Policy. The annual mailer to the membership of Third Laguna Hills Mutual includes the Internal Dispute Resolution Policy.

### **DISCUSSION**

The Chair sent the Internal Dispute Resolution Policy to legal counsel for review and update (Attachment 2).

### **FINANCIAL ANALYSIS**

There is no financial impact.

**Prepared By:** Blessilda Wright, Compliance Supervisor

**Reviewed By:** Francis Gomez, Operation Manager

### **ATTACHMENT(S)**

Attachment 1: Resolution 03-20-07 - Internal Dispute Resolution Policy

Attachment 2: Revised Internal Dispute Resolution Policy

Attachment 3: Proposed Resolution 03-24-XX Internal Dispute

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**Internal Dispute Resolution**  
**Resolution 03-20-07; Adopted January 21, 2020**

The Internal Dispute Resolution (“IDR”) process provides Third Laguna Hills Mutual (“Third”) as well as all Owners an alternative to the filing of any litigation related to a dispute involving their respective rights, duties or liabilities under the governing documents, the Davis-Stirling Common Interest Development Act; and/or the nonprofit mutual benefit corporation law; or any other state or federal law (a “CID Dispute”). An owner should be permitted to request IDR for a disputed assessment or charge (not a delinquency or a request for a payment plan.) The IDR process is available not only to disputes between Third and an Owner, but can also be used to help resolve disputes between Owners. It does not relate to any collection of assessments unless Third determines it needs to pursue litigation to collect same.

1. Either party (Third or an Owner) to a CID Dispute may invoke the following procedure:
  - a. The party may request the other party to meet and confer, in an effort to resolve the CID Dispute. The request shall be in writing.
  - b. An Owner may refuse a request to meet and confer. Third may not refuse an Owner’s request to meet and confer.
  - c. In response to a CID Dispute involving Third, the Board will designate two Directors (“Board Designees”) to represent Third and meet and confer with the Owner. The Board Designees shall also have the right to request the Chairperson of any applicable Committee involved in the CID Dispute to assist Third and attend the meet and confer session with the Owner.
  - d. IDR meetings between Owners and not involving Third should be held at a “neutral” location. To the extent conference rooms are available, and if the requesting Owners provide a minimum of ten (10) business days’ advance written notice, Third will provide a conference room in the Laguna Woods Village Community Center for the purpose of the IDR meeting. IDR meetings involving Third will be held in the Laguna Woods Village Community Center.
  - e. IDR meetings will be one hour in length. By requesting or agreeing to participate in IDR, the parties agree to commit one hour to the effort to resolve the dispute.
  
2. An Owner participating in IDR may be assisted by an attorney or another person in explaining their positions at the Owner’s cost, as also Third may be so assisted at Third’s cost. Although an Owner is permitted to bring Owner’s attorney or other representative to the IDR meeting, Third encourages direct discussions between Third representative and the Owner, without legal counsel, to further the goal of resolution through an amicable, no cost, and expeditious process.
  
3. If an Owner desires to bring Owner’s attorney to the IDR meeting, the Owner shall give ten (10) business days’ advance written notice to the other parties, including

Third, so that the other parties may determine if they wish their respective legal counsel to attend. Failure of Owner to advise if Owner is bringing legal counsel will require a postponement of the IDR meeting to a date at which Third counsel or the counsel of any other party is able to participate. If an Owner appears at the IDR meeting with previously unannounced counsel, the IDR will be rescheduled and will not proceed.

4. In an IDR meeting, the parties will meet promptly at a mutually convenient time and place, explain their positions to each other and confer in good faith in an effort to resolve the CID Dispute. If all parties to the IDR are not present, and no one has called to indicate a problem with arrival, the IDR will be cancelled after 15 minutes of waiting.
5. A resolution of the CID Dispute agreed to by the parties shall be memorialized in writing and signed by all participating parties, including, if Third is involved, the Board Designees on behalf of Third.
6. The Agreement reached by the Owners or the Owners and the Board Designees will bind the parties and be judicially enforceable if the following conditions are satisfied.
  - a. The Agreement is in writing and signed by all parties to the IDR process;
  - b. The Agreement is not in conflict with law or the governing documents; and
  - c. If the IDR involves Third as a participant, the Agreement is consistent with the authority granted in advance to the Board Designees by the Board or is ratified by the Board of Directors within thirty (30) days of the date that the Agreement is executed by the Owner and the Board Designees.
7. The Owner participating in the IDR Process shall not be charged a fee to participate in the IDR Process.
8. All parties participating in the IDR process should note that the goal of the meeting is not to determine who is right or who is wrong, nor does IDR determine a “winner.” The purpose of the IDR meeting is to try to find a compromise between the disputing parties, and thereby enhance neighborliness and harmony. Therefore, parties participating should come to the IDR meeting with an open mind and prepared to be flexible in dealing with other parties to the IDR.
9. Resolution must be reached within two (2) months from the IDR request.



**Internal Dispute Resolution  
Resolution 03-XX-XX; Adopted XXXXX, 2024**

In accordance with California Civil Code Section 5905, Third Laguna Hills Mutual (“Third”) provides a fair, reasonable, and expeditious procedure for, as well as an alternative to the filing of any litigation related to, resolving disputes between Third and owners involving, their respective rights, duties or liabilities under Third’s governing documents, the Davis-Stirling Common Interest Development Act; and/or the nonprofit mutual benefit corporation law; or any other state or federal law (a “CID Dispute”).

If Third, or a Member, wishes to engage in the Internal Dispute Resolution (IDR) process, also known as the meet and confer process, either party should invoke the procedure, as follows:

- a. The party may request the other party to participate in the IDR process, in an effort to resolve the CID Dispute. The request shall be in writing. A Member may refuse a request to participate in IDR. Third may not refuse a Member’s request to participate in IDR.
  - b. In response to an IDR request by a Member, the Third Board will designate two Directors (“Board Designees”) to represent Third and meet with the Member. The Board Designees shall also have the right to request the Chairperson of any applicable Committee involved in the CID Dispute to assist Third and attend the IDR session with the Member.
  - c. IDR meetings involving Third will be held in the Laguna Woods Village Community Center.
1. An Owner participating in IDR may be assisted by an attorney or another person in explaining their positions at the Owner’s cost, as also Third may be so assisted at Third’s cost. If an Owner desires to bring Owner’s attorney to the IDR meeting, the Owner shall give ten (10) business days’ advance written notice to Third, so that Third may determine if legal counsel should attend. Failure of Owner to advise if Owner is bringing legal counsel will require a postponement of the IDR meeting to a date at which Third counsel or the counsel of any other party is able to participate. If an Owner appears at the IDR meeting with previously unannounced counsel, the IDR will be rescheduled and will not proceed.
  2. In an IDR meeting, the parties will meet promptly at a mutually convenient time and place, explain their positions to each other and confer in good faith in an effort to resolve the CID Dispute. A requested IDR should take place within forty (40) days following Third’s receipt of such request or Owner acceptance of Third IDR request. If all parties to the IDR are not present, and no one has called to indicate a problem with arrival, the IDR will be canceled after 15 minutes of waiting.

3. The Board Designees shall not have authority to bind the Board of Directors or Third to any agreement or resolution.
4. A resolution of the CID Dispute shall be memorialized in writing and signed by all participating parties.
5. Any agreement reached by the Owners and the Board Designees will bind the parties and be judicially enforceable if the following conditions are satisfied:
  - a. The Agreement is in writing and signed by all parties to the IDR process;
  - b. The Agreement is not in conflict with law or the governing documents; and
  - c. The Agreement is ratified by the Board of Directors within thirty (30) days of the date that the Agreement is executed by the Owner and the Board Designees.
6. If an Owner participates in the IDR process, but the dispute is resolved in any way other than by agreement of the Owner, then the Owner shall have a right to appeal such resolution to the Board.
7. The Owner participating in the IDR Process shall not be charged a fee to participate in the IDR Process.
8. All parties participating in the IDR process should note that the goal of the meeting is not to determine who is right or who is wrong, nor does IDR determine a "winner." The purpose of the IDR meeting is to try to find a compromise between the disputing parties. Therefore, parties participating should come to the IDR meeting with an open mind and prepared to be flexible in dealing with other parties to the IDR.





**RESOLUTION 03-24-XX**

**Internal Dispute Resolution  
Adopted [May 21, 2024]**

**WHEREAS**, Civil Code §5910 establishes requirements for Internal Dispute Resolution meetings; and

**WHEREAS**, the Resident Policy and Compliance Committee recognizes the need to revise the Internal Dispute Resolution to make the process simple for members; and

**NOW THEREFORE BE IT RESOLVED**; May 21, 2024, that the Board of Directors of this Corporation hereby approves the revised Internal Dispute Resolution, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-20-07 adopted January 21, 2020 is hereby superseded in its entirety and canceled;

**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.

**April Initial Notification:**

Should the Board endorse the proposed resolution, 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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## **Resolution 03-24-XX**

### **GRF Committee Appointments**

**RESOLVED**, April 16, 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)~~

SK Park (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)

Brad Rinehart (Third)

Reza Karimi, Alternate (Third)

#### **Clubhouse Renovation Ad Hoc Committee (meets as scheduled)**

~~Andy Ginocchio (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 03-24-21, 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.



## Treasurer's Report for April 16, 2024 Board Meeting

---

**SLIDE 1** – Through the reporting period of **February 29, 2024**, total revenue for Third was \$7,752K compared to expenses of \$6,229K, resulting in net revenue of \$1,523K.

**SLIDE 2** – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a deficit of (\$5K) through the reporting period. This chart shows how much of our revenue went into operations, with \$4,624K coming in from assessments and \$265K coming from non-assessment revenue. This is compared to operating expenditures of \$4,894K (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 \$160K when combining both operating and reserve revenues and expenses.

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

- **Outside Services \$333K;** Favorable variance primarily in Landscape and M&C due to timing of services. Impacted programs includes prior-to-paint landscaping, waterlines, tree maintenance, and roof replacements. Staff anticipates a contract for prior-to-paint landscaping being awarded by April and expenses beginning to come in by May. Roof replacement work is also anticipated to begin mid-year.
- **Employee Compensation and Related \$200K;** Favorable variance resulted primarily in the Landscape and M&C departments due to open positions. Impacted areas include grounds maintenance, irrigation, paint, electrical, and manor alterations. 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.
- **Investment Income \$132K;** 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%.
- **Utilities and Telephone (\$54K);** Unfavorable variance resulted primarily in electricity due to an erroneous expense entry recorded in February. A correcting entry will be made in March. Trash and water ended the period unfavorable due to higher rates than anticipated at the time of budget preparation. Sewer remained within budget.



## Treasurer's Report for April 16, 2024 Board Meeting

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- **Fees and Charges to Residents (\$452K);** Unfavorable variance due to timing of billing requests for backlogged damage restoration cases. Additionally, current year resident maintenance fees relating to damage restoration cases ended the period unfavorable due to timing of billing requests as less hearings were scheduled 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 February 29, 2024 were Investment Income, Resident Maintenance Fee, and Sales and Leasing Fees. Non-assessment revenues totaled \$506K 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 February 29, 2024 were Employee Compensation & Related, Insurance, and Outside Services. Expenses totaled \$6,230K through the reporting period.

**SLIDE 7** – The non-operating fund balances on February 29, 2024 were \$34,449K. YTD contributions and interest were \$2,863K while YTD expenditures were \$1,320K.

**SLIDE 8** – We compare the non-operating fund balances to historical fund balances for the past five years on this chart, which has averaged \$31.3 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 February 29, 2024, Third resales totaled 46, which is 2 resales higher than the prior year for the same time period. The average YTD resale price for a Third Mutual was \$597K, which is \$119K higher than the prior year for the same time period.

# Financial Report

As of February 29, 2024



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$7,246
Non-assessment Revenue	\$506
Total Revenue	\$7,752
Total Expense	\$6,229
Net Revenue/(Expense)	\$1,523

# Financial Report

As of February 29, 2024



OPERATING INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$4,624
Non-assessment Revenue	\$265
Total Revenue	\$4,889
Total Expense <sup>1</sup>	\$4,894
Operating Deficit	(\$5)

1) excludes depreciation



# Financial Report

As of February 29, 2024



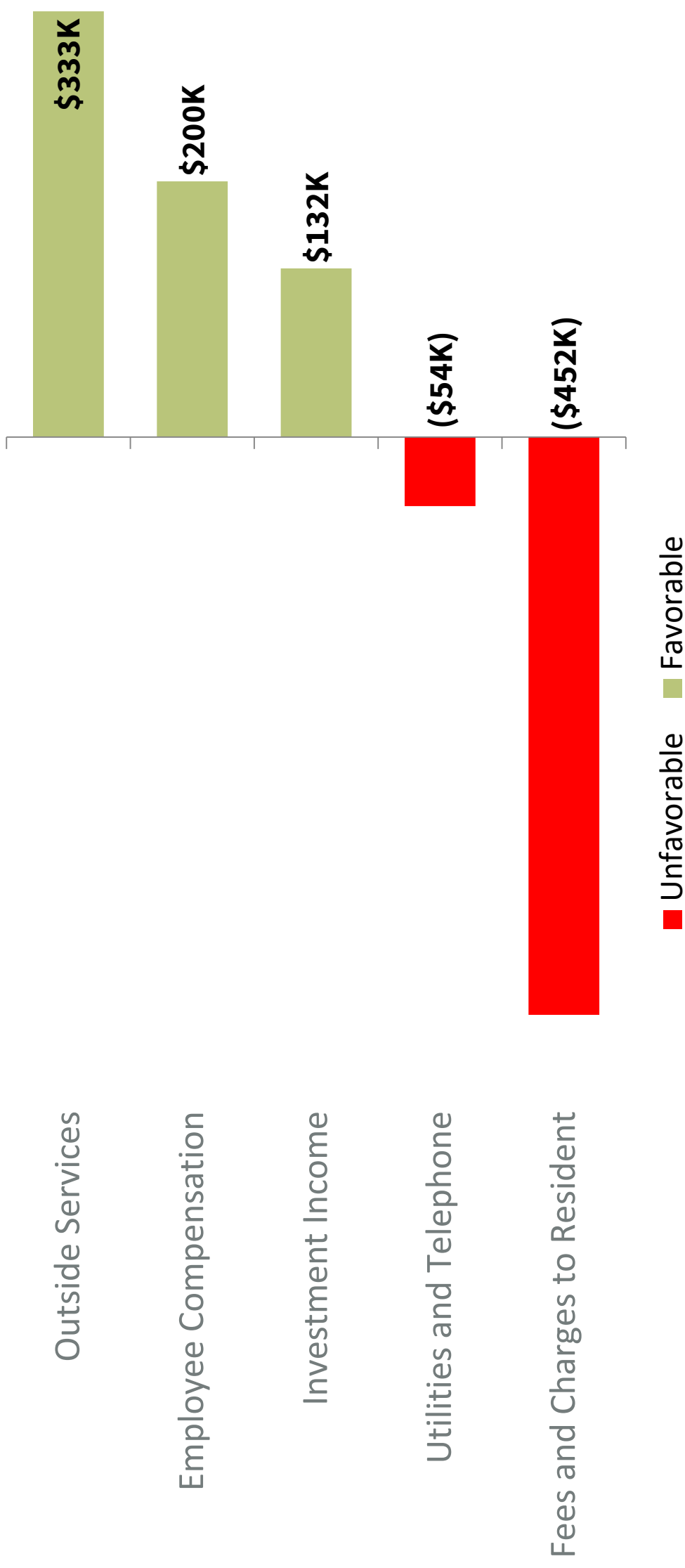
INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$7,246	\$7,246	\$0
Non-assessment Revenue	\$506	\$852	(\$346)
Total Revenue	\$7,752	\$8,098	(\$346)
Total Expense	\$6,229	\$6,735	\$506
Net Revenue/(Expense)	\$1,523	\$1,363	\$160

# Financial Report

As of February 29, 2024



## Year to Date Variances



# Financial Report

As of February 29, 2024



## Total Non-Assessment Revenues - \$506,836 (in Thousands)

Category	2023 YTD Actual	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	2024 Total Budget
Investment Income	\$80	\$242	\$110	\$132	\$660
Resident Maintenance Fee*	\$156	\$99	\$517	(\$418)	\$3,116
Sales and Leasing Fees**	\$59	\$67	\$83	(\$16)	\$498
All Other Revenues	\$104	\$98	\$142	(\$44)	\$856
<b>Total Non-Assessment Revenues</b>	<b>\$399</b>	<b>\$506</b>	<b>\$852</b>	<b>(\$346)</b>	<b>\$5,130</b>

\*Includes damage restoration backlog revenue

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

# Financial Report

As of February 29, 2024



**Total Expenses - \$6,229,915**  
(in Thousands)

Category	2023 YTD Actual	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	2024 Total Budget
Employee Comp & Related	\$2,047	\$2,229	\$2,429	\$200	\$14,816
Insurance	\$1,477	\$1,399	\$1,404	\$5	\$9,167
Outside Services*	\$648	\$944	\$1,304	\$360	\$12,999
All Other Expenses	\$1,288	\$1,658	\$1,598	(\$60)	\$10,897
<b>Total Expenses</b>	<b>\$5,460</b>	<b>\$6,230</b>	<b>\$6,735</b>	<b>\$505</b>	<b>\$47,879</b>

\*Includes professional fees

# Financial Report

As of February 29, 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	\$2,190	\$17	\$338	\$318	\$2,863
Expenditures	\$1,093	\$4	\$223	\$0	\$1,320
Current Balances: 2/29/24	\$24,800	\$127	\$5,554	\$3,968	\$34,449

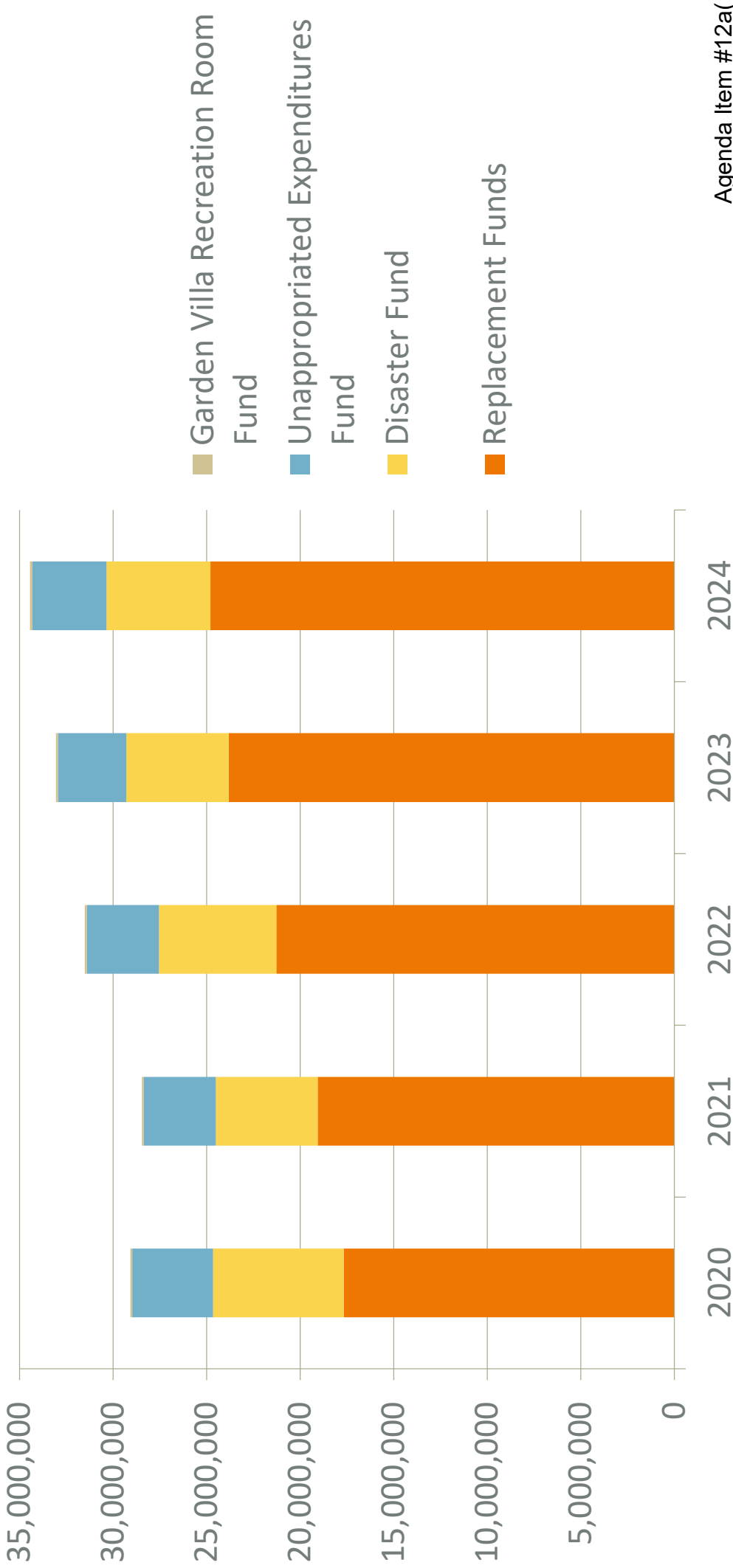
\*Includes Elevator and Laundry Funds

# Financial Report

As of February 29, 2024



## FUND BALANCES – Third Mutual



# Financial Report

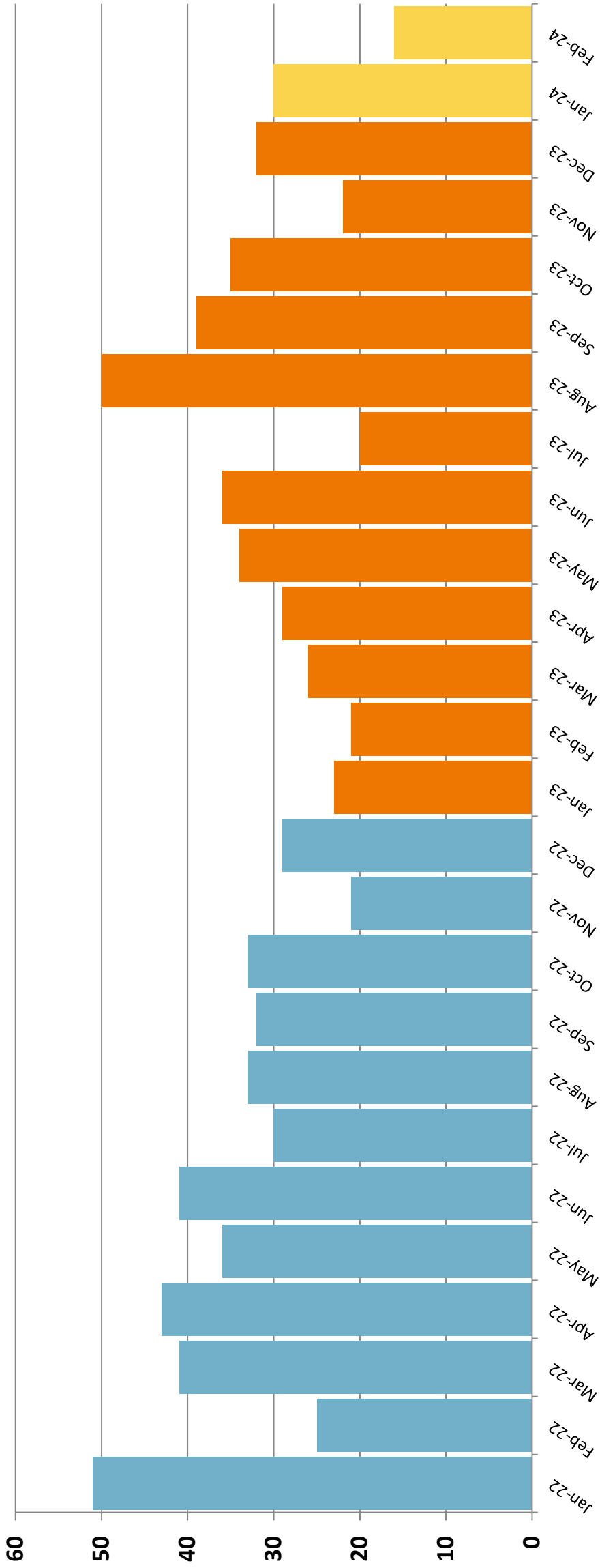
As of February 29, 2024

## RESALE HISTORY – Third Mutual



THIRD LAGUNA HILLS  
— M U T U A L —

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2022	76	\$477,185
YTD 2023	44	\$477,891
YTD 2024	46	\$596,508



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

Tuesday, April 2, 2024 – 1:30 p.m.  
Hybrid Meeting

**DIRECTORS PRESENT:** Brad Rinehart – Chair, Reza Karimi, S.K. Park, Moon Yun  
**DIRECTORS ABSENT:** Andy Ginocchio  
**ADVISORS PRESENT:** None  
**STAFF PRESENT:** Steve Hormuth, Jose Campos, Erika Hernandez, Karina Vargas  
**OTHERS PRESENT:** Cris Prince

**Call to Order**

Director Brad Rinehart, 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 February 6, 2024**

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 Brad Rinehart, filling in for the chair, there were no remarks made.

**Member Comments (Items Not on the Agenda)**

A member commented regarding residential and commercial rate increases relating to SCE, are we factoring in rate increases when creating budgets.

**Department Head Update**

Steve Hormuth, Director of Financial Services, shared that the 2023 Audit performed by KPMG will be finalized and the final report to be announced during the Select Audit Taskforce meeting on April 4, 2024 further inviting all boards to participate.

**Preliminary Financial Statements dated February 29, 2023**

Jose Campos, Assistant Director of Financial Services, presented the Preliminary Financial Statements dated February 29, 2024. Questions and comments were noted by staff.

**Endorsements from Standing Committees**

None.

### **Investment Policy Review**

Steve Hormuth presented a staff report recommending that the committee review the investment policy adopted in 2023 for the purpose of seeking guidance for recommended changes. A motion was made by Director S.K. Park to table investment policy to review at the subsequent meeting. Director Reza Karimi seconded. The motion passed unanimously. In addition, Steve requested guidance from the committee on how to reinvest the \$6M treasury that is scheduled to mature on April 2, 2024. Director Moon Yun made motion to re-invest the \$6M matured bill into a 12-month or 2-year maturity. The motion was not seconded thus the motion failed. A third motion was made by Director Reza Karimi to re-invest the matured \$6M into a 2-month treasury and revisit the discussion at the subsequent meeting. Director Rinehart seconded. The motion passed unanimously.

### **Future Agenda Items**

Third Annual Policy Review

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

### **Committee Member Comments**

None.

### **Date of Next Meeting**

Tuesday, June 4, 2024 at 1:30 p.m.

### **Recess to Closed Session**

The meeting recessed at 3:00 p.m.

**DRAFT**

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Brad Rinehart, Substitute Chair



**OPEN MEETING**

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

**Monday, March 11, 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, Reza Karimi, Brad Rinehart, Andy Ginocchio (Alternate for Ralph Engdahl), Advisors: Michael Butler, Lisa Mills
- COMMITTEE MEMBERS ABSENT:** Nathaniel Ira Lewis (Excused), Mike Plean (Advisor-Excused)
- OTHERS PRESENT:** S.K. Park
- 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 February 12, 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** – Hearing no objection, the Over-The-Counter Variance report was approved by unanimous consent.

3351-A: Request to Extend Rear 7'-0"x 27'-0" on Exclusive Use Common Area.

5308: 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.

**9. Variance Requests**

- a. 5207: Variance 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

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

The committee requested the following revisions: that the inspection fees 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 that it be automatically updated annually using the new labor rates.

A motion was made to recommend the Third Board approve the revisions to the resale inspection fees with the suggested edits. Hearing no objection, the motion was approved by unanimous consent.

b. Elimination of Standard 8: Porch Lift/Elevators

A motion was made to recommend the Third Board approve the standard. Hearing no objection, the motion was approved by unanimous consent.

**11. Items for Future Agendas**

- Enact Standard 41C: Solar Panels, Carports, and Patio Covers
- Revision to Standard 11A: Interior Hard-Surface Flooring
- Revision to Standard 37: Patio Cover, Awnings
- Revision to Standard 34: Windows and Window Attachments

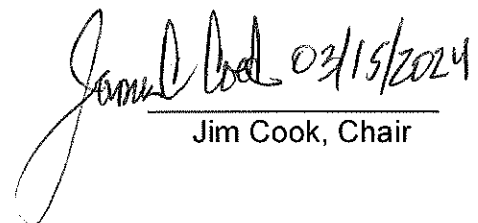
**12. Committee Member Comments**

- Advisor Mills commented on the processing of Exclusive Use Revocable Licenses.

**13. Date of Next Meeting: Monday, April 08, 2024 at 1:30 p.m.**

**14. Adjournment**

The meeting was adjourned at 2:46 p.m.

 03/15/2024  
\_\_\_\_\_  
Jim Cook, Chair

Jim Cook, Chair  
Alan Grimshaw, Manor Alterations Manager  
Telephone: 949-597-4616

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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, April 4, 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, Reza Karimi,

**COMMITTEE MEMBERS ABSENT:** S.K. Park

**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 9:31 a.m.

**2. Approval of Agenda**

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

**3. Approval of the March 7, 2024 Report**

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

**4. Remarks of the Chair**

Chair Lewis announced the committee and board would be focusing their attention to turf reduction. Their focus would be on Gates 11 and 14, due to AB 1572 and the deadline of 2029.

**5. Department Head Update**

Mr. Wiemann was directed last meeting to bring information on workers compensation claims. He provided the number of injuries per year, 6 in 2021, 8 in 2022, 8 in 2023 and 4 year to date. Mr. Wiemann updated the committee about the GRF project starting in West Creek next week.

**a. Project Log**

Mr. Wiemann discussed the provided Project Log. He updated the committee on the Bahia Blanca project, as he received the updated plans late yesterday. Mr. Wiemann will review them and send them out to the committee for comments next week. Chair Lewis let him know he is not in a hurry with this project as turf reduction is Third's focus at this time. Mr. Wiemann let the committee know the status of the habitat project and how they are currently working on the grow kill cycle. Directors made comments and asked questions.

**b. Tree Work Status Report**

Chair Lewis directed staff to add two columns to this report for the future. He is asking for the tree removals to have an area for what type of tree was planted and when it was planted. If no tree is planted, he would like it noted why.

**c. Gate 11 Front Yard Designs**

The committee was provided the updated schedule from the architect and recent plans last week. The committee made several comments on the plans. Mr. Wiemann asked the committee to email him their comments on the plan. Chair Lewis expressed his desire for rendering as the plans become finalized down the line. This would help show the residents living within these gates, how beautiful it can look when finished.

**d. Update on Slope Renovations Schedule**

Mr. Wiemann updated the committee letting them know the contractor is running on schedule currently. There is a slope that has a lot of over grown acacia, and is in a high fire area. He will be bringing a change order to be approved at next meeting for this area. He is working on getting the slope schedule for the contracted slopes and in-house crews updated on the website. It will be added to the three-week projection calendar.

**e. Inspector Duty List- 52 Point Inspection**

Mr. Wiemann notified the committee he misspoke at the last meeting it is not a 15-point inspection, but a 52-point inspection list. He notified the committee the new quality control supervisor started on Monday. He is currently familiarizing himself with the crews, their routines, and routes. Staff is working on looking for a new app for the position to be able to utilize in the field.

#### **f. Update on Prior to Paint Oversight**

Mr. Wiemann notified the committee the bid deadline was reached and we received three good bids. Each bid is missing a small piece, and he will be reaching out to each contractor to finalize their numbers. Once, that is completed Mr. Wiemann will call a special closed to present the contract options to the committee in detail. Mr. Wiemann explained he will be hiring an outside consultant to manage the oversight of this project. Due to the stop and start nature of the project, it may be not be prudent to hire a full-time in-house position to manage the oversight of the project.

#### **g. Update Undesirable Tree Removal**

Mr. Wiemann let the committee know the assignment of locating the Ficus trees has been given to Great Scott, the tree contractor. The goal in asking them to located the trees around the village is, they can also price quote cost to remove as they locate. Staff is hoping by there being a larger amount, it would provide a cost break over contract cost in removals.

#### **h. Update on Slope Identification System**

Mr. Wiemann let the committee know he is working with a consultant on this project. He is obtaining a quote to have the slopes and turf all digitally mapped. He is hoping to present the cost and contract at the next committee meeting.

### **6. Member Comments**

One comment was made, regarding a suggestion on how to help Gate 11 and 14 better understand turf reduction.

### **7. Response to Member Comments**

Mr. Wiemann and the committee responded to the comments. The committee directed staff to work with the GM's office in adding advisors, two from each gate, to the committee.

### **8. Items for Discussion and Consideration**

Chair Lewis asked for all future tree requests to be placed on a consent calendar.

#### **a. 3133-A Tree Trimming Request**

The committee made one motion for all tree removals and trimming request. Chair Lewis made a motion to accept staff recommendations on all three requests. Director Rinehart seconded the motion. The motion passed unanimously.

#### **b. 4006-3E Tree Removal Request**

The committee made one motion for all tree removal and trimming request. Chair Lewis made a motion to accept staff recommendations on all three requests. Director Rinehart seconded the motion. The motion passed unanimously.

**c. 3133-D Tree Removal Request**

The committee made one motion for all tree removal and trimming request. Chair Lewis made a motion to accept staff recommendations on all three requests. Director Rinehart seconded the motion. The motion passed unanimously.

**d. Slope Renovations Discussion**

This topic was covered in previous discussions.

**e. AB 1575- Recreational Dog Area**

Mr. Wiemann explained that AB 1572 states an “informal dog recreation area” if noted on the map can be kept and turf does not have to be removed. With the mapping contract we can designate these zones. Mr. Wiemann cautioned the committee there currently are no formal guidelines at present as to what makes an area “informal dog area”, so it is best to be judicious about the areas they designate.

**f. AB 1572- Compliance Program Gate 11& 14**

Chair Lewis let Staff know he would like to focus on Gate 14 first, replacing turf with either “carpet of stars” or “kurapia.” He would like to get half of Gate 14 done this year, and other half next year. He is aware the budget would not allow for this amount and staff would have to request a supplemental to fund the project.

**9. Items for Future Agendas**

- Slope and Turf Map Contract
- Quality Control App
- Slope Change Order
- Ficus Tree Removal Cost

**10. Committee Member Comments**

Mr. Wiemann asked for direction from the committee on the landscape budget. The committee expressed their interest to add a cycle to shrub bed maintenance and slope maintenance. The committee asked for contracted mowing cost to be included in next year budget.

**11. Date of Next Meeting:** Thursday, May 2, 2024, at 9:30 a.m.

**12. Adjourned at 11:06 a.m.**

Ira Lewis  
Ira Lewis (Apr 9, 2024 10:11 PDT)

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**

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Jules Zalon, Chair





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

Wednesday, March 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:** Mark Laws –Chair, Cris Prince, Andy Ginocchio, Nathaniel “Ira” Lewis, Moon Yun

**MEMBERS ABSENT:** None

**ADVISORS PRESENT:** Theresa Keegan

**ADVISORS ABSENT:** Stuart Hack (Per prior notification)

**STAFF PRESENT:** Blessilda Wright, Ruby Rojas, Pamela Bashline, Jeff Spies and Daniel Lurie

**OTHERS PRESENT:** S.K. Park

**1. Call to Order**

Mark Laws, Chair, called the meeting to order at 9:30 a.m.

**2. Approval of Agenda**

Director Prince made a motion to approve the agenda. Director Ginocchio seconded the motion.

By unanimous consent, the motion passed.

**3. Approval of Meeting Report**

Director Lewis made a motion to approve the February 27, 2024 meeting report. Director Prince seconded the motion.

By unanimous consent, the motion passed.

**4. Remarks of the Chair**

None.

**5. Members Comments (Items Not on Agenda)**

None.

**6. Response to Members Comments**

None.

**7. Department Head Update**

None.

**8. Items for Discussion and Consideration**

**a. Financial Qualifications for Purchasing in Third Mutual**

Ms. Pamela Bashline, Community Services Manager, presented the Financial Qualifications for Purchasing in Third Mutual for discussion. The Committee discussed the matter and asked questions. Minor changes were requested.

Director Moon made a motion to direct staff to review income and net worth qualification; then bring back to the committee the modified amounts. Director Ginocchio seconded the motion.

By unanimous consent, the motion passed.

Ms. Pamela Bashline and Mr. Jeff Spies, Community Services Supervisor left the meetings at 10:03 a.m.

Mr. Dan Lurie entered the meeting at 9:38 a.m.

**b. Temporary Storage Containers Policy**

Mr. Daniel Lurie, Security Supervisor II/ Administrative Supervisor, presented the Temporary Storage Containers Policy for discussion. The Committee discussed the matter, asked questions, and suggested minor modifications.

Director Prince made a motion to forward the Temporary Storage Container Policy as amended to the board for twenty-eight (28) day review and consideration. Director Lewis seconded the motion.

By unanimous consent, the motion passed.

Mr. Dan Lurie left the meeting at 10:18 a.m.

**c. Internal Dispute Resolution**

Ms. Blessilda Wright, Compliance Supervisor presented the Internal Dispute Resolution for discussion. The Committee discussed the matter and asked questions.

Director Prince made a motion to forwarded the Internal Dispute Resolution Policy to the board for twenty-eight (28) day review and consideration. Chair Laws seconded the motion.

By unanimous consent, the motion passed.

**d. Barbecue Rules and Regulations**

Ms. Wright presented the Internal Dispute Resolution for discussion. The Committee discussed the matter and asked questions.

The Committee took no further action.

**9. Items for Future Agendas**

- a. Caregiver Policy
- b. Proof-of-Income for Co-occupants
- c. Third's Traffic Rules & Regulations regarding garages being used for storage
- d. Racial Discrimination Posters to be placed in Third

**10. Committee Member Comments**

None.

**11. Date of Next Meeting**

Tuesday, April 23, 2024 at 9:30 a.m.

**12. Adjournment**

With no further business before the Committee, the meeting was adjourned at 10:49 a.m.

Mark W. Laws

Mark W. Laws (Apr 5, 2024 11:00 PDT)

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Mark W. Laws, Chair  
Resident Policy and Compliance  
Committee of the Third Laguna Hills  
Mutual Board of Directors

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**OPEN MEETING**

**MINUTES OF THE REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL  
GARDEN VILLA RECREATION ROOM SUBCOMMITTEE\***

**Wednesday, March 13, 2024 – 1:30 P.M.  
Laguna Woods Village Community Center  
Laguna Woods Village Board Room / Zoom Webinar  
24351 El Toro Road, Laguna Woods, CA 92637**

**REPORT**

**DIRECTORS PRESENTS:** S.K. Park – Chair, Moon Yun

**DIRECTORS ABSENT:** Reza Karimi

**ADVISORS PRESENT:** Stuart Hack, Lynn Jarrett, Lorna Seung

**ADVISORS ABSENT:** None

**STAFF PRESENT:** Adam Feliz – Staff Officer  
Chontelle Crite – Maintenance Operations Coordinator  
Czarina Livelo – Senior Operations Specialist

**1. Call Meeting to Order**

Chair S.K. Park called the meeting to order at 1:35 P.M. and established that a quorum was present.

**2. Approval of the Agenda**

Chair Park asked for a motion to approve the Agenda. Director Moon Yun made a motion to approve the Agenda as written. Advisor Stuart Hack seconded.

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

**3. Approval of the Meeting Report for November 1, 2023**

Chair Park asked for a motion to approve the meeting report. Director Yun made a motion to approve the report as written. Advisor Hack seconded.

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

**4. Remarks of the Chair**

None.

**5. Member Comments (Items not on the Agenda)**

None.

**Items for Discussion and Consideration**

**6. 2024 Garden Villa Recreation Room Non-Program Component Summary**

Staff Officer Adam Feliz presented updates for informational purposes only. Discussion ensued, and Staff addressed and noted questions from the Subcommittee.

Staff Officer Feliz agreed to provide epoxy flooring color samples at the next meeting for the Subcommittee's review and approval, per Advisor Hack's request.

Per Chair Park's proposal for ceiling tiles in all recreation rooms, Staff will inspect the status of rooms needing replacements. Staff Officer Feliz referred the matter of requesting funding to the Maintenance and Construction Committee.

Per Advisor Lynn Jarrett's request, Staff will inspect for ceiling modifications like that in Building 969. Staff Officer Feliz clarified that the ceilings are painted if the building is on the Paint Program schedule.

**7. 2024 Garden Villa Recreation Room Component Summary**

Staff Officer Feliz presented the history of completed component replacements and subsequent cost projections for 2024 onward. Staff addressed and noted questions from the Subcommittee.

Staff Officer Feliz specified that the 2024 Projected Reserves Balance includes all components listed in Agenda Item #9 due for replacement this year, resulting in a deficit. However, per the Subcommittee's previous direction, Staff schedules actual replacements upon inspection, allowing them to come in under budget, as shown in Agenda Item #8.

**8. 2024 Garden Villa Recreation Room Recommended Component Expenditures**

Staff Officer Feliz presented the recommended expenditures and timeline for 2024, including off-cycle items requiring replacement earlier than anticipated. Staff addressed and noted questions from the Subcommittee.

Discussion ensued regarding responsibility for the associated costs of replacing components before their estimated lifespan due to resident misuse of property.

Advisor Hack noted Advisor Jarrett's suggestion to include explicit resident and building captain responsibilities at the upcoming building captain workshop in April.

Staff Officer Feliz will proceed with the billiard table insert replacement at Building 2369. In the meantime, Staff will reinspect the insert, research the resolution regarding responsibility, and report the findings before the next meeting. Advisor Hack also committed to looking for the relevant resolution.



Staff Officer Feliz assured that no expenditures have been made as the Subcommittee has yet to approve the work proposal. For clarity, he also agreed to Advisor Hack's request to change the nomenclature in the Budget Summary section ("Reserve Expenditures" to "Reserve for Projected Expenditures" and "Total Expenditures" to "Actual Planned Expenditures").

Chair Park asked for a motion to approve the Staff-recommended expenditures. Advisor Hack made a motion to approve the expenditures as proposed. Advisor Lynn seconded. Hearing no changes or objections, the planned expenditures were approved by unanimous consent.

**9. Garden Villa Recreation Room Estimated Component Replacement Lifespan Schedule**

Staff Officer Feliz specified that the schedule shows the estimated lifespan and next anticipated replacement of each component. Staff addressed and noted questions from the Subcommittee. Discussion ensued regarding carpet replacements.

Maintenance Operations Coordinator Crite confirmed that after installing carpet tiles in the last eight rooms next year, only partial replacements of individual carpet tiles will be necessary moving forward.

Staff Officer Feliz noted that Staff will complete all proposed work for 2024 by the next meeting in July, as shown in the timeline in Agenda Item #8.

Advisor Hack requested that the Subcommittee share the schedule with the building captains. Staff Officer Feliz advised sending notices about two weeks before scheduled work in their building, as it may fluctuate throughout the year.

**10. Future Agenda Items**

- 2024 Garden Villa Recreation Room Component Replacement Progress Report
- Ceiling Tile Status Investigation
- Building 2369 Billiard Table Insert Status and Resolution Report
- Epoxy Flooring Samples

**11. Subcommittee Member Comments**

Subcommittee members acknowledged the Staff's and Chair Park's contributions.

Staff Officer Feliz confirmed that the Subcommittee manages all budget decisions unless they require additional funding from Maintenance & Construction.

Advisor Lorna Seung commented on the storage and removal of unauthorized personal property, such as furniture and food, in the recreation rooms, and discussion ensued. Advisor Hack will share the resolution passed by Third Mutual, which allows residents to call Security for violations of appropriate recreation room use.

If a building lacks a captain to address complaints or enforce resolutions, Staff Officer Feliz recommended that residents contact Security to initiate a report. If necessary, the issue can escalate to Compliance who may notify all building residents. Residents may also file anonymous complaints with Advisor Hack so that he may pursue the proper course of action.

At Chair Park's request, Advisor Hack will email all building captains to enforce the proper use of recreation rooms and conduct a clean-up to prevent the need to escalate issues.

**12. Staff Member Comments**

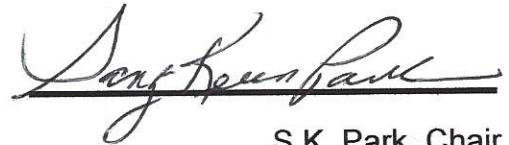
Senior Operations Specialist Czarina Livelo commented on the post-meeting process of the meeting minutes.

**13. Date of Next Meeting**

Wednesday, July 24, 2024 at 1:30 P.M.

**14. Adjournment**

The meeting was adjourned at 2:19 P.M.



S.K. Park, Chair

S.K. Park, Chair  
Adam Feliz, Staff Officer  
Telephone: 949-268-2074



## **OPEN MEETING**

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

Thursday, March 14, 2024 – 1:30 p.m.  
Board Room/Virtual Meeting

**MEMBERS PRESENT:** Yvonne Horton, Chair, Joan Milliman, Mark Laws, Andy Ginocchio, Alison Bok, Sue Quam, Sue Stephens  
Dennis Boudreau, Ajit Gidwani, Elsie Addington

**MEMBERS ABSENT:** Ellen Leonard, Cush Bhada, both excused

**OTHERS PRESENT:** Juanita Skillman, Reza Karimi, Georgiana Willis, Martin Roza, Jim Hopkins, Ed Elwell

**STAFF PRESENT:** Alison Giglio, Jennifer Murphy, Jackie Chioni, Laura Cooley, Tom McCray, Peter Quan, Dan Yost

#### **Call to Order**

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

#### **Acknowledgement of Media**

There was no press present.

#### **Approval of Agenda**

Director Laws made a motion to approve the agenda. Director Quam seconded.

Motion passed unanimously.

#### **Approval of Committee Report for February 8, 2024**

Director Ginocchio made a motion to approve the report. Director Quam seconded.

Motion passed unanimously.

#### **Chair's Remarks**

Chair Horton stated Saddleback College Emeritus Institute provided the 2024 summer program of classes to the community and encouraged residents to register for the summer session.

### **Report of the Recreation and Special Events Director**

Ms. Giglio reported the following Recreation Department highlights: Pool 2 will be closed until April due to annual maintenance; Pool 1 will remain closed during the Clubhouse 1 renovation with Pool 6 open seasonally early to accommodate more swimmers; the Valentine's Day Dinner and Dance had 140 attendees; the Equestrian Center safety gate is fully functional; Library volunteers greeted 2,148 visitors while working 833 hours; in February, 35 residents signed up for catalog access and 2,755 items have circulated through the front desk which is a bit lower due to rain and President's Day holiday; the Memorial Day event ticket model strategy will change to a free ticket in lieu of the past donation of \$5.

Ms. Giglio reported the following Clubhouse 1 renovation project update: the project started on March 4 as scheduled with groups and staff settling in to their new spaces; the guest policy for pickleball and tennis will change to one guest during the Clubhouse 1 renovation to accommodate resident play as courts are being shared between racket sports; Clubhouse 6 is fully functional with reservations moved from Clubhouse 1 to this facility; Community Fitness Center is busy from 9 a.m. to 1 p.m. with all residents accommodated however there are not many users after 8 p.m. and hours may be adjusted; Clubhouse 5 has a fitness room available from 5:30 a.m. to 9 p.m.

Ms. Murphy stated the following upcoming events: the sold out St. Patrick's Day dinner will be held on March 17 at Clubhouse 5; the free Monday movie at the Performing Arts Center on March 18 will be *Oppenheimer* with showtimes at 2 and 7 p.m.; the Health and Wellness Expo will be hosted at Clubhouse 5 on March 23 from 10 a.m. to 1 p.m.; the Neil Diamond tribute concert will be hosted at the Performing Arts Center on March 23 at 7:30 p.m.; the Easter Eggstravaganza will be hosted at the Equestrian Center on March 30, 9 to 11 a.m.; the Easter Buffet will be held at Clubhouse 5 on March 31 at 1 p.m.; Clubhouse 5 will host the Village Bazaar on April 6, 10 a.m. to 2 p.m.

Mr. McCray reported the following: damage from current weather at the golf course is being addressed; a project to approve receding greens has begun; a work order has been submitted to address the Par 3 flooding issue due to gutters and drains from nearby manors which are flowing onto the course; a Ping demo day is happening today at the golf course; many demo days were able to be scheduled during the rain with an agreement with an offsite vendor; the ProAm tournament will be hosted in May; the Garden Centers recorded minimal damage from today's wind event and will be addressed; many plots continue to be rented and the Garden Center staff is starting a gleaning program to assist those unable to harvest in a timely manner.

### **Member Comments (Items Not on the Agenda)**

Members were called to speak on the following: request to change tennis court time allotment to 1.5 hours; request to change current tennis reservation system; request for green waste receptacles to be enlarged to regular dumpster size at Garden Center 2 and place the same receptacles throughout the community; excessive amount of weeds at resident's neighboring garden plots; thank you to the CAC committee for what they do for the community; apology for miscommunication of protocol; poor condition of Par 3 holes 1 and 2; thank you to staff for Par 3 hole 6 drainage issue resolution; request for Calvary Chapel High School girls tennis team to utilize the Laguna Woods Village tennis courts from 3 to 6 p.m., Monday through Thursday during their tennis season for \$2600 per month; request for staff to review the resolution regarding no sales of product/service as there was an ad on Village TV for a local financial planning meeting to be held within Laguna Woods Village.

Discussion ensued.

### **CONSENT**

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

Motion passed unanimously.

### **REPORTS**

**2023 Utilization Review** – Ms. Giglio presented the 2023 utilization chart.

Discussion ensued.

**Review of CAC Charter** – Discussion ensued.

Staff was directed to make redline change of adding “new” before fees to #10 and bring as a staff report for approval at the next CAC meeting on April 11.

### **ITEMS FOR DISCUSSION AND CONSIDERATION**

**Champagne Pops Series Exception Request** – Ms. Giglio stated the staff report.

Director Milliman made a motion to recommend Champagne Pops Series exception request for exception to the GRF Recreation Policy and if opposed, determine if alternative options should be considered. Director Bok seconded.

Discussion ensued.

Motion failed 1-6. Director Milliman was in favor.

Director Milliman made a motion to recommend offering a 70/30 split of profits for 2025 only for the PCE Champagne Pops Series.

Discussion ensued.

Motion failed 1-6. Director Milliman was in favor.

**Resident Request to Construct a Horseshoe Pit** - Ms. Giglio stated the staff report.

Director Laws made a motion to deny the resident request to construct a horseshoe pit. Director Bok seconded.

Discussion ensued.

Motion passed unanimously.

**Community Fitness Center Television Schedule** – Ms. Giglio stated the staff report.

Director Quam made a motion to recommend Community Fitness Center television channels be changed to neutral programming with no news channels. Director Milliman seconded.

Discussion ensued.

Member was called to speak regarding the following: in favor of changing channels in the Community Fitness Center.

Motion passed unanimously.

### **ITEMS FOR FUTURE AGENDAS**

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

**Recreation Policy Review** – 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.

**Dog Licensing Event** - Staff was directed to keep this item under Items for Future Agendas.

## **CONCLUDING BUSINESS**

### **Committee Member Comments**

Director Laws inquired as to adding tennis rules to future agendas.

Staff was directed to add Review of Tennis Center Operating Rules to Items for Future Agendas.

Director Ginocchio inquired as to if Pool 5 is a salt water pool. Ms. Giglio stated the proper machinery to make this possible is not operational, but staff is assessing to have it repaired.

Director Quam acknowledged Millie Brown for her work with Champagne Pops Series, however the committee must vote with regard to the community best interest. She requested more education on how clubs utilize the Performing Arts Center and what compensation is received for its use.

Director Bok inquired as to what standards are applied to the resident requests. Ms. Giglio stated the process.

Director Stephens thanked Recreation staff for doing an excellent job at all times.

Advisor Boudreau stated the Champagne Pops Series agreement was made by Mr. Hudson, a previous CEO. He stated the CEO and VMS do not make decisions for GRF facilities.

Advisor Gidwani thanked the committee for running the show so well and thanked staff for the phenomenal job done with Clubhouse 1 relocations due to the renovation.

Advisor Addington stated Mr. Hudson did not come 16 years ago. Ms. Murphy stated the previous HOA was PCM which became Associa. Laguna Woods Village is now a self-managed community.

Chair Horton invited the Community Activities Committee to attend a special Equestrian Center tour that will be held on Monday, April 15 at 1 p.m. She stated regular tour hours.

Chair Horton instructed committee members to email Ms. Chioni if interested in joining the tour.

A discussion ensued regarding the special open meeting requirement for this tour.

Staff was directed to email the committee with clarification of open meeting parameters.

### **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, April 11, 2024.

### **Adjournment**

There being no further business, the Chair adjourned the meeting at 3:41 p.m.

Yvonne Horton

Yvonne Horton, Chair

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

**Wednesday, March 20, 2024 – 1:30 p.m.**  
**24351 El Toro Road, Laguna Woods, CA 92637**

**Report**

**MEMBERS PRESENT:** James Hopkins - Chair, Yvonne Horton, Cush Bhada, Alison Bok, Nancy Carlson, Reza Karimi, Tom Tuning, Andy Ginocchio, SK Park, Sue Stephens

**MEMBERS ABSENT:** Glenn Miller, Peter Sanborn

**OTHERS PRESENT:** **GRF:** Martin Roza, Juanita Skillman  
**UNITED:** Maggie Blackwell  
**Third:** Cris Prince

**STAFF PRESENT:** Manuel Gomez – Maintenance & Construction Director, Bart Mejia - Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Kurt Wiemann – Director of Field Operations, Alison Giglio - Recreation and Special Events Director, Jennifer Murphy – Recreation Manager, Sandra Spencer – Department Administrative Assistant, Heather Ziemba – Projects Division Coordinator

**1. Call Meeting to Order**

Director Hopkins called the meeting to order at 1:32 p.m.

**2. Approval of the Agenda**

Hearing no objection, the agenda was approved as written.

**3. Approval of the Meeting Report from March 6, 2024**

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

#### **4. Remarks of the Chair**

Chair Hopkins thanked the audience for attending, provided a recap of the committee's prior discussions and board decisions, and reiterated that no solution has been formally presented to the committee. The next meeting of this committee will consider the process of selection or recommendation of the findings to the GRF Board. Chair Hopkins welcomed the comments of the members and acknowledged the presence of the media.

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

None.

#### **6. Response to Member Comments**

None.

#### **7. Department Head Update**

Mr. Gomez commented that overflow seating was being arranged to accommodate the large number of attendees.

**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.

None.

#### **9. Items for Discussion and Consideration**

##### **a. Discuss Proposed Solutions**

Director Bok presented the concepts outlined in her draft proposal included in the agenda packet and answered questions from the committee. Approximately 35 members commented on the current location for various village clubs. Several members of the committee provided additional input. Chair Hopkins stressed the importance of submitting input to the corporate boards and thanked members in the audience for their participation.



**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.

None.

**11. Committee Member Comments**

- Director Carlson commented on the value of the members sharing their thoughts.
- Director Bok thanked the members for attending, sharing their opinions, thoughts and information.
- Director Tuning commented on the importance of looking at all the possible alternatives.
- Director Park thanked the members and commented on the importance of the security of the residents. Additionally, if any clubs are relocated, proper accommodations must be considered.
- Director Karimi commented that he heard many good ideas, there are lots of options, and the security of the people and staff are to be strongly considered.
- Director Stephens commented that work began on this topic in 2011.
- Director Horton commented on the needs of the Security Department, computer rooms, table tennis and available parking.
- Director Bhada commented that if a club needs to be moved to a new location, he would make sure it would be to a better location.
- Chair Hopkins commented that he learned a lot and that the process needs to continue.

**12. Date of Next Meeting:** Wednesday, April 10, 2024 at 1:30 p.m.

**13. Adjournment:** The meeting was adjourned at 3:30 p.m.

  
James Hopkins, Chair

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

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## OPEN MEETING

### REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION MEDIA AND COMMUNICATIONS COMMITTEE

Monday, January 15, 2024 – 1:30 p.m.  
Board Room / Virtual Hybrid Meeting

#### REPORT

**Members Present:** Chair Joan Milliman; Directors Maggie Blackwell, James Cook, Cris Prince, Peter Sanborn, Juanita Skillman, Georgiana Willis; Advisors Catherine Brians, Tom Nash, Carmen Pacella, Lucy Parker

**Members Absent:** Advisor Theresa Frost (excused)

**Others Present:** GRF President Jim Hopkins

**Staff Present:** Jenning Lai, Catherine Laster, Ellyce Rothrock

#### **1. Call to Order**

The meeting was called to order at 1:30 p.m. and a quorum was established by Chair Milliman.

#### **2. Acknowledgement of Media**

None present.

#### **3. Approval of Agenda**

Approved by unanimous consent.

During the Media and Communications report, Director Cook found a typo in the December 2023 iContact report on page 16 of 16 of agenda item 7. The open rate for the December 8 "What's Up in the Village" email blast was 54.85% not 554.80%, which changes the total open rate from 90.77% to 61.37%. The agenda will be corrected.

#### **4. Approval of Report for September 18, 2023**

Approved by unanimous consent.

#### **5. Chair's Remarks**

Chair Milliman welcomed the committee and introduced new member, Director Willis.

## **6. Member Comments**

There were no member comments.

### **Items for Discussion**

## **7. Media and Communications Report – Ellyce Rothrock**

Ms. Rothrock highlighted from the Media and Communications Activities Report the various ways the Media and Communications Division communicates with Village residents, including, but not limited to:

- “What’s Up in the Village” weekly email blast
- lagunawoodsvillage.com
- The Village Breeze
- Targeted emails
- Special news emails
- Digital newsletters from the GRF, Third Mutual and United Mutual boards of directors
- Facebook posting
- Weekly press releases sent to the Globe
- CodeRED
- Literature racks throughout the Village
- Signage for all departments and divisions
- Village Television
- Village YouTube channel
- Message boards
- CEO reports at monthly board meetings
- CEO visits throughout the community
- Speaking engagements for department heads
- New resident orientation coordination
- Realtor open houses
- Maintenance and Construction and Manor Alterations open houses

Director Skillman asked about following up with individuals who unsubscribe from or complain about the electronic newsletters and a discussion ensued.

## **8. Website Ad Hoc Committee Report – Ellyce Rothrock**

Ms. Rothrock updated the committee on discovery phase meetings between the contractor and staff, which have included discussions on creative strategy, user experience, design, navigation, wireframing, content migration, and resident and staff interviews. She listed some of the questions residents were asked in interviews conducted by contractor. Discussion ensued about the resident interviews.

Website Ad Hoc Committee meetings will resume once the discovery phase is complete and significant data can be shared from the discovery process.

## **9. Review of the Committee Charter – Joan Milliman**

Chair Milliman discussed the restructuring of Media and Communications from a department to a division under the Office of the CEO. As such, the Television Studio, Broadband Services, Internet Services and Media Services are no longer under its purview and should be removed from the committee charter.

GRF President Hopkins stated that Broadband Services is now separate from Media and Communications and is in the process of becoming a standing committee. He took questions.

Chair Milliman read the charter and stated which phrases and paragraphs should be stricken. Discussion ensued.

Director Skillman stated that over the weekend HGTV ran ads for Village club events that advertised where to get tickets, but not that these events were for residents only. She stated that people have been showing up at the gates with tickets, but they are not residents or guests of residents. Discussion ensued about who should review ads to ensure they include a statement that these events are for residents and their guests only. Ms. Rothrock said she would discuss this with the TV Studio and Recreation. Advisor Parker recommended that staff from the TV Studio be part of this committee.

Director Cook recommended defining in the charter tasking in which the committee will be involved, such as the magazine and newsletters. Discussion ensued.

Ms. Rothrock clarified the content Media and Communications provides for TV6, including the message board and PowerPoint presentation decks to accompany appearances by directors, staff and outside entities like the City of Laguna Woods, the City of Laguna Beach and the Orange County Mosquito and Vector Control District.

Chair Milliman stated the committee will have a new charter before the next Media and Communications Committee meeting.

Director Willis asked about the impact of streaming on TV6 programming. Discussion ensued.

## **10. Goals for 2024 – Joan Milliman**

Chair Milliman stated that the first goal is to create a new charter. Another is for more residents to receive their communications. Discussion ensued.

Director Skillman congratulated the PC Club for holding classes on how to use Village apps and the website. Ms. Rothrock concurred that the blast runs announcements of when those classes are held. Discussion ensued.

Advisor Brians asked whether the Village has an emergency notification system. Discussion ensued on CodeRED.

Director Cook recommended encouraging residents to go to a new resident orientation. Discussion ensued.

### **Items for Future Agendas**

Revised Media and Communications Committee charter

### **Concluding Business**

#### **Committee Member Comments**

Advisor Pacella thanked everyone for their hard work.

Director Sanborn, Director Blackwell and Advisor Parker reiterated the challenge of communications reaching everyone. Director Blackwell concurred with encouraging residents to attend a new resident orientation and suggested stating in the Globe that these orientations are open to all residents, but please RSVP first.

Ms. Rothrock stated the use of digital, television, print and social media platforms build redundancy of messaging. She introduced new staff member, Jennings Lai.

Ms. Lai stated the meeting and listening to everyone's comments was interesting.

Director Skillman asked when the January/February Village Breeze will be out. Ms. Rothrock stated the printer had some technical issues, but the magazine should be delivered by the end of the week.

Chair Milliman encouraged committee members to attend a new resident orientation and thanked everyone for attending today's meeting.

**Date of Next Meeting – Monday, April 15, 2024, at 1:30 p.m.**

#### **Adjournment**

Chair Milliman adjourned the meeting at 2:45 p.m.

*p.p. Joan Milliman / SLM*  
Joan Milliman, Chair  
Media and Communications Committee

**REPORT OF THE REGULAR MEETING OF THE  
GOLDEN RAIN FOUNDATION  
MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Wednesday, February 14, 2024 – 9:30 a.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

**REPORT**

**MEMBERS PRESENT:** Yvonne Horton – Chair, Gan Mukhopadhyay, Ralph Engdahl, SK Park, Alison Bok, Pearl Lee, Sue Stephens

**OTHERS PRESENT:** **GRF:** Egon Garthoffner  
**UNITED:** Ellen Leonard  
**Advisors:** Bill Walsh, Ajit Gidwani

**STAFF PRESENT:** Guy West – Staff Officer & Projects Division Manager,  
Heather Ziemba – Projects Administrative Coordinator

**1. Call to Order**

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

**2. Acknowledgement of Media**

Chair Horton noted that no media was present.

**3. Approval of the Agenda**

The agenda was approved as written.

**4. Approval of Meeting Report from December 20, 2023**

Hearing no objection, the meeting minutes were approved by unanimous consent.

**5. Chair's Remarks**

None.

**6. Department Head Update**

Mr. West announced that there will be a GRF Clubhouse Renovation Ad Hoc Committee meeting on February 27, 2024, at 1:30 p.m.

## **7. Member Comments**

A member commented on water drainage in the community during rain events.

### 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.*

The consent calendar was approved unanimously.

## **8. Project Log**

## **9. ChargePoint Summary**

## **10. 2023 4<sup>th</sup> Quarter Clubhouse Inspection Report**

### Items for Discussion and Consideration:

## **11. Updates to Committee Charter**

A motion was made and unanimously approved to accept the updates to the committee charter as written.

## **12. Broadband HVAC Update**

Mr. West provided a PowerPoint presentation on the current status of the Broadband HVAC project. Advisor Walsh commented on the new HVAC system's energy usage.

## **13. Equestrian Center Security Gates & Fencing Update**

Mr. West gave a PowerPoint presentation to show the progress of the installation of security gates and fencing at the Equestrian Center.

## **14. Clubhouse 2 Pool Deck Options**

Mr. West gave a PowerPoint presentation to explain the options for the Clubhouse 2 pool deck project. The committee discussed the three options. Mr. West answered questions from the committee. Director Bok made a motion to create an RFP with the option for pavers. Director Stephens seconded. The motion passed by a 6/1/0 vote (Director Park voted against).



### **15. Clubhouse 1 Project Update**

Mr. West showed the committee the layout of the fencing and temporary alternate transportation hub to be used while Clubhouse 1 is under construction.

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.*

- EMS Status Update
- MelRok Energy Management System

Concluding Business:

### **16. Committee Member Comments**

Director Lee commented on her enthusiasm for the Clubhouse 1 project to begin.

**17. Date of Next Meeting: Wednesday, April 10, 2024 at 9:30 a.m.**

**18. Adjournment – The meeting was adjourned at 10:49 a.m.**

  
Yvonne Horton, Chair

Yvonne Horton, Chair  
Guy West, Staff Officer  
Telephone: 949-597-4625

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## REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION DISASTER PREPAREDNESS TASK FORCE

Tuesday March 26, 2024 at 9:30 AM

### HYBRID MEETING

**MEMBERS PRESENT:** Eric R. Nuñez (Chair), Juanita Skillman (Co- Chair), S.K. Park, Maggie Balckwell, Rick Kopps, Moon Yun, Rick Kopps,

**MEMBERS PRESENT ONLINE:**  
Gan Mukhapadhyay (GRF) Sue Stephens (No. Fifty)

**MEMBERS ABSENT:** Anthony Liberatore

**OTHERS PRESENT:** Grace Stencel, Annie Wright, Doug Gibson, Annie McCary, Georgiana, Willis

**STAFF PRESENT:** Carmen Aguilar, Alycia Magnuson, Dan Lurie, Tom Siviglia

**THE MEETING WAS CALLED TO ORDER:** 9:32 a.m.

**ACKNOWLEDGEMENT OF THE PRESS:** None present

**APPROVAL OF THE AGENDA:** By consensus, the agenda was approved.

**APPROVAL OF MEETING REPORT:** By consensus, the meeting report was approved. Changes were made to the last meeting report July, 25, 2023

**CHAIRS REMARKS:** Chair Nuñez began his remarks by thanking the board as well as the audience for being present at today's meeting. Made mention and gave thanks to the Clubhouse coordinator Grace Stencel for putting together a Shelter in Place event on March 15, 2024 at Clubhouse three. The head count for the event was close to 300 attendees. The event would not have been possible without volunteers. Annie Wright (Disaster Preparedness Digital Trainer) ,( Sandy Benson (Pet Evacuation Sub Committee), Bob Matonti (Radio Club) and all the Clubhouse volunteers. We would also, like to thank the Clubhouse three staff for their assistance in preparing the Clubhouse. Director of IT Chuck Holland, Susan Logan- McCracken Media and Communications Associate along with Laguna Woods Village webmaster for working and updating the website. There was a 20-minute video of the Earthquake Hero's was presented on what do in case of Earthquake. Many flyers with important information were distributed. One flyer that was pretty popular was Staying Safe Where the Earth Shakes. It's a state-wide version booklet Developed by; Earthquake Country Alliance California Earthquake Authority California Governor's Office of Emergency Services.

**CO- CHAIR REMARKS:** Director Skillman, made mention of the meeting with the Laguna Woods City Manager and it will be discussed further on in the DPTF meeting. More events like this one are needed throughout the community.

**GRF BOARD:** Some members attended the March 15, 2024 gave positive feedback on March 15, 2025. These events are important for our residents.

**UNITED BOARD:** Nothing to report

**THIRD BOARD:** Nothing to report

**TOWERS:** Elevator is currently being replaced. They had a two-hour fire drill. There were multiple cities involved in the drill. The event was filmed and media will be showing the event on TV 6 once its edited.

**PET EVACUATION SUBMIT COMMITTEE:** Sandy Benson gave recognition to Susan Logan- McCracken she received positive feedback on the article published on the Village Breeze on Plan for Pets. She also assisted with the revision and formatting of the official Pet Plan. It is current and up to date as of March 2024. Sandy gave a full description of what File of life is. This is vital when first responders arrive to a residence in case of an emergency:

- Medications
- Allergies
- Emergency contacts

This will make it easier for the EMT's and emergency personnel to identify and assist the resident better. It is crucial that all the information is current and up to date.

## **DISCUSSIONS AND CONSIDERATIONS**

**Update on September Event-** A vendor expo where the Video from Earthquake Hero's will be presented. Negotiations are still in the works. More information to come in the next DPTF meeting on May 28, 2024.

**Update on Jacob & Green Associates-** This Company is working on Emergency Operation Plan revision for the City of Laguna Woods. A meeting was held earlier this month with the Laguna Woods City manager Christopher Macon, City Councilmember Annie McCary, GRF Director Juanita Skillman and Directory of Security Eric Nuñez to discuss the collaboration with Laguna Woods Village. The company will be assisting with our Emergency Operation Plan in order to not duplicate efforts and not act out of our jurisdiction. This will be an approximate 18-month project. A GAP analysis will be conducted to review, eliminate, modified and refine the system error. A "Working Plan" will be established. The goal is to work in union with Orange County Sherriff's, Fire Authority and the City Government to eliminate any confusion when a disaster occurs. Jacob Green & Associates will be implementing:

- Table Top exercise design
- Full functional exercise's design

These will be in-house exercise's some will be in coordination with City, Sheffri's Department and Fire Authority. Working hand and hand with the City allowing for transparency with the Community's expectations. This way we are better suited and prepared when a disaster occurs.

Director Juanita Skillman made mention, the community had no liaison with the Sherriff's Department in the past. It's exciting to know that the relationships are being established to better assist our community.

**Antenna Status:** Dan Lurie gave an update on the Antenna Project installation. The project was brought to the SCAC meeting and approved to move forward to the Finance Committee. Due to the how and when the meetings fall on calendar the Finance Committee will review it on April 17, 2024. We do not anticipate and issues with them moving forward. Unfortunately, due to 30 days needed in between meetings. It might be approved until June 19, 2024 at the GRF Finance Committee. No estimate on how long the installation will take at this time.

### **ITEMS FOR FUTURE AGENDAS**

- Update on September Event
- Antenna Project
- Report on Fire Prevention Equipment
- Update on Emergency Disaster Planning

**MEMBER COMMENTS: (Items not on the agenda)**

**NEXT MEETING:** May 28, 2024 at 9:30 a.m.

**ADJOURNMENT:** 10:31 a.m.

**SUBMITTED BY:**

**Eric Nuñez**

[Eric Nuñez \(Apr 10, 2024 12:30 PDT\)](#)

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