



OPEN SESSION

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

**Tuesday, May 21, 2024 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

NOTICE AND AGENDA

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

- 1. Call Meeting to Order / Establish Quorum – President Laws**
- 2. Pledge of Allegiance – Director Veeneman**
- 3. Approval of the Agenda**
- 4. Approval of the Minutes**
 - a. April 11, 2024 – Special Open Meeting
 - b. April 16, 2024 – Regular Board Meeting
 - c. May 3, 2024 – Agenda Prep Meeting
- 5. Report of the Chair**
- 6. Open Forum (Three Minutes per Speaker) -** *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/94899806730> or call 1-(669) 900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.*
- 7. Responses to Open Forum Speakers**
- 8. 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 March 2024, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.
- b. **Recommendations from the Finance Committee - None**
- c. **Recommendations from the Landscape Committee**
 - (1) Recommendation to deny the Request for the Removal of Two Chinese Flames Trees Located at 5500-3E Paseo Del Lago
- d. **Recommendation from the Architectural Controls and Standards Committee:**
 - (1) Recommendation to Approve the Variance Request to Install a Patio Enclosure on an Existing Patio at Manor 3412-A Calle Azul

10. Unfinished Business

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

11. New Business

- a. Entertain a Motion to Discontinue Obtaining Proof of Income for Co-Occupants
- b. Entertain a Motion to Approve Revision to Standard 47: Bathroom Splits **(May initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- c. Entertain a Motion to Appoint Jeff Spies, Patty Kurzet, and Catherine Laster as Authorized Agents to Sign Documents
- d. Entertain a Motion to Approve Updated Committee Assignments
- e. Discuss Third Board's Priorities for VMS (Oral Discussion)
- f. Entertain a Motion to Approve a Supplemental Appropriation for Emergency Roof Repairs

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 May 13, 2024; next meeting June 10, 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 May 6, 2024; next meeting July 1, 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 May 2, 2024; next meeting June 6, 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 April 25, 2024; next meeting is July 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 April 23, 2024; next meeting May 29, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.

13. GRF Committee Highlights

- a. Space Planning Ad Hoc Committee – Director Ginocchio. This committee last met on May 1, 2024; the next meeting TBA.
- b. GRF Finance Committee – Director Ginocchio. The committee met on April 17, 2024; next meeting June 19, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. GRF Security and Community Access Committee – Director Karimi. The committee last met on April 24, 2024, and the next meeting is June 26, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. GRF Broadband Ad Hoc Committee – Director Cook. This closed committee last met on April 19, April 30, and May 8, 2024; the next meeting is TBD.
- e. GRF Mobility and Vehicles Committee – Director Park. This committee met on May 15, 2024; the next meeting is August 7, 2024 at 1:30 p.m. in the Board Room.

- f. GRF Landscape Committee – Director Lewis. This committee met on May 8, 2024; the next meeting is August 14, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - g. Report of the Laguna Woods Village Traffic Hearings – Director Veeneman. The closed hearings were held on May 15, 2024; next meeting June 19, 2024 at 9:00 a.m. in the Board Room.
 - h. Information Technology Advisory Committee – Director Laws. This closed committee last met on April 26, 2024; next meeting is May 31, 2024 at 1:30 p.m. virtually.
 - i. The following GRF Committees have not met since the last Third Board Meeting of April 16, 2024:
 - i. GRF Community Activities Committee – Director Ginocchio. This committee met on April 11, 2024; the next meeting is June 13, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - ii. 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.
 - iii. 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.
 - iv. GRF 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.
- 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 47: Bathroom Splits*
- 15. Directors' Comments**
- 16. 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) April 16, 2024 – Regular Closed Executive Committee Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

17. Adjourn



OPEN SESSION

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

**Thursday, April 11, 2024 at 9:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

Directors present: N. Cris Prince, Nathaniel Ira Lewis, Jim Cook, S.K. Park, Brad Rinehart, Mark Laws, Moon G. Yun, Reza Karimi, Andy Ginocchio, Jules Zalon

Directors absent: None

Staff present: CEO Foster, Makayla Schwieter, Paul Nguyen, Steve Hormuth, Jose Campos, Pam Jensen

Others present: Candidates: David Veeneman

1. Call Meeting to Order / Establish Quorum

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

2. State Purpose of Meeting – President Laws

President Laws stated the purpose of the meeting.

3. Approval of the Agenda

President Laws asked for a motion to approve the Agenda.

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

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

4. Members' Comments – None

5. Entertain a Motion to Accept the 2023 Audit Report

President Laws asked for a motion to accept the 2023 Audit Report.

Director Rinehart made a motion to accept the 2023 audit report. Director Prince seconded.

Director Ginocchio entered the meeting at 9:31 a.m.

Hearing no changes, the motion was called to a vote and passed 8-0-1. Director Park abstained. Director Zalon was not in attendance for the vote.

6. Introduction of Third Mutual Candidates

President Laws introduced the Third Mutual Candidate:

- David Veeneman

7. Candidate Opening Statements

The Candidate was given two minutes to give an opening statement.

8. Candidate Interviews

The Candidate was given 1-2 minutes to answer questions from the Board.

Director Zalon entered the meeting via Zoom at 9:38 a.m.

9. Candidate Closing Statements

The Candidate was given 2 minutes to give a closing statement.

10. Entertain a Motion to commence Balloting

Director Prince made a motion to commence balloting. Director Karimi seconded.

Hearing no changes or objections, the motion was approved unanimously.

11. Entertain a Motion to Cease Balloting

Director Cook made a motion to cease balloting. Director Prince seconded.

Hearing no changes or objections, the motion was approved unanimously.

12. Tabulation of Ballots and Announce Results – Corporate Secretary

Corporate Secretary, Makayla Schwieter, tabulated the ballots and announced the results.

- Yes – 9 votes
- No – 0 Votes
- Withhold – 0 votes

Director Zalon abstained from voting.

Director Veeneman was elected to a 2-year term ending in 2025.

13. Directors' Comments

- Multiple Directors welcomed newly elected Director Veeneman.

14. Adjournment

The meeting was adjourned at 10:13 a.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 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**

Directors Present: Mark Laws, Andrew Ginocchio, S.K. Park, Jim Cook, Moon G. Yun, Reza Karimi, Nathaniel Ira Lewis, N. Cris Prince, David Veeneman

Directors Absent: Brad Rinehart (Noticed), Jules Zalon (Not Noticed)

Staff Present: Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Alan Grimshaw, Tom Siviglia, Megan Feliz, David Rudge, Dan Laurie, Bart Mejia, Ian Barnette, Connie Habal, Blessilda Wright, Steve Hormuth

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

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

4. Approval of Minutes

a. March 19, 2024 – Regular Board Meeting

b. April 5, 2024 – Agenda Prep Meeting

Director Cook made a motion to approve the minutes of March 19, 2024 – Regular Board Meeting and the April 5, 2024 – Agenda Prep Meeting. Director Veeneman seconded.

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

5. Report of the Chair

President Laws commented on the following:

- Introduction of the newest Third Director, David Veeneman
- VMS Expectations
- Looking for two new Third Representatives on VMS next month due to vacancies
- Asking for members to join our Boards

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 charging issues he is encountering at his assigned carport space on a daily basis and the pothole in the street that has been there for over a month (by Gate 8) Via Serena North and Via Vista
- A lessee (approved to speak by owner of unit) commented on wanting a hard copy packet
- A member commented on a request to replace their garage door, the garage door was impaired during sale of unit back in 2015

7. Responses to Open Forum Speakers

- Multiple Directors commented on the QR Code to access the Agenda Packet
- Presidents Laws commented on looking into the garage door issue, electric grid issue, and the pothole issue

8. CEO Report

CEO Siobhan Foster reported on:

- FCC Proposal Broadband Bulk Billing
- FCC Proposal – How to Help
- Asbestos Abatement Process
- Community Tour Experience
- Employee Excellence Awards

CEO Foster answered questions from the Board.

9. 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 Lewis seconded the motion.

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

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of 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

RESOLUTION 03-24-30

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.

- (2) Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID #935-110-10

RESOLUTION 03-24-31

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.

- (3) Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID #932-450-32

RESOLUTION 03-24-32

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.

- (4) Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID #932-311-00

RESOLUTION 03-24-33

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.

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

RESOLUTION 03-24-34

**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.

- (2)** Recommendation to Deny the Request for Removal of One Canary Pine Tree located at 3113-D

RESOLUTION 03-24-35

**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.

- (3) Recommendation to Deny the Request for the Removal of One Aleppo Pine Tree located at 4006-3E

RESOLUTION 03-24-36

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.

d. Recommendations 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

RESOLUTION 03-24-37

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.

- (2) Recommendation to Approve the Variance Request to Build Laundry Room in Garage at Manor 3451-C Bahia Blanca West

RESOLUTION 03-24-38

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.

(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

RESOLUTION 03-24-39

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.

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)**

Director Prince read the following resolution:

RESOLUTION 03-24-40

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 that it be automatically updated annually using the new labor rates; 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 Cook made a motion to approve Revised Resale Inspection Fees.
Director Park seconded.

Discussion ensued among the Board.

Multiple members commented on this item.

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 has been satisfied)**

Director Prince read the following resolution:

RESOLUTION 03-24-41

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. Director Yun seconded.

A member commented on this item.

Hearing no changes, the motion was called to a vote and passed unanimously. Director Ginocchio was not present for the vote.

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)

Alan Grimshaw, Building Permits and Inspection Manager, discussed the item and answered questions from the Board.

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.

Director Cook made a motion to approve the Revision to Standard 37: Patio and Balcony Covers/Awnings for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Lewis seconded.

Discussion ensued among the board.

President Laws requested staff to look into section 3.4 to make it more clear.

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

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)

Dan Laurie, Security Supervisor 2, discussed the item and answered questions from the Board.

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.

Director Prince made a motion to approve the Temporary Storage Containers Policy for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Lewis seconded.

Discussion ensued among the Board.

Staff was directed to make updates to the policy.

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

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)

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.

Director Veeneman made a motion to approve the Internal Dispute Policy for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Yun seconded.

Discussion ensued among the Board.

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

d. Entertain a Motion to Approve Update Committee Assignments

President Laws read the following resolutions:

RESOLUTION 03-24-42

Third Mutual Committee Appointments

RESOLVED, April 16, 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

David Veeneman

Reza Karimi, Alternate

~~Non-Voting Advisors: Wei-Ming Tao~~

Architectural Control and Standards Committee (meets monthly)

James Cook, Chair

Brad Rinehart

Nathaniel Ira Lewis

Reza Karimi

David Veeneman

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

David Veeneman

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

David Veeneman

Garden Villa Recreation Room Committee (meets thrice yearly)

SK Park, Chair

Moon Yun

David Veeneman

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

David Veeneman

Management Agreement Ad Hoc Committee (meets periodically)

Reza Karimi, Chair

Brad Rinehart

Andy Ginocchio

Nathaniel Ira Lewis

Cris Prince

RESOLVED FURTHER, that Resolution 03-24-29, adopted March 19, 2024, is hereby superseded and canceled; and

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

RESOLUTION 03-24-43

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)

~~David Veeneman (Third)~~

Moon Yun, Alternate (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)
David Veeneman, Alternate (Third)

Disaster Preparedness Task Force (meets every other month)

SK Park (Third)
Moon Yun (Third)
David Veeneman, Alternate (Third)

Laguna Woods Village Traffic Hearings (meets every month)

SK Park (Third)
David Veeneman, Alternate (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.

Director Cook made a motion to approve the resolutions for Third Mutual Committee Assignments and GRF Committee Assignments. Director Park seconded.

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

e. Third's Investment Policy and Plan (Oral Discussion)

Director Andy Ginocchio discussed the Third Mutual Investment Policy.

Discussion ensued among the Board.

Director Lewis made a motion to keep the current investment policy and plan.
President Laws seconded.

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

f. Qualifications the Third Board Directors would like of its VMS Board Directors (Oral Discussion)

The Board discussed what they would like to see in the VMS Board Directors.

- President Laws – VMS Should work as a for profit company, good negotiation skills, work well with other
- Director Ginocchio – VMS Candidate should have a more understanding of what the mutual needs, team player, bring ideas, thinks creatively
- Director Karimi – Extensive management background on how to run a corporation
- Director Lewis – Successful business background, impact immediate and long-term financial success of the Mutual
- Director Park – good quality to improve efficiency of staff

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. [Note; Brad was absent; therefore, this item was skipped].
- 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 – President Laws. 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 Committee – 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. [Note; Brad was absent; therefore, this item was skipped].
- 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.

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

15. Directors' Comments

- Director Veeneman thanked the Board for a warm welcome

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

The meeting was recessed into closed session at 12:13 p.m.

Closed 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

17. Adjournment

The meeting was adjourned at 4:57 p.m.

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



OPEN SESSION

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

**Friday, May 3, 2024 – 9:30 a.m.
Willow Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

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

Directors present: Mark Laws, N. Cris Prince, S.K. Park, Nathaniel Ira Lewis, Reza Karimi, Andy Ginocchio, Brad Rinehart, David Veeneman, Jim Cook, Jules Zalon

Directors absent: Moon G. Yun (noticed)

Staff present: CEO Siobhan Foster, Catherine Laster, Makayla Schwieter

Others present: None

1. Call Meeting to Order / Establish Quorum

President Laws called the meeting to order at 9:30 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 May 21, 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 Karimi made a motion to approve the Open and Closed Meeting Agenda, as amended. Director Veeneman seconded.

Hearing no objections, the May 21, 2024 amended Open and Closed Meeting Agenda were approved by consent.

4. Directors' Comments – None

5. Adjournment

The meeting was adjourned at 9:50 a.m.

DocuSigned by:

N. Cris Prince

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



RESOLUTION 03-24-XX

Deny the Request for Removal of Two Chinese Flame Trees 5500-3E Paseo Del Lago

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 May 2, 2024, the Landscape Committee reviewed a request from the Member at 5500-3E to remove two Chinese Flame trees. The Member cited the reason for removal as being the deciduous nature of the species; and

WHEREAS, staff inspected the condition of the trees and determined the tree is in fair health, with no signs of pest damage; and

WHEREAS, the Committee determined that the trees does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of two Chinese Flame trees located at 5500-3E Paseo Del Lago;

NOW THEREFORE BE IT RESOLVED, May 21, 2024, the Board of Directors denies the request for the removal of two Chinese Flame Trees located at 5500-3E; 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 3412-A Calle Azul, a Malaga style manor, requests Architectural Control and Standards Committee approval of a variance to install a patio enclosure on an existing patio; 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 May 13, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to install a patio enclosure on an existing patio;

NOW THEREFORE BE IT RESOLVED, on May 21, 2024, the Third Laguna Hills Mutual Board hereby approves the request to install a patio enclosure on an existing patio; 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 3412-A Calle Azul and all future Mutual Members at 3412-A Calle Azul; 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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ENDORSEMENT (to Board)

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

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 Awnings & Covers.

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STAFF REPORT

DATE: May 21, 2024
FOR: Board of Directors
SUBJECT: Revision to Standard 37: Patio and Balcony Awnings & Covers

RECOMMENDATION

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

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 Awnings & Covers.
Attachment 4 – Final Draft Standard 37: Patio and Balcony Awnings & Covers.
Attachment 5 – Proposed Resolution 03-24-XX

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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 AWNINGS~~ & COVERS

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 defined outdoor space – paved and or landscaped – 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 awning and cover 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 may be considered when accompanied by structural plans, details and calculations stamped by a California registered architect or engineer. 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~~ Awning and cover installation may not interfere with any existing building guttering and drainage systems. 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.

~~2.53.4~~ 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.

3.5 Building permit requirements for both awnings and covers are to be verified with the City of Laguna Woods Building Department.

3.6 Awnings and 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 or cover in good condition replacing broken or worn components as needed.

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

4.0 AWNINGS

4.1 In cases where a ground floor manor has a balcony directly above the patio area, awnings will be allowed only as an extension of the balcony above but not protrude farther than the defined edge of the patio below. All necessary architectural and engineering documents to be included with mutual consent submittal.

4.2 Awning materials may be fabric or rigid provided they conform to item 3.1 above.

4.3 Color options for awnings and framing materials shall conform or compliment the current Third Mutual's Exterior Paint Color options 1 through 10 corresponding to the geographical area in which the manor is located.

5.0 COVERS

5.1 Covers that come with a built-in gutter system are acceptable only when the covers own runoff is diverted and operates independent of the buildings systems. Built-in gutter system may extend beyond the patio.

boundary only as necessary to facilitate proper cover drainage. Cover down spout terminations must drain away from the building and walkways.

5.2 All posts must be anchored directly to the patio slab, patio wall or original balcony flooring.

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

5.4 Covers are not allowed directly under existing balconies above.

~~2.6~~5.5 Color options for covers and framing materials shall conform or compliment the current Third Mutual's Exterior Paint Color options 1 through 10 corresponding to the geographical area in which the manor is located.

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STANDARD 37: PATIO AND BALCONY AWNINGS & COVERS

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 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 defined outdoor space – paved and or landscaped – 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 awning and cover materials shall meet all local, state and federal requirements.
- 3.2** Alterations to existing roof structure may be considered when accompanied by structural plans, details and calculations stamped by a California registered architect or engineer.
- 3.3** Awning and cover installation may not interfere with any existing building guttering and drainage systems.
- 3.4** All plans must be submitted to Manor Alterations and include proper engineering approvals and be compliant with current California Building Codes.

- 3.5** Building permit requirements for both awnings and covers are to be verified with the City of Laguna Woods Building Department.
- 3.6** Awnings and 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 or cover in good condition replacing broken or worn components as needed.
- 3.8** Should removal of the awning or cover become necessary for building maintenance, the mutual member is responsible for all removal and reinstallation costs.

4.0 AWNINGS

- 4.1** In cases where a ground floor manor has a balcony directly above the patio area; awnings will be allowed only as an extension of the balcony above but not protrude farther than the defined edge of the patio below. All necessary architectural and engineering documents to be included with mutual consent submittal.
- 4.2** Awning materials may be fabric or rigid provided they conform to item 3.1 above.
- 4.3** Color options for awnings and framing materials shall conform or compliment the current Third Mutual's Exterior Paint Color options 1 through 10 corresponding to the geographical area in which the manor is located.

5.0 COVERS

- 5.1** Covers that come with a built-in gutter system are acceptable only when the covers own runoff is diverted and operates independent of the buildings systems. Built-in gutter system may extend beyond the patio boundary only as necessary to facilitate proper cover drainage. Cover down spout terminations must drain away from the building and walkways.
- 5.2** All posts must be anchored directly to the patio slab, patio wall or original balcony flooring.
- 5.3** Premanufactured skylights are allowed in covers. Manufacturer specifications and installation guidelines for skylights, to be included with mutual consent submittal.
- 5.4** Covers are not allowed directly under existing balconies above.
- 5.5** Color options for covers and framing materials shall conform or compliment the current Third Mutual's Exterior Paint Color options 1 through 10 corresponding to the geographical area in which the manor is located.



RESOLUTION 03-24-XX

REVISE STANDARD 37: PATIO AND BALCONY AWNINGS & COVERS

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 Awnings & Covers 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:

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

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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

DATE: May 21, 2024
FOR: Board of Directors
SUBJECT: Temporary Containers Policy

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.

On April 16, 2024, staff presented a revised Temporary Containers Policy to the Board of Directors. The Board discussed the matter and suggested additional improvements by clarifying the language. The Board 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, March 27, 2024, and April 16, 2024 (Attachments 1-3).

FINANCIAL ANALYSIS

None

Prepared By: Dan Lurie, Security Administrative Supervisor

Reviewed By: Francis Gomez, Operations Manager
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- Resolution 03-24-xxx



Policy for Temporary Containers
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 @ 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, and barriers shall be removed by the contractor or Owner/Resident at the end of the work day.

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 the size which~~ may be permitted, if space allows, with prior approval based upon direction 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 the~~ 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/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 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~~ Member ~~Owner/Resident~~ ~~member 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 safety of a temporary container, they should immediately ~~contact~~ contact the Security Services Department @ 949-580-1400.



Temporary Containers Policy
Resolution 03-24-XX; Adopted May 21, 2024

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 the size which may be permitted based upon direction 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 cleanup 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

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; and

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:

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

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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

DATE: May 21, 2024
FOR: Resident Policy and Compliance Committee
SUBJECT: Internal Dispute Resolution

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 03-24-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:

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

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ENDORSEMENT (to Board)

Entertain a Motion to consider Proof-of-Income for Co-Occupants Policy

Third's CC&Rs, Article II, Section 2(b) requires co-occupants applying to reside in the same unit as a qualifying resident to satisfy applicable financial income requirements. It is further explained under Section 5(b) that "all persons seeking to acquire ownership interest in or to reside in the condominium as residents (other than lessees) shall submit written evidence satisfactory to the board that, individually or collectively, they have at the time of the application to the Board an average monthly income in excess of their monthly housing expenses."

Based on the foregoing, the Board is required to consider the financial qualifications of a co-occupant when a co-occupant applies to reside in a unit with a qualified resident. Staff was asked by President Laws to research the board's ability to remove such income requirement from its co-occupancy applications and presented their report at the January 23, 2024 Third Resident Policy and Compliance Committee. Since staff lacked the legal expertise to determine if the requirement stated in the CC&Rs could be removed from the co-occupancy application, staff suggested that the board seek a legal opinion.

On April 23, 2024, the Committee discussed the Proof-of-Income for Co-Occupants Policy.

Director Prince made a motion to approve the document and forward for board consideration as presented. Chair Laws seconded the motion.

By unanimous consent, the motion passed.

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STAFF REPORT

DATE: May 21, 2024
FOR: Third Board of Directors
SUBJECT: Proof of Income Requirements for Co-Occupants

RECOMMENDATION

Staff recommends that the Board adopts a resolution approving to suspend the automatic enforcement of requiring co-occupants to provide proof of income.

BACKGROUND

Third's CC&Rs, Article II, Section 2(b) requires co-occupants applying to reside in the same unit as a qualifying resident to satisfy applicable financial income requirements. It is further explained under Section 5(b) that "all persons seeking to acquire ownership interest in or to reside in the condominium as residents (other than lessees) shall submit written evidence satisfactory to the board that, individually or collectively, they have at the time of the application to the Board an average monthly income in excess of their monthly housing expenses."

Based on the foregoing, the Board is required to consider the financial qualifications of a co-occupant when a co-occupant applies to reside in a unit with a qualified resident.

Staff was asked by President Laws to research the board's ability to remove such income requirement from its co-occupancy applications and presented their report at the January 23, 2024 Third Resident Policy and Compliance Committee. Since staff lacked the legal expertise to determine if the requirement stated in the CC&Rs could be removed from the co-occupancy application, staff suggested that the board seek a legal opinion.

DISCUSSION

Currently, all new co-occupants wishing to reside in a unit with a qualifying resident are required to provide proof of income by submitting one of the following: social security benefits statements, bank statements, pension statements or annuities statements.

Legal counsel indicated that the Board must enforce its CC&Rs unless it can be shown that the requirement or restriction outweighs the benefit of the requirement or restriction.

There is no tenant-landlord relationship between co-occupant(s) and member(s), and co-occupants are not legally financially responsible for the payment of assessments. Therefore, the collection and analysis of a co-occupant's income, that will ultimately have no bearing on the Mutual's collection enforcement procedures, is an imposed burden that would outweigh any benefit of such requirement.

With that said, the Board desires to suspend the automatic enforcement of requiring co-occupants to provide proof of income, and asked that counsel draft a resolution to that end (ATT 1).

FINANCIAL ANALYSIS

It is not anticipated that the suspension of the proof of income requirement of co-occupants will have any financial impact.

Prepared By: Patty Kurzet, Membership Services Coordinator

Reviewed By: Pamela Bashline, Community Services Manager
Jeff Spies, Community Services Supervisor

ATTACHMENT(S)

Attachment- Resolution 03-24-XX



RESOLUTION 03-24-XX

Suspend Automatic Enforcement of Proof of Income of Co-Occupants

WHEREAS, Article II of the Third Laguna Hills Mutual (“Mutual”) Amended and Restated Declaration of Covenants, Conditions and Restrictions (“CC&Rs”) includes Residency Restrictions which provides that in approving or disapproving an application to reside in a Condominium, the Board of Directors (“Board”) shall consider certain standards in qualifying an applicant as a Qualifying Resident together with all other Co-occupants making application concurrently to reside in the same Unit shall satisfy the applicable financial qualifications set forth in Section 5 of this Article II; and

WHEREAS, it is the Board’s understanding that the automatic financial approval of Co-occupants creates an extensive administrative burden for VMS staff, thereby, creating an excessive and unnecessary financial burden to the Mutual; and

WHEREAS, Co-occupants of the Mutual are not legally financially responsible for the payment of assessments to the Mutual; and

WHEREAS, the Board is informed and believes that the collection and analysis of financial information of a Co-occupant, that will ultimately have no bearing on the Mutual’s collection enforcement procedures, is a burden imposed that far outweighs any benefit; and

WHEREAS, in light of the foregoing, and upon the advice of the Mutual’s experts, the Board desires to suspend the automatic enforcement of requiring Co-occupants to provide proof of income, unless, in the triggering event of a rejection of a Qualifying Resident’s application for membership, the Qualifying Resident requests that the Mutual review a Co-occupants’ financials;

NOW THEREFORE BE IT RESOLVED, May 21, 2024, that the Board hereby elects to suspend the automatic enforcement of requiring Co-occupants to provide proof of income; and

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

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ENDORSEMENT (to Board)

Revision to Standard No. 47 – Bathroom Splits

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 revisions to Standard 47 – Bathroom Splits.

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STAFF REPORT

DATE: May 21, 2024
FOR: Board of Directors
SUBJECT: Revision to Standard 47: Bathroom Splits

RECOMMENDATION

Approve a resolution to revise Standard 47: Bathroom Splits.

BACKGROUND

The ACSC initiated a review of the current Standard 47: Bathroom Splits (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 47 was last enacted in February 2018, via Resolution 03-18-22 (Attachment 2).

DISCUSSION

The suggested modifications to this standard are recommended in order to allow for: 1.) Greater flexibility in the design process 2.) Clarification of responsibilities and work flow process 3.) Specifying compliance with all state and local building codes.

On May 13, 2024 the ACSC voted unanimously to recommend that the Board of Directors approve the revisions to Standard 47.

FINANCIAL ANALYSIS

There is no financial impact to the mutual for the recommended action.

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 47: Bathroom Splits
Attachment 2 – Current Resolution 03-18-22
Attachment 3 – Redlined Revised Standard 47: Bathroom Splits
Attachment 4 – Final Draft Standard 47: Bathroom Splits
Attachment 5 – Proposed Resolution 03-24-XX

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SECTION 47 BATHROOM SPLITS

JANUARY 2018, RESOLUTION 03-18-22

1.0 GENERAL REQUIREMENTS

See Alteration Standard Section 1.0 General Requirements

2.0 APPLICATIONS

- 2.1 Bathroom splits are prohibited in Manors with two bathrooms.
- 2.2 Manors with two bathrooms may reconfigure walls and doors only within the same foot print.
- 2.3 Manors with one full bathroom may split bathroom into two bathrooms as follows:
 - a. The original footprint may be extended up to three feet, in one direction.
 - b. The extension of a bathroom footprint may not involve a load bearing wall or supporting columns.
 - c. The extension of a bathroom footprint may not extend into adjacent hallways.
- 2.4 Prior to connecting into any plumbing work, the **waste line is to be inspected by the Mutual at the Member(s) expense.**
- 2.5 Detailed architectural or engineered plans, including plumbing plans for all piping for bathroom split alterations, shall be submitted to the Alterations Division for approval. These plans shall include: pipe penetrations, location of plumbing connections and vents, pipe sizes, and types. As-builts shall be submitted if any changes are made to the approved plans.
- 2.6 Sewer line connections will consist of a minimum 2" waste line tied into a minimum 2" waste line. All exposed existing cast iron waste lines and connections shall be replaced with ABS.
- 2.7 All water supply lines shall be of Type M copper; minimum 1/2" diameter.
- 2.8 All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.9 All piping in bathrooms with adjacent Manors shall be insulated for sound reduction, including penetrations thorough framing.



- 2.10 The Mutual Member assumes all responsibility for any damage that may occur due to construction.

3.0 ADDITIONAL REQUIREMENTS FOR INSTALLATIONS

- 3.1 Alterations involving common walls shall be fire rated per current California Building Code.
- 3.2 All exhaust fans must be installed per the Exhaust Fan/Vent Installation Standard.
- 3.3 All penetrations through walls shall be properly sealed to prevent water intrusion.
- 3.4 The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.
- 3.5 Roof tie-ins for vents on PVC Cool Roofs must be made by an approved roofing contractor. A Roofing Contractor Verification Form will be required prior to the issuance of a permit.
- 3.6 Cutting or altering roof trusses for the installation of vents in attic spaces are strictly prohibited.

4.0 OBLIGATIONS

- 4.1 Member is responsible for damages to roof or other structures caused by any alteration.
- 4.2 The Mutual Member is responsible for, and will bear all costs associated with clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.

RESOLUTION 03-18-22**New Alteration Standard Section 47 – Bathroom Splits**

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

WHEREAS, the Architectural Controls and Standards Committee has reviewed numerous Variance Requests to remodel bathrooms, specifically to create a second bathroom in the footprint of the original bathroom, this type of alteration is commonly referred to as a bathroom split;

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to create a new Standard for these alterations, eliminating the need for Members to apply for a Variance Request for a common alteration.

NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Third Board of Directors of this Corporation hereby adopts the following Standard Section 437 of the Alteration Standards for Bathroom Splits;

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STANDARD 47: BATHROOM SPLITS

JANUARY 2018, RESOLUTION 03-18-22

[DATE], RESOLUTION 03-24-XX

1.0 GENERAL REQUIREMENTS

~~SEEe Alteration Standard~~ STANDARD Section 1.0 General Requirements

2.0 DEFINITIONS

2.1 Bathroom split: The creation of an additional bathroom, within the interior confines of a manor and is adjoined to or shares space with an existing bathroom. See Section 5.0 "sample floorplan".

~~2.03.0~~ APPLICATIONS

~~2.13.1~~ Current city-adopted building codes will always take precedence. Bathroom splits are prohibited in Manors with two bathrooms.

3.2 A bathroom split may be added to a manor under the following conditions: Manors with two bathrooms may reconfigure walls and doors only within the same foot print.

a. Only non-structural or non-load bearing walls may be altered or removed.

b. The new design layout will not change or impact the total number of existing designated sleeping rooms to the unit.

c. All alterations to comply with current California Plumbing and Building Codes.

~~2.2~~d. For all designs that include more than two bathrooms, a licensed engineer's report verifying that this design will not exceed the design capacity of the building plumbing system currently servicing this manor will be required.

~~2.33.3~~ Prior to commencing work, a **Mutual Plumbing Waste Line Inspection** is required at the area(s) being impacted by the alteration. The member is responsible for requesting the inspection and all applicable costs for service. Manors with one full bathroom may split bathroom into two bathrooms as follows:

a. The member becomes responsible for any subsequent repairs to the building's plumbing systems if any alterations begin prior to the Mutual's inspections. The original footprint may be extended up to three feet, in one direction.

b. The extension of a bathroom footprint may not involve a load-bearing wall or supporting columns.

c. The extension of a bathroom footprint may not extend into adjacent hallways.

3.4 Detailed and scaled architectural or engineered plans shall be submitted to Manor Alterations for review and approval. Plans to include but not limited to the following:

a. Architectural plans

b. Engineering plans – as needed

c. All connection points to existing system

d. All piping types and sizes

2.4 Prior to connecting into any plumbing work, the waste line is to be inspected by the Mutual at the Member(s) expense.

2.53.5 Final "as built" plans to be submitted to Manor Alterations at project completion. Detailed architectural or engineered plans, including plumbing plans for all piping for bathroom split alterations, shall be submitted to the Alterations Division for approval. These plans shall include: pipe penetrations, location of plumbing connections and vents, pipe sizes, and types. As-builts shall be submitted if any changes are made to the approved plans.

2.63.6 All pressure lines shall be securely strapped to prevent movement or knocking. Sewer line connections will consist of a minimum 2" waste line tied into a minimum 2" waste line. All exposed existing cast iron waste lines and connections shall be replaced with ABS.

2.73.7 A separate furred sound attenuation wall will be required where new layout comes in contact with an adjoining manor demising wall. Details to be include with plan submittal. All water supply lines shall be of Type M copper; minimum 1/2" diameter.

2.83.8 All vents and or exhaust fans must be installed per Third Mutual Standard 9: Exhaust Fan Installations All pressure lines shall be securely strapped to prevent movement or knocking.

3.9 All PVC flat roof work involving penetrations and tie-ins for vent(s) and or exhaust fan installations must be made by a mutual approved roofing vendor.

a. Verification of any existing roof warranty is also required.

b. If any roof still has an active roof warranty, the member must use the roofing contractor that is providing this warranty.

c. An approved Roofing Contractor Verification Form is required prior to issue of Mutual Consent.

d. Member is responsible for all roofing costs and coordination with said approved roof vendor.

~~2.9 All piping in bathrooms with adjacent Manors shall be insulated for sound reduction, including penetrations thorough framing.~~

~~2.103.10 A licensed structural engineer's stamped drawings must be included in submittal documents if design involves cutting or altering roof trusses or any building structural elements. The Mutual Member assumes all responsibility for any damage that may occur due to construction.~~

~~3.0~~ **ADDITIONAL REQUIREMENTS FOR INSTALLATIONS**

~~3.1 Alterations involving common walls shall be fire rated per current California Building Code.~~

~~3.2 All exhaust fans must be installed per the Exhaust Fan/Vent Installation Standard.~~

~~3.3 All penetrations through walls shall be properly sealed to prevent water intrusion.~~

~~3.4 The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.~~

~~3.5 Roof tie-ins for vents on PVC Cool Roofs must be made by an approved roofing contractor. A Roofing Contractor Verification Form will be required prior to the issuance of a permit.~~

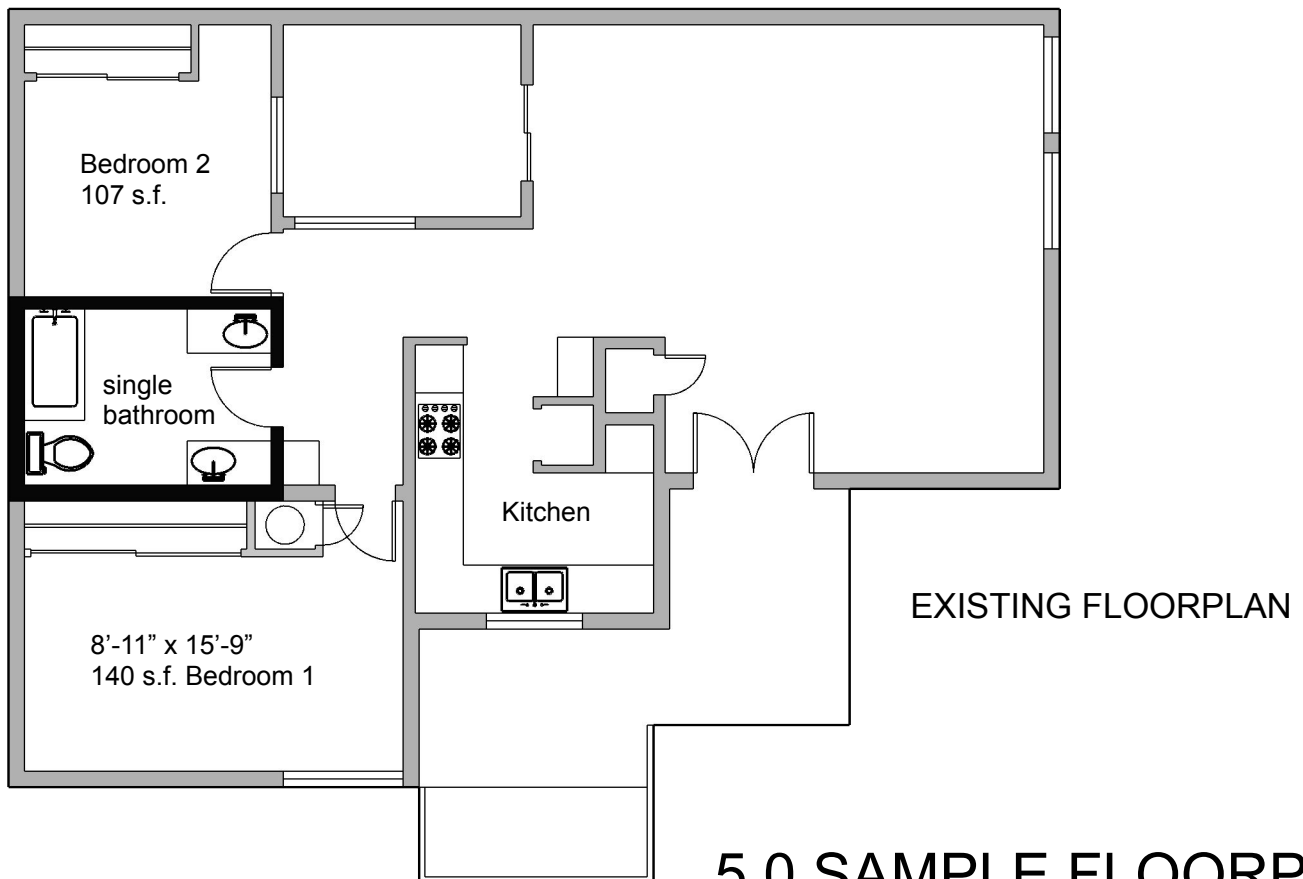
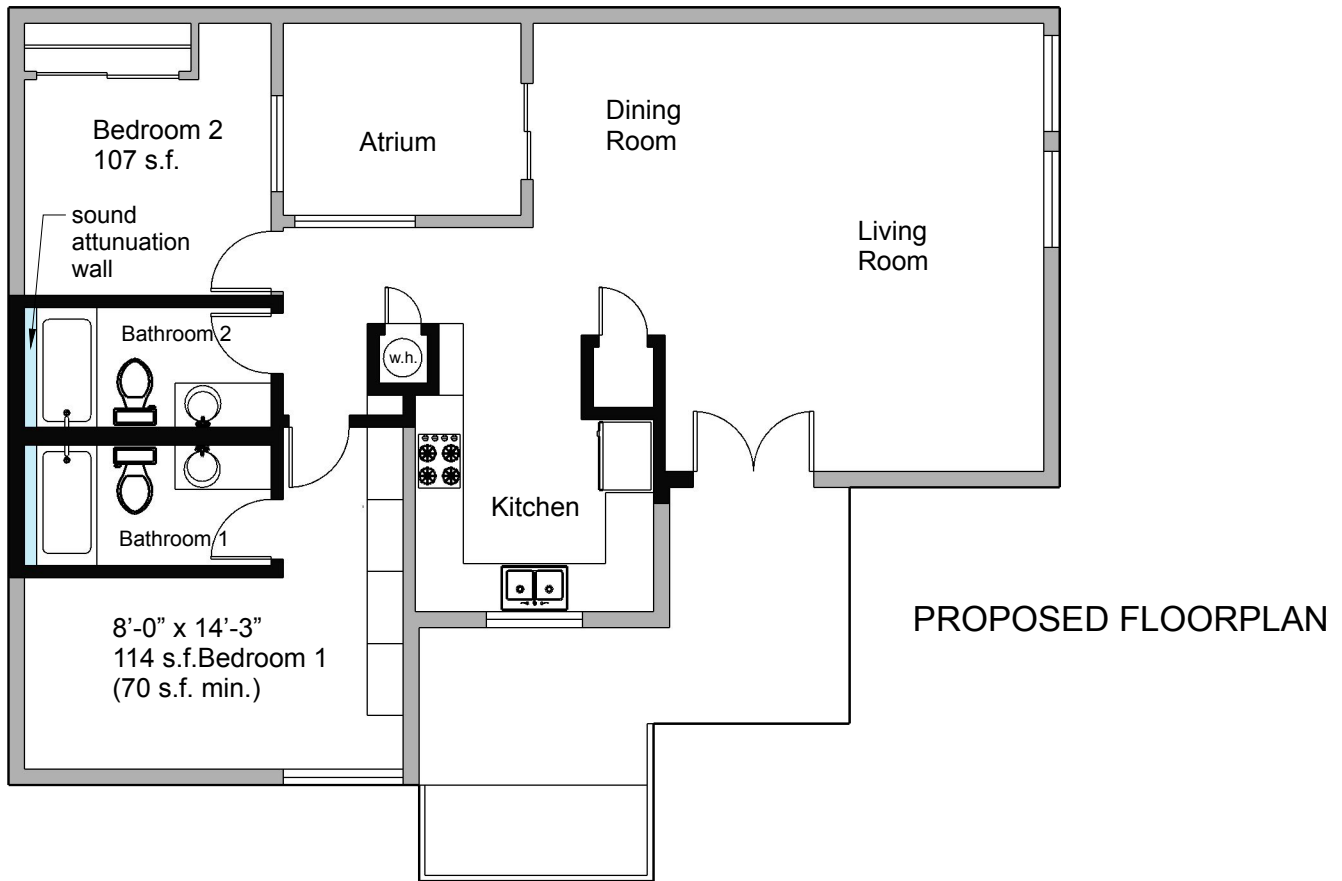
~~3.6 Cutting or altering roof trusses for the installation of vents in attic spaces are strictly prohibited.~~

4.0 OBLIGATIONS

4.1 Member is responsible for damages to roof or other structures caused by any alteration.

4.2 The ~~m~~Mutual ~~m~~Member is responsible for, and will bear all costs associated with clean-up or repair of ~~m~~Mutual owned or controlled property made necessary by or resulting from the alteration.

4.25.0 SAMPLE FLOOR PLAN (see attached)



5.0 SAMPLE FLOORPLAN

Agenda Item #11b

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STANDARD 47: BATHROOM SPLITS

JANUARY 2018, RESOLUTION 03-18-22
[DATE], RESOLUTION 03-24-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 DEFINITIONS

- 2.1 Bathroom split: The creation of an additional bathroom, within the interior confines of a manor and is adjoined to or shares space with an existing bathroom. See Section 5.0 “sample floorplan”.

3.0 APPLICATIONS

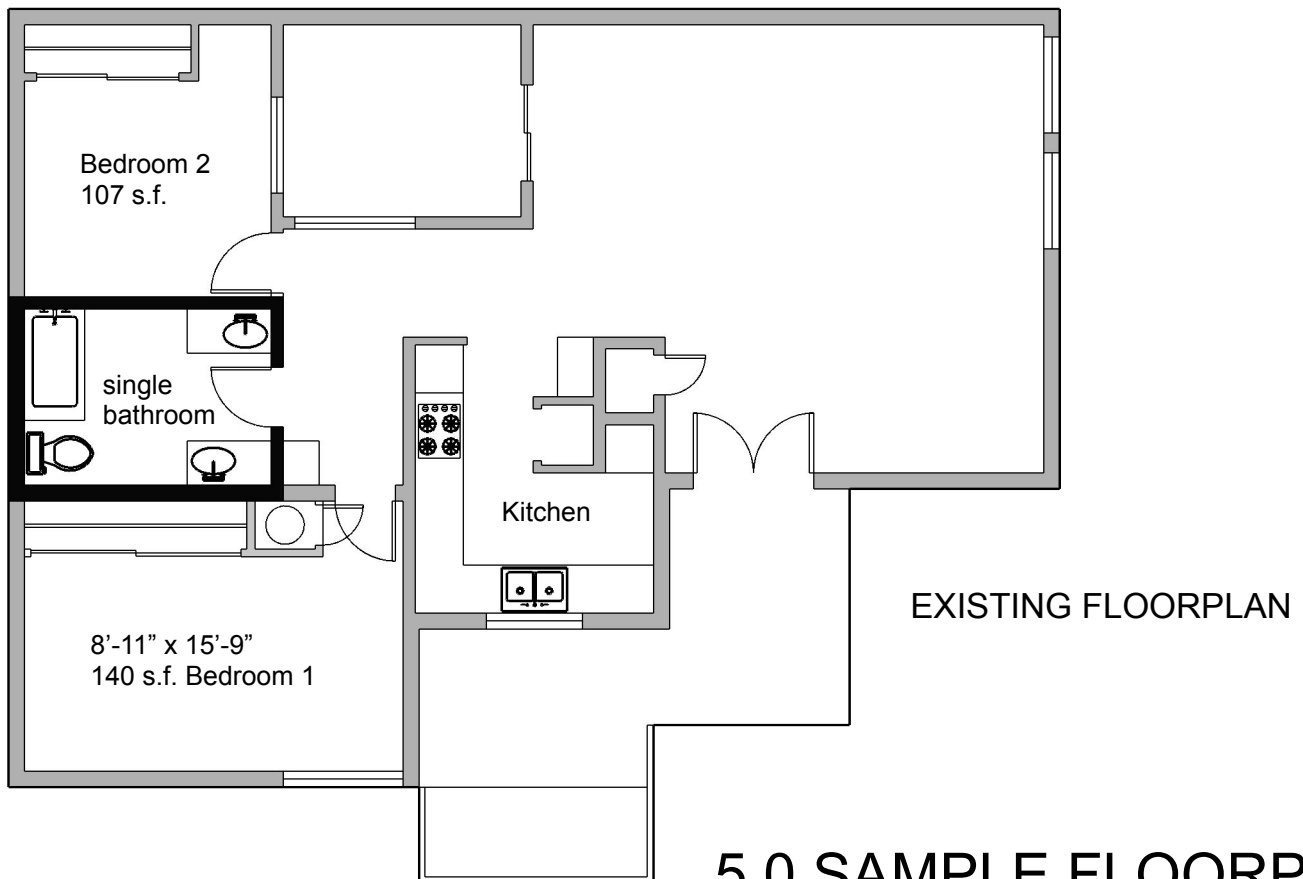
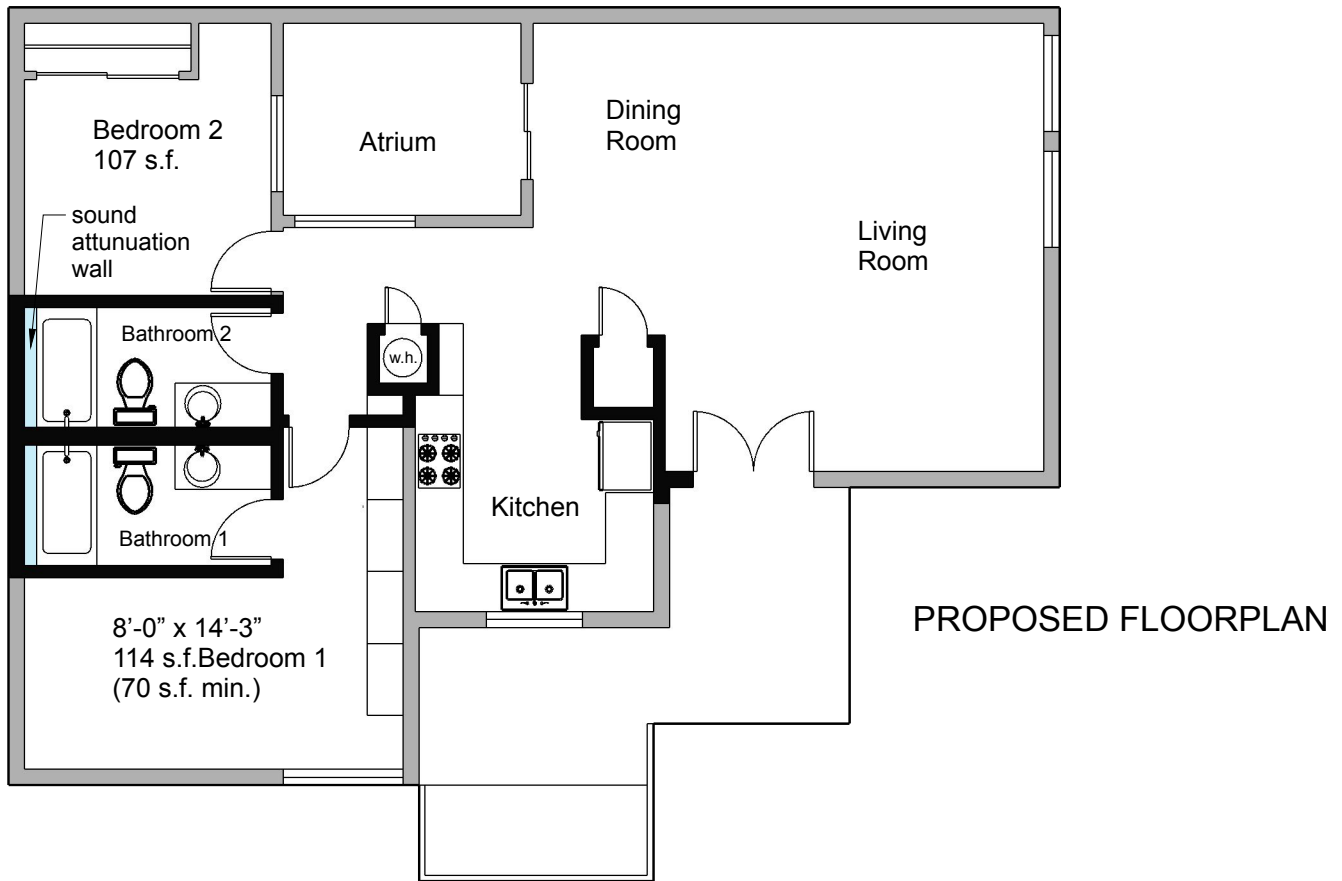
- 3.1 Current city-adopted building codes will always take precedence.
- 3.2 A bathroom split may be added to a manor under the following conditions:
- a. Only non-structural or non-load bearing walls may be altered or removed.
 - b. The new design layout will not change or impact the total number of existing designated sleeping rooms to the unit.
 - c. All alterations to comply with current California Plumbing and Building Codes.
 - d. For all designs that include more than two bathrooms, a licensed engineer’s report verifying that this design will not exceed the design capacity of the building plumbing system currently servicing this manor will be required.
- 3.3 Prior to commencing work, a **Mutual Plumbing Waste Line Inspection** is required at the area(s) being impacted by the alteration. The member is responsible for requesting the inspection and all applicable costs for service.
- a. The member becomes responsible for any subsequent repairs to the building’s plumbing systems if any alterations begin prior to the Mutual’s inspections.

- 3.4 Detailed and scaled architectural or engineered plans shall be submitted to Manor Alterations for review and approval. Plans to include but not limited to the following:
 - a. Architectural plans
 - b. Engineering plans – as needed
 - c. All connection points to existing system
 - d. All piping types and sizes
- 3.5 Final “as built” plans to be submitted to Manor Alterations at project completion.
- 3.6 All pressure lines shall be securely strapped to prevent movement or knocking.
- 3.7 A separate furred sound attenuation wall will be required where new layout comes in contact with an adjoining manor demising wall. Details to be include with plan submittal.
- 3.8 All vents and or exhaust fans must be installed per Third Mutual Standard 9: Exhaust Fan Installations
- 3.9 All PVC flat roof work involving penetrations and tie-ins for vent(s) and or exhaust fan installations must be made by a mutual approved roofing vendor.
 - a. Verification of any existing roof warranty is also required.
 - b. If any roof still has an active roof warranty, the member must use the roofing contractor that is providing this warranty.
 - c. An approved Roofing Contractor Verification Form is required prior to issue of Mutual Consent.
 - d. Member is responsible for all roofing costs and coordination with said approved roof vendor.
- 3.10 A licensed structural engineer’s stamped drawings must be included in submittal documents if design involves cutting or altering roof trusses or any building structural elements.

4.0 OBLIGATIONS

- 4.1 Member is responsible for damages to roof or other structures caused by any alteration.
- 4.2 The mutual member is responsible for, and will bear all costs associated with clean-up or repair of mutual owned or controlled property made necessary by or resulting from the alteration.

5.0 SAMPLE FLOOR PLAN (see attached)



5.0 SAMPLE FLOORPLAN

Agenda Item #11b

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RESOLUTION 03-24-XX

REVISE STANDARD 47: BATHROOM SPLITS

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

WHEREAS, the Mutual recognized the need to revise Standard 47: Bathroom Splits;

NOW THEREFORE BE IT RESOLVED, June 18, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 47: Bathroom Splits as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-18-22 adopted February 20, 2018, is hereby superseded and canceled; and

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

MAY 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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STAFF REPORT

DATE: May 21, 2024
FOR: Third Board of Directors
SUBJECT: Appoint Authorized Agents for the Purpose of signing Specific Documents

RECOMMENDATION

Approve a resolution to appoint Jeff Spies, Patty Kurzet and Catherine Laster as authorized agents to sign specific documents.

BACKGROUND

Third Laguna Hills Mutual has engaged Village Management Services, Inc. through a Management Agreement, to assist with administrative duties necessary for day-to-day business operations. By means of an operating procedure (Attachment 1), Third Mutual appoints certain employees of the management company to sign specific documents on behalf of the board of directors. The volume of such documents has necessitated the board's delegation of signing the documents to select, trusted staff persons as "Authorized Agents."

DISCUSSION

Jeff Spies, Patty Kurzet and Catherine Laster are employed by Village Management Services, Inc. They are familiar with established board procedures and governance of Third Laguna Hills Mutual. Their authorization to sign the Lease and Rental Permit Applications and these documents respective renewals, extensions and addendums, in addition to simple trust transfers; assists as part of the managing agent's obligations to the Mutual. This authorization ensures the daily operations of the corporation progresses efficiently, without disruption.

FINANCIAL ANALYSIS

No financial impact anticipated.

Prepared By: Catherine Laster, Services Manager

Reviewed By: Pamela Bashline, Community Services Manager

ATTACHMENT(S)

Attachment 1 – Current Resolution 03-17-08
Attachment 2 – Proposed Resolution 03-24-XX

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RESOLUTION 03-17-08

Appoint Pamela Bashline and Catherine Laster as Authorized Agents for the Purpose of Signing Specific Documents

WHEREAS, the Lease Permits, Extensions and Addendums are signed on a daily basis on behalf of the Corporation;

NOW THEREFORE BE IT RESOLVED, January 24, 2017 that the Board of Directors of this Corporation hereby authorizes Pamela Bashline and Catherine Laster as Authorized Agents to sign on behalf of the Corporation; Lease Permits, Lease Extensions and Lease Addendums, effective immediately; and

RESOLVED FURTHER, that resolution 03-16-83, approved August 16, 2016 is 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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RESOLUTION 03-24-XX

Appoint Jeff Spies, Patty Kurzet, and Catherine Laster as Authorized Agents for the Purpose of Signing Specific Documents

WHEREAS, the Lease and Rental Permit Applications and their respective renewals, extensions and addendums, and simple trust transfers are signed on a daily basis on behalf of the Corporation; and

WHEREAS, the volume of such applications has necessitated the board's delegation of signing the applications to select, trusted staff persons as "Authorized Agents";

NOW THEREFORE BE IT RESOLVED, May 21, 2024 that the Board of Directors of this Corporation hereby authorizes Jeff Spies, Patty Kurzet, and Catherine Laster as Authorized Agents to sign on behalf of the Corporation to approve/deny the following: Lease and Rental Permit Applications and their respective renewals, extensions and addendums, and simple trust transfers, effective June 1, 2024; and

RESOLVED FURTHER, that resolution 03-17-08, approved January 24, 2017 is 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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RESOLUTION 03-24-XX

GRF Committee Appointments

RESOLVED, May 21, 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)

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

Finance Committee (meets every other month)

Andy Ginocchio (Third)
David Veeneman (Third)
Moon Yun, 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)

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)
David Veeneman, Alternate (Third)

Disaster Preparedness Task Force (meets every other month)

SK Park (Third)
Moon Yun (Third)
David Veeneman, Alternate (Third)

Laguna Woods Village Traffic Hearings (meets every month)

SK Park (Third)
David Veeneman, 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~~
David Veeneman (Third)

RESOLVED FURTHER, that Resolution 03-24-42, adopted April 16, 2024, is hereby superseded and canceled; and

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

Third Laguna Hills Mutual
Maintenance & Construction Committee
May 6, 2024

ENDORSEMENT (to Board)

Supplemental Budget Appropriation for Emergency Roof Repairs

Mr. West provided details on the roof repair program and answered questions from the committee.

A motion was made and unanimously approved to recommend the board approve a supplemental budget appropriation in the amount of \$300,000 from the Reserve Fund for emergency roofing repairs completed and projected for the remainder of 2024.

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STAFF REPORT

DATE: May 21, 2024
FOR: Board of Directors
SUBJECT: Supplemental Appropriation for Emergency Roof Repairs

RECOMMENDATION

Approve a supplemental appropriation from the Reserve Fund in the amount of \$300,000 for emergency roofing repairs completed and projected for the remainder of the year 2024.

BACKGROUND

There are 1,405 housing buildings in Third Mutual and these buildings have 6,102 manors. These 1,405 buildings have a combination of flat and sloped roofs. Laguna Woods Village experienced an unusually wet rain season in 2023 and we are experiencing much the same in the first quarter in 2024, which has resulted in an unprecedented number of roof repair service requests.

The approved budget allocation for emergency repairs in 2024 is \$130,000. The total expenditure through February 2024 for emergency repairs amounted to \$125,812 to address roof leaks on 233 manors. The anticipated expenditures for the month of March is \$144,378 to address roof leaks on 116 manors for a total amount of \$270,190. This necessitates a supplemental appropriation to allow for payment for services rendered and anticipated costs for the remainder of 2024.

DISCUSSION

The existing contract with Letner Roofing includes pricing for emergency repairs. When roof leaks are reported to Resident Services or Security, an assessment is made to determine if the situation warrants an emergency response from the roofing contractor. In most cases, the damaged roof area is first secured by the roofing contractor to minimize damage to Mutual and member property. This is then followed by permanent repair that is authorized by staff and is billed at the contract rate for the repair work.

Based on this year's weather being similar to the weather patterns experienced in the same period in 2023, staff estimates that an additional \$159,810 will be needed for emergency repairs for the remainder of 2024. This estimate of \$159,810 combined with the already approved repair work of \$270,190 exceeds the budget for emergency roof repairs by \$300,000. Staff recommends that the Board of Directors approve a supplemental appropriation in the amount of \$300,000 to cover these unanticipated expenses.

On May 6, 2024, the M&C Committee reviewed the request and voted unanimously to recommend the board approve a supplemental appropriation from the reserve fund in the amount of \$300,000 for emergency roofing repairs completed and projected for the remainder of 2024.

FINANCIAL ANALYSIS

The budget for emergency roof repairs is funded from the Reserve Fund in the amount of \$130,000 for 2024. A supplemental appropriation in the amount of \$300,000 is necessary to pay for services rendered through March 2024 in the amount of \$270,190 and to fund future roof repair work for the remainder of the fiscal year 2024. Funding for the supplemental appropriation of \$300,000 is proposed from the Third Mutual Reserve Fund.

Prepared By: Erik Schneekluth, Project Manager

Reviewed By: Guy West, Projects Division Manager
Baltazar Mejia, Maintenance & Construction Assistant Director
Steve Hormuth, Director of Financial Services

ATTACHMENTS:

Attachment 1 – Resolution 03-24-XX



RESOLUTION 03-24-XX

Supplemental Appropriation for Emergency Roof Repairs

WHEREAS, there are 1,405 housing buildings in Third Mutual with a mixture of flat and sloped roofs; and

WHEREAS, unusually wet rain seasons in 2023 and 2024 have resulted in an unprecedented number of roof repair requests; and

WHEREAS, the approved budget allocation for emergency roof repairs in 2024 is \$130,000; and

WHEREAS, a supplemental appropriation in the amount of \$300,000 is needed to provide funding to pay for services rendered and anticipated costs for the remainder of 2024;

NOW THEREFORE BE IT RESOLVED, on May 21, 2024, the Board of Directors of this corporation hereby authorize a supplemental appropriation in the amount of \$300,000 to be funded from the Reserve Fund for unanticipated emergency roof repairs; 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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Treasurer's Report for May 21, 2024 Board Meeting

SLIDE 1 – Through the reporting period of **March 31, 2024**, total revenue for Third was \$11.89M compared to expenses of \$9.63M, resulting in a net revenue of \$2.26M.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a surplus of \$173K through the reporting period. This chart shows how much of our revenue went into operations, with \$6.94M coming in from assessments and \$651K coming from non-assessment revenue. This is compared to operating expenditures of \$7.41M (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 worse than budget by (\$505K) when combining both operating and reserve revenues and expenses.

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

- **Outside Services \$437K;** Favorable variance resulted primarily in Landscape and M&C due to the timing of work and invoices compared to an even budget spread over 12 months. Impacted programs include prior-to-paint landscaping, preventative roof repairs, tree maintenance, and copper pipe remediation. Staff anticipates prior-to-paint landscaping expenses beginning to come in by June 2024. These favorable programs were partially offset by the waste line replacement program as a result of the work being completed faster than the budget spread. Three out of the seven buildings to be completed in 2024 were finished in March.
- **Employee Compensation and Related \$337K;** Favorable variance resulted primarily in the Landscape and M&C departments due to open positions. Impacted areas include grounds maintenance, paint, and carpentry. 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 \$201K;** Favorable variance resulted primarily from treasury bills yielding a higher return than anticipated. Investments have averaged a rate of return of 5% compared to a budgeted rate of return of 2.5%.
- **Legal Fees (\$97K);** Unfavorable variance was due to a higher number of resident related cases than anticipated.



Treasurer's Report for May 21, 2024 Board Meeting

- **Fees and Charges to Resident (\$426K);** Unfavorable variance was primarily due to less damage restoration backlog cases than anticipated in the first quarter.

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 March 31, 2024 were Resident Maintenance Fees, Investment Income, and Sales and Leasing Fees. Non-assessment revenues totaled \$1.02M 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 March 31, 2024 were Employee Compensation & Related, Insurance, and Outside Services. Expenses totaled \$9.63M through the reporting period.

SLIDE 7 – The non-operating fund balance on March 31, 2024 was \$35.02M. YTD contributions and interest were \$4.28M while YTD expenditures were \$2.19M.

SLIDE 8 – We compare the non-operating fund balances to historical fund balances for the past five years on this chart, which has averaged \$31.4 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 March 31, 2024, Third resales totaled 72, which is 2 resales higher than the prior year for the same time period. The average YTD resale price for a Third Mutual was \$578K, which is \$71K higher than the prior year for the same time period.

Financial Report

As of March 31, 2024



INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$10,868
Non-assessment Revenue		\$1,017
Total Revenue		\$11,885
Total Expense		\$9,626
Net Revenue/(Expense)		\$2,259

Financial Report

As of March 31, 2024



OPERATING INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$6,936
Non-assessment Revenue		\$651
Total Revenue		\$7,587
Total Expense ¹		\$7,414
Operating Surplus		\$173

1) excludes depreciation

Financial Report

As of March 31, 2024



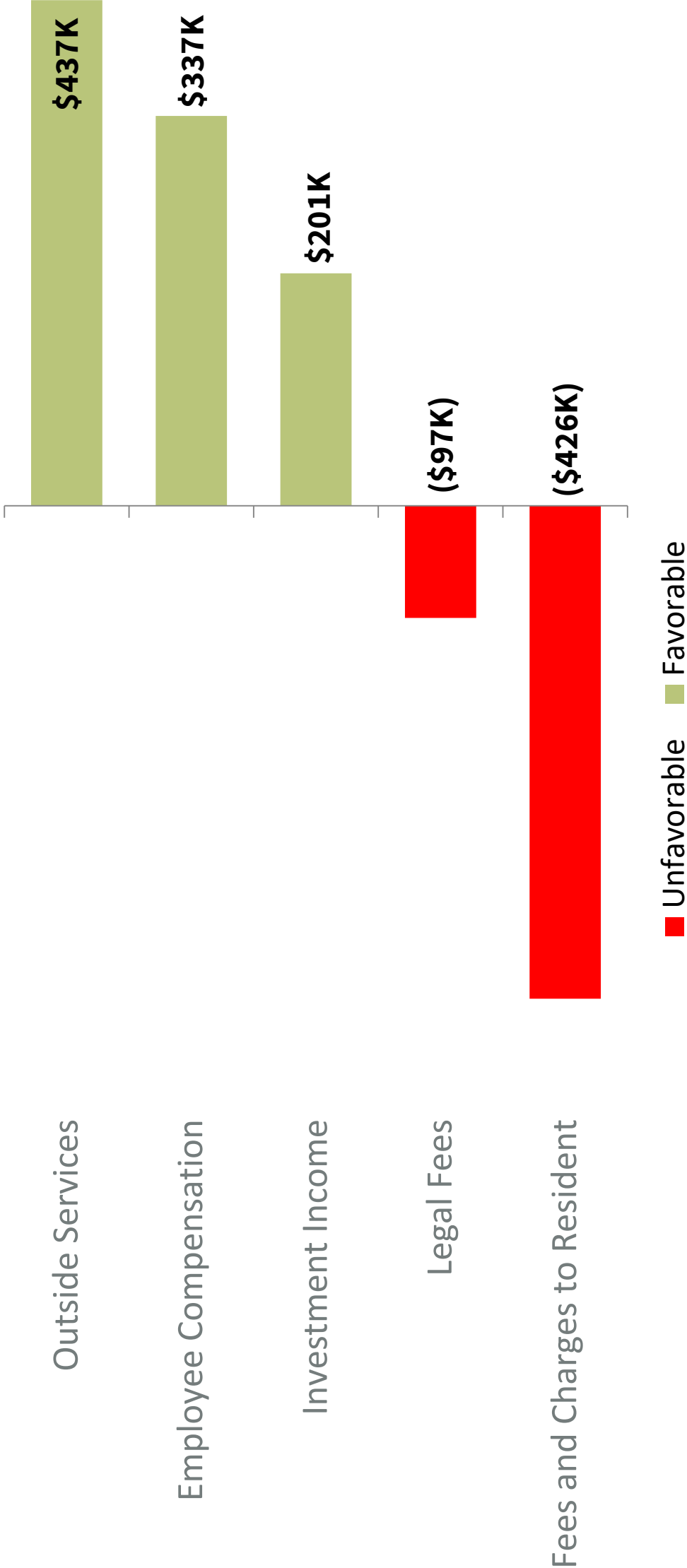
INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$10,868	\$10,868	\$0
Non-assessment Revenue	\$1,017	\$1,281	(\$264)
Total Revenue	\$11,885	\$12,149	(\$264)
Total Expense	\$9,626	\$10,395	\$769
Net Revenue/(Expense)	\$2,259	\$1,754	(\$505)

Financial Report

As of March 31, 2024



Year to Date Variances



Financial Report

As of March 31, 2024



Non-Assessment Revenues (in Thousands)

Category	2023 YTD Actual	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	2024 Total Budget
Resident Maintenance Fee*	\$264	\$399	\$777	(\$378)	\$3,116
Investment Income	\$179	\$366	\$165	\$201	\$660
Sales and Leasing Fees**	\$97	\$99	\$124	(\$25)	\$498
All Other Revenues	\$183	\$153	\$215	(\$62)	\$856
Total Non-Assessment Revenues	\$723	\$1,017	\$1,281	(\$264)	\$5,130

*Includes damage restoration backlog revenue

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

Financial Report

As of March 31, 2024



Expenses (in Thousands)

Category	2023 YTD Actual	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	2024 Total Budget
Employee Comp & Related	\$3,145	\$3,357	\$3,694	\$337	\$14,815
Insurance	\$2,195	\$2,101	\$2,107	\$6	\$9,167
Outside Services*	\$1,169	\$1,669	\$2,146	\$477	\$12,999
All Other Expenses	\$2,118	\$2,499	\$2,448	(\$51)	\$10,898
Total Expenses	\$8,627	\$9,626	\$10,395	\$769	\$47,879

*Includes professional fees

Financial Report

As of March 31, 2024



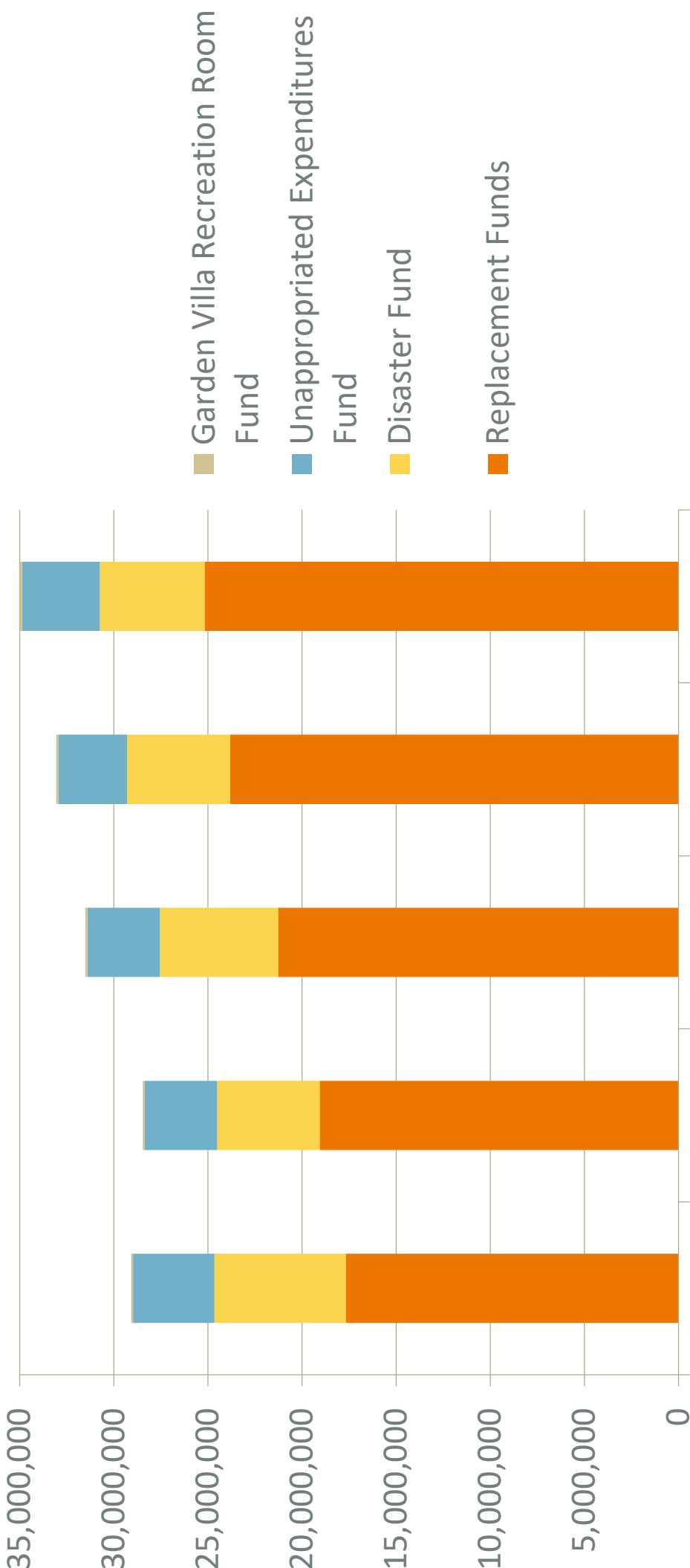
NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Garden Villa Fund	Disaster Fund	Unappropriated Expenditures Fund	TOTAL
Beginning Balances: 1/1/24	\$23,703	\$114	\$5,439	\$3,650	\$32,906
Contributions & Interest	\$3,286	\$25	\$508	\$478	\$4,297
Expenditures	\$1,802	\$6	\$380	\$0	\$2,188
Current Balances: 3/31/24	\$25,187	\$133	\$5,567	\$4,128	\$35,015

*Includes Elevator and Laundry Funds

Financial Report

As of March 31, 2024

FUND BALANCES – Third Mutual

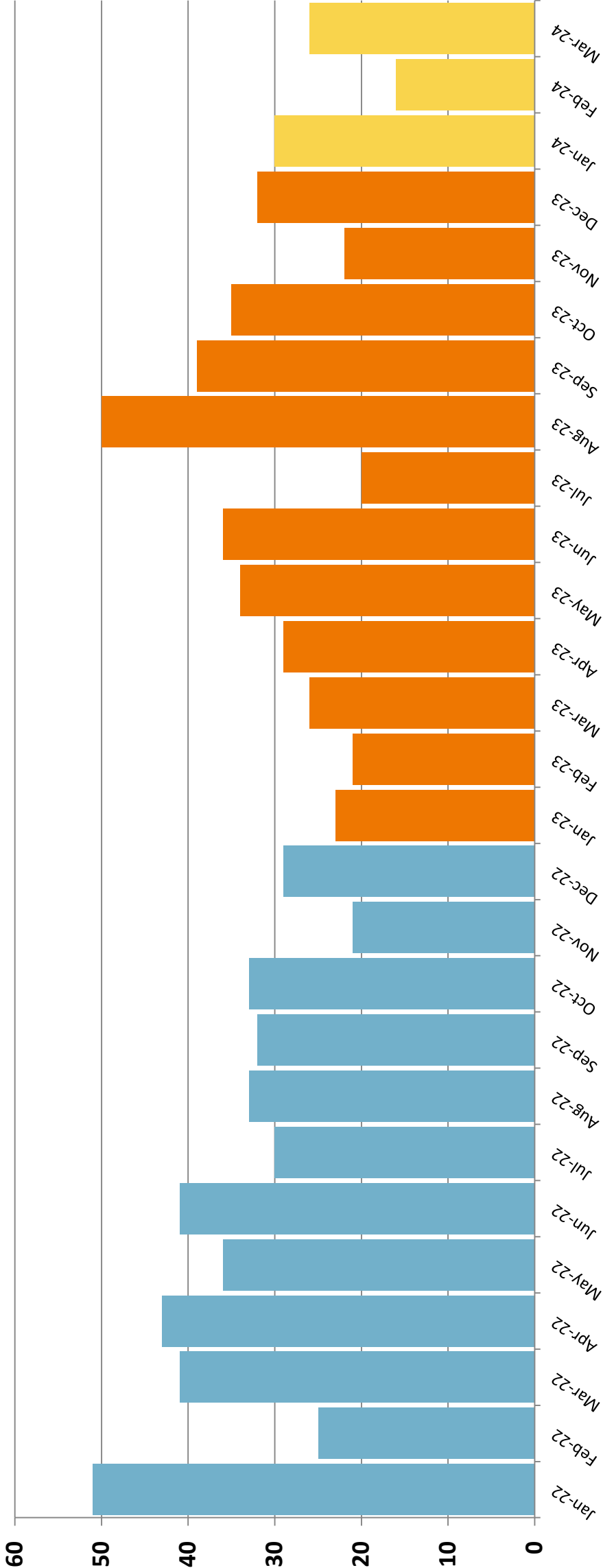


Financial Report

As of March 31, 2024

RESALE HISTORY – Third Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2022	117	\$477,922
YTD 2023	70	\$507,468
YTD 2024	72	\$577,522



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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.


Brad Rinehart (May 13, 2024 21:51 PDT)

Brad Rinehart, Substitute Chair



OPEN MEETING

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

**Monday, April 08, 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, Nathaniel Ira Lewis, Brad Rinehart, Advisor: Lisa Mills

COMMITTEE MEMBERS ABSENT: Mike Plean (Advisor-Excused), Michael Butler (Advisor-Excused)

OTHERS PRESENT: S.K. Park

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant Director, Gavin Fogg – Manor Alterations Supervisor, Laurie Chavarria – Senior Management Analyst, David Rudge – Inspector II, Sandra Spencer – Administrative Assistant, 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 March 11, 2024

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

4. Remarks of the Chair

Chair Cook advised members that the committee continues to update standards. He mentioned improvements to the resale inspection process for First inspections, including listing all the permitted alterations so that new buyers are better informed of their responsibilities for all previous alterations.

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

- A member commented on a problem she's having, with overflow drainage coming from the sidewalk and roof gutters which is causing discoloration in her walkway. She believes the issue could be resolved by having the drainage go under the sidewalk. Secondly, she wanted to know how she could extend and enclose her patio to not let in critters.

6. Response to Member Comments

- The committee informed the member that Manor Alterations staff will meet with her and do a site inspection. She was also informed that the HOA is responsible for drainage issues. The member would only be responsible for sidewalk and patio replacement but depending on the scope of work it might require a variance approval.

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.

3382-O: Request to Wall Mount Condenser at PTAC Sleeve Location Below Top of Balcony Rail.

3451-C: Request to Build Laundry Room in Garage.

9. Variance Requests

- a. 5232: Variance to Install 30'x10' Aluminum Trellis on CAUA Patio with 2-Foot Overhang

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 Standard 37: Patio and Balcony Covers / Awnings

The committee requested the following revisions: Section 2.2. to read "Patio: A paved area that adjoins the manor at ground level which does not serve as a walkway." Section 3.4 to read "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."

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

b. Mutual Consent Process Presentation

The committee requested the following revisions: Adding an extra step for member (seller)/ successor trustee who authorize their realtor or authorized agent to act on their behalf to get any information that would normally be given to them.

11. Items for Future Agendas

- Revision to Standard 11A: Flooring for Second and Third Floor Manors & the Elimination of the Third Laguna Hills Mutual Interior Hard-Surface Flooring Complaint Rules
- Enact Standard 41C: Solar Panels, Carports and Patio Covers
- Revision to Standard 34: Windows & Window Attachments


12. Committee Member Comments

- None.

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

14. Adjournment

The meeting was adjourned at 2:18 p.m.


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, May 6, 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

MEMBERS ABSENT: Reza Karimi, Moon Yun

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director,
Ian Barnette – Maintenance & Construction Assistant
Director, Bart Mejia - Maintenance & Construction
Assistant Director, Guy West – Projects Division
Manager, Mathew Aldaz – Maintenance Services
Manager, 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

A request was made to move Agenda Item 8.a Project Log to Agenda Item 9. Items for Discussion and Consideration as new Item 9.e. Hearing no objection, the agenda was approved as amended.

3. Approval of the Meeting Report from March 4, 2024

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 exterior paint colors to match powder coated rain gutters, positioning of concrete splash pads under downspouts, frequency of the gutter inspection program, and potted plants on balconies.

6. Response to Member Comments

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

7. Department Head Update

- 2025 Budget Issues

Mr. Gomez provided a preview of recommendations from M&C which will be presented at the Third Mutual budget meeting on May 23, 2024. Recommendations include an increase in funding for pest control, gutter screen program, paving, emergency roof repairs and roof replacements, dry rot repairs, washing machine replacements, and elevator refurbishments. Other items that will be presented for board review include funding for a consultant to address renewable energy options and contracting a licensed Quality Control Supervisor to oversee work completed by outside vendors and staff.

- 2131-H Gutter Waiver Refusal

Staff reported on the request of the owner to not have gutters installed on their manor in exchange for signing a waiver accepting responsibility should any damage occur due to lack of gutters. The owner elected not to sign the waiver. Staff will proceed with the gutter installation.

- Street Light and Walkway Light Maintenance Responsibility

Mr. Gomez reported on the responsible parties for various types of exterior lighting within the mutual and estimated response times. Staff is exploring the possible addition of an auto-reply email to provide updates on reported outages. Discussion ensued regarding solar alternatives for walkway lighting and using LED bulbs where possible.

- 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
- b. Annual Solar Production Report/Return on Investment (ROI) Update

The project log was moved to Agenda Item 9.e. for discussion.

The remainder of the consent calendar was unanimously approved.

9. Items for Discussion and Consideration

- a. Ramp Request in Front of Building 3500

Mr. Mejia provided an overview of the request for ramps at various locations at Building 3500. Discussion ensued regarding the estimated costs, budget, and existing standard which allows owners to install ramps at owner's expense according to established guidelines.

A motion was made and seconded to recommend the board direct staff to add diagonal pavement striping at the curb cut at the south end of the building to designate a drop-off area. The motion passed unanimously.

Discussion followed regarding curbs at nearby corners on Bahia Blanca West which lack curb cuts. Staff explained that those curbs are the property of GRF and there is no program to add curb cuts. Committee members suggested discussing the item with the GRF Board at the upcoming 2025 budget meetings.

- b. 2024 Asphalt/Seal Coat Program Update

Mr. West provided an overview of the 2024 paving program via PowerPoint Presentation and answered questions from the committee.

- c. Supplemental Budget Appropriation for Emergency Roof Repairs

Mr. West provided an explanation of the request and answered questions from the committee.

Director Park made a motion to recommend the board approve a supplemental appropriation from the reserve fund in the amount of \$300,000 to Letner Roofing for emergency roofing repairs completed and projected for the remainder of 2024. The motion passed unanimously.

d. Reimbursement Request for Annual Golf Cart Charging Fee

The committee discussed the request for a prorated reimbursement of the annual golf cart carport charging fee of \$155 as the owner is no longer charging his golf cart in the carport.

Director Cook made a motion to recommend the board reimburse the member the prorated amount of \$116.25 for the remainder of 2024. The motion passed by a vote of 2/1/0 (Director Park opposed).

e. Project Log

Staff answered questions from the committee.

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

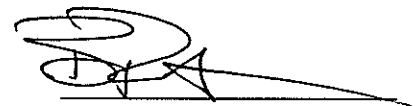
The committee suggested staff prepare a policy offering a reimbursement amount equal to the cost to reline the manor water lines.

11. Committee Member Comments

- Director Park commented on the progress of eliminating ground water seepage within areas of Gate 11.
- Director Cook made suggestions for the RPF for the Quality Control Supervisor.

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

13. Recess: The meeting was recessed at 3:25 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, May 2, 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, S.K. Park, David Veeneman

COMMITTEE MEMBERS ABSENT: None

OTHERS PRESENT: None

ADVISORS PRESENT: None

STAFF PRESENT: Kurt Wiemann, Megan Feliz

1. Call Meeting to Order

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

2. Approval of Agenda

Chair Lewis requested item #8a be removed from the agenda. Hearing no objection, the agenda was unanimously approved as amended.

3. Approval of the April 4, 2024 Report

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

4. Remarks of the Chair

None.

5. Department Head Update

Mr. Wiemann was asked to look into problematic Ficus Trees. He informed the committee that Great Scott found 80 problematic Ficus Trees. These trees were located close to sidewalks, walkways, and driveways. Great Scott quoted an average of \$4,500 per tree to remove, totaling \$360,000. Mr. Wiemann asked for direction from the committee. The committee discussed the issue among themselves. The committee directed staff to add the item to the budget presentation for Third Mutual.

a. Project Log

Mr. Wiemann notified the committee that he will have a PPRP schedule at the next meeting. He reminded the committee that turf reductions and the Bahia Blanca project are both on hold at this moment based on direction from the committee due to AB 1572. The slope schedule and the HRS project are on track. Mr. Wiemann updated the committee on the front yard design project, letting them know he is waiting on an updated rendering.

b. Tree Work Status Report

Mr. Wiemann stated the tree work is moving along. The staff has not planted any trees as we are waiting to do so with turf reduction locations for AB 1572 rebates.

c. Greenius Training

Chair Ira commented that the staff is becoming more knowledgeable.

d. Quarterly KPI's

Mr. Wiemann informed the committee that this presentation would be moved to the June meeting.

6. Member Comments

A member comment was made, regarding turf reduction at Gate 11 and 14.

7. Response to Member Comments

Chair Lewis addressed the member's comments and answered their questions.

8. Consent

a. 5500-3E Tree Removal Request

Director Veeneman made a motion to approve the request. Director Karimi seconded. The committee was in unanimous support.

b. 5584-A Tree Removal Request

Director Veeneman made a motion to remove this item from the consent calendar and table the item until the resident returns from vacation. Director Karimi seconded the motion, which passed unanimously.

9. Items for Discussion and Consideration

a. AB 157 Strategy

Mr. Wiemann presented a plan for AB 1572 and explained that after mapping Gate 14, portions of the turf could be kept for informal recreation and gathering areas. The committee directed staff to keep this item on the agenda going forward.

b. Quality Control Presentation

Mr. Wiemann presented a PowerPoint presentation on the new quality control software and answered questions from the committee.

10. Items for Future Agendas

- PRPP Schedule
- Quarterly KPI's
- AB 1572 Strategies
- Ficus Tree Removals

11. Committee Member Comments

Various comments were made.

12. Date of Next Meeting: Thursday, June 6, 2024, at 9:30 a.m.

13. Recessed at 11:10 a.m.

Ira Lewis

Ira Lewis (May 6, 2024 10:18 PM)

Ira Lewis, Chair

Kurt Wiemann, Staff Officer

Megan Feliz, Landscape Administrative Assistant

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OPEN MEETING

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

**Thursday, April 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, Ira Lewis, Reza Karimi, David Veeneman

COMMITTEE MEMBERS ABSENT: Brad Rinehart

OTHERS PRESENT: Vu Chu (El Toro Water District), Shirley Lee (System Pavers)

ADVISORS PRESENT: None

STAFF PRESENT: Carlos Rojas, John Cox, 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 January 25, 2024

The meeting report was approved by unanimous consent.

4. Committee Chair Remarks

Chair announced they are lucky to be out of a drought but still need ways to reduce water costs.

5. Member Comments

None

6. Response to Member Comments

None.

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

Ms. Lee gave a presentation in detail on water conservation rebates and opportunities. Directors made comments and asked questions.

Agenda Item #12e

Page 1 of 2

8. Items for Discussion and Consideration

8a. Water Consumption Chart

None

9. Items for Future Agendas

Director Lewis suggested looking into sub-metering each manor.

10. Committee Member Comments

Various comments were made.

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

12. Adjournment at 2:56 p.m.

Jules Zalon

Jules Zalon (Apr 30, 2024 10:33 PDT)

Jules Zalon, Chair



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

Tuesday, April 23, 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, Nathaniel “Ira” Lewis, Moon Yun and Andy Ginocchio (left at 11:14 a.m.)

MEMBERS ABSENT: None

ADVISORS PRESENT: Theresa Keegan and Stuart Hack

ADVISORS ABSENT: None

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

OTHERS PRESENT: None.

1. Call to Order

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

2. Approval of Agenda

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

By unanimous consent, the motion passed.

3. Approval of Meeting Report

Director Ginocchio made a motion to approve the March 27, 2024 meeting report. Director Lewis seconded the motion.

By unanimous consent, the motion passed.

4. Remarks of the Chair

None.

5. Members Comments (Items Not on Agenda)

A member made comments regarding his objection to the non-printing of agenda packets at open committee meetings, the LH21 Storage Areas Clutter courtesy notice, and parking in front of mailboxes (limiting the Post Office from delivering mail) and towing.

6. Response to Members Comments

Chair Laws advised the member to print the agenda packet at home, and stated he will mention the parking in front of mailboxes to the appropriate staff and discuss with the Compliance Division the LH21 storage area project.

7. Department Head Update

None.

Officer Dan Lurie entered the meeting at 9:33 a.m.

8. Items for Discussion and Consideration

a. Traffic Rules and Regulations

Officer Daniel Lurie, Security Supervisor II/ Administrative Supervisor, along with Chair Laws, presented the proposed updates to the Traffic Rules and Regulations for discussion. The Committee discussed the matter, asked questions, and suggested changes and clarifications

The Committee did not get through a review of the entire document and elected to update the document with the identified changes and table the matter for review at the next meeting.

By unanimous consent, the motion passed.

Mr. Dan Lurie left the meeting at 11:18 a.m.

Ms. Pamela Bashline, Community Services Manager and Mr. Jeff Spies, Community Services Supervisor entered the meeting at 11:13 a.m.

b. Financial Qualifications for Purchasing in Third Mutual

Ms. Pamela Bashline, presented the Financial Qualifications for discussion. The Committee discussed the matter and asked questions.

Director Lewis made a motion to table the matter for review at the next meeting, along with the additional information requested. Director Prince seconded the motion.

By a vote of 3-0-1 (Director Yun abstained), the motion passed.

Staff was directed to provide data assessment history from the previous five years for consideration at next meeting.

c. Impacts of Implementing New Lease Limit to 25% (Oral Discussion)

Ms. Bashline presented the New Lease Limit for discussion. The Committee discussed the matter and asked questions.

The committee elected to table the matter for review at the next meeting, along with the additional information requested.

Staff was directed to provide the lease wait-list process and associated costs for consideration at next meeting.

d. Proof-of-Income for Co-Occupants

Chair Laws presented the Proof-of-Income for Co-Occupants Policy for discussion. The Committee discussed the matter and asked questions.

Director Prince made a motion to approve the document and forward for board consideration as presented. Chair Laws seconded the motion.

By unanimous consent, the motion passed.

9. Items for Future Agendas

- a. Caregiver Policy
- b. Anti-Racial Discrimination Communication within Third Mutual
- c. Executive Hearings Committee Charter to Include Member Requested Hearings/ IDRs

10. Committee Member Comments

None.

11. Date of Next Meeting

Wednesday, May 29, 2024 at 9:30 a.m.

12. Adjournment

With no further business before the Committee, the meeting was adjourned at 12:04 p.m.

Mark W. Laws

Mark W. Laws (Apr 27, 2024 16:18 PDT)

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

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OPEN MEETING

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

**Wednesday, May 1, 2024 – 12:30 p.m.
Clubhouse 5 – 24262 Punta Alta, Laguna Woods, CA 92637
In Person and Virtual with Zoom**

REPORT

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

MEMBERS ABSENT: Glenn Miller, Peter Sanborn

OTHERS PRESENT: **GRF:** Egon Garthoffner, Juanita Skillman
United: Maggie Blackwell
Third: Nathaniel Lewis

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Bart Mejia, Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Alison Giglio - Recreation and Special Events Director, Tom Siviglia – Security Division Operations Manager, Sandra Spencer – Department Administrative Assistant, Heather Ziemba – Projects Division Coordinator

1. Call Meeting to Order

Director Hopkins called the meeting to order at 12:35 p.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report from April 10, 2024

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

4. Remarks of the Chair

Chair Hopkins provided the audience an overview of what the meeting would include, what the next steps would be, and that the community would continue to be involved in the process.

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

None.

6. Response to Member Comments

None.

7. Department Head Update

None.

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

a. None

9. Items for Discussion and Consideration

- a. Continue Discussion of Options Presented on April 10, 2024
 - i. Nancy Carlson/Andy Ginocchio – Directors Carlson and Ginocchio presented a condensed version of their previously submitted proposed solution.
 - ii. Jim Hopkins – Chair Hopkins presented a condensed version of his previously submitted proposed solution.
 - iii. Sue Stephens – Director Stephens withdrew her previously submitted proposed solution and announced her support of Chair Hopkins' proposal.
 - iv. Cush Bhada – Director Bhada presented his proposed solution.

The merits of the proposed solutions were discussed amongst the committee members. Comments included the need for a cost analysis of each proposed solution, maximizing the space within the Community Center, and the importance of member input.

Approximately 20 members commented on the proposed solutions presented by the committee members.

Discussion ensued and various motions were made, seconded and rescinded.

A final motion was made by Chair Hopkins to present Option (i) Proposed Solution by Nancy Carlson/Andy Ginocchio and Option (ii) Proposed Solution by Jim Hopkins to the GRF Board for consideration. The motion was seconded by Director Stephens and passed by a vote of 8/2/0 (Director Bhada and Director Tuning opposed).

- 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.*

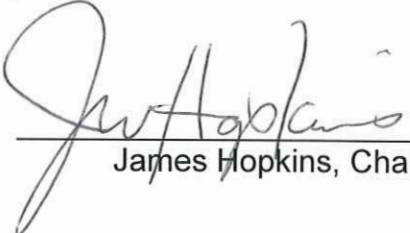
The meeting adjourned without discussing this item.

11. Committee Member Comments

The meeting adjourned without discussing this item.

12. Date of Next Meeting: TBD

- 13. Adjournment:** The meeting was adjourned at 4:04 p.m.



James Hopkins, Chair

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

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FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, April 17, 2024 – 1:30 p.m.
Hybrid Meeting

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

DIRECTORS ABSENT: Moon Yun, Sue Stephens

ADVISORS PRESENT: None.

STAFF PRESENT: Steve Hormuth, Jose Campos, Karina Vargas

OTHERS PRESENT: GRF - Egon Garthoffner, Juanita Skillman
United - Ellen Leonard
Third - David Veeneman

Call to Order

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

Acknowledgement of Media

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

Approval of the Agenda

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

Approval of Meeting Report of February 21, 2024

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

Chair's Remarks

Director Cowen thanked all members who participated in the audit.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, shared the completion of the KPMG audit resulting in a favorable opinion. The board accepted the audit report into corporate records on April 4, 2024. Members have been encouraged to view the complete audit report on the

Laguna Woods Village website as they wait to receive a condensed summary of the audited financials by the end of April.

Preliminary Financial Statements dated March 31, 2024

Jose Campos, Assistant Director of Finance, presented the financial statements dated March 31, 2024. Questions were addressed and noted by staff.

Endorsements from Standing Committees

Security and Community Access Committee- Emergency Radio Equipment Installation. Daniel Lurie, Security Supervisor, presented a staff report recommending approval of a supplemental appropriation for the installation of radio equipment purchased in 2020 in the amount of \$11,250 to include a 10% contingency of \$1,125 for unforeseen costs for a combined total of \$12,375 to be funded using the equipment fund. Director William Cowen made a motion to approve and endorse the recommended, the motion was seconded and passed by unanimous decision.

Items for Future Agendas:

RV Fees
Traffic Fees
Golf Fees

Committee Member Comments

None.

Date of Next Meeting

Wednesday, June 19, 2024 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 2:30 p.m.

DRAFT

William Cowen, Chair

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

The Hybrid Model Meeting of the Security and Community Access Committee was held on Wednesday, April 24, at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

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

MEMBERS ABSENT: S.K. Park (Excused)

OTHERS PRESENT: Siobhan Foster, Patricia Kurzet, Donna Rane-Szostak, Tom Siviglia

STAFF PRESENT: Carmen Aguilar, Pamela Bashline, Alycia Magnuson, Eric Nuñez

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF PRESS

Media via Zoom intermittent connection.

3. APPROVAL OF AGENDA

By way of consensus, the Committee approved the agenda.

4. APPROVAL OF MEETING REPORT

By way of consensus, the Committee approved the February 28, 2024, meeting report.

5. CHAIRMAN'S REMARKS

Director Skillman would prefer Traffic Rules and Regulations to be approved by May 7, 2024 GRF board meeting.

6. MEMBER COMMENTS (items not on the agenda)

Member Ellen Leonard- Commented on Vandalism in Laguna Woods Village.

Member Mary Wall- Commented on stopping e-bikes from being on the sidewalk.

Member Gerald C. Tiller- Commented on Roof Leaks, Specs on non-standard Landscaping, Prospective buyer Transparency.

REPORTS:

7. Disaster Preparedness Task Force Report

Antenna project is going for approval at the next GRF board meeting on May 7, 2024.

8. Update on Jacob Green and Associates

Director Nuñez and Jacob Green establish an 18-month relationship to develop a GAP analysis and Emergency Operations Plan for Laguna Woods Village along with table top exercises for Disaster Preparedness.

9. SECURITY STATISTICS

RV: Lot A has 38 vacant spaces. Lot B has seven vacant spaces.

Notice of Violation: 227 violations were written from Feb. 26, 2024 to April 15, 2024.

Pilot Program: A total of 101 citations were written; 57 were processed, 25.44% are unpaid and 15.26% paid by attending traffic school or full monetary fee.

Orange County Sheriff Department: A total of 46 crime incidents were reported in Laguna Woods Village.

Compliance: Clutter and nuisance are the largest categories under the same general umbrella.

Self-initiated Supervisor foot patrol: 40% of foot patrol is light repairs and/or confirming poles are working properly in the community.

Social Services: 29% of falls occur at resident's manor. Social Services makes follow-up calls with residents after any incidents. A new category was added earlier this year, death by suicide, which represent 0.6% of Social Service report.

10. NOTEWORTHY INCIDENTS

SPO Bridgette Portuguese was recognized and received an Excellence Award for her professionalism for going above and beyond to assist residents. Her knowledge and experience along with her calm demeanor, are excellent qualities to possess and we are happy she is part of Laguna Woods Village Security Department.

ITEMS FOR DISCUSSION AND CONSIDERATIONS:

11. City of Laguna Woods Memorandum of Understanding (MOU):

An MOU with the City of Laguna Woods to allow GRF (Security Services communications center) to use 800 megahertz radios a part of the Orange Countrywide Coordinations System and monitor the Orange Country Fire Authority's responses to Laguna Woods Village.

Director Reza motioned to approve MOU and \$1,620.00 annual fee. Director Rane-Szostak and director Stephens seconded both motions. Chair Skillman remarked both motions passed without objection. Routing staff report to GRF Finance Committee on Wednesday June 19, 2024.

12: Universal I.D. Cards for all amenities:

Some Identification cards will have a special purpose use. For example, access RV lots and/or garden center etc. Introducing the 21st century technology of a Smart Card; once resident moves out the card can no longer be used. More research is needed for the new technology in order to be used in Laguna Woods Village.

13. GRF Security and Community Access Special Open Workshop:

The meeting was to review and amend traffic rules/regulations to add e-bikes, remove DECAL,

and add "All vehicles MUST BE REGISTERED with Resident Services." This includes golf cars, golf carts and RVs. Waiting for redline changes and clean version from Compliance Department.

14. Update on September Event:

September Event there will be vendors, disaster preparedness expo and our active Good Neighbor Captains along with our clubhouse coordinators and the DPTF committee will be notified.

Unfinished Business:

15. Discussion of Lost Identification Cards:

Members discussed the cost of the lost ID Cards. Director Carlson made a motion to charge current residents \$60.00 for lost ID Cards; director Stephens seconded. Consensus without objection passed to keep the non-returned fee at \$125.00 for residents who vacate Laguna Woods Village. Routing of GRF ID Card Fee Structure to GRF Meeting May 7, 2024.

ITEMS FOR FUTURE AGENDA:

16. To Be Determined:
Exploring smart cards

CONCLUDING BUSINESS

17. Committee Members Comments

18. The next regular meeting of the GRF Community Activity Committee will be held both in the board room and virtually via the zoom platform at 1:30 p.m. on Wednesday June 26, 2024

19. Adjournment- 4:13 p.m.

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**REPORT OF REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
MOBILITY AND VEHICLES COMMITTEE**

Wednesday, February 7, 2024 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Juanita Skillman (Acting Chair), Ryna Rothberg, Alison Bok, Nancy Carlson, SK Park, Moon Yun, Sue Stephens, Elsie Addington (Advisor), Vashti Williams (Advisor)

OTHERS PRESENT: Ellen Leonard (United)

STAFF PRESENT: Robert Carroll, Angelo Ocampo, Erik Nunez, Francisco Perez, Sandra Spencer

1. Call to Order

Co-Chair Skillman called the meeting to order at 1:30 p.m.

2. Acknowledgment of Media

None present.

3. Approval of the Agenda

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

4. Approval of Meeting Report for November 6, 2023

The meeting report for November 6, 2023, was unanimously approved as written.

5. Chair's Remarks

Director Skillman commented that Director Rothberg requested that Director Skillman be the Co-Chair of the committee, effective immediately, and to chair this meeting specifically. Director Skillman requested review of the charter for Mobility and Vehicles Committee be included at the May meeting of the committee.

6. Member Comments (Items Not on the Agenda)

- A member commented on the Senior Mobility Program provided by the City of Laguna Woods.

7. Response to Member Comments

- Director Yun commented that he believes the Senior Mobility Program is a good program to use.

- Director Carlson commented on the habits of using the available transportation options.
- Director Park commented on the routes.
- Advisor Williams commented on the bus routes and how convenient it is for the residents.

8. Director's Report

Mr. Carroll provided the committee with an overview of the Laguna Woods Village transportation ridership for the Fixed-Route, Journey, and BOOST transportation programs.

Mr. Carroll provided information on ridership numbers for the Destination Shopping program. He also commented on Transportation updates, including new meeting schedules and targeted areas to increase awareness.

Staff also provided a map of Laguna Woods Transportation boundaries.

- Staff provided a list of GRF vehicles and specialty equipment units.
- Staff provided an update on where the transportation hub will temporarily operate.
- Director Bok requested a report detailing the cost of each program for 2024.
- Director Carlson requested a description of the titles on the graphs.
- Advisor Williams commented on the differences between each program.

Items for Discussion

9. 2024 Vehicle CIP – Security Vehicles Specification

Director Rothberg joined the meeting at 2:15 p.m.

- Director Bok made a motion to approve the security vehicles specification. Director Carlson seconded the motion. A discussion followed.
- Director Carlson commented on the addition of new security vehicles.
- Mr. Nunez commented on the utilization of the vehicles per employee and the factors involved in determining how many vehicles were needed to fully equip the Department.
- Director Skillman made a motion to approve the specifications of the security vehicles. The motion was seconded and the motion failed by a vote of 3/4/0.

- After further discussion, Director Carlson suggested the committee reconsider the vote and another vote was taken. Director Carlson moved the motion Director Bok seconded the motion and passed by a vote 5/2/0.

10. 2024 Vehicle CIP – Transportation Bus Specification

- Director Carlson made a motion to approve the transportation bus specifications. Director Rothberg seconded the motion and the motion passed by a vote of 5/2/0.

Items for Future Agendas:

- Review of the GRF Mobility and Vehicles Committee Charter

Concluding Business:

Committee Member Comments - None

Date of Next Meeting – Wednesday, May 1, 2024, at 1:30 p.m.

Adjournment - The meeting was adjourned at 3:32 p.m.


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Juanita Skillman
Co-Chair

Ryna Rothberg, Co-Chair
Juanita Skillman, Co-Chair
Robert Carroll, Staff Officer
Telephone: 949-597-4242

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OPEN MEETING

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
LANDSCAPE COMMITTEE
WEDNESDAY, February 14, 2023 – 2:00 P.M.
BOARD ROOM / VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Juanita Skillman, Ira Lewis, S.K. Park, Sue Quam, Glenn Miller, Anthony Liberatore, Yvonne Horton

COMMITTEE MEMBERS ABSENT: Cush Bhada

OTHERS PRESENT:

ADVISORS PRESENT: Donna Rane-Szostak

STAFF PRESENT: Kurt Wiemann, Megan Feliz

1. Call Meeting to Order

Chair Skillman called the meeting to order at 2 p.m.

2. Acknowledgment of Media

No formal press was present.

3. Approval of the Agenda

Director Lewis made the motion to approve the agenda. Director Park seconded the motion. The agenda was approved without objections.

4. Approval of the Meeting Report for November 8, 2023

Director Park made the motion to approve the agenda. Director Lewis seconded the motion. The report was approved without objections.

5. Chair Remarks

Chair Skillman stated that Chair Bhada is still out of town, and she will be chairing this meeting. Director Skillman shared information about AB 1572 and the spotlight article in the El Toro Water District Newsletter Laguna Woods Village received.

6. Department Head Update

Mr. Wiemann provided an update on the completion of the Monkey Puzzle Tree trimming project. While the crews were in the area working they removed some dead wood off the 200-year-old Sycamore tree.

6a. Charging Station Update

An update was provided letting everyone know the project is moving along, albeit slowly. They are currently waiting on the plans to be approved with the city. The landscape department have been testing the batteries life in the field.

6b. Sprinkler Update

Mr. Wiemann notified everyone the new irrigation system is fully functional, and they are working with ETWD on the final rebates.

6c. Clubhouse 1

Clubhouse 1 is going under renovation starting in March. Mr. Wiemann informed the committee that all landscape was removed from the area. This was done so the plants do not get trampled and ruined. The area will be gated in, so there is no way to tend to the plants during the construction. Once, the renovations are complete the staff will come in and renovate the landscaping.

Items for Discussion and Consideration

7. Aliso Creek Update

Mr. Wiemann gave an informative update on the Aliso Creek clean up. They removed some willows and cattails that were impeding the flow of the creek. He informed the committee they are estimating only needing to perform a major cleanup in the creek three times each year, due to the diligent work that has been done recently.

8. Member Comments (Items Not on the Agenda)

One member voiced concern about the horse trails and the need for plant replacement along them.

9. Response to Members Comments

Mr. Wiemann responded to the member comment.

Concluding Business:

10. Committee Member Comments

Several comments were made.

11. Date of Next Meeting – Wednesday, May 8, 2023 at 1:30 p.m.

12. Adjourned at 2:20 p.m.

Juanita Skillman, Chair

Cush Bhada, Chair
Kurt Wiemann, Staff Officer
Telephone: 949-268-2565

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