



OPEN SESSION

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

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

NOTICE AND AGENDA

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

- 1. Call Meeting to Order / Establish Quorum – President Laws**
- 2. Pledge of Allegiance – Director Cook**
- 3. Approval of the Agenda**
- 4. Approval of the Minutes**
 - a. July 16, 2024 – Regular Board Meeting
 - b. August 2, 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 June 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) Recommendation to Approve a Resolution for Recording a Lien Against Member # ID 931-371-24
- (2) Recommendation to Approve a Resolution for Recording a Lien Against Member # ID 931-460-09
- (3) Recommendation to Approve a Resolution for Recording a Lien Against Member # ID 931-590-12
- (4) Entertain a Motion to Publish Notice of Default and Sale Against Member #931-460-54

c. Recommendations from the Landscape Committee

- (1) Recommendation to Approve the Request for Off-Schedule Trimming of One Rusty Leaf Fig Tree Located at 3512-A Bahia Blanca West
- (2) Recommendation to Approve the Request for Off-Schedule Trimming and Root Prune of One Chinese Elm Tree Located at 5509-A Paseo Del Lago West
- (3) Recommendation to Approve the Request for Removal of One Chinese Elm Tree Located at 5509-A Paseo Del Lago West
- (4) Recommendation to Deny the Request for Removal of One Silk Oak Tree Located at 3336-2G Punta Alta
- (5) Recommendation to Deny the Request for Removal of One Melaleuca Tree Located at 3489-B Calle Azul
- (6) Recommendation to Deny the Request for Removal of Two Magnolia Trees Located at 5493-A Paseo Del Lago East
- (7) Recommendation to Deny the Request for Retention of Gravel and Solar Lights Located at 5206 Avenida Despacio

d. Recommendation from the Architectural Controls and Standards Committee:

- (1) Recommendation to Deny the Variance Request to Install a Fountain on Common Area at Manor 3054-C Via Serena South
- (2) Recommendation to Deny the Variance request to Request Painters to Paint Around Living Wall at Manor 3343-C Bahia Blanca East
- (3) Recommendation to Approve the Variance request to Replace Existing 11' x 42' Patio Cover at Manor 3373-B Punta Alta
- (4) Recommendation to Approve the Variance request to Install Glass Garage Door at Manor 5206 Avenida Despacio
- (5) Recommendation to Approve the Variance request to Replace Existing Patio Cover and Enclosure at Manor 5435 Via Carrizo
- (6) Recommendation to Approve the Variance request to Install Patio Pavers on Rear Common Area at Manor 3186-A Via Buena Vista
- (7) Recommendation to Approve the Variance request to Install a Fence on Common Area at Manor 3374-B Punta Alta
- (8) Recommendation to Approve the Variance request to Extend on Exclusive Use Common Area Private Garden 12'x6', rear Patio 27'x8', and Garage 12'x6' at Manor 5228 Moya
- (9) Recommendation to Approve the Variance request to Extend on Exclusive Use Common Area Private Garden 12'x6', rear Patio 8'x40' at Manor 5434 Via Carrizo

(10) Recommendation to Approve the Variance request to Install Pavers on Common Area, Back of Garage at Manor 5492-A Paseo Del Lago East

10. Unfinished Business

- a. Entertain a Motion to the Revision to Third Laguna Hills Mutual Traffic Rules and Regulations **(July 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 Revision to Standard 18: Gutters and Downspouts **(July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**
- c. Entertain a Motion to the Revision to Standard 34: Windows & Window Attachments **(July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

11. New Business

- a. Entertain a Motion to Approve Artificial Turf Guideline & Standard **(August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- b. Entertain a Motion to Approve the Revision to Standard 22: Patio and Balcony Coverings **(August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- c. Entertain a Motion to Approve Rescission of Standard 29: Solariums **(August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- d. Entertain a Motion to Approve Rescission of Standard 37: Patio and Balcony Awnings & Covers **(August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- e. Entertain a Motion to Approve Rescission of Standard 38: Patio Enclosures **(August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- f. Entertain a Motion to Approve the 2023 Operating Fund Surplus Transfer
- g. Entertain a Motion to Approve Updated Committee Assignments for Third Board Directors

12. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Veeneman. The committee met on August 6, 2024; next meeting October 1, 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 August 12, 2024; next meeting September 9, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Rinehart. The committee met on July 1, 2024; next meeting September 9, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Park. The committee met on August 1, 2024; next meeting September 5, 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 scheduled for October 31, 2024 at 2 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Resident Policy and Compliance Committee – Director Prince. The committee met on July 23, 2024; next meeting August 27, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.
- g. Report of the Garden Villa Recreation Room Committee – Director Park. The committee met on July 24, 2024; the next meeting TBA.

13. GRF Committee Highlights

- a. GRF Community Activities Committee (CAC) – Director Park. This committee met on August 8, 2024; the next meeting is September 12, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Disaster Preparedness Task Force – Director Park. The task force met on July 30, 2024; the next meeting is September 24, 2024, at 9:30 a.m. in the Board Room.
- c. GRF Mobility and Vehicles Committee – Director Park. This committee met on August 7, 2024; the next meeting is November 6, 2024 at 1:30 p.m. in the Board Room.
- d. GRF Landscape Committee – Director Karimi. This committee met on August 14, 2024; the next meeting is November 13, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. GRF Maintenance & Construction Committee – Director Rinehart. The committee met on August 14, 2024; next meeting October 9, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.

- f. GRF Finance Committee – Director Veeneman. The committee met on July 29, 2024; next meeting August 21, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - g. GRF Broadband Ad Hoc Committee – Director Cook. This closed committee last met on July 24, 2024; the next meeting is September 11, 2024.
 - h. Report of the Laguna Woods Village Traffic Hearings – Director Park. The closed hearings were held on July 17, 2024; next meeting August 21, 2024 at 9:00 a.m. in the Board Room.
 - i. Information Technology Advisory Committee – Director Laws. This closed committee last met on July 26, 2024; next meeting is August 30, 2024 at 1:30 p.m.
 - j. The following GRF Committees have not met since the last monthly Third Board Meeting of July 16, 2024:
 - i. GRF Media and Communications Committee. This GRF committee met on July 15, 2024; the next meeting is October 21, 2024 at 1:30 p.m. in the Board Room.
 - ii. GRF Security and Community Access Committee. This GRF committee last met on June 26, 2024, and the next meeting is August 28, 2024, at 1:30 p.m. in the Board Room.
 - iii. Space Planning Ad Hoc Committee. This GRF Ad Hoc committee last met on May 1, 2024; the next meeting TBA.
- 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.*
- Artificial Turf Guidelines
 - Revision to Standard 22: Patio and Balcony Covers; Aluminum and Vinyl
 - Rescission of Standard 29: Solariums
 - Rescission of Standard 37: Patio and Balcony Awnings & Covers
 - Rescission of Standard 38: Patio Enclosures
- 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) July 16, 2024 – Regular Closed Executive Committee Meeting

(b) July 23, 2024 – Special Closed Executive Committee Meeting

(c) July 26, 2024 – Special Closed Executive Committee Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

17. Adjourn

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OPEN SESSION

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

**Tuesday, July 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, S.K. Park, Jim Cook, N. Cris Prince, Moon G. Yun, Reza Karimi, Brad Rinehart (left meeting at 10:41 a.m.), Jules Zalon, Nathaniel Ira Lewis, David Veeneman

Directors Absent: None

Staff Present: Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Jeff Spies, Dan Lurie, Carlos Rojas, Tom Siviglia, Eric Nunez, Kurt Wiemann, Alan Grimshaw, Bart Mejia, Ian Barnette, Steve Hormuth, Carlos Rojas

Others Present: VMS – Ruth Johnson
GRF – None
United – None

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

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

2. Pledge of Allegiance

Director Park led the Pledge of Allegiance.

3. Approval of Agenda

Chair Laws asked for a motion to approve the Agenda.

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

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

4. Approval of Minutes

a. June 18, 2024 – Regular Open Meeting

b. July 5, 2024 – Agenda Prep Meeting

Director Park made a motion to approve the minutes of June 18, 2024 – Regular Open Meeting and the July 5, 2024 – Agenda Prep Meeting. Director Karimi seconded.

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

5. Report of the Chair

Chair Laws commented on the following:

- Andy Ginocchio resigned from the Board on July 5, 2024, due to medical reasons

6. Open Forum (Three Minutes per Speaker)

- A member commented on the work of the Foundation of Laguna Woods Village.
- Multiple members requested clarity on the purpose of the recall of GRF Directors
- A member commented on rental cap
- A member commented on room controversy at Clubhouse 1
- A member commented on energy issues such as street lights and solar panels
- A member commented on the status of Building E and gave their own personal opinion

7. Responses to Open Forum Speakers

- Chair Laws commented and gave clarity on the recall:
 - It is not an issue the Board takes lightly
 - The Third Board hasn't voted to recall a Director and just made a request to the GRF Board to hold a Corporate Members meeting to discuss and whether or not to vote on recalling Jim Hopkins and Yvonne Horton
 - Reminded of the hierarchy and that when members vote for their elected officials, they are assigning them responsibility to act on their behalf
 - Members have a right to recall Directors of GRF, Third, and United as this has happened as recently as 2022
 - This is the third attempt in the last year for a recall with the two prior attempts being unsuccessful until recently
 - Meeting to be held on Thursday, September 5, 2024, at 1:30 p.m. in the Board Room
- Chair Laws stated he would provide the member a copy of the Energy Report, as well as chart reflecting the location of the solar panels.

8. CEO Report

CEO Siobhan Foster reported on:

- 2025 Budget Meetings – Ver. 3
- Website Transformation Project
- Communication Platforms and Performance
 - Governance
 - Electronic
 - High-Visibility Touchpoints
 - Print
 - Calendars
 - Broadcast

- Digital
- Performance of each email sent monitored in detail
- Open Rate Stats: Theirs
- Sample Open Rate Stats: Ours
- Lagunawoodsvillage.com/news
- The Village Breeze
- Roadblocks to Communication, Reading
- Village Television/TV6/Village YouTube

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.*

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

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

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 May 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 – None**
- d. **Recommendations from the Architectural Controls and Standards Committee**
 - (1) **Recommendation to Approve the Variance Request to Replace Window Sliding Glass Door and Paver Patio on Common Area at Manor 5367-C Algarrobo**

RESOLUTION 03-24-72

Variance Request

WHEREAS, Member located at 5367-C Algarrobo, a La Princesa style manor, requests Architectural Control and Standards Committee approval of a variance to replace window with sliding glass door and paver patio on Common Area; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been

made and that comments or objections could be made in writing to the Architectural Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on July 8, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to replace window with sliding glass door and paver patio on Common Area;

NOW THEREFORE BE IT RESOLVED, on July 16, 2024, the Third Laguna Hills Mutual Board hereby approves the request to replace window with sliding glass door and paver patio on Common Area; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 5367-C Algarrobo and all future Mutual Members at 5367-C Algarrobo; 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 Revision to Standard 6: Block Walls (June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Board Secretary read the following resolution:

RESOLUTION 03-24-73

Revise Standard 6: Concrete Block Walls

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 6: Block Walls;

NOW THEREFORE BE IT RESOLVED, July 16, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 6: Concrete Block Walls as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-18-14 adopted January 19, 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.

Director Cook made a motion to approve revision to Standard 6: Block Walls. Director Yun seconded.

Discussion ensued among the Board.

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

- b. Entertain a Motion to Approve the 2025 Collection and Lien Enforcement Policy (June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Board Secretary read the following resolution:

RESOLUTION 03-24-74

2025 Collection and Lien Enforcement Policy

WHEREAS, in accordance with California Civil Code, Third Laguna Hills Mutual maintains a collection and lien enforcement policy that outlines the procedures, policies and practices employed by the Mutual in enforcing lien rights or other legal remedies for default in payment of assessments; and

WHEREAS, legal counsel has reviewed the existing Collection and Lien Enforcement Policy and determined that the updated policy complies with Civil Code requirements and reflects current practices for collection of Mutual delinquencies;

NOW THEREFORE BE IT RESOLVED, July 16, 2024, that the Board of Directors hereby adopts the 2025 Third Laguna Hills Mutual Collection and Lien Enforcement Policy as attached to the official minutes of this meeting; and

RESOLVED FURTHER, the policy statement is provided pursuant to the requirements of California Civil Code section 5310(a)(7) and will be distributed to members in November 2024 as part 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 Veeneman made a motion to approve the 2025 Collection and Lien Enforcement Policy. Director Park seconded.

Discussion ensued among the Board.

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

- c. Entertain a Motion to Approve the Passive Business Policy and Application (June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Board Secretary read the following resolution:

RESOLUTION 03-24-75

Revised Policy Regulating Passive Home Businesses

WHEREAS, Third Mutual's governing documents state that members shall use their units as a private dwelling, and for no other purpose; and

WHEREAS, Third Mutual recognized the need to establish restricted conditions under which a passive business may be conducted, and on August 21, 2001, the Board adopted its Policy Regulating Home Occupations; and

WHEREAS, it is necessary to update the current policy by removing any reference to Laguna Woods Mutual No. Fifty, make clarifying statements that the Mutual's intent of the policy is to prescribe a reasonable standard that allows certain businesses to operate in a member's unit without negatively affecting the neighbors and/or the community, and to make other scrivener administrative updates by making language consistent throughout the policy;

NOW THEREFORE BE IT RESOLVED, July 16, 2024, that the Board of Directors of this corporation hereby adopts the revised Policy Regulating Passive Home Businesses as attached to the official meeting minutes of this corporation; and

RESOLVED FURTHER, that any violations of said policy can result in suspension of the use of GRF facilities and voting privileges, and a monetary penalty of up to \$500; and

RESOLVED FURTHER, that Resolution M3-01-38 adopted August 21, 2001 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.

Director Lewis made a motion to approve the Passive Business Policy and Application. Director Veeneman 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 the Rules for Board Meetings (June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Board Secretary read the following resolution:

RESOLUTION 03-24-76

Rules for Board Meetings

WHEREAS, each Owner Member of Laguna Woods Village has an ongoing interest and right under California law to participate in the governance of their

community; and

WHEREAS, the Board of Directors of the Third Laguna Hills Mutual has an equal interest and duty under law to ensure that the management of the community's affairs is carried out professionally and in adherence with the provisions of the Davis-Stirling Act; and

WHEREAS, the Board of Directors wishes to promote order and regulate meeting time in an even and consistent fashion;

NOW THEREFORE BE IT RESOLVED, July 16, 2024, that the Board of Directors of this Corporation hereby approves the attached revised Rules for Board Meetings; and

RESOLVED FURTHER, that Resolution 03-22-134 adopted December 20, 2022 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.

Director Karimi made a motion to approve the Rules for Board Meetings. Director Prince seconded.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed 9-1-0. Director Zalon opposed.

- e. **Entertain a Motion to Approve the Financial Qualifications for Purchasing in Third Mutual (June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Board Secretary read the following resolution:

RESOLUTION 03-24-77

Revised Financial Qualifications for Purchasing in Third Mutual

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

WHEREAS, Third desires to protect the financial integrity of the Corporation; and

WHEREAS, Third has expressed the need to revise its Guidelines for Financial Qualifications by increasing the minimum net worth and minimum annual income requirements in light of inflationary pressures;

NOW, THEREFORE BE IT RESOLVED, July 16, 2024, the Board of Directors of this Corporation hereby amends its Guidelines for Financial Qualifications by increasing the minimum net worth and minimum annual income requirements, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that said adjustments shall be effective January 1, 2025; and

RESOLVED FURTHER, that Resolution 03-22-80, adopted July 19, 2022, is hereby superseded and canceled; and

RESOLVED 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 Park made a motion to approve the Financial Qualifications for Purchasing in Third Mutual. Director Yun seconded.

Discussion ensued among the Board.

Multiple members commented on this item.

Hearing no changes, the motion was called to a vote and passed 9-1-0. Director Zalon opposed.

11. New Business

- a. Entertain a Motion to Approve the Revision to Third Laguna Hills Mutual Traffic Rules and Regulations (July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

Brad Rinehart left the meeting at 10:41 a.m.

RESOLUTION 03-24-XX

Vehicle, Traffic and Parking Rules

WHEREAS, the Security Department is responsible for the administration of the Laguna Woods Village Vehicle, Traffic and Parking Rules; and

WHEREAS, the Resident Compliance & Policy Committee has recognized the need to amend the Vehicle, Traffic and Parking Rules with updates and clarifying language;

NOW THEREFORE BE IT RESOLVED, on August 20, 2024, the Board of Directors of this Corporation hereby approves the Vehicle, Traffic and Parking Rules, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-19-85, approved August 20, 2019; 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 as written.

Director Lewis made a motion to approve the revision to Third Laguna Hills Mutual Traffic Rules and Regulations for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Zalon seconded.

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

b. Entertain a Motion to Approve the Revision to Standard 18: Gutters and Downspouts (July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Alan Grimshaw, Building Permits and Inspection Manager, provided an overview and answered questions from the Board.

RESOLUTION 03-24-XX

Revise Standard 18: Gutters & Downspouts

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 18: Gutters and Downspouts;

NOW THEREFORE BE IT RESOLVED, August 20, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 18: Gutters and Downspouts as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-23-144 adopted December 19, 2023, 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 Lewis made a motion to approve the Revised Standard 18: Gutters and Downspouts for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Cook seconded.

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

c. Entertain a Motion to Approve the Revision to Standard 34: Windows and Window Attachments (July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Alan Grimshaw provided an overview to the Board.

RESOLUTION 03-24-XX

Revise Standard 34: Windows and Window Attachments

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 34: Windows and Window Attachments;

NOW THEREFORE BE IT RESOLVED, August 20, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 34: Windows and Window Attachments as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-19-09 adopted January 15, 2019, is hereby superseded and canceled; and

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

Director Prince made a motion to approve the revised standard 34: Windows and Window Attachments for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Veeneman seconded.

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

d. Entertain a Motion to Approve Building 3101 Walkway Realignment

Bart Mejia, Assistant Maintenance and Construction Director, provided an overview of the Building 3101 walkway realignment, and answered questions.

Discussion ensued among the Board.

Director Cook made a motion to follow the procedure, but for the financial analysis, the member pay it as a chargeable service, and does not have to go through the variance process, because the mutual will take over responsibility once the mutual's contractor build it to our specification. Director Lewis seconded.

A member commented on the item.

Hearing no changes, the motion was called to a vote and passed unanimously 7-1-1. Director Karimi opposed, President Laws abstained, and Director Rinehart was not present for the vote.

e. Entertain a Motion to Approve Updated Committee Assignments

President Laws discussed the changes.

RESOLUTION 03-24-78

Third Mutual Committee Appointments

RESOLVED, July 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)

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

Architectural Control and Standards Committee (meets monthly)

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

Landscape Committee (meets monthly)

~~Mark Laws, Chair~~
SK Park, ~~Chair~~
Brad Rinehart
Reza Karimi
David Veeneman
Moon Yun, ~~Alternate~~
Non-Voting Advisors: Patricia Bailey, Diane Bonar, Mark Brenner, Krystal Meier

Maintenance and Construction Committee (meets every other month)

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

Resident Policy and Compliance Committee (meets monthly)

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

Executive Hearings Committee (meets monthly)

Mark Laws, Chair
Jim Cook
Cris Prince
David Veeneman, 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
Voting Advisors: Stuart Hack, Lynn Jarrett
Non-Voting Advisors: Lorna Seung

Executive Committee (can attend Closed Meetings / Executive Sessions)

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

RESOLVED FURTHER, that Resolution 03-24-70, adopted June 18, 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 03-24-79

GRF Committee Appointments

RESOLVED, July 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)

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

Finance Committee (meets every other month)

David Veeneman (Third)
Nathaniel Ira Lewis (Third)
Moon Yun, Alternate (Third)

Landscape Committee (meets every three months)

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)

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)

SK Park (Third)

Select Audit Committee (meets as scheduled)

David Veeneman (Third)

RESOLVED FURTHER, that Resolution 03-24-71, adopted June 18, 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 Veeneman made a motion to approve the updated committee assignments. Director Prince seconded.

Hearing no changes, the motion was called to a vote and passed 8-1-0. Director Zalon opposed and Director Rinehart was not present for the vote.

Multiple Directors commented on the item after it was already voted upon and clarity was given to some misinformation that was stated.

12. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Veeneman. The committee met on June 4, 2024; next meeting August 6, 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 July 8, 2024; next meeting August 12, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Karimi. The committee met on July 1, 2024; next meeting September 9, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Laws. The committee met on July 11, 2024; next meeting August 1, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting. Draft
- e. Report of the Water Conservation Committee – Director Zalon. The committee met on April 25, 2024; next meeting is TBD.
- f. Report of the Resident Policy and Compliance Committee – Director Prince. The committee met on June 25, 2024; next meeting July 23, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.

13. GRF Committee Highlights

- a. GRF Community Activities Committee – Director Park. This committee met on July 11, 2024; the next meeting is August 8, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. GRF Finance Committee – Director Veeneman. The committee met on June 19, 2024; next meeting August 21, 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 June 26, 2024, and the next meeting is August 28, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. GRF Media and Communications Committee – Director Laws. The committee met on July 15, 2024; the next meeting is October 21, 2024 at 1:30 p.m. in the Board Room.
- e. Report of the Laguna Woods Village Traffic Hearings – Director Park. The closed hearings were held on June 19, 2024; next meeting July 17, 2024 at 9:00 a.m. in the Board Room.
- g. Information Technology Advisory Committee – Director Park. This closed committee last met on June 28, 2024; next meeting is July 26, 2024 at 1:30 p.m. virtually.
- h. The following GRF Committees have not met since the last Third Board Meeting of June 18, 2024:
 - i. Disaster Preparedness Task Force – Director Park. The task force met on May 28, 2024; the next meeting is July 30, 2024, at 9:30 a.m. in the Board Room.
 - ii. 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.
 - iii. GRF Landscape Committee – Director Karimi. 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.
 - iv. GRF Maintenance & Construction Committee – Director Rinehart. The committee met on June 12, 2024; next meeting August 14, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - v. GRF Broadband Ad Hoc Committee – Director Cook. This closed committee last met on May 8, 2024; the next meeting is July 24, 2024.
 - vi. Space Planning Ad Hoc Committee – Director Karimi. This Ad Hoc committee last met on May 1, 2024; the next meeting TBD.

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.*

- *Entertain a Motion to Approve the Revision to Third Laguna Hills Mutual Traffic Rules and Regulations*
- *Entertain a Motion to Approve the Revision to Standard 18: Gutters and Downspouts*
- *Entertain a Motion to Approve the Revision to Standard 34: Windows & Window Attachments*
- *Revision to Standard 41: Solar Panels, 1 Story Buildings*
- *Revision to Standard 41A: Solar Panels, 2 Story Buildings*

15. Directors' Comments - None

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 11:55 a.m.

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) June 18, 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 5:15 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, August 02, 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, Brad Rinehart, David Veeneman, Jim Cook,

Directors absent: Moon G. Yun (Not Noticed), Jules Zalon (Not Noticed)

Staff present: Carlos Rojas, Catherine Laster, Makayla Schwietert, Paul Nguyen

Others present: Ruth Johnson - VMS

1. Call Meeting to Order / Establish Quorum

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

2. Approval of the Agenda

Chair 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 August 20, 2024

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

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

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

Hearing no objections, the August 20, 2024 amended Open and Closed Meeting Agenda were approved by consent.

4. Directors' Comments

- Chair Laws discussed the order in which questions would be asked during the Meet the Candidates Meeting
- Chair Laws stated that it is not a requirement for Directors to attend the Meet the Candidates Meeting

5. Adjournment

The meeting was adjourned at 9:48 a.m.

DocuSigned by:

N. Cris Prince

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



RESOLUTION 03-24-XX

Recording of a Lien

WHEREAS, Member ID 931-371-24; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, August 20, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-371-24; and

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

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RESOLUTION 03-24-XX

Recording of a Lien

WHEREAS, Member ID 931-460-09; 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, August 20, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-460-09; and

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

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RESOLUTION 03-24-XX

Recording of a Lien

WHEREAS, Member ID 931-590-12; 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, August 20, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-590-12; 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

Initiate Foreclosure (Notice of Sale)

RESOLVED, August 20, 2024 that the Board of Directors of this Corporation hereby authorizes initiation of foreclosure of a lien for delinquent assessments that has been validly recorded for parcel number 931-460-54; 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.

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RESOLUTION 03-24-XX

**Approve Off-Schedule Trimming of One Rusty Leaf Fig Tree
3512-A Bahia Blanca West**

WHEREAS, on July 11, 2024, the Landscape Committee reviewed a request for the off-schedule trimming of one Rusty Leaf Fig tree received from the Member at 3512-A, who cited the reasons being leaf debris; and

WHEREAS, staff inspected the condition of the tree and found the tree to be in fair health with no overhang of limbs over the alteration patio roof; and

WHEREAS, the committee is recommending to accept Staff's recommendation to approve the off-schedule trimming of the tree; and

NOW THEREFORE BE IT RESOLVED, August 20, 2024, the Board of Directors approve the off-schedule trimming of the one Rusty Leaf Fig tree at 3512-A 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 this resolution

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RESOLUTION 03-24-XX

**Approve Off-Schedule Trimming and Root Prune of One Chinese Elm Tree
5509-A Paseo Del Lago West**

WHEREAS, on July 11, 2024, the Landscape Committee reviewed a request for the off-schedule trimming and root pruning of one Chinese Elm tree received from the Member at 5509-A, who cited the reasons being the proximity of the tree to the home and fear of structural damage; and

WHEREAS, staff inspected the condition of the tree and found the tree to be in good health with no overhang of limbs; and

WHEREAS, the committee is recommending accepting the Staff's recommendation to approve the off-schedule trimming and root pruning of the tree; and

NOW THEREFORE BE IT RESOLVED, August 20, 2024, the Board of Directors approve the off-schedule trimming and root pruning of the one Chinese Elm tree at 5509-A Paseo Del Lago West; and

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

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RESOLUTION 03-24-XX

Approve the Request for Removal of One Chinese Elm Tree 5509-A Paseo Del Lago West

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

“...Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents’ personal preferences concerning shape, color, size, or fragrance. Trees shall not be removed to preserve, enhance or create a view.

- Trees shall not be removed to preserve, enhance or create a view.
- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

WHEREAS, on July 11, 2024, the Landscape Committee reviewed a request from the Member at 5509-A to remove one Chinese Elm tree located in the back of the unit. The Member cited the distance of the tree to the home as a safety hazard; and

WHEREAS, staff inspected the condition of the tree and determined the tree to be in good health, with no pest damage, no decay, and no broken branches in the canopy; and

WHEREAS, the committee determined this tree is too close to the unit and due to a slight overhang of limbs over the roof; and

WHEREAS, the Committee determined that the tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Chinese Elm tree located at 5509-A Paseo Del Lago West;

NOW THEREFORE BE IT RESOLVED, August 20, 2024, the Board of Directors approves the request for the removal of one Chinese Elm tree located at 5509-A Paseo Del Lago West; and

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

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RESOLUTION 03-24-XX

Deny the Request for Removal of One Silk Oak Tree 3336-2G Punta Alta

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

“...Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents’ personal preferences concerning shape, color, size, or fragrance. Trees shall not be removed to preserve, enhance or create a view.

- Trees shall not be removed to preserve, enhance or create a view.
- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

WHEREAS, on July 11, 2024, the Landscape Committee reviewed a request from the Member at 3336-2F to remove one Silk Oak tree. The Member cited the reason for removal as being the tree’s proximity to the home with fear of structural damage and leaf debris; and

WHEREAS, staff inspected the condition of the tree and determined the tree is in good health, with no signs of pest damage, no decay, dead or broken branches; and

WHEREAS, the tree had no overhang of limbs over the roof and surface roots were confined to the slope; 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 Silk Oak tree located at 3336-2G Punta Alta;

NOW THEREFORE BE IT RESOLVED, August 20, 2024, the Board of Directors denies the request for the removal of one Silk Oak Tree located at 3336-2G; and

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

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RESOLUTION 03-24-XX

Deny the Request for Removal of One Melaleuca Tree 3489-B Calle Azul

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 July 11, 2024, the Landscape Committee reviewed a request from the Member at 3489-B to remove one Melaleuca tree. The Member cited the reason for removal as the tree leaning towards the manor, root intrusion, tree health; and

WHEREAS, staff inspected the condition of the tree and determined the tree is in fair health, with no signs of pest damage, no decay, dead or broken branches and no exceptional lean; 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 Melaleuca tree located at 3489-B Calle Azul;

NOW THEREFORE BE IT RESOLVED, August 20, 2024, the Board of Directors denies the request for the removal of one Melaleuca Tree located at 3489-B; and

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

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RESOLUTION 03-24-XX

Deny the Request for Removal of Two Magnolia Trees 5493-A Paseo Del Lago East

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 July 11, 2024, the Landscape Committee reviewed a request from the Member at 5493-A to remove two Magnolia trees. The Member cited the reason for removal as allergies to the flowers; and

WHEREAS, staff inspected the condition of the tree and determined the tree is in good health, with no signs of pest damage, no decay, dead or broken branches; 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 two Magnolia trees located at 5493-A Paseo Del Lago E;

NOW THEREFORE BE IT RESOLVED, August 20, 2024, the Board of Directors denies the request for the removal of two Magnolia Tree located at 5493-A; and

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

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RESOLUTION 03-24-XX

**Deny the Request for Retention of Gravel and Solar Lights
Located at 5206 Avenida Despacio**

WHEREAS, on July 11, 2024, the Landscape Committee reviewed a request for a landscape alteration from the Member at 5206 to keep the gravel and solar lights in the front of the unit; and

WHEREAS, the resident requested permission to keep the gravel and solar lights as the member claiming it creates a cleaner look; and

WHEREAS, the Committee recommends that the request to alter the landscape at 5206 Avenida Despacio be denied with the resident responsible to remove all gravel and solar lights; and

WHEREAS, the committee offered the resident an alternative solution to hire a contractor to complete turf reduction this gives them the option to keep the gravel and solar lights; and

WHEREAS, if the resident accepts the alternative solutions, they must maintain their landscape in the future; and

NOW THEREFORE BE IT RESOLVED, August 20, 2024, the Board of Directors denies the request for the approval to keep the landscape alteration at 5206 Avenida Despacio; 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 3054-C Via Serena South, a San Clemente style manor, requests Architectural Control and Standards Committee approval of a variance to install a fountain on Common Area; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on August 12, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for denial of the variance to install a fountain on Common Area based on it does not conform with existing mutual standards and policies;

NOW THEREFORE BE IT RESOLVED, on August 20, 2024, the Third Laguna Hills Mutual Board hereby denies the request to install a fountain on Common Area; and

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

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RESOLUTION 03-24-XX

Variance Request

WHEREAS, Member located at 3343-C Bahia Blanca East, a Andaluz style manor, requests Architectural Control and Standards Committee approval of a variance to request painters to paint around living wall; 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 August 12, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for denial of the variance to request painters to paint around living wall based on it does not conform with existing mutual standards and policies;

NOW THEREFORE BE IT RESOLVED, on August 20, 2024, the Third Laguna Hills Mutual Board hereby denies the request to request painters to paint around living wall; and

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

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RESOLUTION 03-24-XX

Variance Request

WHEREAS, Member located at 3373-B Punta Alta, a Navarro style manor, requests Architectural Control and Standards Committee approval of a variance to replace existing 11'x 42' patio cover; 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 August 12, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to replace existing 11'x 42' patio cover;

NOW THEREFORE BE IT RESOLVED, on August 20, 2024, the Third Laguna Hills Mutual Board hereby approves the request to replace existing 11'x 42' patio cover; 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 3373-B Punta Alta and all future Mutual Members at 3373-B Punta Alta; and

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

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RESOLUTION 03-24-XX

Variance Request

WHEREAS, Member located at 5206 Avenida Despacio, a Villa Reposita style manor, requests Architectural Control and Standards Committee approval of a variance to install a glass garage door; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on August 12, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to install a glass garage door;

NOW THEREFORE BE IT RESOLVED, on August 20, 2024, the Third Laguna Hills Mutual Board hereby approves the request to install a glass garage door; and

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

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

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RESOLUTION 03-24-XX

Variance Request

WHEREAS, Member located at 5435 Via Carrizo, a Casa Grande style manor, requests Architectural Control and Standards Committee approval of a variance to replace existing patio cover and enclosure; 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 August 12, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to replace existing patio cover and enclosure;

NOW THEREFORE BE IT RESOLVED, on August 20, 2024, the Third Laguna Hills Mutual Board hereby approves the request to replace existing patio cover and enclosure; 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 5435 Via Carrizo and all future Mutual Members at 5435 Via Carrizo; and

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

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RESOLUTION 03-24-XX

Variance Request

WHEREAS, Member located at 3186-A Via Buena Vista, a El Doble style manor, requests Architectural Control and Standards Committee approval of a variance to install patio pavers on rear Common Area; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on August 12, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to install patio pavers on rear Common Area;

NOW THEREFORE BE IT RESOLVED, on August 20, 2024, the Third Laguna Hills Mutual Board hereby approves the request to install patio pavers on rear Common Area; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 3186-A Via Buena Vista and all future Mutual Members at 3186-A Via Buena Vista; and

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

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RESOLUTION 03-24-XX

Variance Request

WHEREAS, Member located at 3374-B Punta Alta, a Navarro style manor, requests Architectural Control and Standards Committee approval of a variance to install a fence on Common Area; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on August 12, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to install a fence on Common Area;

NOW THEREFORE BE IT RESOLVED, on August 20, 2024, the Third Laguna Hills Mutual Board hereby approves the request to install a fence on Common Area; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 3374-B Punta Alta and all future Mutual Members at 3374-B Punta Alta; and

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

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RESOLUTION 03-24-XX

Variance Request

WHEREAS, Member located at 5228 Moya, a Villa Paraisa style manor, requests Architectural Control and Standards Committee approval of a variance to extend on Exclusive Use Common Area private garden 12'x6', rear patio 27'x8' and garage 12'x6'; 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 August 12, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to extend on Exclusive Use Common Area private garden 12'x6', rear patio 27'x8' and garage 12'x6';

NOW THEREFORE BE IT RESOLVED, on August 20, 2024, the Third Laguna Hills Mutual Board hereby approves the request to extend on Exclusive Use Common Area private garden 12'x6', rear patio 27'x8' and garage 12'x6'; 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 5228 Moya and all future Mutual Members at 5228 Moya; and

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

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RESOLUTION 03-24-XX

Variance Request

WHEREAS, Member located at 5434 Via Carrizo, a San Marco style manor, requests Architectural Control and Standards Committee approval of a variance to extend on Exclusive Use Common Area private garden 12'x6', rear patio 8'x40'; 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 August 12, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to extend on Exclusive Use Common Area private garden 12'x6', rear patio 8'x40';

NOW THEREFORE BE IT RESOLVED, on August 20, 2024, the Third Laguna Hills Mutual Board hereby approves the request to extend on Exclusive Use Common Area private garden 12'x6', rear patio 8'x40'; 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 5434 Via Carrizo and all future Mutual Members at 5434 Via Carrizo; and

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

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RESOLUTION 03-24-XX

Variance Request

WHEREAS, Member located at 5492-A Paseo Del Lago East, a Villa Fuente style manor, requests Architectural Control and Standards Committee approval of a variance to install pavers on Common Area, back of 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 August 12, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to install pavers on Common Area, back of garage;

NOW THEREFORE BE IT RESOLVED, on August 20, 2024, the Third Laguna Hills Mutual Board hereby approves the request to install pavers on Common Area, back of 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 5492-A Paseo Del Lago East and all future Mutual Members at 5492-A Paseo Del Lago East; and

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

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ENDORSEMENT (to Board)

Entertain a Motion to consider amended Traffic Rules and Regulations

In 1972, the Board of Directors created vehicle, traffic, and parking rules. Since its adoption the rules have been changed numerous times and renamed the Vehicle, Traffic and Parking Rules (the active Resolutions are 03-14-43, 03-15-42, 03-17-152, 03-19-50, and 03-19-85). The Vehicle, Traffic and Parking Rules provide residents, guests and vendors the rules for driving and parking to promote safety for the Community.

The Resident Policy and Compliance Committee requested the Vehicle, Traffic and Parking Rules be added to future agenda items for review and updates.

On April 23, 2024, the Resident Policy and Compliance Committee reviewed and provided updates. The matter was tabled till the next meeting.

On May 29, 2024, the Resident Policy and Compliance Committee reviewed and provided updates. The matter was tabled till the next meeting.

On June 25, 2024, the Resident Policy and Compliance Committee reviewed the updates. Officer Daniel Lurie, Security Supervisor II/ Administrative Supervisor, presented the proposed updates to the Traffic Rules and Regulations.

Acting Chair Prince asked for a motion to approve, for discussion purposes, the Traffic Rules and Regulations.

Director Lewis made a motion to approve the matter for discussion. Director Karimi seconded the motion.

The Committee discussed the matter, asked questions, and suggested changes and clarifications.

Director Yun made a motion to forward the updated Traffic Rules and Regulations to the Board for consideration. Director Karimi seconded the motion.

By unanimous consent, the motion passed.

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STAFF REPORT

DATE: August 20, 2024
FOR: Board of Directors
SUBJECT: Vehicle, Traffic and Parking Rules

RECOMMENDATION

Staff recommends amending the Vehicle, Traffic and Parking Rules.

BACKGROUND

In 1972, the Board of Directors created vehicle, traffic, and parking rules. Since its adoption the rules have been changed numerous times and renamed the Vehicle, Traffic and Parking Rules (the active Resolutions are 03-14-43, 03-15-42, 03-17-152, 03-19-50, and 03-19-85). The Vehicle, Traffic and Parking Rules provide residents, guests and vendors the rules for driving and parking to promote safety for the Community.

The Resident Policy and Compliance Committee requested the Vehicle, Traffic and Parking Rules be added to future agenda items for review and updates.

On April 23, 2024, the Resident Policy and Compliance Committee reviewed and provided updates. The matter was tabled till the next meeting.

On May 29, 2024, the Resident Policy and Compliance Committee reviewed and provided updates. The matter was tabled till the next meeting.

DISCUSSION

The Committee provided suggested updates to the Vehicle, Traffic and Parking Rules.

FINANCIAL ANALYSIS

None.

Prepared By: Daniel Lurie, Supervisor II/Administrative Supervisor

Reviewed By: Blessilda Wright, Compliance Supervisor
Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Vehicle Traffic and Parking Rules- Redline
Attachment 2: Vehicle Traffic and Parking Rules- Clean
Attachment 3: Resolution 03-24-XX, Vehicle, Traffic and Parking Rules

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Vehicle, Traffic, and Parking Rules
Resolution 03-24-xx, adopted MMM DD, 2024; Resolution 03-19-85, adopted August 20, 2019; Resolution 03-19-50, adopted May 21, 2019; Resolution 03-17-152, adopted December 19, 2017; Resolution 03-15-42, adopted April 21, 2015; and Resolution 03-14-43, adopted April 15, 2014

The following Vehicle, Traffic, and Parking Rules are strictly enforced and are applicable to all pedestrians and persons controlling or operating vehicles on any real property regulated by Third Laguna Hills Mutual (Third). This generally refers to the cul-de-sacs, parking areas, sidewalks, and grounds regulated by Third.

1 PREFACE 1

2 DEFINITIONS 2

3 BOARD AUTHORITY and ENFORCEMENT 7

4 TOWING POLICY 9

5 LICENSE AND REGISTRATION REQUIREMENTS 11

6 RULES FOR DRIVING..... 11

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11 SPECIAL RULES FOR MANAGING AGENT 23

12 RULES FOR REPORTING COLLISIONS 23

1 PREFACE

(See Section 2 – Definitions, for words appearing in ALL CAPITAL LETTERS.)

To promote safety, the BOARD requires that all drivers and vehicles in THIRD follow the same rules for driving and parking as are expected on public streets, unless otherwise specified in herein.

Enforcement is the responsibility of the Laguna Woods Village Security Division, unless otherwise designated by law. All persons must stop when directed or signaled by a member of the Security Services Division and provide all items of identification as requested, such as GRF identification card, driver’s license, vehicle registration, gate pass, etc.

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Security Officers will issue Notices of Violation for violation of these rules. Drivers in violation may be subject to a fine and other disciplinary action. Vehicles parked in violation of these rules may be subject to a fine, and towed-away at the vehicle owner's expense.

The BOARD kindly reminds everyone that parking space is a valuable and limited resource.

- RESIDENTS are encouraged to limit their number of vehicles kept ~~in~~ IN THIRD.
- Please remind your guests to use UNASSIGNED PARKING or your own ASSIGNED PARKING space. Use of another RESIDENT'S ASSIGNED PARKING space without their permission can result in a Notice of Violation, fine, and tow-away at the vehicle owner's expense.
- The use and control of an ASSIGNED PARKING space rests exclusively with the RESIDENTS of the associated UNIT and should not impact others' ability to park in their ASSIGNED PARKING.
- A NON-RESIDENT party to a UNIT such as a MEMBER, owner, leasing agent, power of attorney, successor trustee, conservator, etc. may not keep any vehicle in the Village when the subject UNIT is occupied by a RESIDENT.

The MEMBER is responsible for any violation occurring in their ASSIGNED PARKING unless someone not authorized is parking in the MEMBER's ASSIGNED PARKING (in which case, the MEMBER should work with Security to address the situation).

The MEMBER is responsible for any violation committed by their delegate, invitee, renter or lessee, and any invitee of a delegate, renter or lessee.

2 DEFINITIONS

Words appearing in ALL CAPITAL LETTERS are defined in this section.

2.1 ABANDONED VEHICLE

A MOTOR VEHICLE having either of the following attributes:

- Appears deserted, neglected, ~~unsightly~~, or INOPERABLE.
- If in UNASSIGNED or GUEST PARKING, ~~and~~ has not been moved within a 21 day period unless previously receiving written authorization from the Security Department. (See Section 7.5 - Resident's Extended Parking.)

2.2 ASSIGNED PARKING

A defined parking location such as a carport, parking garage space, under manor parking, or UNIT driveway or garage that has both of the following attributes:

- Is regulated by ~~Third~~ THIRD.
- Is allotted as an exclusive use area of a particular UNIT.

2.3 BOARD

The ~~Third~~ THIRD Board of Directors or its ~~delegated~~ designated Committee.

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2.4 **BICYCLE**

A device, upon which a person can ride, propelled by human power through pedals, a belt, chain, or gears and having one or more wheels.

- A motorized and/or electric bicycle is classified as a MOTOR VEHICLE, not a BICYCLE.

2.5 **COMMERCIAL VEHICLE**

A vehicle displaying any of the following attributes:

- Of a type used or maintained for the transportation of persons for hire, compensation, or profit.
Examples: taxi cab, limousine, any vehicle originally designed to carry 12 or more passengers.
- Designed, used, or maintained primarily for the transportation of property.
 - Includes any vehicle mounted with a utility body/bed. However, a carrier designed for specific sports or athletic equipment (e.g. bicycle or ski rack) is acceptable.
- Used, specially equipped, or advertised for commercial purposes.

Examples: MOTOR TRUCK, cargo trailer, PICKUP TRUCK with a ladder rack or utility body or carrying visible tools or merchandise, van with business advertising displayed or carrying visible tools, chests, racks or merchandise.

EXCEPTIONS:

- PICKUP TRUCKS and passenger vehicles (including commuter carpooling vans of up to 11 passenger capacity) are not COMMERCIAL VEHICLES unless used, specially equipped, or advertised for commercial purposes.

2.6 **EMPLOYEE**

A person who is employed by the ~~managing agent~~ MANAGING AGENT Village Management Services (VMS).

Commented [LD4]: Staff recommends adding this verbiage.

2.7 **GRE**

The Golden Rain Foundation of Laguna Woods.

2.8 **GOLF CART**

A MOTOR VEHICLE having all of the following attributes:

- Having not less than three wheels in contact with the ground.
- Having an unladen weight of less than 1,300 pounds.
- Designed to be operated at no more than 20 mph.
- Designed to carry golf equipment and passengers.
- Is exempt from California Motor Vehicle Registration.

2.9 **GOLF CAR**

A MOTOR VEHICLE that has all the attributes of a Low Speed Vehicle (LSV) or Neighborhood Electric Vehicle (NEV):

- Having 4 wheels.
- Having a gross vehicle weight rating of less than 3,000 pounds.
- Designed to attain a speed of more than 20 miles per hour and not more than 25 miles per hour on a paved level surface.
- May legally be driven on public streets with a maximum speed limit of 35 miles per hour.
- Requires government motor vehicle registration on a public street.

2.10 **GUEST**

A NON-RESIDENT approved for entry into LAGUNA WOODS VILLAGE by an authorized party for a MANOR, or by the ~~managing agent~~ **MANAGING AGENT**.

2.11 **GUEST PARKING**

A parking location that is marked as such by a sign, or curb or ~~pavement~~ **PAVEMENT** marking is reserved for GUEST use only.

2.12 **LOW SPEED VEHICLE (LSV)**

See GOLF CAR.

2.13 **~~IN~~ LAGUNA WOODS VILLAGE**

Any real property governed by GRF or a Mutual Corporation ~~IN~~ **in** LAGUNA WOODS VILLAGE.

2.14 **IN THIRD**

Any real property governed by ~~THIRD~~ **Third** ~~THIRD~~.

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2.15 **INOPERABLE VEHICLE**

A partial or complete vehicle displaying **any** of the following attributes:

- ~~Is parked in GUEST PARKING or UNASSIGNED PARKING and has a Does not show current, government issued license and registration for on-street operation that is at least three (3) months out of date.~~
- ~~Is parked in ASSIGNED PARKING and has a government registration for on-street operation that is at least one (1) year out of date.~~
- Is government registered with a classification of non-operational, or for a use other than on-street.

Examples: "Planned Non Operation," "Off Highway Vehicle," and watercraft registrations.

EXCEPTION:

- The above registration provisions do not apply to GOLF CARTS. See Section 5.2 – Vehicle Registration Required.
 - Lacks any original and complete **major** design component. (Examples: motor, fender, hood, wheel, light.)
 - Appears unable to legally or safely operate on the street in its present condition.
- Examples: ~~does not run~~, significant disassembly or collision damage, leaking

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fluids, flat tire, tire off ground, vehicle up on blocks.

- Presents a nuisance or hazard as determined by the BOARD.

2.16 MANAGING AGENT

VMS (Village Management Services)

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2.16 2.17 MANOR

A dwelling unit ~~in~~ in LAGUNA WOODS VILLAGE.

2.17 2.18 MEMBER

The person having legal accountability to GRF and THIRD for a UNIT.

2.18 2.19 MOTOR TRUCK

A MOTOR VEHICLE designed, used, or maintained primarily for the transportation of property.

2.19 2.20 MOTOR VEHICLE

A vehicle that is self-propelled.

EXCEPTIONS:

- o A self-propelled wheelchair, invalid tricycle, electric personal assistive mobility device (example: Segway) or motorized quadricycle.

2.20 2.21 NEIGHBORHOOD ELECTRIC VEHICLE (NEV)

See GOLF CAR.

2.21 2.22 NON-RESIDENT

A person who is not a legal occupant of a UNIT in LAGUNA WOODS VILLAGE. NON-RESIDENTs include quests, contractors, vendors, and delivery drivers.

2.22 2.23 NON-RESIDENT VEHICLE

Any vehicle not registered as a RESIDENT VEHICLE with GRF.

2.23 2.24 PAVEMENT

The hard surface of a road or street.

2.23 2.25 PICKUP TRUCK

A MOTOR TRUCK having all of the following attributes:

- Is equipped with an open box-type bed not exceeding 9 feet in length.
- Has an overall vehicle length not exceeding 22 feet.
- Has only 2 axles.
- Has an unladen weight of less than 8,001 pounds.
- Has a manufacturer's gross vehicle weight rating of less than 11,500 pounds in single rear wheel configuration, or 14,000 pounds in dual rear wheel configuration.

PICKUP TRUCK does not include a vehicle otherwise meeting the above definition that is equipped with a bed-mounted storage compartment unit commonly called a "utility body" or "utility bed."

A vehicle otherwise meeting the above definition that is mounted with an equipment rack or storage chest, or displays advertising is deemed to be a COMMERCIAL VEHICLE.

A PICKUP TRUCK mounted with a camper unit extending over the cab or equipped with food preparation and sleeping areas is deemed to be a RECREATIONAL VEHICLE. See Section - 7.8 Recreational Vehicles Restricted.

2.24 2.26 PEDESTRIAN

A person who is either of the following:

Commented [LD6]: Renumbering started, due to the addition of MANAGING AGENT

- On foot or using a means of conveyance propelled by human power other than a BICYCLE.
- Operating a self-propelled or motorized wheelchair, invalid tricycle, electric personal assistive mobility device (example: Segway) or motorized quadricycle.

2.25 2.27 RECREATIONAL VEHICLE (RV)

A vehicle so defined in the GRF Recreational Vehicle (RV) Parking Areas Rules and Regulations.

2.26 2.28 RESERVED PARKING

A parking location that is marked as such by a sign, or curb or ~~pavement~~ PAVEMENT marking is set- aside for use only by the named user(s).

2.27 2.29 RESIDENT

A BOARD approved, legal occupant of a UNIT in LAGUNA WOODS VILLAGE.

2.28 2.30 RESIDENT VEHICLE

A vehicle that has **all** of the following attributes:

- A RESIDENT has exclusive use thereof.
- Is of a type approved by GRF.
- Is registered with GRF.

2.29 2.31 SAFELIST

A register maintained by the Security Services Department to document vehicles granted a limited exception to certain parking rules. Examples: Extended RESIDENT'S absence, overnight RV parking, late night calls for overnight guests without a parking permit.

2.30 2.32 SPONSOR

A RESIDENT, MEMBER or delegate for a MANOR, who approves the admission of any NON-RESIDENT into ~~Laguna Woods Village~~ LAGUNA WOODS VILLAGE,

OR,

A person representing an organization or business entity for the purpose of requesting entry for themselves or another into ~~LAGUNA WOODS VILLAGE~~ Laguna Woods Village.

2.31 2.33 UNASSIGNED PARKING

A proper parking location having **both** of the following attributes:

- Not an ASSIGNED PARKING space for a particular UNIT or RESIDENT.
- Not designated as GUEST PARKING or RESERVED PARKING.

2.32 2.34 UNAUTHORIZED VEHICLE

A vehicle having **both** of the following attributes:

- NON-RESIDENT VEHICLE.
- Parked IN THIRD at any time between the hours of 12:00 a.m. (midnight) and 6:00 a.m. without displaying a valid GRF Overnight Parking Permit.

2.33 2.35 VISITOR PARKING

See GUEST PARKING.

3 BOARD AUTHORITY and ENFORCEMENT

3.1 BOARD AUTHORITY

The BOARD establishes and from time to time updates these rules, and decides upon fines and other disciplinary actions for violations.

The BOARD will appoint a Director to participate as a member of the Laguna Woods Village Traffic Hearings Committee (Committee) comprised of three (3) BOARD members. The Laguna Woods Village Traffic Hearings Committee will schedule traffic hearings as necessary to adjudicate Notices of Violation. The Laguna Woods Village Traffic Hearings Committee is an open a closed meeting that the alleged violator is invited to attend.

Notices of violation, traffic hearings, assessment of fines and other disciplinary actions are administrative processes of GRF and THIRD Third THIRD.

Fines and other disciplinary actions may be greater for repeated violations within a 3 year period.

The BOARD at its discretion may approve case-by-case exceptions to these rules.

The BOARD endorses the traffic rules of GRF and the other Mutual Corporations. Notices of Violation issued in another Mutual's area to RESIDENTS of THIRD will be adjudicated as if the violation had occurred in THIRD as well as the United and Mutual 50 Corporations. Third's traffic rules take priority if the potential violation occurs on Third's property.

3.1.1 MEMBER

A MEMBER is subject to the payment of a fine and other disciplinary action imposed by the BOARD for any violation committed by the MEMBER, or any delegate, occupant, lessee, renter, invitee or guest of the MEMBER.

3.1.2 RESIDENT

A RESIDENT is subject to the payment of a fine and other disciplinary action imposed by the BOARD for any violation committed by the RESIDENT, or any delegate, occupant, lessee, renter, invitee or guest of the RESIDENT. Responsibility for non-compliance with any such disciplinary action transfers to the applicable MEMBER.

3.1.3 NON-RESIDENT

A NON-RESIDENT is subject to confiscation of their gate pass and other loss of community access privileges as determined by the Community Access Division Department within the Resident Services Department, and may be subject to an assessment of a fine and other disciplinary action imposed by the BOARD for any violation committed by the NON-RESIDENT.

3.1.4 SPONSOR OF A GUEST/NON-RESIDENT

If a GUEST/NON-RESIDENT fails to pay a fine or comply with other disciplinary requirements determined by the BOARD, responsibility transfers to the RESIDENT

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SPONSOR who authorized

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the violator into ~~Laguna Woods Village~~LAGUNA WOODS VILLAGE. Responsibility for non-compliance with any such disciplinary action by the SPONSOR transfers to the applicable MEMBER.

3.1.5 ON-DUTY EMPLOYEE

An ~~on-on~~-duty EMPLOYEE of the ~~managing agent~~MANAGING AGENT is held to the same standard of safe driving as all others.

A violator is subject to disciplinary action, including potential loss of driving privileges, in accordance with the ~~managing agent~~MANAGING AGENT's Human Resources policy and procedure.

3.1.6 OFF DUTY EMPLOYEE

The Notice of Violation is unrelated to work and adjudicated under BOARD authority as a RESIDENT or NON-RESIDENT.

3.2 SECURITY SERVICES DEPARTMENT ENFORCEMENT

Enforcement of these rules is the responsibility of the Laguna Woods Village Security Services Department, unless otherwise designated by law.

Security Officers will issue a Notice of Violation for any violation of these rules.

All persons must stop when directed or signaled by any member of the Security Services Department, and provide all items of identification as requested, such as GRF identification card, driver's license, vehicle registration, and gate pass.

3.3 NOTICE OF VIOLATION PROCESSING - RESIDENTS, MEMBERS, OWNERS, and NON-RESIDENTS

Traffic hearings for RESIDENTS and NON-RESIDENTS will be held by the Laguna Woods Village Traffic Hearings Committee.

3.3.1 TRAFFIC HEARING NOTICE

Following a Notice of Violation, the alleged violator will be sent a letter scheduling a traffic hearing date and time. This letter will be sent at least 15 days before the hearing.

3.3.2 TRAFFIC HEARING

The traffic hearing will be ~~an open~~ a closed meeting. The Committee will hear testimony and consider evidence from the alleged violator and Security staff.

If an alleged violator chooses not to attend their hearing, the Committee will make its decision based on the Notice of Violation and other evidence presented.

After each hearing, the Committee will render its decision.

The ~~Laguna Woods Village Traffic Hearings~~ Committee's findings will be documented by a written report of the proceedings.

A letter stating the Committee's decision will be sent to the alleged violator within 10 days following the hearing. If the Committee finds the individual guilty, the letter will inform the violator of the penalty and present the choice of paying the scheduled fine, or attending ~~Traffic School~~TRAFFIC SCHOOL, if eligible.

3.3.3 **TRAFFIC SCHOOL**

The Laguna Woods Village Traffic School will be a 2 hour class addressing traffic safety topics, and designed for ~~Laguna Woods Village~~ **LAGUNA WOODS VILLAGE** drivers.

Traffic School is available to a violator once during any 3 year period.

The Security Services Department will provide instructors to teach Traffic School.

Every attendee must pay an administrative fee prior to attending Traffic School.

The following citations are ineligible for Traffic School: Parking, RV Lot Parking, Handicap Parking, and specific Moving Violations (Hit and Run, Valid Driver's Licenses Not Produced and Reckless Driving.

3.3.4 **FINES**

THIRD adopts the fine structure ~~of GRF~~ for traffic violations as per section 7.15 of these rules. ~~Fines are set by the latest GRF schedule.~~

3.4 **NOTICE OF VIOLATION PROCESSING – ON DUTY EMPLOYEES**

The Notice of Violation will be forwarded to the managing agent's Director of Human Resources for handling according to the managing agent's disciplinary policy.

4 **TOWING POLICY**

The California Vehicle Code authorizes private property tow-away at the vehicle owner's expense. The Security Services Department has been authorized by the BOARD to enforce these rules in compliance with California Vehicle Code § 22658 (a).

Violations may result in tow-away at the vehicle owner's expense. Vehicles may be towed immediately or after a 96 hour waiting period as indicated below.

4.1 **IMMEDIATE TOW AWAY**

4.1.1 **SECURITY SERVICES DEPARTMENT TOWING**

The Security Services Department is authorized to immediately tow-away at the vehicle owner's expense any vehicle parked under any of the following conditions:

- In a space designated for handicapped parking while not displaying a valid disabled (handicapped) license plate or placard.
- In a no parking zone.
- Within 15 feet of a fire hydrant.
- Blocking an entrance or exit of a building, parking space, or street.
- Blocking a roadway or posing a hazard to traffic.
- Posing a safety or environmental hazard.

4.1.2 **RESIDENT'S PRIVATE TOWING**

An ASSIGNED PARKING space (e.g. carport, driveway, garage) is provided for the exclusive use of the RESIDENT who controls (is in lawful possession of) that location.

No vehicle may be parked in any ASSIGNED PARKING location without that controlling RESIDENT'S written permission which can include an overnight parking pass.

California Vehicle Code §22658 (a) allows a person in lawful possession of private property (the controlling RESIDENT) to order the immediate tow-away of any vehicle parked without permission in that person's ASSIGNED PARKING space. Tow-away is made at the vehicle owner's expense.

Because the tow-away is made from a restricted use common area location, the towing is a private matter between the RESIDENT ordering tow-away, the vehicle owner, and the towing company. ~~THIRD~~, GRF, and the Security Services Department are not parties to, and assume no authority or liability in the matter.

4.2 **TOW AWAY AFTER 96 HOURS NOTICE**

4.2.1 **NON-RESIDENT VEHICLE IN ASSIGNED PARKING**

Except as provided above, the Security Services Department is authorized to tow-away at the vehicle owner's expense a NON-RESIDENT vehicle, in an ASSIGNED PARKING location, for any violation of these rules, upon meeting all of the following requirements:

- Receiving specific direction from the BOARD After a disciplinary hearing and the BOARD provides direction to staff.
- Requesting compliance to correct the violation or remove the vehicle from LAGUNA WOODS VILLAGE ~~the Village~~.
- Compliance is not made ~~NON-RESIDENT does not comply~~ within **96 hours** of written notification.

4.2.2 **NON-RESIDENT VEHICLE IN OTHER THAN ASSIGNED PARKING**

Except as provided above, the Security Services Department is authorized to tow-away at the vehicle owner's expense an UNAUTHORIZED VEHICLE or NON-RESIDENT vehicle, not in ASSIGNED PARKING, for any violation of these rules, upon meeting both of the following requirements:

- Requesting compliance to correct the violation or remove the vehicle from LAGUNA WOODS VILLAGE ~~the Village~~.
- NON-RESIDENT does not comply ~~Compliance is not made~~ within **96 hours** of written notification.

4.2.3 **RESIDENT VEHICLE IN ANY LOCATION**

Except as provided above, the Security Services Department is authorized to tow-away at the vehicle owner's expense a RESIDENT VEHICLE for any violation of these rules, upon meeting all the following requirements:

- After a disciplinary hearing and the BOARD provides direction to staff ~~Receiving specific authorization from the BOARD~~.

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- Requesting compliance to correct the violation or remove the vehicle from ~~the Village~~ LAGUNA WOODS VILLAGE.

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- ~~Compliance is not made~~ RESIDENT does not comply within 96 hours of written notification.

5 LICENSE AND REGISTRATION REQUIREMENTS

5.1 DRIVERS LICENSE REQUIRED

Any person operating a MOTOR VEHICLE is required to have a valid driver's license in their possession and present it to any member of the Security Services Department upon request.

EXCEPTIONS:

- o GOLF CART
- o Motorized or electric BICYCLE

5.2 VEHICLE REGISTRATION REQUIRED

Every MOTOR VEHICLE in THIRD is required to display current on-street license plate and registration, and the person in control thereof must present current registration documentation to any member of the Security Services Department upon request.

EXCEPTIONS:

- o GOLF CART
- o Motorized or electric BICYCLE

5.3 AUTHORIZED RESIDENT VEHICLE TYPES

THIRD authorizes any vehicle type that is eligible to receive a GRF ~~decal~~ RFID tag.

5.4 GRF VEHICLE ~~DECALS~~ REGISTRATION

All RESIDENT MOTOR VEHICLES must be registered with GRF ~~and properly display the current GRF vehicle decal while in THIRD.~~

5.5 ~~Resident Vehicle~~ RESIDENT VEHICLE Decal RFID TAG LIMIT ~~mit~~

Each UNIT is allowed to receive a limited number of GRF decals based on the number of original construction bedrooms.

- 1 Bedroom UNIT up to 2 ~~decals~~ RFID tags
- 2 Bedroom UNIT up to 3 RFID tags ~~decals~~
- 3 Bedroom UNIT up to 3 RFID tags ~~decals~~

The term "decal" applies to charging decals, for use in carports for charging. Each UNIT is allowed to receive up to a total of 2 "charging" decals for GOLF CARTS and/or GOLF CARS regardless of the number of original bedrooms in the UNIT.

Decal RFID tag counts do not include motorhomes and commercial vehicles stored in the GRF Recreational Vehicle Storage Area.

6 RULES FOR DRIVING

6.1 STAY ON PAVEMENT

Vehicles may only be driven on streets, cul-de-sacs, driveways, and designated parking areas designed for such use. Vehicles may not be driven or parked off

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Commented [LD12]: Staff recommends using all upper case, for continuity.

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| ~~pavement~~PAVEMENT.
EXCEPTIONS:

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Certain specific and limited exceptions are detailed in

- o Section 8 - Special Rules for Golf Carts and Golf Cars
- o Section 9 - Special Rules for Bicycles (Non-motorized and Motorized)

6.2 **TRAFFIC CONTROL DEVICES**

Drivers must obey all posted traffic signs, and ~~pavement~~ PAVEMENT and curb markings.

6.3 **SPEED LIMITS**

Vehicles may never be driven faster than is safe for the prevailing conditions.

Vehicles may not exceed the posted speed limit.

- 25 MPH: All streets, unless otherwise posted
- 15 MPH: All cul-de-sacs and parking areas, unless otherwise posted
- 10 MPH: All inbound gate entrances

6.4 **STOP SIGNS**

When approaching a stop sign, drivers must stop at the limit line, if marked, otherwise before entering the crosswalk on the near side of the intersection.

- The limit line is a white line painted across the driver's lane just before the stop sign or crosswalk.
- If there is no limit line or crosswalk, drivers must stop at the entrance to the intersecting roadway.
- If visibility is restricted at the limit line or crosswalk, drivers may .after stopping at the limit line or crosswalk. need to pull forward and stop again before safely passing through the intersection.

Drivers must always make a full and complete stop.

- So called "California stops" or "rolling stops" are not allowed; the wheels of the vehicle must stop turning.

6.5 **RIGHT-OF-WAY**

6.5.1 **EMERGENCYmergency VEHICLESehicles**

Drivers must yield to any law enforcement, fire or ambulance vehicle with emergency lights illuminated or siren in use.

6.5.2 **PEDESTRIANSedestrians**

The driver of a vehicle must yield the right-of-way to a PEDESTRIAN crossing the roadway. The driver of a vehicle approaching a PEDESTRIAN must exercise all due care and reduce the speed of the vehicle or take any other action relating to the operation of the vehicle as necessary to safeguard the safety of the PEDESTRIAN.

Commented [LD13]: Staff recommends using all upper case, for continuity.

Commented [LD14]: Staff recommends using all upper case, for continuity.

No PEDESTRIAN may suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close as to constitute an immediate hazard. No PEDESTRIAN may unnecessarily stop or delay traffic.

6.5.3 SIDE ROAD

A driver entering a through road from a cul-de-sac or side road must yield to vehicles on the through road.

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6.5.4 STOP SIGN

At an intersection controlled by a stop sign, the first vehicle to arrive has the right of way. If two vehicles arrive at the same time, the vehicle to the right has the right of way.

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6.5.5 TRAVEL LANES

Do not drive to the left of center of the road, even when no center line is present.

Commented [LD17]: Staff recommends using all upper case, for continuity.

6.5.6 TURN

A driver making a left turn or U-turn must yield to oncoming traffic.

Commented [LD18]: Staff recommends using all upper case, for continuity.

6.6 WIRELESS COMMUNICATIONS

Drivers may not operate a cell phone without the use of a hands-free device.

Drivers may not use a wireless device to write, send or read communications, or view images unless their vehicle is correctly pulled to the curb and parked.

6.7 SEAT BELTS

Drivers must wear a seat belt when driving.

Adult passengers must wear seat belts.

Younger passengers must be secured in a seat belt or child passenger restraint system of the type required by law on a public street.

6.8 USE OF LIGHTS

MOTOR VEHICLES must operate head lamps and tail lamps from ½ hour after sunset to ½ hour before sunrise. This includes GOLF CARTS, GOLF CARS, and motorized or electric BICYCLES.

MOTOR VEHICLES must operate head lamps and tail lamps if rain, fog, or other hazardous weather conditions require the continuous use of windshield wipers.

MOTOR VEHICLES must use turn signals at least 100 feet before making a turn.

MOTOR VEHICLES approaching and entering any Laguna Woods Village LAGUNA WOODS VILLAGE gate at night must use low beam headlamps.

For safety, any PEDESTRIAN or non-motorized BICYCLE on a roadway at night must shine a flashlight or otherwise display lighting sufficient to be plainly visible in any direction within 200 feet.

- This includes any vehicle using human power, or a self-propelled or motorized wheelchair, invalid tricycle, electric personal assistive mobility device (e.g. Segway) or motorized quadricycle.

7 RULES FOR PARKING

7.1 VEHICLES PROHIBITED

GRF specifies the types of vehicles prohibited from parking in LAGUNA WOODS VILLAGE. THIRD requires that any vehicle parked in THIRD must adhere to the GRF restrictions.

7.2 ASSIGNED PARKING

The use and control of an ASSIGNED PARKING space rests exclusively with the RESIDENT of a UNIT.

- A NON-RESIDENT party to a UNIT such as a MEMBER, owner, leasing agent, power of attorney, successor trustee, conservator, etc. may not ~~keep-store~~ any vehicle in the Village ~~when-whether or not~~ the subject UNIT is occupied by a RESIDENT ~~unless the RESIDENT has no vehicle and RESIDENT has obtained an overnight parking pass tofor~~ the NON-RESIDENT.

A RESIDENT must utilize their ASSIGNED PARKING space before using UNASSIGNED PARKING.

~~A NON-RESIDENT VEHICLE may not be stored in ASSIGNED PARKING.~~

- ~~A NON-RESIDENT vehicle parked more than 7 days in ASSIGNED PARKING is deemed to be stored, unless the person in possession is a GUEST who is listed for the same time period in the GRF Gate Clearance System and the vehicle is properly displaying a valid GRF Overnight Parking Permit.~~

7.3 GENERAL PARKING RULES

7.3.1 ~~PARK~~ ~~ark~~ ~~SAFELY~~ ~~afely~~

At no time may a vehicle be parked in a manner creating a traffic hazard.

7.3.2 ~~FIRE~~ ~~ire~~ ~~HYDRANT~~ ~~hydrant~~

At no time may a vehicle be parked within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner's expense. See Section 4 – Towing Policy.

7.3.3 ~~SIDEWALK~~ ~~idewalk~~

Except to safely cross on a roadway or driveway, no vehicle may be driven or parked with any portion of it on a sidewalk.

7.3.4 ~~OFF~~ ~~ff~~ ~~Pavement~~ ~~PAVEMENT~~

At no time may a vehicle be driven or parked with any portion of it off ~~pavement~~ ~~PAVEMENT~~.

EXCEPTIONS:

Certain specific and limited exceptions are detailed in

- o Section 8 - Special Rules for Golf Carts and Golf Cars.
- o Section 9 - Special Rules for Bicycles.

7.3.5 ~~CURB~~ ~~urb~~ ~~OR~~ ~~er~~ ~~PARKING~~ ~~arking~~ ~~STALL~~ ~~tall~~

Commented [LD19]: Staff recommends using "for" instead of "to"

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Vehicles may park in a designated parking stall or along a curb or sidewalk.

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- Parking along a curb or sidewalk:
 - Vehicles on a 2-way travel roadway must be parked with the passenger side wheels alongside the curb or sidewalk.
 - Vehicles on a 1-way travel roadway may park alongside the curb or sidewalk on either side of the roadway.
 - The front and rear wheels alongside must be within 18" of the curb or sidewalk edge.
 - Vehicles may not be parked in, or within 20 feet of a street intersection.
- Parking in a marked stall:
 - Vehicle must fit and be parked completely within the marked boundaries of a parking space.
- Parking in an unmarked stall:
 - A vehicle may be parked in a location that is not marked; however, at no time may it be parked in a manner that creates a traffic hazard, interferes with other vehicle access, PEDESTRIAN traffic, or access to facilities or equipment.

7.3.6 ~~INOPERATIVE~~ ~~enoperative~~ ~~VEHICLE~~ ~~ehicle~~

At no time may an INOPERATIVE VEHICLE be parked ~~IN~~ IN THIRD.

Commented [LD25]: Staff recommends using all upper case, for continuity.

7.3.7 ~~ABANDONED~~ ~~bandoned~~ ~~VEHICLE~~ ~~ehicle~~

At no time may an ABANDONED VEHICLE be parked ~~IN~~ IN THIRD.

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7.3.8 ~~UNAUTHORIZED~~ ~~nauthorized~~ ~~VEHICLE~~ ~~ehicle~~

At no time may an UNAUTHORIZED VEHICLE be parked ~~IN~~ IN THIRD.

Commented [LD27]: Staff recommends using all upper case, for continuity.

7.4 **TIME LIMITED PARKING**

7.4.1 **ASSIGNED PARKING**

There is no time limit that a RESIDENT VEHICLE may be parked in the ASSIGNED PARKING location for RESIDENT'S MANOR, provided that the vehicle's GRF vehicle decal, government registration, mechanical condition and appearance are properly maintained.

- A vehicle that appears INOPERABLE or ABANDONED is subject to tow-away at vehicle owner's expense. See Section 2 - Definitions, and Section 4 - Towing Policy.
- A RESIDENT VEHICLE parked in the ASSIGNED PARKING locations for a RESIDENT's MANOR must have a government issued registration for on-street operation that is no more than one (1) year out of date.

Commented [LD28]: Typo, should be "d" not "s"

7.4.2 **UNASSIGNED PARKING**

Signs and curb and ~~pavement~~ PAVEMENT markings that limit or prohibit parking apply at all times.

- Red zone: No stopping, standing or parking.

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EXCEPTIONS:

- A driver may stop to avoid conflict with other traffic.
- An attended vehicle may stop for passenger transfers.
- An attended vehicle may stop for emergency vehicles.
- An attended vehicle may stop for use of a mailbox.
- An attended vehicle may stop or stand while necessarily engaged in work.
Examples: moving or delivery truck.
- An unattended vehicle or piece of equipment may park when necessary and is authorized by the Security Services Department.
- Blue zone: Parking is permitted only when the vehicle is displaying a valid government issued disabled (handicapped) license plate or placard.
- Fire hydrant zone: No person shall stop, park, or leave standing any vehicle within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner's expense. See Section 4 – Towing Policy.
- Green zone: Parking may not exceed 10 minutes, or as posted by sign or curb marking.

EXCEPTION:

- Unlimited time parking in a Green ~~Zone~~ zone is permitted only when the vehicle is displaying a valid government issued disabled (handicapped) license plate or placard.
- Grey zone: Same as Unpainted.
- Handicapped zone: See "Blue zone."
- White zone: Loading and unloading only.
- Yellow zone: Commercial vehicle loading and unloading only.
- Unpainted: Parking is permitted for up to 7 continuous days, unless otherwise restricted. Parking is always prohibited within 15 feet of a fire hydrant even if the curb is unpainted. See Fire hydrant zone above.

EXCEPTION:

- Resident's extended absence parking. See Section 7.5 following.
- Within six (6) feet to either side of a mailbox.
- GUEST PARKING zone: RESIDENT VEHICLES are prohibited from using the location between 8:00 a.m. and 10:00 p.m.
- RESERVED PARKING zone: Parking is prohibited by a vehicle not carrying a party designated by the sign.
- VISITOR PARKING zone: RESIDENT VEHICLES are prohibited from using the location between 8:00 a.m. and 10:00 p.m.

Commented [LD29]: Staff recommends lower case for continuity.

7.5 **RESIDENT'S EXTENDED ABSENCE PARKING**

Due to a RESIDENT'S extended absence from the Village, a RESIDENT VEHICLE may be parked in UNASSIGNED PARKING for more than 7 days under the following conditions:

- RESIDENT'S ASSIGNED PARKING space must be occupied during the same time period by another RESIDENT VEHICLE.
- As a courtesy to fellow RESIDENTS, vehicle must be parked as far as practicable from MANORS, preferably on a named street rather than in a numbered cul-de-sac.
- RESIDENT must arrange to keep the vehicle's ~~GRF vehicle decal~~, government issued registration, appearance and operating condition up to date. Vehicles that become INOPERABLE, or appear neglected or ABANDONED, become subject to tow-away at owner's expense. See Section 4 - Towing Policy.
- The RESIDENT must SAFELIST the vehicle with the Security Services Department.
- NON-RESIDENT vehicles are not eligible for extended parking privileges.

Commented [LD30]: Staff recommends added verbiage for continuity.

7.6 **CONTRACTOR and SERVICE VEHICLE PARKING**

Contractor and service vehicles, including personal vehicles driven by workers, must be parked on named streets and are prohibited from parking within numbered cul-de-sacs or assigned parking spaces.

- Contractors may park on a SPONSORING RESIDENT'S driveway with the RESIDENT'S permission or in the RESIDENT's assigned covered parking with their expressed written permission, but may not obstruct the sidewalk.

EXCEPTIONS:

- Vehicles, equipment and materials immediately and directly required for the performance of work.
- Vehicles immediately loading or unloading.

7.7 **OVERNIGHT PARKING PERMITS**

GRF has rules regarding overnight parking for NON-RESIDENTS. THIRD requires that any vehicle parked overnight adhere to GRF's overnight parking rules.

7.8 **RECREATIONAL VEHICLES (RV) RESTRICTED**

Daily parking is limited to the GRF Recreational Vehicle Storage Area. Refer to the GRF Recreational Vehicle (RV) Parking Areas Rules and Regulations.

An RV may park in THIRD only when meeting **all** of the following conditions:

- RV is parked only for the purpose of loading or unloading. Other activities such as sleeping or resting in the RV, and vehicle maintenance are not allowed.
- RV is parked with engine and accessory equipment (e.g. exterior lights, generator, air conditioner, audio and video equipment) shut off.
- Extensions such as slide-outs, tilt-outs, and awnings must be closed.
- RV may not be attached to any external power supply.

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- Leveling jacks, if used, must include a base plate sufficient to prevent damage to ~~pavement~~ **PAVEMENT**.
- RV is parked for no more than 6 hours at a time.

EXCEPTION:

- Permission to park overnight immediately before or after a road trip will be reasonably granted by the Security Services Department. Vehicle must be removed no later than 12:00 noon the following day.

7.9 FOR SALE SIGNS

RESIDENT VEHICLES may display a maximum of two (2) "For Sale" signs advertising that vehicle. Each sign may be up to 9" x 12" in size. No signage may be on the exterior of the vehicle.

7.10 ADVERTISING

Any signage advertising a business or organization is prohibited on a vehicle parked overnight. Displaying a name or contact information such as a physical or communications address constitutes advertising.

EXCEPTIONS:

- Commercial vehicle or equipment displaying a valid GRF Overnight Parking Permit issued by the managing agent.
- License plate frames, and vehicle manufacturer's incidental identification and accessory items (example: vehicle brand and model nameplates.)
- Signs allowed in Section 7.9 – For Sale Signs.
- GRF vehicles.

7.11 REPAIRS

Vehicles may not be rebuilt or rehabilitated, major service may not be performed, and fluids may not be changed.

7.12 WASHING

In the interest of water conservation, vehicle washing is prohibited ~~IN IN~~ **THIRD**.

7.13 PLUG IN ELECTRIC VEHICLES (PEV)

~~NON-RESIDENT~~ **resident** and ~~GUEST~~ **guest** PEVs are prohibited from connecting to common area outlets.

Any PEV connected to a common area outlet without authorization may be disconnected and/or owner contacted by Security staff, in addition to the other enforcement actions allowed in these rules.

Owners of PEVs are solely responsible for the proper use and maintenance of their vehicle and any associated equipment used in charging the vehicle and may not make any unauthorized alterations to Mutual outlets, wiring, circuit breakers or electric service panels.

Resident PEVs of other types (e.g. battery electric and plug-in hybrid vehicles) are allowed to connect to Mutual common area electricity upon payment of the electricity

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user fee set by the Mutual Board, and Resident must properly display a Mutual issued Electric Vehicle (EV) decal on the vehicle.

- A pro-rated annual electricity usage fee, as set forth on the Mutual fee sheet, registered to any UNIT that does not have a private garage per the requirements of the BOARD approved Alteration Standard, Section 44, Electric Vehicle Charging Stations.
- Participating PEVs will be issued a Mutual authorized EV decal, affixed by staff to the exterior of the rearmost window in the lower corner furthest from the driver.
 - The EV decal is the property of THIRD and may be revoked upon expiration, withdrawal or termination from program, or non-compliance with these rules.



- The EV decal authorized to connect common area only.
 - Connection to outlets controlled by GRF, United, or Mutual Fifty is prohibited, except for self-contained, fee-per-use charging stations.
 - Connection to an outlet metered at any individual THIRD UNIT is prohibited without the controlling Resident's express permission.
 - Residents may request to "opt-out" of the Mutual EV Decal program by submitting a signed waiver at Resident Services indicating they will not be using Mutual common area electric to charge their Plug-in Electric Vehicle (PEV), and that they understand the consequences (fines) if they violate the Mutual EV Decal policy.
 - PEV's are equipped with charging cords, which for the purpose of this Policy are not "extension cords".

signifies the PEV is to outlets in the THIRD

~~UNATTENDED EXTENSION CORDS~~

~~Unattended extension cords may not be used in THIRD for any purpose. Residents found with unattended extension cords will be subject to fines.~~

~~Electrical use charges shall be computed in the following manner:~~

- ~~The total miles driven since the last odometer mileage recorded by staff will be divided by 3.5 to calculate the kilowatt hours usage of common area electricity used to charge the PEV (3.5 equates to miles driven per KW charged). This value will be multiplied by the existing electrical common area billing rate of Southern California Edison, or other electric service provider if applicable.~~

~~NOTE: According to the Third Mutual Energy Committee chair, Third pays SCE commercial electric rates that as of 7-15-2015 are about 17 cents per kilowatt hour. This is in between the comparable residential user rates of Tier 1 at 15 cents and Tier 2 at 19 cents per kilowatt hour.~~

- ~~o This calculation assumes that all energy use attributed to the PEV during the enrollment period was received by connection to Third Mutual common area outlets. No deduction will be considered for the PEV charging at any other location, or charging or motive power received from a PEV onboard source (e.g. hybrid engine, integrated solar panel)~~

7.14 EXTENSION CORDS

In the interest of safety, unattended extension cords may not be used IN THIRD for any purpose. Any unattended extension cord may be disconnected by Security staff, in addition to the other enforcement actions allowed in these rules.

7.15 FINES

Refer to the THIRD Fee Sheet and the Schedule of Traffic and Monetary Penalties as it applies.

8 SPECIAL RULES FOR GOLF CARTS and GOLF CARS

8.1 GOLF CART

Unless exempted in this Section, all THIRD Vehicle, Parking and Traffic Rules, including stop sign, speed limit, parking, and GRF vehicle decal rules, apply to GOLF CARTS, just as any other MOTOR VEHICLE.

8.1.1 DRIVERS LICENSE

A driver's license is not required to operate a GOLF CART.

8.1.2 MINIMUM AGE

A NON-RESIDENT driving a GOLF CART must be ***both***

- Age 16 years or older.
- Accompanied by a RESIDENT.

8.1.3 VEHICLE REGISTRATION

No government vehicle registration is required.

8.1.4 LIGHTS

Must operate head lamps and tail lamps from ½ hour after sunset to ½ hour before sunrise.

8.1.5 STAY ON PAVEMENT

Driving off ~~pavement~~ **PAVEMENT** is prohibited.

EXCEPTION:

- o Limited driving off ~~pavement~~ **PAVEMENT** is allowed at the GRF 27-hole golf course, in accordance with golf course rules.

8.1.6 SIDEWALKS AND PATIOS

Driving or parking is not allowed on sidewalks, breezeways, or patios.

8.1.7 CART PATHS

Driving on paved cart paths is permissible. On a cart path the driver must:

- Travel at a slow speed that is reasonable and prudent.
- Exercise due regard for the safety of all PEDESTRIANS.
- Yield the right-of-way to all PEDESTRIANS.

Parking on a cart path is prohibited, except in a marked parking stall.

8.2 GOLF CAR

Unless exempted in this Section, all THIRD Vehicle, Parking and Traffic Rules apply to GOLF CARS, just as any other MOTOR VEHICLE.

8.2.1 CART PATHS

May be driven on a paved cart path.

On a cart path the driver must:

- Travel at a slow speed that is reasonable and prudent.
- Exercise due regard for the safety of all PEDESTRIANS.
- Yield the right-of-way to all PEDESTRIANS.

Parking on a cart path is prohibited, except in a marked parking stall.

9 SPECIAL RULES FOR BICYCLES (NON-MOTORIZED AND MOTORIZED)

Unless otherwise specified in this Section, all requirements of Section 6 - Rules for Driving, including stop sign and speed limit rules, and Section 7 - Rules for Parking, apply to BICYCLES.

~~9.1 STAY ON PAVEMENT~~

~~BICYCLES may not be ridden off pavement.~~

9.29.1 SIDEWALKS

Riding on a sidewalk is allowed only between a point of origin or destination and the nearest connector to a street or cul-de-sac.

EXCEPTION:

- o When delivering newspapers, a BICYCLE may be ridden an unlimited distance on a sidewalk.

While riding on a path or sidewalk, the cyclist must:

- Exercise due regard for the safety of all PEDESTRIANS.
- Travel at a speed that is reasonable and prudent.
- Yield the right-of-way to all PEDESTRIANS.
- Walk the BICYCLE when inside a building or on any covered passageway.

9.39.2 LIGHTS

For safety, at night a BICYCLE must operate lighting sufficient to be plainly visible in any direction within 200 feet.

9.49.3 PARKING

Bicycles may not be parked in any manner interfering with foot or vehicle traffic.

Bicycles must be parked utilizing parking racks where provided.

Attended BICYCLES may be parked off ~~pavement~~PAVEMENT, but only in such a manner as not to damage landscaping.

10 SPECIAL RULES FOR PEDESTRIANS

10.1 SIDEWALKS

For safety considerations, PEDESTRIANS ~~may~~should not walk upon a roadway.

EXCEPTIONS:

- When crossing a roadway.
- When there is no adjacent sidewalk available that is at least two (2) feet wide.

When upon any roadway, PEDESTRIANS must:

- Walk facing the flow of traffic, unless upon a 1-way roadway.
- Avoid stopping or delaying traffic.
- Shine a flashlight or otherwise display lighting at night sufficient to be plainly visible in any direction within 200 feet.

10.2 SKATEBOARDS

No person may ride or propel a skateboard or other riding device.

EXCEPTION:

- ~~A person operating a self-propelled or motorized wheelchair, invalid tricycle, electric personal assistive mobility device (ex: Segway) or motorized quadricycle.~~

11 SPECIAL RULES FOR MANAGING AGENT

MOTOR VEHICLES and equipment used by the ~~managing agent~~ **MANAGING AGENT** are permitted to operate and park on roadways, sidewalks, paths and landscape in a manner such as needed to efficiently provide services, such as maintenance, landscaping and security.

Except as necessary to efficiently provide services, MOTOR VEHICLES and equipment must be parked so as not to block access, walkways, or carports.

Except for fire hydrant and handicapped parking zones, all parking locations may be used by the ~~managing agent~~ **MANAGING AGENT** as needed to efficiently provide services.

Visitor/unassigned parking locations may be used by the managing agent only in an emergency and/or to drop off heavy equipment.

MOTOR VEHICLES operated by the MANAGING AGENT must follow all of the traffic rules as outlined in this document.

Commented [LD32]: Staff recommends using all upper case, for continuity.

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12 RULES FOR REPORTING COLLISIONS

12.1 INJURY TO A PERSON

For a collision that causes injury or death to a person:

- Notify local authorities (Call 911-).
- Notify the Laguna Woods Village Security Department.
- Driver must stop and remain at the scene to provide their identity and information about the collision.
- ~~Notify local authorities (Call 911-.)~~
- ~~Notify the Laguna Woods Village Security Department.~~

12.2 NO INJURY TO A PERSON

For a collision with no injuries that causes damage to any property, including damage solely to the driver's own MOTOR VEHICLE or BICYCLE:

- Notify the Laguna Woods Village Security Services Department.
- Driver must stop and remain at the scene to provide their identity and information about the collision.
- Driver must identify themselves to the owner or individual in control of the damaged property.
- ~~Notify the Laguna Woods Village Security Services Department~~
- Any involved party may request the ~~sheriff's~~ Sheriff's department respond for a report.



Vehicle, Traffic, and Parking Rules

Resolution 03-24-xx, adopted MMM DD, 2024; Resolution 03-19-85, adopted August 20, 2019; Resolution 03-19-50, adopted May 21, 2019; Resolution 03-17-152, adopted December 19, 2017; Resolution 03-15-42, adopted April 21, 2015; and Resolution 03-14-43, adopted April 15, 2014

The following Vehicle, Traffic, and Parking Rules are strictly enforced and are applicable to all pedestrians and persons controlling or operating vehicles on any real property regulated by Third Laguna Hills Mutual (Third). This generally refers to the cul-de-sacs, parking areas, sidewalks, and grounds regulated by Third.

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1 PREFACE

(See Section 2 – Definitions, for words appearing in ALL CAPITAL LETTERS.)

To promote safety, the BOARD requires that all drivers and vehicles in THIRD follow the same rules for driving and parking as are expected on public streets, unless otherwise specified in herein.

Enforcement is the responsibility of the Laguna Woods Village Security Division, unless otherwise designated by law. All persons must stop when directed or signaled by a member of the Security Services Division and provide all items of identification as requested, such as GRF identification card, driver's license, vehicle registration, gate pass, etc.

Security Officers will issue Notices of Violation for violation of these rules. Drivers in violation may be subject to a fine and other disciplinary action. Vehicles parked in violation of these rules may be subject to a fine, and towed-away at the vehicle owner's expense.

The BOARD kindly reminds everyone that parking space is a valuable and limited resource.

- RESIDENTS are encouraged to limit their number of vehicles kept IN THIRD.
- Please remind your guests to use UNASSIGNED PARKING or your own ASSIGNED PARKING space. Use of another RESIDENT'S ASSIGNED PARKING space without their permission can result in a Notice of Violation, fine, and tow-away at the vehicle owner's expense.
- The use and control of an ASSIGNED PARKING space rests exclusively with the RESIDENTS of the associated UNIT and should not impact others' ability to park in their ASSIGNED PARKING.
- A NON-RESIDENT party to a UNIT such as a MEMBER, owner, leasing agent, power of attorney, successor trustee, conservator, etc. may not keep any vehicle in the Village when the subject UNIT is occupied by a RESIDENT.

The MEMBER is responsible for any violation occurring in their ASSIGNED PARKING unless someone not authorized is parking in the MEMBER's ASSIGNED PARKING (in which case, the MEMBER should work with Security to address the situation).

The MEMBER is responsible for any violation committed by their delegate, invitee, renter or lessee, and any invitee of a delegate, renter or lessee.

2 **DEFINITIONS**

Words appearing in ALL CAPITAL LETTERS are defined in this section.

2.1 **ABANDONED VEHICLE**

A MOTOR VEHICLE having **either** of the following attributes:

- Appears deserted, neglected, or INOPERABLE.
- If in UNASSIGNED or GUEST PARKING and has not been moved within a 21 day period unless previously receiving written authorization from the Security Department. (See Section 7.5 - Resident's Extended Parking.)

2.2 **ASSIGNED PARKING**

A defined parking location such as a carport, parking garage space, under manor parking, or UNIT driveway or garage that has **both** of the following attributes:

- Is regulated by THIRD.
- Is allotted as an exclusive use area of a particular UNIT.

2.3 **BOARD** The THIRD Board of Directors or its designated Committee.

2.4 **BICYCLE**

A device, upon which a person can ride, propelled by human power through pedals, a

belt, chain, or gears and having one or more wheels.

- A motorized and/or electric bicycle is classified as a MOTOR VEHICLE, not a BICYCLE.

2.5 **COMMERCIAL VEHICLE**

A vehicle displaying **any** of the following attributes:

- Of a type used or maintained for the transportation of persons for hire, compensation, or profit.
Examples: taxi cab, limousine, any vehicle originally designed to carry 12 or more passengers.
- Designed, used, or maintained primarily for the transportation of property.
 - Includes any vehicle mounted with a utility body/bed. However, a carrier designed for specific sports or athletic equipment (e.g. bicycle or ski rack) is acceptable.
- Used, specially equipped, or advertised for commercial purposes.

Examples: MOTOR TRUCK, cargo trailer, PICKUP TRUCK with a ladder rack or utility body or carrying visible tools or merchandise, van with business advertising displayed or carrying visible tools, chests, racks or merchandise.

EXCEPTIONS:

- PICKUP TRUCKS and passenger vehicles (including commuter carpooling vans of up to 11 passenger capacity) are not COMMERCIAL VEHICLES unless used, specially equipped, or advertised for commercial purposes.

2.6 **EMPLOYEE**

A person who is employed by the MANAGING AGENT Village Management Services (VMS).

2.7 **GRE**

The Golden Rain Foundation of Laguna Woods.

2.8 **GOLF CART**

A MOTOR VEHICLE having **all** of the following attributes:

- Having not less than three wheels in contact with the ground.
- Having an unladen weight of less than 1,300 pounds.
- Designed to be operated at no more than 20 mph.
- Designed to carry golf equipment and passengers.
- Is exempt from California Motor Vehicle Registration.

2.9 **GOLF CAR**

A MOTOR VEHICLE that has **all** the attributes of a Low Speed Vehicle (LSV) or Neighborhood Electric Vehicle (NEV):

- Having 4 wheels.
- Having a gross vehicle weight rating of less than 3,000 pounds.
- Designed to attain a speed of more than 20 miles per hour and not more than 25 miles per hour on a paved level surface.
- May legally be driven on public streets with a maximum speed limit of 35 miles per hour.
- Requires government motor vehicle registration on a public street.

2.10 GUEST

A NON-RESIDENT approved for entry into LAGUNA WOODS VILLAGE by an authorized party for a MANOR, or by the MANAGING AGENT.

2.11 GUEST PARKING

A parking location that is marked as such by a sign, or curb or PAVEMENT marking is reserved for GUEST use only.

2.12 LOW SPEED VEHICLE (LSV)

See GOLF CAR.

2.13 LAGUNA WOODS VILLAGE

Any real property governed by GRF or a Mutual Corporation in LAGUNA WOODS VILLAGE.

2.14 IN THIRD

Any real property governed by THIRD.

2.15 INOPERABLE VEHICLE

A partial or complete vehicle displaying **any** of the following attributes:

- Is parked in GUEST PARKING or UNASSIGNED PARKING and has a government registration for on-street operation that is at least three (3) months out of date.
- Is parked in ASSIGNED PARKING and has a government registration for on-street operation that is at least one (1) year out of date.
- Is government registered with a classification of non-operational, or for a use other than on-street.

Examples: "Planned Non Operation," "Off Highway Vehicle," and watercraft registrations.

EXCEPTION:

- The above registration provisions do not apply to GOLF CARTS. See Section 5.2 – Vehicle Registration Required.
- Lacks any original and complete major design component. (Examples: motor, fender, hood, wheel, light.)
- Appears unable to legally or safely operate on the street in its present condition.
Examples: significant disassembly or collision damage, leaking fluids, flat tire,

tire off ground, vehicle up on blocks.

- Presents a nuisance or hazard as determined by the BOARD.

2.16 MANAGING AGENT

VMS (Village Management Services)

2.17 MANOR

A dwelling unit in LAGUNA WOODS VILLAGE.

2.18 MEMBER

The person having legal accountability to GRF and THIRD for a UNIT.

2.19 MOTOR TRUCK

A MOTOR VEHICLE designed, used, or maintained primarily for the transportation of property.

2.20 MOTOR VEHICLE

A vehicle that is self-propelled.

EXCEPTIONS:

- A self-propelled wheelchair, invalid tricycle, electric personal assistive mobility device (example: Segway) or motorized quadricycle.

2.21 NEIGHBORHOOD ELECTRIC VEHICLE (NEV)

See GOLF CAR.

2.22 NON-RESIDENT

A person who is not a legal occupant of a UNIT in LAGUNA WOODS VILLAGE. NON-RESIDENTs include guests, contractors, vendors, and delivery drivers.

2.23 NON-RESIDENT VEHICLE

Any vehicle not registered as a RESIDENT VEHICLE with GRF.

2.24 PAVEMENT

The hard surface of a road or street.

2.25 PICKUP TRUCK

A MOTOR TRUCK having **all** of the following attributes:

- Is equipped with an open box-type bed not exceeding 9 feet in length.
- Has an overall vehicle length not exceeding 22 feet.
- Has only 2 axles.
- Has an unladen weight of less than 8,001 pounds.
- Has a manufacturer's gross vehicle weight rating of less than 11,500 pounds in single rear wheel configuration, or 14,000 pounds in dual rear wheel configuration.

PICKUP TRUCK does not include a vehicle otherwise meeting the above definition that

is equipped with a bed-mounted storage compartment unit commonly called a “utility body” or “utility bed.”

A vehicle otherwise meeting the above definition that is mounted with an equipment rack or storage chest, or displays advertising is deemed to be a COMMERCIAL VEHICLE.

A PICKUP TRUCK mounted with a camper unit extending over the cab or equipped with food preparation and sleeping areas is deemed to be a RECREATIONAL VEHICLE. See Section - 7.8 Recreational Vehicles Restricted.

2.26 PEDESTRIAN

A person who is either of the following:

- On foot or using a means of conveyance propelled by human power other than a BICYCLE.
- Operating a self-propelled or motorized wheelchair, invalid tricycle, electric personal assistive mobility device (example: Segway) or motorized quadricycle.

2.27 RECREATIONAL VEHICLE (RV)

A vehicle so defined in the GRF Recreational Vehicle (RV) Parking Areas Rules and Regulations.

2.28 RESERVED PARKING

A parking location that is marked as such by a sign, or curb or PAVEMENT marking is set- aside for use only by the named user(s).

2.29 RESIDENT

A BOARD approved, legal occupant of a UNIT in LAGUNA WOODS VILLAGE.

2.30 RESIDENT VEHICLE

A vehicle that has all of the following attributes:

- A RESIDENT has exclusive use thereof.
- Is of a type approved by GRF.
- Is registered with GRF.

2.31 SAFELIST

A register maintained by the Security Services Department to document vehicles granted a limited exception to certain parking rules. Examples: Extended RESIDENT’S absence, overnight RV parking, late night calls for overnight guests without a parking permit.

2.32 SPONSOR

A RESIDENT, MEMBER or delegate for a MANOR, who approves the admission of any NON-RESIDENT into LAGUNA WOODS VILLAGE,

OR,

A person representing an organization or business entity for the purpose of requesting entry for themself or another into LAGUNA WOODS VILLAGE.

2.33 UNASSIGNED PARKING

A proper parking location having **both** of the following attributes:

- Not an ASSIGNED PARKING space for a particular UNIT or RESIDENT.
- Not designated as GUEST PARKING or RESERVED PARKING.

2.34 UNAUTHORIZED VEHICLE

A vehicle having **both** of the following attributes:

- NON-RESIDENT VEHICLE.
- Parked IN THIRD at any time between the hours of 12:00 a.m. (midnight) and 6:00 a.m. without displaying a valid GRF Overnight Parking Permit.

2.35 VISITOR PARKING

See GUEST PARKING.

3 BOARD AUTHORITY and ENFORCEMENT**3.1 BOARD AUTHORITY**

The BOARD establishes and from time to time updates these rules, and decides upon fines and other disciplinary actions for violations.

The BOARD will appoint a Director to participate as a member of the Laguna Woods Village Traffic Hearings Committee (Committee). The Committee will schedule traffic hearings as necessary to adjudicate Notices of Violation. The Committee is a closed meeting that the alleged violator is invited to attend.

Notices of violation, traffic hearings, assessment of fines and other disciplinary actions are administrative processes of GRF and THIRD.

Fines and other disciplinary actions may be greater for repeated violations within a 3 year period.

The BOARD at its discretion may approve case-by-case exceptions to these rules.

The BOARD endorses the traffic rules of GRF as well as the United and Mutual 50 Corporations. Third's traffic rules take priority if the potential violation occurs on Third's property.

3.1.1 MEMBER

A MEMBER is subject to the payment of a fine and other disciplinary action imposed by the BOARD for any violation committed by the MEMBER, or any delegate, occupant, lessee, renter, invitee or guest of the MEMBER.

3.1.2 RESIDENT

A RESIDENT is subject to the payment of a fine and other disciplinary action imposed by the BOARD for any violation committed by the RESIDENT, or any delegate, occupant, lessee, renter, invitee or guest of the RESIDENT. Responsibility for non-compliance with any such disciplinary action transfers to the applicable MEMBER.

3.1.3 NON-RESIDENT

A NON-RESIDENT is subject to confiscation of their gate pass and other loss of community access privileges as determined by the Community Access Department within the Resident Services Department, and may be subject to an assessment of a fine and other disciplinary action imposed by the BOARD for any violation committed by the NON-RESIDENT.

3.1.4 SPONSOR OF A GUEST/NON-RESIDENT

If a GUEST/NON-RESIDENT fails to pay a fine or comply with other disciplinary requirements determined by the BOARD, responsibility transfers to the RESIDENT SPONSOR who authorized

the violator into LAGUNA WOODS VILLAGE. Responsibility for non-compliance with any such disciplinary action by the SPONSOR transfers to the applicable MEMBER.

3.1.5 ON-DUTY EMPLOYEE

An on-duty EMPLOYEE of the MANAGING AGENT is held to the same standard of safe driving as all others.

A violator is subject to disciplinary action, including potential loss of driving privileges, in accordance with the MANAGING AGENT's Human Resources policy and procedure.

3.1.6 OFF DUTY EMPLOYEE

The Notice of Violation is unrelated to work and adjudicated under BOARD authority as a RESIDENT or NON-RESIDENT.

3.2 SECURITY SERVICES DEPARTMENT ENFORCEMENT

Enforcement of these rules is the responsibility of the Laguna Woods Village Security Services Department, unless otherwise designated by law.

Security Officers will issue a Notice of Violation for any violation of these rules.

All persons must stop when directed or signaled by any member of the Security Services Department, and provide all items of identification as requested, such as GRF identification card, driver's license, vehicle registration, and gate pass.

3.3 NOTICE OF VIOLATION PROCESSING - RESIDENTS, MEMBERS, OWNERS, and NON-RESIDENTS

Traffic hearings for RESIDENTS and NON-RESIDENTS will be held by the Laguna Woods Village Traffic Hearings Committee.

3.3.1 TRAFFIC HEARING NOTICE

Following a Notice of Violation, the alleged violator will be sent a letter scheduling a traffic hearing date and time. This letter will be sent at least 15 days before the hearing.

3.3.2 TRAFFIC HEARING

The traffic hearing will be a closed meeting. The Committee will hear testimony and consider evidence from the alleged violator and Security staff.

If an alleged violator chooses not to attend their hearing, the Committee will make its decision based on the Notice of Violation and other evidence presented.

After each hearing, the Committee will render its decision.

The Committee's findings will be documented by a written report of the proceedings.

A letter stating the Committee's decision will be sent to the alleged violator within 10 days following the hearing. If the Committee finds the individual guilty, the letter will inform the violator of the penalty and present the choice of paying the scheduled fine, or attending TRAFFIC SCHOOL, if eligible.

3.3.3 TRAFFIC SCHOOL

The Laguna Woods Village Traffic School will be a 2 hour class addressing traffic safety topics, and designed for LAGUNA WOODS VILLAGE drivers.

Traffic School is available to a violator once during any 3 year period.

The Security Services Department will provide instructors to teach Traffic School.

Every attendee must pay an administrative fee prior to attending Traffic School.

The following citations are ineligible for Traffic School: Parking, RV Lot Parking, Handicap Parking, and specific Moving Violations (Hit and Run, Valid Driver's Licenses Not Produced and Reckless Driving.

3.3.4 FINES

THIRD adopts the fine structure for traffic violations as per section 7.15 of these rules.

3.4 NOTICE OF VIOLATION PROCESSING – ON DUTY EMPLOYEES

The Notice of Violation will be forwarded to the managing agent's Director of Human Resources for handling according to the managing agent's disciplinary policy.

4 TOWING POLICY

The California Vehicle Code authorizes private property tow-away at the vehicle owner's expense. The Security Services Department has been authorized by the BOARD to enforce these rules in compliance with California Vehicle Code § 22658 (a).

Violations may result in tow-away at the vehicle owner's expense. Vehicles may be towed immediately or after a 96 hour waiting period as indicated below.

4.1 IMMEDIATE TOW AWAY

4.1.1 SECURITY SERVICES DEPARTMENT TOWING

The Security Services Department is authorized to immediately tow-away at the vehicle owner's expense any vehicle parked under any of the following conditions:

- In a space designated for handicapped parking while not displaying a valid disabled (handicapped) license plate or placard.
- In a no parking zone.
- Within 15 feet of a fire hydrant.
- Blocking an entrance or exit of a building, parking space, or street.
- Blocking a roadway or posing a hazard to traffic.
- Posing a safety or environmental hazard.

4.1.2 RESIDENT'S PRIVATE TOWING

An ASSIGNED PARKING space (e.g. carport, driveway, garage) is provided for the exclusive use of the RESIDENT who controls (is in lawful possession of) that location.

No vehicle may be parked in any ASSIGNED PARKING location without that controlling RESIDENT'S written permission which can include an overnight parking pass.

California Vehicle Code §22658 (a) allows a person in lawful possession of private property (the controlling RESIDENT) to order the immediate tow-away of any vehicle parked without permission in that person's ASSIGNED PARKING space. Tow-away is made at the vehicle owner's expense.

Because the tow-away is made from a restricted use common area location, the towing is a private matter between the RESIDENT ordering tow-away, the vehicle owner, and the towing company. THIRD, GRF, and the Security Services Department are not parties to, and assume no authority or liability in the matter.

4.2 TOW AWAY AFTER 96 HOURS NOTICE**4.2.1 NON-RESIDENT VEHICLE IN ASSIGNED PARKING**

Except as provided above, the Security Services Department is authorized to tow-away at the vehicle owner's expense a NON-RESIDENT vehicle, in an ASSIGNED PARKING location, for any violation of these rules, upon meeting all of the following requirements:

- After a disciplinary hearing and the BOARD provides direction to staff.
- Requesting compliance to correct the violation or remove the vehicle from LAGUNA WOODS VILLAGE.
- NON-RESIDENT does not comply within 96 hours of written notification.

4.2.2 NON-RESIDENT VEHICLE IN OTHER THAN ASSIGNED PARKING

Except as provided above, the Security Services Department is authorized to tow-away at the vehicle owner's expense an UNAUTHORIZED VEHICLE or NON-RESIDENT vehicle, not in ASSIGNED PARKING, for any violation of these rules, upon meeting both of the following requirements:

- Requesting compliance to correct the violation or remove the vehicle from LAGUNA WOODS VILLAGE.
- NON-RESIDENT does not comply within 96 hours of written notification.

4.2.3 RESIDENT VEHICLE IN ANY LOCATION

Except as provided above, the Security Services Department is authorized to tow-away at the vehicle owner's expense a RESIDENT VEHICLE for any violation of these rules, upon meeting all the following requirements:

- After a disciplinary hearing and the BOARD provides direction to staff.
- Requesting compliance to correct the violation or remove the vehicle from LAGUNA WOODS VILLAGE.

- RESIDENT does not comply within 96 hours of written notification.

5 LICENSE AND REGISTRATION REQUIREMENTS

5.1 DRIVERS LICENSE REQUIRED

Any person operating a MOTOR VEHICLE is required to have a valid driver's license in their possession and present it to any member of the Security Services Department upon request.

EXCEPTIONS:

- GOLF CART
- Motorized or electric BICYCLE

5.2 VEHICLE REGISTRATION REQUIRED

Every MOTOR VEHICLE in THIRD is required to display current on-street license plate and registration, and the person in control thereof must present current registration documentation to any member of the Security Services Department upon request.

EXCEPTIONS:

- GOLF CART
- Motorized or electric BICYCLE

5.3 AUTHORIZED RESIDENT VEHICLE TYPES

THIRD authorizes any vehicle type that is eligible to receive a GRF RFID tag.

5.4 GRF VEHICLE REGISTRATION

All RESIDENT MOTOR VEHICLES must be registered with GRF.

5.5 RESIDENT VEHICLE RFID TAG LIMIT

Each UNIT is allowed to receive a limited number of GRF decals based on the number of original construction bedrooms.

- 1 Bedroom UNIT up to 2 RFID tags
- 2 Bedroom UNIT up to 3 RFID tags
- 3 Bedroom UNIT up to 3 RFID tags

The term "decal" applies to charging decals, for use in carports for charging. Each UNIT is allowed to receive up to a total of 2 "charging" decals for GOLF CARTS and/or GOLF CARS regardless of the number of original bedrooms in the UNIT.

RFID tag counts do not include motorhomes and commercial vehicles stored in the GRF Recreational Vehicle Storage Area.

6 RULES FOR DRIVING

6.1 STAY ON PAVEMENT

Vehicles may only be driven on streets, cul-de-sacs, driveways, and designated parking areas designed for such use. Vehicles may not be driven or parked off PAVEMENT.

EXCEPTIONS:

Certain specific and limited exceptions are detailed in

- Section 8 - Special Rules for Golf Carts and Golf Cars
- Section 9 - Special Rules for Bicycles (Non-motorized and Motorized)

6.2 TRAFFIC CONTROL DEVICES

Drivers must obey all posted traffic signs, and PAVEMENT and curb markings.

6.3 SPEED LIMITS

Vehicles may never be driven faster than is safe for the prevailing conditions.

Vehicles may not exceed the posted speed limit.

- 25 MPH: All streets, unless otherwise posted
- 15 MPH: All cul-de-sacs and parking areas, unless otherwise posted
- 10 MPH: All inbound gate entrances

6.4 STOP SIGNS

When approaching a stop sign, drivers must stop at the limit line, if marked, otherwise before entering the crosswalk on the near side of the intersection.

- The limit line is a white line painted across the driver's lane just before the stop sign or crosswalk.
- If there is no limit line or crosswalk, drivers must stop at the entrance to the intersecting roadway.
- If visibility is restricted at the limit line or crosswalk, drivers may, after stopping at the limit line or crosswalk, need to pull forward and stop again before safely passing through the intersection.

Drivers must always make a full and complete stop.

- So called "California stops" or "rolling stops" are not allowed; the wheels of the vehicle must stop turning.

6.5 RIGHT-OF-WAY

6.5.1 EMERGENCY VEHICLES

Drivers must yield to any law enforcement, fire or ambulance vehicle with emergency lights illuminated or siren in use.

6.5.2 PEDESTRIANS

The driver of a vehicle must yield the right-of-way to a PEDESTRIAN crossing the roadway. The driver of a vehicle approaching a PEDESTRIAN must exercise all due care and reduce the speed of the vehicle or take any other action relating to the operation of the vehicle as necessary to safeguard the safety of the PEDESTRIAN.

No PEDESTRIAN may suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close as to constitute an immediate hazard. No PEDESTRIAN may unnecessarily stop or delay traffic.

6.5.3 SIDE ROAD

A driver entering a through road from a cul-de-sac or side road must yield to vehicles on the through road.

6.5.4 STOP SIGN

At an intersection controlled by a stop sign, the first vehicle to arrive has the right of way. If two vehicles arrive at the same time, the vehicle to the right has the right of way.

6.5.5 TRAVEL LANES

Do not drive to the left of center of the road, even when no center line is present.

6.5.6 TURNS

A driver making a left turn or U-turn must yield to oncoming traffic.

6.6 WIRELESS COMMUNICATIONS

Drivers may not operate a cell phone without the use of a hands-free device.

Drivers may not use a wireless device to write, send or read communications, or view images unless their vehicle is correctly pulled to the curb and parked.

6.7 SEAT BELTS

Drivers must wear a seat belt when driving.

Adult passengers must wear seat belts.

Younger passengers must be secured in a seat belt or child passenger restraint system of the type required by law on a public street.

6.8 USE OF LIGHTS

MOTOR VEHICLES must operate head lamps and tail lamps from ½ hour after sunset to ½ hour before sunrise. This includes GOLF CARTS, GOLF CARS, and motorized or electric BICYCLES.

MOTOR VEHICLES must operate head lamps and tail lamps if rain, fog, or other hazardous weather conditions require the continuous use of windshield wipers.

MOTOR VEHICLES must use turn signals at least 100 feet before making a turn.

MOTOR VEHICLES approaching and entering any LAGUNA WOODS VILLAGE gate at night must use low beam headlamps.

For safety, any PEDESTRIAN or non-motorized BICYCLE on a roadway at night must shine a flashlight or otherwise display lighting sufficient to be plainly visible in any direction within 200 feet.

- This includes any vehicle using human power, or a self-propelled or motorized wheelchair, invalid tricycle, electric personal assistive mobility device (e.g. Segway) or motorized quadricycle.

7 RULES FOR PARKING

7.1 VEHICLES PROHIBITED

GRF specifies the types of vehicles prohibited from parking in LAGUNA WOODS VILLAGE. THIRD requires that any vehicle parked in THIRD must adhere to the GRF restrictions.

7.2 ASSIGNED PARKING

The use and control of an ASSIGNED PARKING space rests exclusively with the RESIDENT of a UNIT.

- A NON-RESIDENT party to a UNIT such as a MEMBER, owner, leasing agent, power of attorney, successor trustee, conservator, etc. may not store any vehicle in the Village whether or not the subject UNIT is occupied by a RESIDENT unless the RESIDENT has no vehicle and RESIDENT has obtained an overnight parking pass for the NON-RESIDENT.

A RESIDENT must utilize their ASSIGNED PARKING space before using UNASSIGNED PARKING.

-

7.3 GENERAL PARKING RULES**7.3.1 PARK SAFELY**

At no time may a vehicle be parked in a manner creating a traffic hazard.

7.3.2 FIRE HYDRANT

At no time may a vehicle be parked within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner's expense. See Section 4 – Towing Policy.

7.3.3 SIDEWALK

Except to safely cross on a roadway or driveway, no vehicle may be driven or parked with any portion of it on a sidewalk.

7.3.4 OFF PAVEMENT

At no time may a vehicle be driven or parked with any portion of it off PAVEMENT.

EXCEPTIONS:

Certain specific and limited exceptions are detailed in

- Section 8 - Special Rules for Golf Carts and Golf Cars.
- Section 9 - Special Rules for Bicycles.

7.3.5 CURB OR PARKING STALL

Vehicles may park in a designated parking stall or along a curb or sidewalk.

- Parking along a curb or sidewalk:
 - Vehicles on a 2-way travel roadway must be parked with the passenger side wheels alongside the curb or sidewalk.
 - Vehicles on a 1-way travel roadway may park alongside the curb or sidewalk on either side of the roadway.
 - The front and rear wheels alongside must be within 18" of the curb or sidewalk edge.
 - Vehicles may not be parked in, or within 20 feet of a street intersection.
- Parking in a marked stall:

- Vehicle must fit and be parked completely within the marked boundaries of a parking space.
- Parking in an unmarked stall:
 - A vehicle may be parked in a location that is not marked; however, at no time may it be parked in a manner that creates a traffic hazard, interferes with other vehicle access, PEDESTRIAN traffic, or access to facilities or equipment.

7.3.6 INOPERATIVE VEHICLE

At no time may an INOPERATIVE VEHICLE be parked IN THIRD.

7.3.7 ABANDONED VEHICLE

At no time may an ABANDONED VEHICLE be parked IN THIRD.

7.3.8 UNAUTHORIZED VEHICLE

At no time may an UNAUTHORIZED VEHICLE be parked IN THIRD.

7.4 TIME LIMITED PARKING

7.4.1 ASSIGNED PARKING

There is no time limit that a RESIDENT VEHICLE may be parked in the ASSIGNED PARKING location for RESIDENT'S MANOR, provided that the vehicle's GRF vehicle decal, government registration, mechanical condition and appearance are properly maintained.

- A vehicle that appears INOPERABLE or ABANDONED is subject to tow-away at vehicle owner's expense. See Section 2 - Definitions, and Section 4 - Towing Policy.
- A RESIDENT VEHICLE parked in the ASSIGNED PARKING locations for a RESIDENT's MANOR must have a government issued registration for on-street operation that is no more than one (1) year out of date.

7.4.2 UNASSIGNED PARKING

Signs and curb and PAVEMENT markings that limit or prohibit parking apply at all times.

- Red zone: No stopping, standing or parking.

EXCEPTIONS:

- A driver may stop to avoid conflict with other traffic.
- An attended vehicle may stop for passenger transfers.
- An attended vehicle may stop for emergency vehicles.
- An attended vehicle may stop for use of a mailbox.
- An attended vehicle may stop or stand while necessarily engaged in work.

Examples: moving or delivery truck.

- An unattended vehicle or piece of equipment may park when necessary and is authorized by the Security Services Department.
- Blue zone: Parking is permitted only when the vehicle is displaying a valid

government issued disabled (handicapped) license plate or placard.

- Fire hydrant zone: No person shall stop, park, or leave standing any vehicle within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner's expense. See Section 4 – Towing Policy.
- Green zone: Parking may not exceed 10 minutes, or as posted by sign or curb marking.

EXCEPTION:

- Unlimited time parking in a Green zone is permitted only when the vehicle is displaying a valid government issued disabled (handicapped) license plate or placard.
- Grey zone: Same as Unpainted.
- Handicapped zone: See "Blue zone."
- White zone: Loading and unloading only.
- Yellow zone: Commercial vehicle loading and unloading only.
- Unpainted: Parking is permitted for up to 7 continuous days, unless otherwise restricted. Parking is always prohibited within 15 feet of a fire hydrant even if the curb is unpainted. See Fire hydrant zone above.

EXCEPTION:

- Resident's extended absence parking. See Section 7.5 following.
 - Within six (6) feet to either side of a mailbox.
- GUEST PARKING zone: RESIDENT VEHICLES are prohibited from using the location between 8:00 a.m. and 10:00 p.m.
- RESERVED PARKING zone: Parking is prohibited by a vehicle not carrying a party designated by the sign.
- VISITOR PARKING zone: RESIDENT VEHICLES are prohibited from using the location between 8:00 a.m. and 10:00 p.m.

7.5 RESIDENT'S EXTENDED ABSENCE PARKING

Due to a RESIDENT'S extended absence from the Village, a RESIDENT VEHICLE may be parked in UNASSIGNED PARKING for more than 7 days under the following conditions:

- RESIDENT'S ASSIGNED PARKING space must be occupied during the same time period by another RESIDENT VEHICLE.
- As a courtesy to fellow RESIDENTS, vehicle must be parked as far as practicable from MANORS, preferably on a named street rather than in a numbered cul-de-sac.
- RESIDENT must arrange to keep the vehicle's government issued registration, appearance and operating condition up to date. Vehicles that become INOPERABLE, or appear neglected or ABANDONED, become subject to tow-away at owner's expense. See Section 4 - Towing Policy.
- The RESIDENT must SAFELIST the vehicle with the Security Services Department.

- NON-RESIDENT vehicles are not eligible for extended parking privileges.

7.6 CONTRACTOR and SERVICE VEHICLE PARKING

Contractor and service vehicles, including personal vehicles driven by workers, must be parked on named streets and are prohibited from parking within numbered cul-de-sacs or assigned parking spaces.

- Contractors may park on a SPONSORING RESIDENT'S driveway with the RESIDENT'S permission or in the RESIDENT's assigned covered parking with their expressed written permission, but may not obstruct the sidewalk.

EXCEPTIONS:

- Vehicles, equipment and materials immediately and directly required for the performance of work.
- Vehicles immediately loading or unloading.

7.7 OVERNIGHT PARKING PERMITS

GRF has rules regarding overnight parking for NON-RESIDENTS. THIRD requires that any vehicle parked overnight adhere to GRF's overnight parking rules.

7.8 RECREATIONAL VEHICLES (RV) RESTRICTED

Daily parking is limited to the GRF Recreational Vehicle Storage Area. Refer to the GRF Recreational Vehicle (RV) Parking Areas Rules and Regulations.

An RV may park in THIRD only when meeting **all** of the following conditions:

- RV is parked only for the purpose of loading or unloading. Other activities such as sleeping or resting in the RV, and vehicle maintenance are not allowed.
- RV is parked with engine and accessory equipment (e.g. exterior lights, generator, air conditioner, audio and video equipment) shut off.
- Extensions such as slide-outs, tilt-outs, and awnings must be closed.
- RV may not be attached to any external power supply.
- Leveling jacks, if used, must include a base plate sufficient to prevent damage to PAVEMENT.
- RV is parked for no more than 6 hours at a time.

EXCEPTION:

- Permission to park overnight immediately before or after a road trip will be reasonably granted by the Security Services Department. Vehicle must be removed no later than 12:00 noon the following day.

7.9 FOR SALE SIGNS

RESIDENT VEHICLES may display a maximum of two (2) "For Sale" signs advertising that vehicle. Each sign may be up to 9" x 12" in size. No signage may be on the exterior of the vehicle.

7.10 ADVERTISING

Any signage advertising a business or organization is prohibited on a vehicle parked overnight. Displaying a name or contact information such as a physical or communications address constitutes advertising.

EXCEPTIONS:

- Commercial vehicle or equipment displaying a valid GRF Overnight Parking Permit issued by the managing agent.
- License plate frames, and vehicle manufacturer's incidental identification and accessory items (example: vehicle brand and model nameplates.)
- Signs allowed in Section 7.9 – For Sale Signs.
- GRF vehicles.

7.11 REPAIRS

Vehicles may not be rebuilt or rehabilitated, major service may not be performed, and fluids may not be changed.

7.12 WASHING

In the interest of water conservation, vehicle washing is prohibited IN THIRD.

7.13 PLUG IN ELECTRIC VEHICLES (PEV)

NON-RESIDENT and GUEST PEVs are prohibited from connecting to common area outlets.

Any PEV connected to a common area outlet without authorization may be disconnected and/or owner contacted by Security staff, in addition to the other enforcement actions allowed in these rules.

Owners of PEVs are solely responsible for the proper use and maintenance of their vehicle and any associated equipment used in charging the vehicle and may not make any unauthorized alterations to Mutual outlets, wiring, circuit breakers or electric service panels.

Resident PEVs of other types (e.g. battery electric and plug-in hybrid vehicles) are allowed to connect to Mutual common area electricity upon payment of the electricity

user fee set by the Mutual Board, and Resident must properly display a Mutual issued Electric Vehicle (EV) decal on the vehicle.

- A pro-rated annual electricity usage fee, as set forth on the Mutual fee sheet, registered to any UNIT that does not have a private garage per the requirements of the BOARD approved Alteration Standard, Section 44, Electric Vehicle Charging Stations.
- Participating PEVs will be issued a Mutual authorized EV decal, affixed by staff to the exterior of the rearmost window in the lower corner furthest from the driver.
 - The EV decal is the property of THIRD and may be revoked upon expiration, withdrawal or termination from program, or non-compliance with these rules.

- The EV decal authorized to connect common area only.



signifies the PEV is to outlets in the THIRD

- Connection to outlets controlled by GRF, United, or Mutual Fifty is prohibited, except for self-contained, fee-per-use charging stations.
- Connection to an outlet metered at any individual THIRD UNIT is prohibited without the controlling Resident's express permission.
- Residents may request to "opt-out" of the Mutual EV Decal program by submitting a signed waiver at Resident Services indicating they will not be using Mutual common area electric to charge their Plug-in Electric Vehicle (PEV), and that they understand the consequences (fines) if they violate the Mutual EV Decal policy.
- PEV's are equipped with charging cords, which for the purpose of this Policy are not "extension cords".

7.14 EXTENSION CORDS

In the interest of safety, unattended extension cords may not be used IN THIRD for any purpose. Any unattended extension cord may be disconnected by Security staff, in addition to the other enforcement actions allowed in these rules.

7.15 FINES

Refer to the THIRD Fee Sheet and the Schedule of Traffic and Monetary Penalties as it applies.

8 SPECIAL RULES FOR GOLF CARTS and GOLF CARS

8.1 GOLF CART

Unless exempted in this Section, all THIRD Vehicle, Parking and Traffic Rules, including stop sign, speed limit, parking, and GRF vehicle decal rules, apply to GOLF CARTS, just as any other MOTOR VEHICLE.

8.1.1 DRIVERS LICENSE

A driver's license is not required to operate a GOLF CART.

8.1.2 MINIMUM AGE

A NON-RESIDENT driving a GOLF CART must be **both**

- Age 16 years or older.
- Accompanied by a RESIDENT.

8.1.3 VEHICLE REGISTRATION

No government vehicle registration is required.

8.1.4 LIGHTS

Must operate head lamps and tail lamps from ½ hour after sunset to ½ hour before sunrise.

8.1.5 STAY ON PAVEMENT

Driving off PAVEMENT is prohibited.

EXCEPTION:

- Limited driving off PAVEMENT is allowed at the GRF 27-hole golf course, in accordance with golf course rules.

8.1.6 SIDEWALKS AND PATIOS

Driving or parking is not allowed on sidewalks, breezeways, or patios.

8.1.7 CART PATHS

Driving on paved cart paths is permissible. On a cart path the driver must:

- Travel at a slow speed that is reasonable and prudent.
- Exercise due regard for the safety of all PEDESTRIANS.
- Yield the right-of-way to all PEDESTRIANS.

Parking on a cart path is prohibited, except in a marked parking stall.

8.2 GOLF CAR

Unless exempted in this Section, all THIRD Vehicle, Parking and Traffic Rules apply to GOLF CARS, just as any other MOTOR VEHICLE.

8.2.1 CART PATHS

May be driven on a paved cart path.

On a cart path the driver must:

- Travel at a slow speed that is reasonable and prudent.
- Exercise due regard for the safety of all PEDESTRIANS.
- Yield the right-of-way to all PEDESTRIANS.

Parking on a cart path is prohibited, except in a marked parking stall.

9 SPECIAL RULES FOR BICYCLES (NON-MOTORIZED AND MOTORIZED)

Unless otherwise specified in this Section, all requirements of Section 6 - Rules for Driving, including stop sign and speed limit rules, and Section 7 - Rules for Parking, apply to BICYCLES.

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9.1 SIDEWALKS

Riding on a sidewalk is allowed only between a point of origin or destination and the nearest connector to a street or cul-de-sac.

EXCEPTION:

- When delivering newspapers, a BICYCLE may be ridden an unlimited distance on a sidewalk.

While riding on a path or sidewalk, the cyclist must:

- Exercise due regard for the safety of all PEDESTRIANS.
- Travel at a speed that is reasonable and prudent.

- Yield the right-of-way to all PEDESTRIANS.
- Walk the BICYCLE when inside a building or on any covered passageway.

9.2 LIGHTS

For safety, at night a BICYCLE must operate lighting sufficient to be plainly visible in any direction within 200 feet.

9.3 PARKING

Bicycles may not be parked in any manner interfering with foot or vehicle traffic.

Bicycles must be parked utilizing parking racks where provided.

Attended BICYCLES may be parked off PAVEMENT, but only in such a manner as not to damage landscaping.

10 SPECIAL RULES FOR PEDESTRIANS

10.1 SIDEWALKS

For safety considerations, PEDESTRIANS should not walk upon a roadway.

EXCEPTIONS:

- When crossing a roadway.
- When there is no adjacent sidewalk available that is at least two (2) feet wide.

When upon any roadway, PEDESTRIANS must:

- Walk facing the flow of traffic, unless upon a 1-way roadway.
- Avoid stopping or delaying traffic.
- Shine a flashlight or otherwise display lighting at night sufficient to be plainly visible in any direction within 200 feet.

10.2 SKATEBOARDS

No person may ride or propel a skateboard or other riding device.

11 SPECIAL RULES FOR MANAGING AGENT

MOTOR VEHICLES and equipment used by the MANAGING AGENT are permitted to operate and park on roadways, sidewalks, paths and landscape in a manner such as needed to efficiently provide services, such as maintenance, landscaping and security.

Except as necessary to efficiently provide services, MOTOR VEHICLES and equipment must be parked so as not to block access, walkways, or carports.

Except for fire hydrant and handicapped parking zones, all parking locations may be used by the MANAGING AGENT as needed to efficiently provide services.

Visitor/unassigned parking locations may be used by the managing agent only in an emergency and/or to drop off heavy equipment.

MOTOR VEHICLES operated by the MANAGING AGENT must follow all of the traffic rules as outlined in this document.

12 RULES FOR REPORTING COLLISIONS

12.1 INJURY TO A PERSON

For a collision that causes injury or death to a person:

- Notify local authorities (Call 911).
- Notify the Laguna Woods Village Security Department.
- Driver must stop and remain at the scene to provide their identity and information about the collision.
-

12.2 NO INJURY TO A PERSON

For a collision with no injuries that causes damage to any property, including damage solely to the driver's own MOTOR VEHICLE or BICYCLE:

- Notify the Laguna Woods Village Security Services Department.
- Driver must stop and remain at the scene to provide their identity and information about the collision.
- Driver must identify themselves to the owner or individual in control of the damaged property.
- Any involved party may request the Sheriff's Department respond for a report.



RESOLUTION 03-24-XX

Vehicle, Traffic and Parking Rules

WHEREAS, the Security Department is responsible for the administration of the Laguna Woods Village Vehicle, Traffic and Parking Rules; and

WHEREAS, the Resident Compliance & Policy Committee has recognized the need to amend the Vehicle, Traffic and Parking Rules with updates and clarifying language;

NOW THEREFORE BE IT RESOLVED, on August 20, 2024, the Board of Directors of this Corporation hereby approves the Vehicle, Traffic and Parking Rules, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-19-85, approved August 20, 2019; 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 as written.

JULY 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)

Revision to Standard No. 18 – Gutters and Downspouts

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 18 – Gutters and Downspouts.

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STAFF REPORT

DATE: August 20, 2024
FOR: Board of Directors
SUBJECT: Revision to Standard 18: Gutters and Downspouts

RECOMMENDATION

Approve a resolution to revise Standard 18: Gutters and Downspouts.

BACKGROUND

The ACSC initiated a review of the current Standard 18: Gutters and Downspouts (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 18 was last enacted in December 2023, via Resolution 03-23-144 (Attachment 2).

DISCUSSION

The suggested modifications to this standard are recommended in order to update design and installation guidelines which will allow for better functionality, maintenance improvements and proper building / site drainage.

On July 08, 2024 the ACSC voted unanimously to recommend that the Board of Directors approve the revisions to Standard 18.

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 18: Gutters and Downspouts
Attachment 2: Current Resolution 03-23-144
Attachment 3: Redlined Revised Standard 18: Gutters and Downspouts
Attachment 4: Final Draft Standard 18: Gutters and Downspouts
Attachment 5: Proposed Resolution 03-24-XX

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STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 1981

REVISED APRIL 1996 RESOLUTION M3-96-28

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

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

REVISED JUNE 2018, RESOLUTION 03-18-91

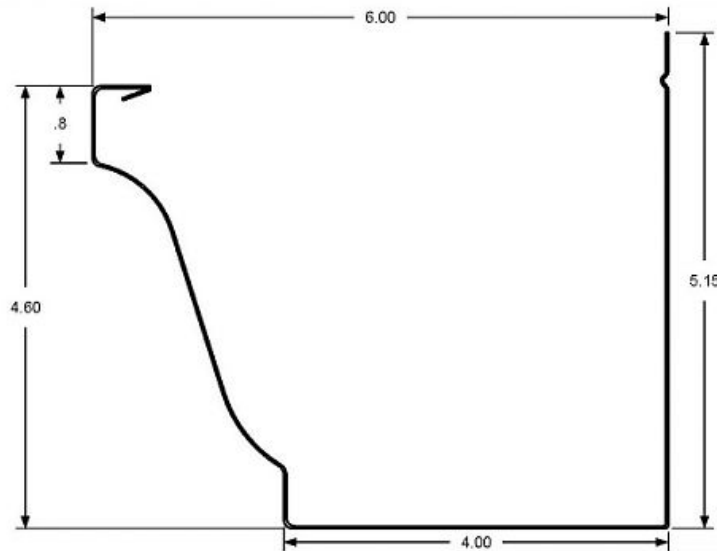
REVISED DECEMBER 2023, RESOLUTION 03-23-144

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** All gutters shall have a slope of no less than 1/8-inch per foot along their entire run length unless approved by Manor Alterations.
- 2.2** Downspouts shall be installed at intervals appropriate for its installation in compliance with The Sheet Metal and Air Conditioning Contractors' National Association (SMACNA). No downspout may be installed that will drain into an area that will effect surface drainage in an adverse way.
- 2.3** Installations to roof systems where hangers penetrate or may harm the roofing material in any way are prohibited.
- 2.4** All gutters are to be 6-inches wide as measured across the top. Gutters are to be made of aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper and steel gutters or downspouts are not permitted.



- 2.5** All downspouts to be sized appropriately for the area that is being drained and must match the color of existing guttering.
- 2.6** Termination of a downspout shall not allow water flowing out of a downspout to flow back towards the building. A combination of downspout and splash blocks may be used to achieve positive drainage away from building.
- 2.7** Downspouts that terminate directly into a drain inlet must provide a 1-inch air gap at point of transition.
- 2.8** Gutters and leaf guards are required in order to assist in substantially reducing maintenance costs; prevent pest infestations and breeding sites; provide fire protection from flying embers; and prevent obstructions.
- 2.9** Gutters and downspouts will be of the same color to match the surface they are attached to.
- 2.10** Alteration aluminum gutters and downspouts are not to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 2.11** Gutters attached to the Mutual owned fascia are required to be attached using hidden hangers and be spaced at a minimum of 30-inches. Smooth striated and spiral spikes are prohibited.
- 2.12** All penetrations must be properly sealed, Exposed wood must be primed and painted to match the existing paint of the building. Member will be responsible for all damages to roof or fascia.



RESOLUTION 03-23-144

STANDARD 18: GUTTERS AND DOWNSPOUTS

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

WHEREAS, the Architectural Control and Standards Committee recognizes the need to revise Standard 18: Gutters and Downspouts;

NOW THEREFORE BE IT RESOLVED, December 19, 2023, that the Board of Directors of this Corporation hereby adopts Standard 18: Gutters and Downspouts as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-18-91 adopted June 19, 2018, 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.

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STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 1981

REVISED APRIL 1996 RESOLUTION M3-96-28

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

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

REVISED JUNE 2018, RESOLUTION 03-18-91

REVISED DECEMBER 2023, RESOLUTION 03-23-144

REVISED [DATE], RESOLUTION 03-24-XX

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements ~~EE STANDARD 1: GENERAL REQUIREMENTS~~

2.0 DEFINITIONS

- 2.1 Seamless gutters: A seamless gutter is a single piece of gutter formed on the jobsite to match the exact measurement of a particular job. Seamless gutters can be run in lengths up to 100 feet.
- 2.2 Hidden gutter hangers: A hidden gutter hanger is designed to clip under the gutter hem and then screwed to the fascia board from inside the gutter.
- 2.3 Spike and ferrule hangers: A spike is a long nail that penetrates the front of a gutter and is directed to the back of the gutter through a ferrule or tube.
- 2.4 Fascia: A finished wooden board or other flat piece of material such that covers the end of the roof rafters.
- 2.5 Splash block: A device manufactured from concrete or plastic that works to channel water away from the building foundation, positioned directly under a downspout.
- 2.6 LeafFilter / LeafGuard: A covering over the top of the gutter with a fine filter that keeps gutters clear of small debris.

2.03.0 APPLICATIONS

3.1 All gutter installations are to be seamless.

2.43.2 All gutters shall have a slope of no less than 1/8-inch per foot along their entire run length but no more than 1/2-inch in 40 lineal feet. Gutters and downspouts shall be installed so that water does not pool at any point. unless approved by Manor Alterations.

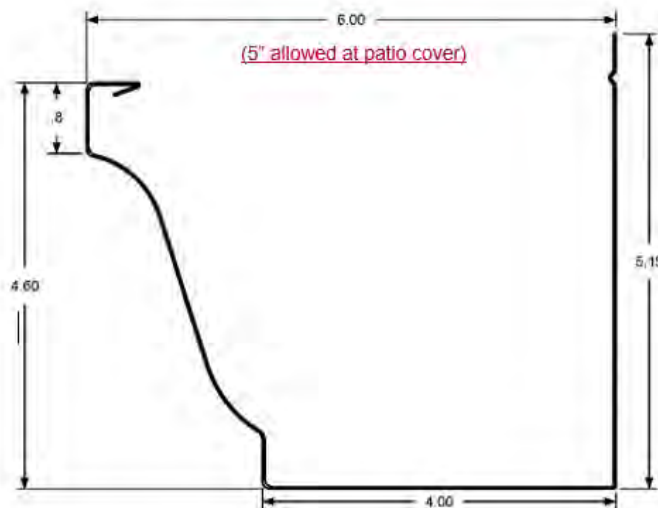
3.3 Downspouts shall be installed at intervals appropriate for its installation in compliance with The Sheet Metal and Air Conditioning Contractors' National Association (SMACNA).

A. In no case shall downspout spacing exceed 40 lineal feet.

2.2B. No downspout may be installed that will drain into an area that will effect surface drainage in an adverse way.

2.33.4 All gutter installations that penetrate the to-roof systems where hangers penetrate or may harm the roofing material in any way are prohibited.

2.43.5 All gutters are to be 6-inches wide as measured across the top. Gutters are to be made of aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper and steel gutters or downspouts are not permitted.



A. Exception: In patio cover installations where a 'rafter bracket' is used, gutter width can be modified to 5 inches to accommodate 'rafter bracket'. See Standard 22: Patio & Balcony Covers Aluminum and Vinyl.

2.53.6 All downspouts to be sized appropriately for the area that is being drained, and must match the color of existing guttering.

2.63.7 Termination of a downspout shall not allow water flowing out of a downspout to flow back towards the building. A combination of downspout and splash blocks may be used to achieve positive drainage away from building.

2.73.8 Downspouts that terminate directly into a drain inlet must provide a 1-inch air gap at point of transition.

2.83.9 Gutters and leaf guards are required in order to assist in substantially reducing maintenance costs; prevent pest infestations and breeding sites; provide fire protection from flying embers; and prevent obstructions.

2.93.10 Gutters and downspouts will be of the same color. Color to conform to Third Mutual's exterior paint color standards options 1 through 10 corresponding to the geographical area of the manor. ~~to match the surface they are attached to.~~

2.403.11 Alteration aluminum gutters and downspouts are not to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the ~~m~~Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.

2.143.12 Gutters attached to the ~~m~~Mutual owned fascia are required to be attached using hidden gutter hangers and be spaced at a minimum of 30-inches. Aluminum and quick screw hangers are prohibited. Spike and ferrule hangers ~~Smooth-striated and spiral spikes~~ are prohibited.

2.423.13 All penetrations must be properly sealed, ~~e~~Exposed wood must be primed and painted to match the existing paint of the building. Member will be responsible for all damages to roof or fascia.

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STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 1981

REVISED APRIL 1996 RESOLUTION M3-96-28

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

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

REVISED JUNE 2018, RESOLUTION 03-18-91

REVISED DECEMBER 2023, RESOLUTION 03-23-144

REVISED [DATE], RESOLUTION 03-24-XX

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

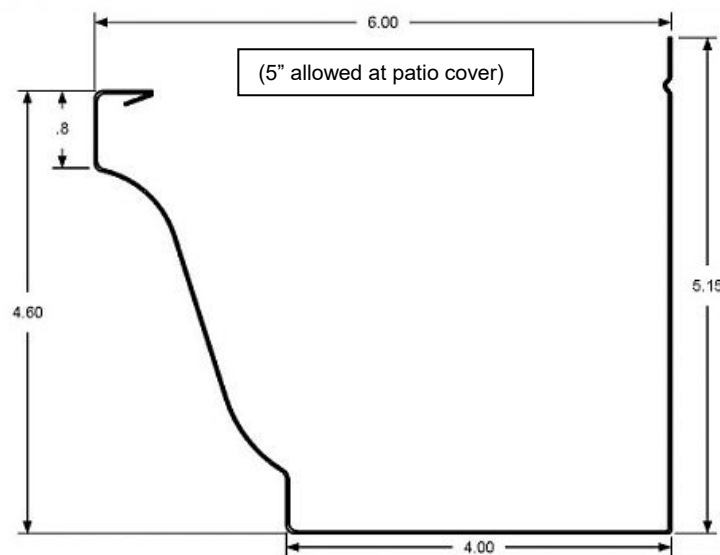
2.0 DEFINITIONS

- 2.1** Seamless gutters: A seamless gutter is a single piece of gutter formed on the jobsite to match the exact measurement of a particular job. Seamless gutters can be run in lengths up to 100 feet.
- 2.2** Hidden gutter hangers: A hidden gutter hanger is designed to clip under the gutter hem and then screwed to the fascia board from inside the gutter.
- 2.3** Spike and ferrule hangers: A spike is a long nail that penetrates the front of a gutter and is directed to the back of the gutter through a ferrule or tube.
- 2.4** Fascia: A finished wooden board or other flat piece of material such that covers the end of the roof rafters.
- 2.5** Splash block: A device manufactured from concrete or plastic that works to channel water away from the building foundation, positioned directly under a downspout.
- 2.6** LeafFilter / LeafGuard: A covering over the top of the gutter with a fine filter that keeps gutters clear of small debris.

3.0 APPLICATIONS

- 3.1** All gutter installations are to be seamless.
- 3.2** All gutters shall have a slope of no less than 1/8-inch per foot along their entire run length but no more than 1/2-inch in 40 lineal feet. Gutters and downspouts shall be installed so that water does not pool at any point.

- 3.3** Downspouts shall be installed at intervals appropriate for its installation in compliance with The Sheet Metal and Air Conditioning Contractors' National Association (SMACNA).
- A. In no case shall downspout spacing exceed 40 lineal feet.
 - B. No downspout may be installed that will drain into an area that will effect surface drainage in an adverse way.
- 3.4** All gutter installations that penetrate the roof systems in any way are prohibited.
- 3.5** All gutters are to be 6-inches wide as measured across the top. Gutters are to be made of aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper and steel gutters or downspouts are not permitted.



- A. Exception: In patio cover installations where a 'rafter bracket' is used, gutter width can be modified to 5 inches to accommodate 'rafter bracket'. See Standard 22: Patio & Balcony Covers Aluminum and Vinyl.
- 3.6** All downspouts to be sized appropriately for the area that is being drained.
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- 3.10** Gutters and downspouts will be of the same color. Color to conform to Third Mutual's exterior paint color standards options 1 through 10 corresponding to the geographical area of the manor.

- 3.11** Alteration aluminum gutters and downspouts are not to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 3.12** Gutters attached to the mutual owned fascia are required to be attached using hidden gutter hangers and be spaced at a minimum of 30-inches. Aluminum and quick screw hangers are prohibited. Spike and ferrule hangers are prohibited.
- 3.13** All penetrations must be properly sealed, exposed wood must be primed and painted to match the existing paint of the building. Member will be responsible for all damages to roof or fascia.

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RESOLUTION 03-24-XX

Revise Standard 18: Gutters & Downspouts

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 18: Gutters and Downspouts;

NOW THEREFORE BE IT RESOLVED, August 20, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 18: Gutters and Downspouts as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-23-144 adopted December 19, 2023, 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.

JULY 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)

Revision to Standard No. 34 – Windows & Window Attachments

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 34 – Windows & Window Attachments.

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STAFF REPORT

DATE: August 20, 2024
FOR: Board of Directors
SUBJECT: Revision to Standard 34: Windows & Window Attachments

RECOMMENDATION

Approve a resolution to review Standard 34: Windows & Window Attachments.

BACKGROUND

The ACSC initiated a review of the current Standard 34: Windows & Window Attachments (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 34 was last enacted in January 2019, via Resolution 03-19-09 (Attachment 2).

DISCUSSION

The suggested modifications to this standard are recommended in order to develop a more consistent architectural standard throughout the community; clarify the design criteria; update energy efficiency requirements; update window egress requirements; and clarify maintenance responsibilities.

On July 08, 2024 the ACSC voted unanimously to recommend that the Board of Directors approve a revision to Standard 34.

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 34: Windows & Window Attachments
Attachment 2:	Current Resolution 03-19-09
Attachment 3:	Redlined Revised Standard 34: Windows & Window Attachments
Attachment 4:	Final Draft Standard 34: Windows & Window Attachments
Attachment 5:	Proposed Resolution 03-24-XX

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STANDARD 34: WINDOWS & WINDOW ATTACHMENTS

MAY 1996, RESOLUTION M3-96-28
 SEPTEMBER 2002, RESOLUTION M3-02-47
 NOVEMBER 2002, RESOLUTION M3-02-62
 OCTOBER 2004, RESOLUTION 03-04-27
 REVISED FEBRUARY 2006, RESOLUTION 03-06-10
 REVISED SEPTEMBER 2006, RESOLUTION 03-06-41
 REVISED MAY 2007, RESOLUTION 03-07-47
 REVISED APRIL 2011, RESOLUTION 03-11-51
 GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
 REVISED DECEMBER 2011, RESOLUTION 03-11-215
 REVISED JANUARY 2019, RESOLUTION 03-19-09

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1** New construction window replacement is permitted only upon the approval of the Alterations Division office. Retrofit windows are permitted upon the approval of the Alterations Division office in accordance with the criteria established herein.
- 2.2** Windows may be framed with either aluminum or vinyl. Wood framed windows, and the use of other materials, are subject to the review of the Board of Directors.
- 2.3** Aluminum framed windows must match the original window frame color on the building with either a natural or bronzed anodized finish.
- 2.4** All vinyl framed windows must be white in color. Colors other than white vinyl will be reviewed by the Board of Directors.
- 2.5** Windows and sliding glass doors on the same wall of an individual manor will be replaced concurrently to ensure visual continuity in the building and surrounding area except when windows and/or sliding glass doors are obscured by patio walls or glass enclosures. At any such time that the enclosure is removed, exposing the windows and/or sliding glass doors, the Member must replace the windows and/or sliding glass doors to conform to the Mutual Standard.
- 2.6** Any existing retrofit windows in the building will set the precedent for trim size/dimensions to be utilized for new retrofit installations.



- 2.7 The top of window heights shall be at 6'-8" unless a special height is called for on the standard plan drawing.
- 2.8 Size and location of windows shall be as per standard plan drawings.
- 2.9 All retrofit windows must be certified with the City of Laguna Woods. Any retrofit window that is not properly certified is subject to permit revocation and removal at the sole cost of the manor owner.
- 2.10 Any retrofit of bedroom windows for a La Jolla-style manor must include a minimum of one (1) roll and turn style window or a casement window in order to meet building code egress regulations.

3.0 INSTALLATION REQUIREMENTS

- 3.1 All windows are required to meet building code regulations.
- 3.2 XOX windows may replace XO windows, and vice versa. Fixed panels may replace sliding panels, and sliding panels may replace fixed panels.
- 3.3 XO windows may be converted to picture windows, and vice versa, provided the height and width of the opening remain the same and egress is not compromised.
- 3.4 Windows may be converted to sliding glass doors, and vice versa, provided that 1) the area faces into a patio, atrium, or balcony, and 2) the height and width of the opening remain the same.
- 3.5 Where windows have a configuration of XO above an XO or OO in the same opening, the bottom section may be filled in using standard construction practices. The dimensions of the top section must remain the same.
- 3.6 Casement windows are not permitted where the window, when open, would protrude into an area where maintenance of property, i.e., mowing, pruning, planting, would be impeded, or where the window would protrude into a walkway or area where pedestrians walk.
- 3.7 Casement windows are permitted to be installed where egress windows in bedrooms are required due to the installation of a patio enclosure.
- 3.8 Bathroom windows covered with an original or permitted grille may remain as is during the retrofit of other windows on the same elevation, provided the existing frame is painted to match the retrofit windows.



- 3.9** Bathroom windows may remain as is during the retrofit of other windows on the same elevation when retrofitting the subject window would reduce the glass size to less than one (1) foot in any direction.
- 3.10** Retrofit louvered bathroom windows. Louvered bathroom windows may be retrofitted with other window options that fit the existing opening, a single fixed pane of glass, a double hung window, casement window, and glass blocks. Replacement windows must conform to Section 34 window standards. Plans and specifications must be submitted to the Permits Department for approval prior to installation.
- 3.11** Recessed vinyl retrofitted kitchen windows. Flanges on recessed vinyl retrofit kitchen windows shall be cut to fit the size of the window it is replacing. Metal frames around the window shall be painted to match the vinyl window frame, except for casement windows in three-story buildings. Paint must be appropriate for use on metal surfaces.
- 3.12** The total width of the perimeter frame and sash for retrofit vinyl windows shall not exceed four inches. Unless the subject window is surrounded by original wood framing, all non-casement window flanges must extend beyond any open areas between the aluminum frame and all sides in order to adequately protect against water intrusion.
- 3.13** With the exception of recessed windows, cutting of the flanges is not permitted.
- 3.14** The retrofit window frame should be constructed in a flat plane without raised or sculptured parts.
- 3.15** Windows must be properly insulated according to the manufacturer's installation instructions.
- 3.16** Retrofits of recessed windows must paint any exposed aluminum framing to match the color of the vinyl window. Garden Villa casement windows are an exception to this Standard.

4.0 TYPE OF GLASS

- 4.1** All glass to be clear, single light (no grids) with the following exception: single story manors may install vinyl retrofit windows and doors with grids that match the design pattern and dimension of the grids for all windows and doors on the same elevation. All glass shall be tempered as required on standard plan, except as outlined in



Section 6.0. Thermopane-type glass is required. Replacement window will correspond with Section 2.0.

- 4.2 Stained or leaded-type glass per Section 6.0.
- 4.3 Reflective tints or films applied to glass after manufacture may be applied providing it does not have a reflectivity factor of more than 15%. Documentation of such material must be on hand and approved by the Alterations Division office before such application.
- 4.4 All bathroom windows will be of opaque glass.

5.0 ATTACHMENTS

- 5.1 No window awnings permitted.
- 5.2 No storm windows or glass shields will be installed on the exterior of any window.

6.0 STAINED GLASS

- 6.1 Any application for stained, leaded, etc., types of glass must be submitted to the Permits and Inspections office for approval of design, color, and sizes.
- 6.2 All non-standard designs will be reviewed by the Board of Directors.

7.0 WROUGHT IRON GRILLES

- 7.1 All wrought iron grilles will be painted in accordance with the Mutual Paint Policy and approved color palette.
- 7.2 All grilles shall be decorative in nature and design. They will match other wrought iron, i.e., gates and fences where present.
- 7.3 Grilles shall not be placed on sliding glass doors or any other part of the unit except windows.
- 7.4 Grilles may be placed on only the first floor of any building except on those buildings where windows face into a breezeway and do not open directly into a walkway as determined by the Alterations Division office.
- 7.5 Maximum overhang of grilles shall be limited to 6" in any direction beyond window dimensions. No grille shall protrude more than 6" from the window.



- 7.6** Quick emergency release pins are required for fire purposes. Release pins shall be U.L. or U.B.C. approved and a smoke detector shall be utilized within the room where the grilles are installed.

8.0 GARDEN WINDOWS

- 8.1** Garden windows may be defined as planter windows, greenhouse, protruding windows, or bay windows.
- 8.2** No garden window shall extend outward from the building beyond 24". The largest horizontal or vertical dimensions of a garden window shall not exceed 8'-0" x 6'-0".
- 8.3** Garden windows shall be permitted only in dining rooms, nooks, and kitchens. Exception: any room where a window will face into a walled patio area.
- 8.4** No garden window shall be permitted where it may conceivably obstruct normal pedestrian traffic even within a walled patio area.
- 8.5** No garden window shall be permitted above the first floor of any building except on buildings where the window faces into the breezeway area.
- 8.6** A window in which an existing fire-rated assembly has been included into the building to satisfy building code requirements shall not be removed and replaced by a garden window, except where a garden window is a similarly fire-rated unit.
- 8.7** Garden window frame will meet Staff approval and this Standard.

9.0 SLIDING GLASS DOORS

- 9.1** In order to maintain visual consistency, sliding glass doors are subject to the Standards set forth in Section 2.0.

DIMENSIONS FOR EMERGENCY ESCAPE AND RESCUE OPENINGS

The IRC prescribes minimum opening dimensions and a maximum sill height for emergency escape and rescue openings to effectively serve their intended purpose. The minimum opening size accommodates a fully equipped fire fighter or other rescuer as well as providing an adequate escape route for the occupant. The limitation on sill height allows a child or adult access to the escape opening. Width and height may be any number of combinations to achieve the minimum required opening area provided the minimum net dimensions are maintained (Table 1). The emergency escape and rescue opening may be a swinging or sliding door, a window or any other device that provides the required dimensions.

Minimum net clear opening dimensions (Figures 3 and 4)
 Minimum opening area - 5.7 square feet *5.0 sq ft for first floor.*
 Minimum opening width - 20 inches
 Minimum opening height - 24 inches

The following combinations of width and height will provide a net clear opening of 5.7 square feet (820.8 square inches):

width (in.)	height (in.)	width (in.)	height (in.)
20	X 41	27.5	X 29.8
20.5	X 40	28	X 29.3
21	X 39.1	28.6	X 28.8
21.5	X 38.2	29	X 28.3
22	X 37.3	29.5	X 27.8
22.5	X 36.5	30	X 27.4
23	X 35.7	30.5	X 26.9
23.5	X 34.9	31	X 26.5
24	X 34.2	31.5	X 26.1
24.5	X 33.5	32	X 25.7
25	X 32.8	32.5	X 25.3
25.5	X 32.2	33	X 24.9
26	X 31.6	33.5	X 24.5
26.5	X 31	34	X 24.1
27	X 30.4	34.5	X 24

Maximum sill height above floor (Figures 3 to 5)
 Maximum sill height - 44 inches

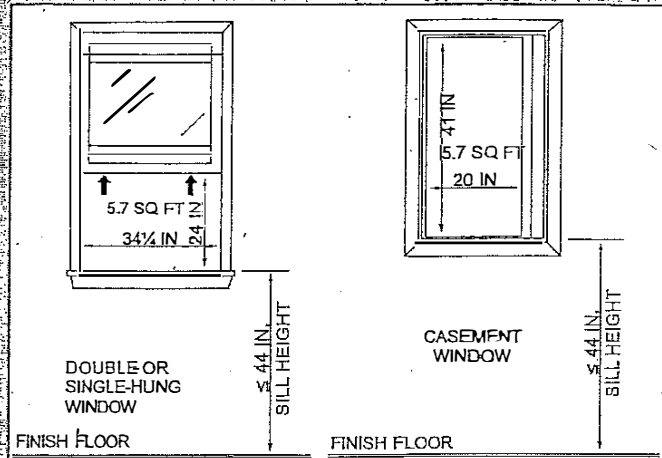


Figure 3. Single or double hung or casement window

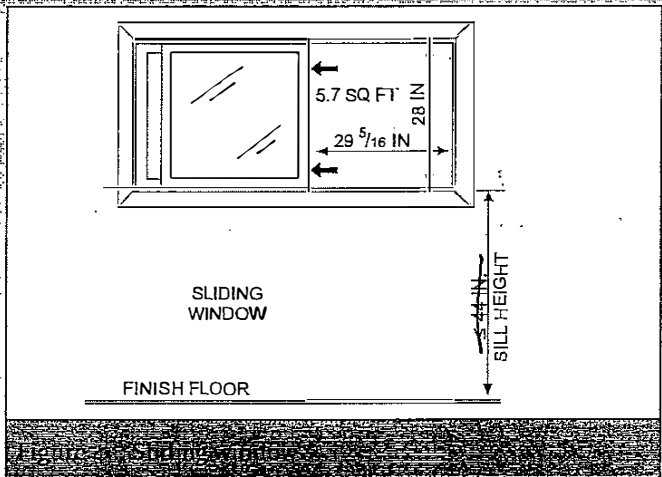


Figure 4. Sliding window

RESOLUTION 03-19-09

REVISE ALTERATION STANDARD 34: WINDOW AND WINDOW ATTACHMENTS

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 revise Alteration Standard 34: Windows and Window Attachments.

NOW THEREFORE BE IT RESOLVED, January 15, 2019, that the Board of Directors of this Corporation hereby introduces Alteration Standard 34: Windows and Window Attachments as attached to the official meeting minutes;

RESOLVED FURTHER, that Resolution 03-11-215 adopted December, 2011, 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 34: WINDOWS & WINDOW ATTACHMENTS

MAY 1996, RESOLUTION M3-96-28

SEPTEMBER 2002, RESOLUTION M3-02-47

NOVEMBER 2002, RESOLUTION M3-02-62

OCTOBER 2004, RESOLUTION 03-04-27

REVISED FEBRUARY 2006, RESOLUTION 03-06-10

REVISED SEPTEMBER 2006, RESOLUTION 03-06-41

REVISED MAY 2007, RESOLUTION 03-07-47

REVISED APRIL 2011, RESOLUTION 03-11-51

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED DECEMBER 2011, RESOLUTION 03-11-215

REVISED JANUARY 2019, RESOLUTION 03-19-09

REVISED [DATE], RESOLUTION 03-24-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements ~~EE STANDARD 1: GENERAL REQUIREMENTS~~

2.0 DEFINITIONS

2.1 New Construction Window – A window, where both window frame and window are installed at any location.

2.2 Retrofit Window – A new window and frame is installed in an existing framed window opening.

2.3 Egress Window – An existing or new replacement window that is properly sized to meet current building code emergency exiting requirements. See Detail Section 10.0

2.4 Window Operation XO –
X: Designates operable glass portion of a window
O: Designates fixed glass portion of a window

2.5 Window Types – See Detail Section 9.0

2.6 Vinyl Window – Window framing and surrounding components are made of vinyl with the primary ingredient being PVC (Poly-Vinyl Chloride).

2.7 Composite Windows – Window framing and surrounding component are made with several different materials combined together to form a strong singular composite material.

2.8 ACSC: Architectural Control and Standards Committee.

3.0 MATERIALS & FINISHES

3.1 New construction or retrofit windows shall meet current building and fire safety codes. Aluminum, vinyl and composite are materials currently accepted. All other materials are subject to review by Manor Alterations and the ACSC. Wood is prohibited.

3.2 Finish colors to be white or black. Other colors are subject to review and approval by the ACSC.

A. All windows / frames along any one given elevation are to match in color.

4.0 DESIGN CRITERIA

4.1 XOx windows may replace XO windows and vice versa, (i.e. fixed panels may replace sliding panels and sliding panels may replace fixed panels).

4.2 XO windows may be converted to a picture window and vice versa.

A. The height and width of the opening must remain the same

B. Egress requirements cannot be compromised.

4.3 Where window styles have an XO above an XO or OO window below, the window section below may be filled in to match existing interior and exterior finishes.

A. The dimensions of the top window section must remain the same.

4.4 All windows and sliding glass doors along any one elevation or wall to be replaced with matching styles and at the same time to ensure architectural integrity along said elevation or wall.

4.5 Exterior window trim or flange shall not exceed 4" in width and be on a flat plane with the wall surface.

4.6 Window Accessories / Attachments that are **not** allowed:

A. Awnings just over a window. See Standard 22: Patio and Balcony Covers Aluminum and Vinyl.

B. Storm Windows/ Glass Shields

C. Exterior Shutters

D. Wrought Iron Grilles

E. Exterior Wall Hung Planter Boxes

5.0 GLAZING

5.1 Title 24 / Energy efficient requirements – Subject to current building codes:

A. Tempered

B. Dual glazing

C. Meet low-e2 standards (thin coating minimizing the amount of infrared and ultraviolet light that comes through glass)

D. U factor of 0.30 (rates how fast heat is gained or lost through a window)

E. Energy Star – recommended

5.2 Stained glass window design, specifications and locations are subject to review and approval by the ACSC.

5.3 Reflective tints or films applied to glass after manufacture is permitted provided the reflectivity factor does not exceed 15%. Verification documentation required at Mutual Consent Application.

6.0 GARDEN WINDOWS

6.1 Included in this classification: Greenhouse window, planter window, bay window. See Section 9.0 Window Styles.

6.2 All garden type windows may be subject to review and approval by the ACSC.

6.3 A garden type window shall not extend farther out from the face of the building by more than 24 inches.

A. Maximum horizontal dimension 8 feet

B. Maximum vertical dimension 6 feet.

6.4 A garden type window shall be permitted in the following areas:

A. Kitchen

B. Breakfast nook

C. Dining room

D. A window location that projects into an enclosed patio area.

6.5 A garden type window is not allowed in the following conditions:

A. Where projection impedes a pedestrian walkway

B. Above the first floor UNLESS it would project into an existing breezeway.

6.6 A garden type window must not compromise the fire rating of the wall that it is installed in.

2.07.0 APPLICATIONS

7.1 ~~New construction window replacement is permitted only upon the approval of the Alterations Division office. Retrofit windows are permitted upon the approval of the Alterations Division office in accordance with the criteria established herein. All windows are to comply with current building codes.~~

7.2 A scaled floorplan showing all new or retrofit locations is required.

A. All retrofit bedroom window installations must meet minimum egress requirements. See Section 10

7.3 Top of window heights shall be at 6'-8" (6 feet 8 inches). Any variation is subject to review and approval by the ACSC.

7.4 Size of retrofit windows to be as large as possible with in an existing opening.

A. All new or retrofit windows in a bedroom shall comply with minimum egress requirements as dictated by current building codes. See Section 10.0 reference.

7.5 Casement windows are not permitted where:

A. The opening swings into an area where regular building / landscaping maintenance is required.

B. The opening swings into a pedestrian walkway.

2.1

2.2 ~~Windows may be framed with either aluminum or vinyl. Wood framed windows, and the use of other materials, are subject to the review of the Board of Directors.~~

2.3 ~~Aluminum framed windows must match the original window frame color on the building with either a natural or bronzed anodized finish.~~

- ~~2.4 All vinyl framed windows must be white in color. Colors other than white vinyl will be reviewed by the Board of Directors.~~
- ~~2.5 Windows and sliding glass doors on the same wall of an individual manor will be replaced concurrently to ensure visual continuity in the building and surrounding area except when windows and/or sliding glass doors are obscured by patio walls or glass enclosures. At any such time that the enclosure is removed, exposing the windows and/or sliding glass doors, the Member must replace the windows and/or sliding glass doors to conform to the Mutual Standard.~~
- ~~2.6 Any existing retrofit windows in the building will set the precedent for trim size/dimensions to be utilized for new retrofit installations.~~
- ~~2.7 The top of window heights shall be at 6' 8" unless a special height is called for on the standard plan drawing.~~
- ~~2.8 Size and location of windows shall be as per standard plan drawings~~
- ~~2.9 All retrofit windows must be certified with the City of Laguna Woods. Any retrofit window that is not properly certified is subject to permit revocation and removal at the sole cost of the manor owner.~~
- ~~2.10 Any retrofit of bedroom windows for a La Jolla style manor must include a minimum of one (1) roll and turn style window or a casement window in order to meet building code egress regulations.~~

3.08.0 MAINTENANCE INSTALLATION REQUIREMENTS

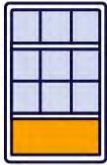
- ~~8.1 All windows are required to meet building code regulations. Member is responsible for all upkeep and maintenance of all new or replacement windows.~~
 - ~~8.2 If new or replacement windows fall into a state of disrepair, the mutual at its discretion may make any necessary repairs and charge the member for such repairs.~~
- 3.4**
- ~~3.2 XOX windows may replace XO windows, and vice versa. Fixed panels may replace sliding panels, and sliding panels may replace fixed panels.~~
 - ~~3.3 XO windows may be converted to picture windows, and vice versa, provided the height and width of the opening remain the same and egress is not compromised.~~
 - ~~3.4 Windows may be converted to sliding glass doors, and vice versa, provided that 1) the area faces into a patio, atrium, or balcony, and 2) the height and width of the opening remain the same.~~
 - ~~3.5 Where windows have a configuration of XO above an XO or OO in the same opening, the bottom section may be filled in using standard construction practices. The dimensions of the top section must remain the same.~~

- ~~3.6 Casement windows are not permitted where the window, when open, would protrude into an area where maintenance of property, i.e., mowing, pruning, planting, would be impeded, or where the window would protrude into a walkway or area where pedestrians walk.~~
- ~~3.7 Casement windows are permitted to be installed where egress windows in bedrooms are required due to the installation of a patio enclosure.~~
- ~~3.8 Bathroom windows covered with an original or permitted grille may remain as is during the retrofit of other windows on the same elevation, provided the existing frame is painted to match the retrofit windows.~~
- ~~3.9 Bathroom windows may remain as is during the retrofit of other windows on the same elevation when retrofitting the subject window would reduce the glass size to less than one (1) foot in any direction.~~
- ~~3.10 Retrofit louvered bathroom windows. Louvered bathroom windows may be retrofitted with other window options that fit the existing opening, a single fixed pane of glass, a double hung window, casement window, and glass blocks. Replacement windows must conform to Section 34 window standards. Plans and specifications must be submitted to the Permits Department for approval prior to installation.~~
- ~~3.11 Recessed vinyl retrofitted kitchen windows. Flanges on recessed vinyl retrofit kitchen windows shall be cut to fit the size of the window it is replacing. Metal frames around the window shall be painted to match the vinyl window frame, except for casement windows in three-story buildings. Paint must be appropriate for use on metal surfaces.~~
- ~~3.12 The total width of the perimeter frame and sash for retrofit vinyl windows shall not exceed four inches. Unless the subject window is surrounded by original wood framing, all non-casement window flanges must extend beyond any open areas between the aluminum frame and all sides in order to adequately protect against water intrusion.~~
- ~~3.13 With the exception of recessed windows, cutting of the flanges is not permitted.~~
- ~~3.14 The retrofit window frame should be constructed in a flat plane without raised or sculptured parts.~~
- ~~3.15 Windows must be properly insulated according to the manufacturer's installation instructions.~~
- ~~3.16 Retrofits of recessed windows must paint any exposed aluminum framing to match the color of the vinyl window. Garden Villa casement windows are an exception to this Standard.~~

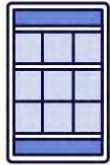
9.0 WINDOW STYLES (see attached) TYPE OF GLASS

10.0 EGRESS WINDOW GUIDELINES (see attached)

12 Main Types of Window Styles



Single-Hung



Double-Hung



Casement



Awning



Garden



Sliding



Bay or Bow



Palladian



Picture



Arched



Egress



Skylight

 HomeAdvisor

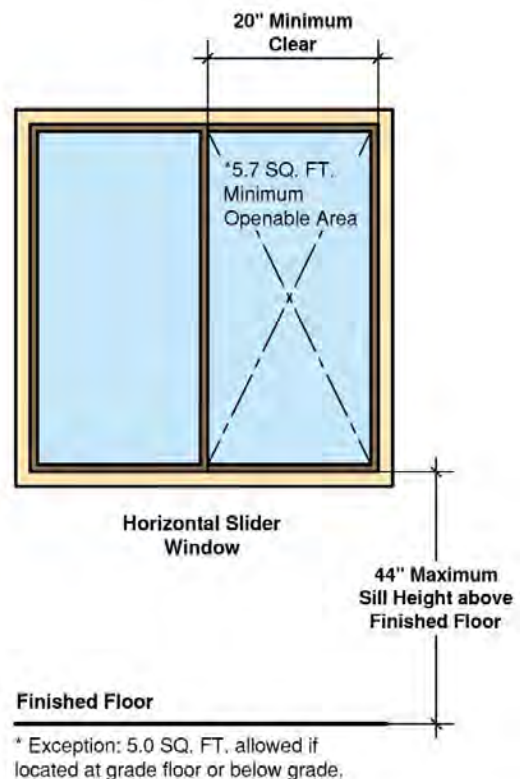
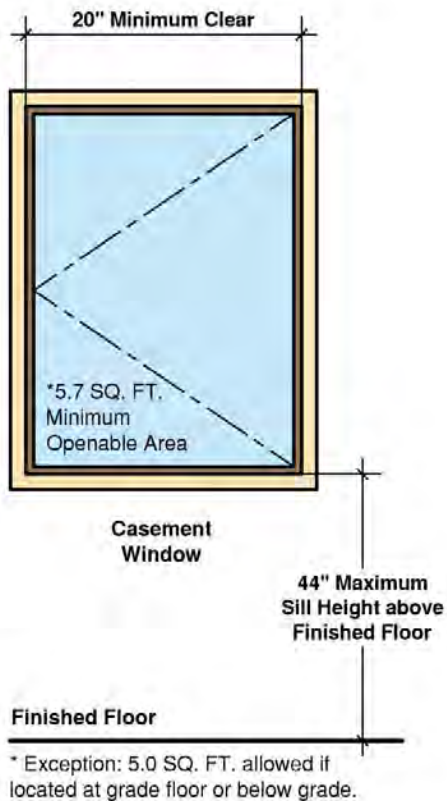
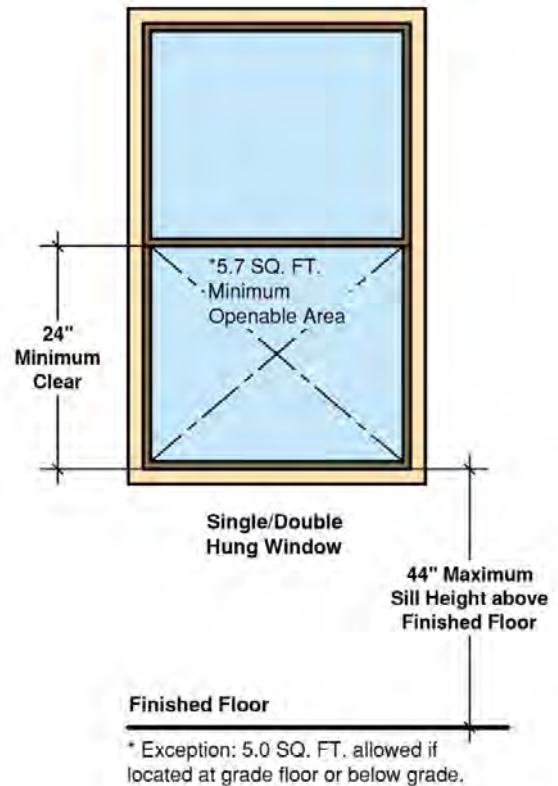
SECTION 10.0 EGRESS WINDOW GUIDELINES

Egress Windows are required in all sleeping rooms.

Egress Window Size and Dimensions:

1. Minimum 5.7 square feet of net
clear opening area.
2. Minimum 24 inches of net clear
height opening.
3. Minimum 20 inches of net clear
width opening.

NOTE: THESE REMAIN SUBJECT TO CURRENT BUILDING CODES.



~~4.0~~

- ~~4.1 All glass to be clear, single light (no grids) with the following exception: single story manors may install vinyl retrofit windows and doors with grids that match the design pattern and dimension of the grids for all windows and doors on the same elevation. All glass shall be tempered as required on standard plan, except as outlined in Section 6.0. Thermopane type glass is required. Replacement window will correspond with Section 2.0.~~
- ~~4.2 Stained or leaded type glass per Section 6.0.~~
- ~~4.3 Reflective tints or films applied to glass after manufacture may be applied providing it does not have a reflectivity factor of more than 15%. Documentation of such material must be on hand and approved by the Alterations Division office before such application.~~
- ~~4.4 All bathroom windows will be of opaque glass.~~

~~5.0 ATTACHMENTS~~

- ~~5.1 No window awnings permitted.~~
- ~~5.2 No storm windows or glass shields will be installed on the exterior of any window~~

6.0 STAINED GLASS

~~6.1 Any application for stained, leaded, etc., types of glass must be submitted to the Permits and Inspections office for approval of design, color, and sizes.~~

~~6.2 All non-standard designs will be reviewed by the Board of Directors.~~

7.0 WROUGHT IRON GRILLES

~~7.1 All wrought iron grilles will be painted in accordance with the Mutual Paint Policy and approved color palette.~~

~~7.2 All grilles shall be decorative in nature and design. They will match other wrought iron, i.e., gates and fences where present.~~

~~7.3 Grilles shall not be placed on sliding glass doors or any other part of the unit except windows.~~

~~7.4 Grilles may be placed on only the first floor of any building except on those buildings where windows face into a breezeway and do not open directly into a walkway as determined by the Alterations Division office.~~

~~7.5 Maximum overhang of grilles shall be limited to 6" in any direction beyond window dimensions. No grille shall protrude more than 6" from the window.~~

~~7.6 Quick emergency release pins are required for fire purposes. Release pins shall be U.L. or U.B.C. approved and a smoke detector shall be utilized within the room where the grilles are installed.~~

8.0 GARDEN WINDOWS

~~8.1 Garden windows may be defined as planter windows, greenhouse, protruding windows, or bay windows.~~

~~8.2 No garden window shall extend outward from the building beyond 24". The largest horizontal or vertical dimensions of a garden window shall not exceed 8'-0" x 6'-0".~~

~~8.3 Garden windows shall be permitted only in dining rooms, nooks, and kitchens. Exception: any room where a window will face into a walled patio area.~~

~~8.4 No garden window shall be permitted where it may conceivably obstruct normal pedestrian traffic even within a walled patio area.~~

~~8.5 No garden window shall be permitted above the first floor of any building except on buildings where the window faces into the breezeway area.~~

~~8.6 — A window in which an existing fire-rated assembly has been included into the building to satisfy building code requirements shall not be removed and replaced by a garden window, except where a garden window is a similarly fire-rated unit.~~

~~8.7 — Garden window frame will meet Staff approval and this Standard.~~

~~9.0 — **SLIDING GLASS DOORS**~~

~~9.1 — In order to maintain visual consistency, sliding glass doors are subject to the Standards set forth in Section 2.0.~~

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STANDARD 34: WINDOWS & WINDOW ATTACHMENTS

MAY 1996, RESOLUTION M3-96-28

SEPTEMBER 2002, RESOLUTION M3-02-47

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REVISED SEPTEMBER 2006, RESOLUTION 03-06-41

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GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED DECEMBER 2011, RESOLUTION 03-11-215

REVISED JANUARY 2019, RESOLUTION 03-19-09

REVISED [DATE], RESOLUTION 03-24-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 DEFINITIONS

- 2.1** New Construction Window – A window, where both window frame and window are installed at any location.
- 2.2** Retrofit Window – A new window and frame is installed in an existing framed window opening.
- 2.3** Egress Window – An existing or new replacement window that is properly sized to meet current building code emergency exiting requirements. See Detail Section 10.0
- 2.4** Window Operation XO –
X: Designates operable glass portion of a window
O: Designates fixed glass portion of a window
- 2.5** Window Types – See Detail Section 9.0
- 2.6** Vinyl Window – Window framing and surrounding components are made of vinyl with the primary ingredient being PVC (Poly-Vinyl Chloride)

2.7 Composite Windows – Window framing and surrounding component are made with several different materials combined together to form a strong singular composite material.

2.8 ACSC: Architectural Control and Standards Committee.

3.0 MATERIALS & FINISHES

3.1 New construction or retrofit windows shall meet current building and fire safety codes. Aluminum, vinyl and composite are materials currently accepted. All other materials are subject to review by Manor Alterations and the ACSC. Wood is prohibited.

3.2 Finish colors to be white or black. Other colors are subject to review and approval by the ACSC.

A. All windows / frames along any one given elevation are to match in color.

4.0 DESIGN CRITERIA

4.1 XO windows may replace XO windows and vice versa, (i.e. fixed panels may replace sliding panels and sliding panels may replace fixed panels).

4.2 XO windows may be converted to a picture window and vice versa.

A. The height and width of the opening must remain the same

B. Egress requirements cannot be compromised.

4.3 Where window styles have an XO above an XO or OO window below, the window section below may be filled in to match existing interior and exterior finishes.

A. The dimensions of the top window section must remain the same.

4.4 All windows and sliding glass doors along any one elevation or wall to be replaced with matching styles and at the same time to ensure architectural integrity along said elevation or wall.

4.5 Exterior window trim or flange shall not exceed 4" in width and be on a flat plane with the wall surface.

4.6 Window Accessories / Attachments that are **not** allowed:

A. Awnings just over a window. See Standard 22: Patio and Balcony Covers Aluminum and Vinyl.

B. Storm Windows/ Glass Shields

C. Exterior Shutters

- D. Wrought Iron Grilles
- E. Exterior Wall Hung Planter Boxes

5.0 GLAZING

- 5.1** Title 24 / Energy efficient requirements – Subject to current building codes:
 - A. Tempered
 - B. Dual glazing
 - C. Meet low-e2 standards (thin coating minimizing the amount of infrared and ultraviolet light that comes through glass)
 - D. U factor of 0.30 (rates how fast heat is gained or lost through a window)
 - E. Energy Star – recommended
- 5.2** Stained glass window design, specifications and locations are subject to review and approval by the ACSC.
- 5.3** Reflective tints or films applied to glass after manufacture is permitted provided the reflectivity factor does not exceed 15%. Verification documentation required at Mutual Consent Application.

6.0 GARDEN WINDOWS

- 6.1** Included in this classification: Greenhouse window, planter window, bay window. See Section 9.0 Window Styles.
- 6.2** All garden type windows may be subject to review and approval by the ACSC.
- 6.3** A garden type window shall not extend farther out from the face of the building by more than 24 inches.
 - A. Maximum horizontal dimension 8 feet
 - B. Maximum vertical dimension 6 feet.
- 6.4** A garden type window shall be permitted in the following areas:
 - A. Kitchen
 - B. Breakfast nook
 - C. Dining room
 - D. A window location that projects into an enclosed patio area.
- 6.5** A garden type window is not allowed in the following conditions:

- A. Where projection impedes a pedestrian walkway
- B. Above the first floor UNLESS it would project into an existing breezeway.

6.6 A garden type window must not compromise the fire rating of the wall that it is installed in.

7.0 APPLICATIONS

7.1 All windows are to comply with current building codes.

7.2 A scaled floorplan showing all new or retrofit locations is required.

- A. All retrofit bedroom window installations must meet minimum egress requirements. See Section 10

7.3 Top of window heights shall be at 6'-8" (6 feet 8 inches). Any variation is subject to review and approval by the ACSC.

7.4 Size of retrofit windows to be as large as possible with in an existing opening.

- A. All new or retrofit windows in a bedroom shall comply with minimum egress requirements as dictated by current building codes. See Section 10.0 reference.

7.5 Casement windows are not permitted where:

- A. The opening swings into an area where regular building / landscaping maintenance is required.
- B. The opening swings into a pedestrian walkway.

8.0 MAINTENANCE

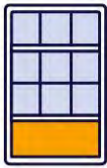
8.1 Member is responsible for all upkeep and maintenance of all new or replacement windows.

8.2 If new or replacement windows fall into a state of disrepair, the mutual at its discretion may make any necessary repairs and charge the member for such repairs.

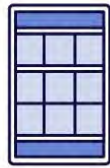
9.0 WINDOW STYLES (see attached)

10.0 EGRESS WINDOW GUIDELINES (see attached)

12 Main Types of Window Styles



Single-Hung



Double-Hung



Casement



Awning



Garden



Sliding



Bay or Bow



Palladian



Picture



Arched



Egress



Skylight

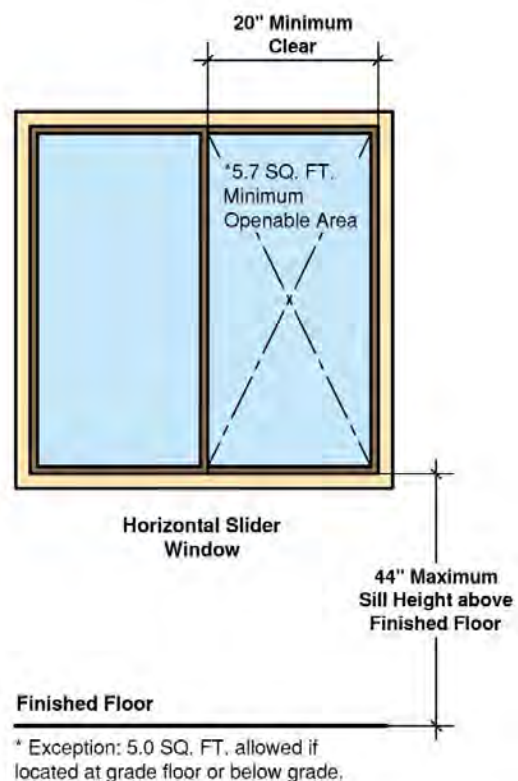
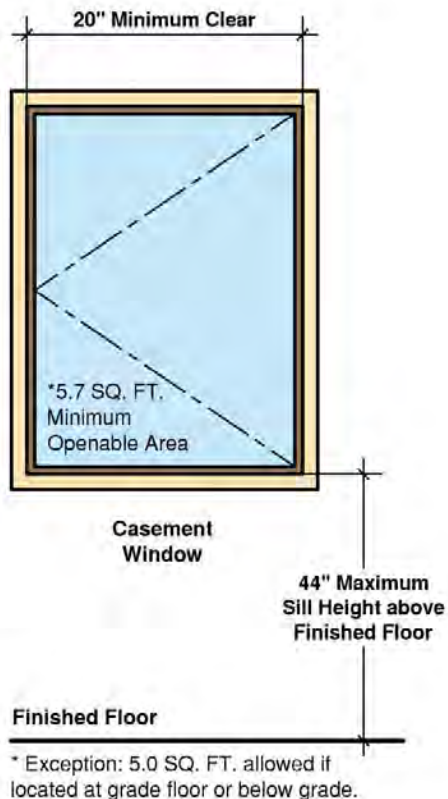
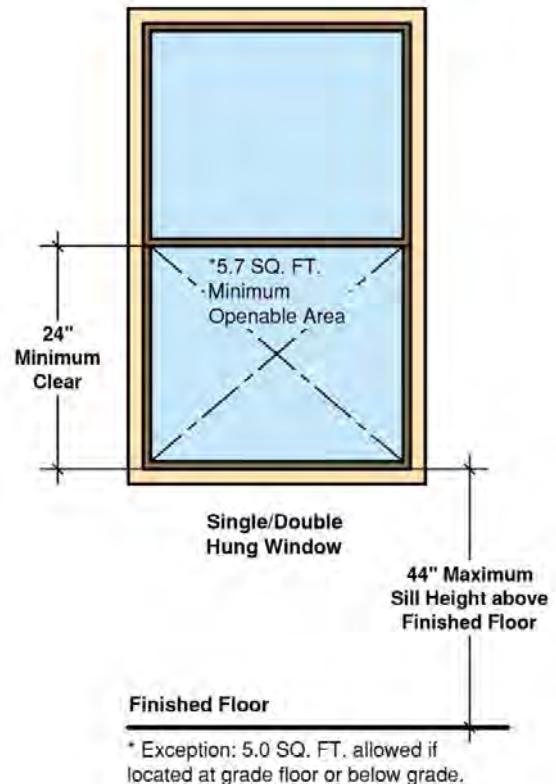
SECTION 10.0 EGRESS WINDOW GUIDELINES

Egress Windows are required in all sleeping rooms.

Egress Window Size and Dimensions:

1. Minimum 5.7 square feet of net clear opening area.
2. Minimum 24 inches of net clear height opening.
3. Minimum 20 inches of net clear width opening.

NOTE: THESE REMAIN SUBJECT TO CURRENT BUILDING CODES.





RESOLUTION 03-24-XX

Revise Standard 34: Windows and Window Attachments

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 34: Windows and Window Attachments;

NOW THEREFORE BE IT RESOLVED, August 20, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 34: Windows and Window Attachments as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-19-09 adopted January 15, 2019, 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.

JULY 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 Approve the Guidelines and Standards for Artificial Turf.

Kurt Wiemann, Director of Field Operations, presented artificial turf guidelines that aim to standardize installation while ensuring the quality and safety of the installations.

At the August 1, 2024, Third Landscape Committee meeting, a motion was made and carried unanimously to recommend the Board accept staff recommendation.

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STAFF REPORT

DATE: August 20, 2024
FOR: Third Board Meeting
SUBJECT: Artificial Turf Guidelines and Standards

RECOMMENDATION

Approve the guidelines and standards for artificial turf.

BACKGROUND

Third Mutual residents have shown interest in installing artificial turf as an alteration to the landscaping adjacent to their units as a beautification and water conservation measure. However, without clear guidelines, installations can vary in quality and appearance, potentially affecting the overall look of the community.

On August 1, 2024, the Third Mutual Landscape Committee voted unanimously to recommend the Board approve the Artificial Turf Guidelines and Standards.

DISCUSSION

Third Mutual has supported turf reduction for years, and with AB1572 making it more urgent in some areas of Third; artificial turf is a good alternative to natural grass in some applications. Since all artificial turf is installed by outside vendors, some controls must be in place to ensure quality installations. The proposed guidelines and standards aim to standardize artificial turf installations, ensuring the quality and safety of the installations.

The guidelines aim to ensure that artificial turf installations maintain a high aesthetic quality, resembling traditional lawns and enhancing the community's overall appearance. Furthermore, the guidelines address environmental concerns, such as potential toxicity, ensuring that installations are safe and environmentally responsible.

Each request will be evaluated by the landscape committee on a case-by-case basis using the Landscape Request Form process as a landscape alteration and will require board approval.

FINANCIAL ANALYSIS

None

Prepared By: Kurt Wiemann, Director of Field Operations
Reviewed By: Megan Feliz, Landscape Administrative Assistant

ATTACHMENT(S)

Attachment 1: Artificial Turf Guidelines
Attachment 2: Resolution 03-24-XX

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Artificial Turf Guidelines

These guidelines are provided to residents as installation and material standards. All residents requesting artificial turf must complete a landscape request form. The Landscape Committee will review these requests. Both the contractor and resident must follow these guidelines.

Considerations

Before installing artificial turf, consider the following:

1. **Toxicity Concerns:** Potential safety issues with materials used in artificial turf.
2. **High Temperatures:** Artificial turf can reach surface temperatures up to 200°F.
3. **Sanitation Issues:** Dog waste can cause hygiene problems.
4. **Impact on Trees:** Turning off sprinklers can negatively affect nearby trees. Ensure trees have irrigation systems to water them adequately.

Information Required:

Please provide the information below on your form when requesting artificial turf. Landscape Request Form: <https://www.lagunawoodsvillage.com/documents/view/Mutual-Landscape-Request-Form.pdf?v=1710443674>).

1. **Turf Sample:** Provide a sample of the turf to be installed.
2. **Site Plan:** Include dimensions of the yard, area covered with turf, natural vegetation, and hardscape materials
3. **Irrigation System:** Specify the type of irrigation system, if any. All irrigation work must be performed by Mutual irrigation staff.
4. **Licensed Contractor:** Installation must be done by a licensed contractor with all necessary permits.

Guidelines and Standards:

1. **Compliance:** Third Mutual may require removal/replacement of non-compliant turf.
2. **Tree Preservation:** No trees will be removed. Trees must have a sufficient water source.
3. **Proximity to Trees and Shrubs:** Do not install within 48 inches of trees or 36 inches of native shrubs.
4. **Existing vegetation:** All existing grass shall be killed systemically using approved products.
5. **Sub-Base Preparation:** Cap or remove unused sprinkler systems and excavate at least 3 inches of soil. Level the area and add a 3-inch deep, compacted crushed stone sub-base. (All irrigation work must be performed by VMS staff)

6. **Sub Base:** Install a 3" aggregate base and permeable geotextile weed barrier for drainage.
7. **Blades:** Blade length should be a minimum pile height of 1.75 inches. Blades should emulate real grass in appearance and color.
8. **Concealment:** The turf must be securely fastened with no visible seams or patterns. Seams must be glued, sewn, or stapled to prevent separation. Use a hard edge material to conceal turf edges. Ensure proper drainage and a weed barrier.
9. **Pile:** The minimum pile height is 1.75 inches, and the face weight is 60 ounces per square yard. Use cut pile polyethylene or polypropylene.
10. **Infill Material:** To keep blades erect, use sand and rubber infill that doesn't raise the turf's temperature.
11. **Percolation Rate:** The turf must have permeable backing with a minimum percolation rate of 30 inches/hour (ASTM F1551).
12. **Color:** Use three-color turf that looks natural.
13. **UV Protection:** Ensure the material has UV protection to prevent color loss.
14. **Installation Warranty:** Minimum 1-year installation/workmanship warranty.
15. **Prohibited Materials:** No indoor or outdoor plastic or nylon carpet. Avoid felt backing. No nylon materials. No products with lead, heavy metals, or harmful substances. Materials that absorb water should not be used to avoid mold, odors, and discoloration from pet urine.

Care Standards

1. **Warranty Protection:** Must have a warranty against color fading and pile height decrease. Minimum 8-year warranty.
2. **Debris Removal:** Use a leaf blower or rake to remove organic material.
3. **Animal Waste:** Frequently remove animal waste and wash the area.
4. **Cleaning and Maintenance:** Periodically clean turf and fluff the pile to maintain its appearance. Keep turf free of rips, tears, and holes, and maintain its appearance.



RESOLUTION 03-24-XX

Artificial Turf Guidelines and Standards

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 create a Guidelines and Standards for Artificial Turf; and

WHEREAS, the Landscape Committee will review all requests for artificial turf and refer their recommendation to the Third Mutual Board; and

WHEREAS, all artificial turf requests and installation will need to follow the guidelines; and

NOW THEREFORE BE IT RESOLVED, September 17, 2024, the Board of Directors approves the artificial turf guideline and standards as attached to the official minutes of this meeting; and

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

AUGUST INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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ENDORSEMENT (to Board)

Revision to Standard No. 22 – Patio and Balcony Covers; Aluminum and Vinyl

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 22 – Patio and Balcony Covers; Aluminum and Vinyl.

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STAFF REPORT

DATE: August 20, 2024
FOR: Board of Directors
SUBJECT: Revision to Standard 22: Patio and Balcony Covers; Aluminum and Vinyl

RECOMMENDATION

Approve a resolution to revise Standard 22: Patio and Balcony Covers; Aluminum and Vinyl.

BACKGROUND

The ACSC initiated a review of the current Standard 22: Patio and Balcony Covers; Aluminum and Vinyl (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 22 was last revised in November 2019, via Resolution 03-19-114 (Attachment 2).

DISCUSSION

The suggested modifications to this standard are recommended in order to improve and clarify design standards, clarify member financial responsibilities, update installation guidelines, and maintain building integrity all of which will allow for an improved architectural appearance, building functionality, and maintenance protocols.

On August 12, 2024 the ACSC voted unanimously to recommend that the Board of Directors approve the revision to Standard 22.

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 22: Patio and Balcony Covers; Aluminum and Vinyl
Attachment 2: Current Resolution 03-19-114
Attachment 3: Redlined Revised Standard 22: Patio and Balcony Coverings
Attachment 4: Final Draft Standard 22: Patio and Balcony Coverings
Attachment 5: Proposed Resolution 03-24-XX

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STANDARD 22: PATIO AND BALCONY COVERS ALUMINUM AND VINYL

JANUARY 1989

REVISED JANUARY 2003, RESOLUTION 03-03-08

REVISED JANUARY 2008, RESOLUTION 03-08-08

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED AUGUST 2013, RESOLUTION 03-13-83

REVISED NOVEMBER 2019, RESOLUTION 03-19-114

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 DEFINITIONS

- 2.1** Patio: A paved area that adjoins the manor at ground level, which does not serve as a walkway or landing.
- 2.2** Balcony: A platform that projects from the wall of a manor and is enclosed by a parapet or railing.

3.0 APPLICATIONS

- 3.1** Wood is strictly prohibited from being used for any part of construction.
- 3.2** All patio and balcony covers must be built as per standard plan drawings (when available). The maximum allowable overhang dimension will be 6 inches to accommodate the flat roof's incorporated gutter system. See Section 4 for exceptions.
- 3.3** Patio cover roofs shall not extend beyond the height of an existing patio wall.
- 3.4** Patio covers will span only the patio area as defined by the original patio slab, or wall. Balcony covers will span the entire width of the balcony.

- 3.5 Covers may be installed over atriums such that the minimum open area of the atrium is left open and unobstructed as per building code requirements, typically 3'-0". The cover may not extend above the height of the existing walls.
- 3.6 Posts shall be of aluminum or vinyl including alumawood-type and vinyl-clad materials. Plant-ons are optional, but if installed, must be of matching aluminum or vinyl material. Headers must also be of aluminum or vinyl fabrication, including alumawood and vinyl-clad materials.
- 3.7 All posts for patio covers must be anchored to the concrete slab and be located on or inside of block walls if any. Attachments to block walls must meet all building code requirements.
- 3.8 All posts on balcony covers must be anchored to the balcony deck in accordance with all building code requirements. All penetrations must be sealed to prevent moisture intrusion into balcony deck.
- 3.9 No corrugated non-structural panels will be allowed. Only those covers with State of California approved engineering specifications will be accepted.
- 3.10 Plastic skylight panel may be installed per approved specifications as outlined by the manufacturer's recommendations.
- 3.11 Color options for aluminum materials are factory-finished white or almond. Color options for vinyl materials are white, taupe or tan.
- 3.12 If access to existing downspouts is blocked, then new downspouts of similar design, material and quality must be installed and painted the appropriate color. Downspouts shall not empty into other patio areas or hinder maintenance in any way. Splashblocks must be installed at each downspout that drains directly into Common Area (See Standard 18: Gutters/Downspouts).

4.0 PATIOS OVER WHICH A BALCONY EXISTS

- 4.1 Patio covers may not extend beyond the original construction footprint of a manor that lies beneath a balcony, exclusive of the required 6" overhang for the incorporated gutter system.
- 4.2 Flat roofs may not replace existing eyebrow covers if the proposed roof extends beyond the original construction footprint.

- 4.3** Existing flat roofs may be replaced with a flat roof of equal or lesser dimensions.
- 4.4** The color of the patio cover roof surface must be factory-finished almond. Almond colored caulking shall be used and the width of the caulk lines shall be kept to a minimum.

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RESOLUTION 03-19-114

REVISE ALTERATION STANDARD 22: PATIO & BALCONY COVERS

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 Controls and Standards Committee recognizes the need to revise Alteration Standard 22: Patio and Balcony Cover / Aluminum and Vinyl and,

NOW THEREFORE BE IT RESOLVED, November 19, 2019, that the Board of Directors of this Corporation hereby supersedes and rescinds Resolution 03-13-83 and approves revisions to Alteration Standard 22: Patio and Balcony Cover / Aluminum and Vinyl as attached to the official meeting minutes;

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 22: PATIO AND BALCONY COVERS ~~S ALUMINUM AND~~ VINYLINGS

JANUARY 1989

REVISED JANUARY 2003, RESOLUTION 03-03-08 REVISED JANUARY 2008,
RESOLUTION 03-08-08 GENERAL REQUIREMENTS REVISED APRIL 2011,
RESOLUTION 03-11-49 REVISED AUGUST 2013, RESOLUTION 03-13-83
REVISED NOVEMBER 2019, RESOLUTION 03-19-114

REVISED [DATE], RESOLUTION 03-24-XX

1.0 GENERAL REQUIREMENTS

~~1.0~~

1.1 See Standard ~~Section~~ 1: General Requirements

2.0 DEFINITIONS

2.1 ACSC: Architectural Control and Standards Committee

2.2 HVAC: Heating, ventilation, air conditioning.

2.3 Ledger: A horizontal board attached to the building face used as structural attachment for support of one end of an added covering.

2.4 DIY: Do It Yourself

~~2.4~~2.5 Patio: A paved outdoor area that adjoins the manor at ground level, which does not serve as a walkway or landing.

2.6 Balcony: A platform that projects from the wall of a manor above ground level at a second or third floor levels and is enclosed by a parapet or railing.

2.7 Patio Cover: A single story architectural projection that provides partial weather protection but remains open on three sides. One end of the cover is supported by the building structure while the opposite end is supported by a post and beam configuration.



- 2.8** Balcony Cover: A single story architectural projection located at balcony levels that provides partial weather protection but remains open on three sides. One end of the cover is supported by the building while the opposite end is supported by a post and beam configuration.



- 2.9** Patio & Balcony Awnings: An architectural projection located at ground or balcony levels that provides partial weather protection but remains open on three sides. The entire awning system is attached to and wholly supported by the building structure. It can be fixed or fully retractable.



- 2.10** Patio & Balcony Enclosures: Also known as sunrooms; A single story covering which encloses a defined space on a patio or balcony. Characterized by multiple fixed and operable windows with heating and cooling provided by natural means only. The enclosure is both attached to the building and self-supported.



3.0 DESIGN CRITERIA APPLICATIONS

3.1 — PATIO & BALCONY COVERS ~~Wood is strictly prohibited from being used for any part of construction.~~

- A. Only companies that specialize in design and installation of patio and balcony covers will be accepted. DIY projects will not be allowed.
- B. Construction materials are to be aluminum or vinyl only.
- C. Covers may be slatted or solid.
- D. All solid covers are to be insulated “Elitewood” as manufactured by Four Seasons or approved equal. Features:
 - 1. Covers act as a noise and heat barrier.
 - 2. Can be prewired for ceiling fans / lighting.
 - 3. Skylights optional
 - 4. Can be walked on – substantially reducing maintenance.
 - 5. Include self-contained guttering and leaf guards.
- E. Solid covers directly under a balcony must provide a mesh type rodent protection screen for the space created between the bottom of the balcony above and the top of the cover below.
 - 1. Said covers will be subject to removal and replacement at members expense if deemed necessary by the mutual for maintenance of the balcony above.
- F. Finish color selections: White or beige or to complement existing mutual building exterior color schemes.

3.2 PATIO & BALCONY AWNINGS ~~All patio and balcony covers must be built as per standard plan drawings (when available). The maximum allowable overhang dimension will be 6 inches to accommodate the flat roof's incorporated gutter system. See Section 4 for exceptions.~~

- A. Only companies that specialize in design and installation of patio and balcony awnings will be accepted. DIY projects will not allowed.
- B. Awnings are allowed over existing patios and balconies only.
 - 1. Awnings are not allowed over individual windows or doors.
 - 2. Awnings can not be attached to a balcony above.
- C. Awning cover materials
 - 1. Translucent panels
 - 2. Standing seam aluminum panels
 - 3. Fabric
 - a. Must pass the California State Fire Marshal Test.
 - b. No scalloped edging.
 - c. Motorized awnings allowed. Any electrical work must be shown on plan and performed by a licensed electrician.

4. All colors to conform to and/or complement existing mutual building exterior color schemes.
5. Alternate materials subject to ACSC review and approval.

3.2

3.3 PATIO & BALCONY ENCLOSURES~~Patio cover roofs shall not extend beyond the height of an existing patio wall.~~

- A. Only companies that specialize in design and installation of patio & balcony enclosures will be accepted. DIY projects will not be allowed.
- B. Patio & balcony enclosures may encompass all or part of the patio / balcony footprint.
 1. Enclosure must not cover any existing building wall mounted HVAC equipment.
- C. Structural Components: Painted or prefinished aluminum. All walls and ceiling panels to be fully insulated.
- D. Glazing Components:
 1. All glazed openings to be:
 - a. Dual pane
 - b. Low E
 - c. Energy Star rated
 2. Windows and screens to be readily removable from the inside without the use of tools.
- E. Interior components:
 1. Natural ventilation only – no artificial HVAC systems
 2. Skylights are allowed at time of original installation.
 3. No plumbing or plumbing fixtures
 4. Ceiling lighting & fans allowed
 5. Electrical wall outlets allowed
- F. Existing patio privacy stone or block walls may be utilized as part of the patio enclosure provided said walls meet the structural guide lines of the enclosure.
- G. Balconies will require inspection and certification by a licensed architect or structural engineer for structural integrity prior to enclosure installation per California Balcony Law (SB-326) unless there is evidence of pre-existing compliance.
 1. The member is responsible for any and all costs associated with this requirement.
- H. Balcony enclosures must be installed behind existing railing or parapets, sufficient to allow for ongoing maintenance of these items.
- I. Finish color selections: White or beige or to complement existing mutual building exterior color schemes.

3.3

3.4 ~~Patio covers will span only the patio area as defined by the original patio slab, or wall. Balcony covers will span the entire width of the balcony.~~

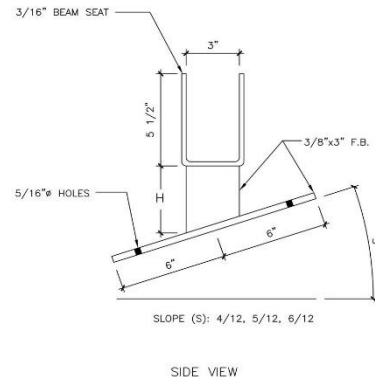
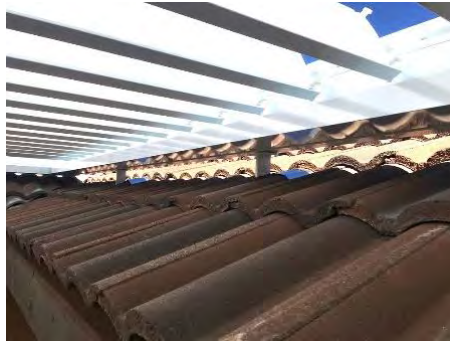
- ~~3.5 — Covers may be installed over atriums such that the minimum open area of the atrium is left open and unobstructed as per building code requirements, typically 3'-0". The cover may not extend above the height of the existing walls.~~
- ~~3.6 — Posts shall be of aluminum or vinyl including alumawood type and vinyl-clad materials. Plant-ons are optional, but if installed, must be of matching aluminum or vinyl material. Headers must also be of aluminum or vinyl fabrication, including alumawood and vinyl-clad materials.~~
- ~~3.7 — All posts for patio covers must be anchored to the concrete slab and be located on or inside of block walls if any. Attachments to block walls must meet all building code requirements.~~
- ~~3.8 — All posts on balcony covers must be anchored to the balcony deck in accordance with all building code requirements. All penetrations must be sealed to prevent moisture intrusion into balcony deck.~~
- ~~3.9 — No corrugated non-structural panels will be allowed. Only those covers with State of California approved engineering specifications will be accepted.~~
- ~~3.10 — Plastic skylight panel may be installed per approved specifications as outlined by the manufacturer's recommendations.~~
- ~~3.11 — Color options for aluminum materials are factory finished white or almond. Color options for vinyl materials are white, taupe or tan.~~
- ~~3.12 — If access to existing downspouts is blocked, then new downspouts of similar design, material and quality must be installed and painted the appropriate color. Downspouts shall not empty into other patio areas or hinder maintenance in any way. Splashblocks must be installed at each downspout that drains directly into Common Area (See Standard 18: Gutters/Downspouts).~~

4.0 **ATTACHMENT TO BUILDING PATIOS OVER WHICH A BALCONY EXISTS**

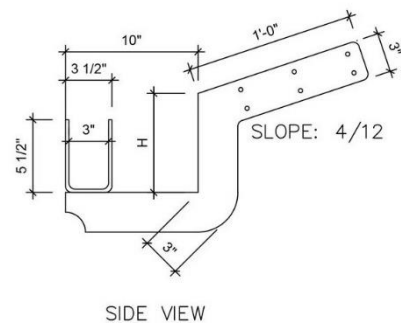
- ~~4.1 — Patio covers may not extend beyond the original construction footprint of a manor that lies beneath a balcony, exclusive of the required 6" overhang for the incorporated gutter system. All coverings must not alter existing roofing eaves or perimeters.~~
- ~~4.2 — Flat roofs may not replace existing eyebrow covers if the proposed roof extends beyond the original construction footprint. All coverings must not alter or interfere with existing guttering systems.~~
- ~~4.3 — Existing flat roofs may be replaced with a flat roof of equal or lesser~~

dimensions. Attachment to building for all roof components will be per one of the following options:

- A. Ledger board to face of building under roof eave. Note: All building penetrations to be water tight.
- B. Raised roof bracket as manufactured by "Beam Lift" or approved equal. Note: Any roof modifications required for installation of bracket must be reviewed and approved by a licensed roofing contractor.



- C. Rafter bracket as manufacture by "Beam Lift" or approved equal. EXCEPTION - Building guttering may be modified to 5 inches wide to accommodate rafter bracket installation



4.3

- 4.4 The color of the patio cover roof surface must be factory finished almond. Almond colored caulking shall be used and the width of the caulk lines shall be kept to a minimum.

5.0 APPLICATIONS

- 5.1 Architectural and/or engineered plans are required.
 - A. All plans and engineering details provided by the manufacture must be included in submittal package.
- 5.2 All plans must indicate compliance with all current California Building Codes.
- 5.3 All plans must be reviewed and approved by the Manor Alterations Department and verified with the City of Laguna Woods Building Department.

- 5.4 All coverings will not extend beyond existing patio or balcony perimeters by more than 18 inches.
 - A. Any such extensions must not interfere with ongoing building or landscape maintenance.
- 5.5 All patio & balcony solid covers and enclosures must have a self-contained guttering system.
 - A. All system downspouts must coordinate/work with existing building drainage systems.
 - B. In no case shall downspouts direct water back toward the building.
 - C. All balcony guttering and downspouts systems must not direct water on to manors located directly below balcony.

6.0 MAINTENANCE & OWNERSHIP

- 6.1 The member is responsible for all direct and indirect costs associated with covering/enclosure installations.
- 6.2 The member is responsible for all costs associated with on-going maintenance. The mutual – at its own discretion – may undertake any perceived maintenance upkeep and charge the member if coverings are not properly maintained by the member. See Section 7.3.
- 6.3 Should it become necessary for ongoing building maintenance, the member will be responsible for removal and replacement of coverings/enclosures.

7.0 REFERENCE DOCUMENTS

- 7.1 See Standard 18: Gutters & Downspouts
- 7.2 See Standard 19: Balcony Railing Paneling
- 7.3 See Third Laguna Hills Mutual Care and Maintenance of Patios, Balconies, Breezeways and Walkways Policy

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STANDARD 22: PATIO AND BALCONY COVERINGS

JANUARY 1989

REVISED JANUARY 2003, RESOLUTION 03-03-08 REVISED JANUARY 2008,
RESOLUTION 03-08-08 GENERAL REQUIREMENTS REVISED APRIL 2011,
RESOLUTION 03-11-49 REVISED AUGUST 2013, RESOLUTION 03-13-83
REVISED NOVEMBER 2019, RESOLUTION 03-19-114
REVISED [DATE], RESOLUTION 03-24-XX

1.0 GENERAL REQUIREMENTS

1.1 See Standard 1: General Requirements

2.0 DEFINITIONS

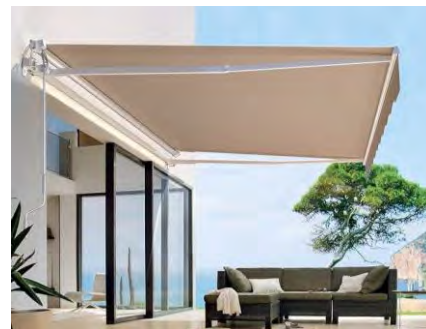
- 2.1 ACSC: Architectural Control and Standards Committee
- 2.2 HVAC: Heating, ventilation, air conditioning.
- 2.3 Ledger: A horizontal board attached to the building face used as structural attachment for support of one end of an added covering.
- 2.4 DIY: Do It Yourself
- 2.5 Patio: A paved outdoor area that adjoins the manor at ground level, which does not serve as a walkway or landing.
- 2.6 Balcony: A platform that projects from the wall of a manor above ground level at a second or third floor levels and is enclosed by a parapet or railing.
- 2.7 Patio Cover: A single story architectural projection that provides partial weather protection but remains open on three sides. One end of the cover is supported by the building structure while the opposite end is supported by a post and beam configuration.



- 2.8** Balcony Cover: A single story architectural projection located at balcony levels that provides partial weather protection but remains open on three sides. One end of the cover is supported by the building while the opposite end is supported by a post and beam configuration.



- 2.9** Patio & Balcony Awnings: An architectural projection located at ground or balcony levels that provides partial weather protection but remains open on three sides. The entire awning system is attached to and wholly supported by the building structure. It can be fixed or fully retractable.



- 2.10** Patio & Balcony Enclosures: Also known as sunrooms; A single story covering which encloses a defined space on a patio or balcony. Characterized by multiple fixed and operable windows with heating and cooling provided by natural means only. The enclosure is both attached to the building and self-supported.



3.0 DESIGN CRITERIA

3.1 PATIO & BALCONY COVERS

- A. Only companies that specialize in design and installation of patio and balcony covers will be accepted. DIY projects will not be allowed.
- B. Construction materials are to be aluminum or vinyl only.
- C. Covers may be slatted or solid.
- D. All solid covers are to be insulated "Elitewood" as manufactured by Four Seasons or approved equal. Features:
 - 1. Covers act as a noise and heat barrier.
 - 2. Can be prewired for ceiling fans / lighting.
 - 3. Skylights optional

4. Can be walked on – substantially reducing maintenance.
 5. Include self-contained guttering and leaf guards.
- E. Solid covers directly under a balcony must provide a mesh type rodent protection screen for the space created between the bottom of the balcony above and the top of the cover below.
1. Said covers will be subject to removal and replacement at members expense if deemed necessary by the mutual for maintenance of the balcony above.
- F. Finish color selections: White or beige or to complement existing mutual building exterior color schemes.

3.2 PATIO & BALCONY AWNINGS

- A. Only companies that specialize in design and installation of patio and balcony awnings will be accepted. DIY projects will not be allowed.
- B. Awnings are allowed over existing patios and balconies only.
1. Awnings are not allowed over individual windows or doors.
 2. Awnings can not be attached to a balcony above.
- C. Awning cover materials
1. Translucent panels
 2. Standing seam aluminum panels
 3. Fabric
 - a. Must pass the California State Fire Marshal Test.
 - b. No scalloped edging.
 - c. Motorized awnings allowed. Any electrical work must be shown on plan and performed by a licensed electrician.
 4. All colors to conform to and/or complement existing mutual building exterior color schemes.
 5. Alternate materials subject to ACSC review and approval.

3.3 PATIO & BALCONY ENCLOSURES

- A. Only companies that specialize in design and installation of patio & balcony enclosures will be accepted. DIY projects will not be allowed.
- B. Patio & balcony enclosures may encompass all or part of the patio / balcony footprint.

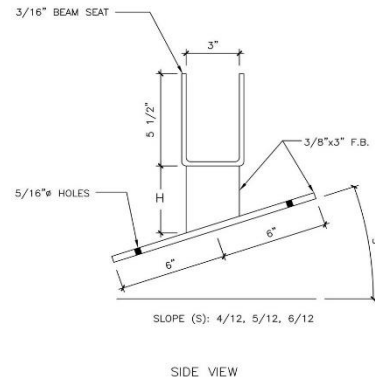
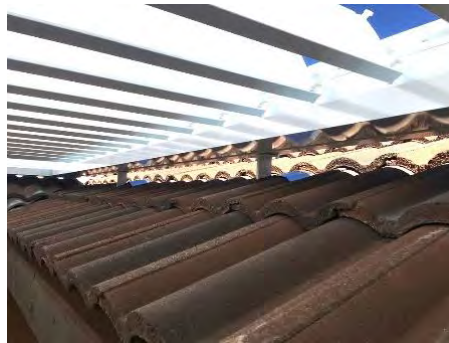
1. Enclosure must not cover any existing building wall mounted HVAC equipment.
- C. Structural Components: Painted or prefinished aluminum. All walls and ceiling panels to be fully insulated.
- D. Glazing Components:
 1. All glazed openings to be:
 - a. Dual pane
 - b. Low E
 - c. Energy Star rated
 2. Windows and screens to be readily removable from the inside without the use of tools.
- E. Interior components:
 1. Natural ventilation only – no artificial HVAC systems
 2. Skylights are allowed at time of original installation.
 3. No plumbing or plumbing fixtures
 4. Ceiling lighting & fans allowed
 5. Electrical wall outlets allowed
- F. Existing patio privacy stone or block walls may be utilized as part of the patio enclosure provided said walls meet the structural guide lines of the enclosure.
- G. Balconies will require inspection and certification by a licensed architect or structural engineer for structural integrity prior to enclosure installation per California Balcony Law (SB-326) unless there is evidence of pre-existing compliance.
 1. The member is responsible for any and all costs associated with this requirement.
- H. Balcony enclosures must be installed behind existing railing or parapets, sufficient to allow for ongoing maintenance of these items.
- I. Finish color selections: White or beige or to complement existing mutual building exterior color schemes.

4.0 ATTACHMENT TO BUILDING

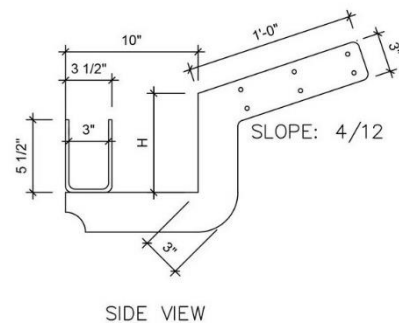
- 4.1** All coverings must not alter existing roofing eaves or perimeters.
- 4.2** All coverings must not alter or interfere with existing guttering systems.
- 4.3** Attachment to building for all roof components will be per one of the

following options:

- A. Ledger board to face of building under roof eave. Note: All building penetrations to be water tight.
- B. Raised roof bracket as manufactured by “Beam Lift” or approved equal. Note: Any roof modifications required for installation of bracket must be reviewed and approved by a licensed roofing contractor.



- C. Rafter bracket as manufacture by “Beam Lift” or approved equal. EXCEPTION - Building guttering may be modified to 5 inches wide to accommodate rafter bracket installation



5.0 APPLICATIONS

5.1 Architectural and/or engineered plans are required.

- A. All plans and engineering details provided by the manufacture must be included in submittal package.

5.2 All plans must indicate compliance with all current California Building Codes.

5.3 All plans must be reviewed and approved by the Manor Alterations Department and verified with the City of Laguna Woods Building Department.

5.4 All coverings will not extend beyond existing patio or balcony perimeters by more than 18 inches.

- A. Any such extensions must not interfere with ongoing building or landscape maintenance.

5.5 All patio & balcony solid covers and enclosures must have a self-contained guttering system.

- A. All system downspouts must coordinate/work with existing building drainage systems.
- B. In no case shall downspouts direct water back toward the building.
- C. All balcony guttering and downspouts systems must not direct water on to manors located directly below balcony.

6.0 MAINTENANCE & OWNERSHIP

- 6.1** The member is responsible for all direct and indirect costs associated with covering/enclosure installations.
- 6.2** The member is responsible for all costs associated with on-going maintenance. The mutual – at its own discretion – may undertake any perceived maintenance upkeep and charge the member if coverings are not properly maintained by the member. See Section 7.3.
- 6.3** Should it become necessary for ongoing building maintenance, the member will be responsible for removal and replacement of coverings/enclosures.

7.0 REFERENCE DOCUMENTS

- 7.1** See Standard 18: Gutters & Downspouts
- 7.2** See Standard 19: Balcony Railing Paneling
- 7.3** See Third Laguna Hills Mutual Care and Maintenance of Patios, Balconies, Breezeways and Walkways Policy



RESOLUTION 03-24-XX

REVISE STANDARD 22: PATIO AND BALCONY COVERINGS

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 22: Patio and Balcony Covers; Aluminum and Vinyl;

NOW THEREFORE BE IT RESOLVED, September 17, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 22: Patio and Balcony Coverings Attachments as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-19-114 adopted November 19, 2019, 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.

AUGUST INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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ENDORSEMENT (to Board)

Rescind Standard No. 29 – Solariums

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 rescinding Standard 29 – Solariums.

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STAFF REPORT

DATE: August 20, 2024
FOR: Board of Directors
SUBJECT: Rescind Standard 29: Solariums

RECOMMENDATION

Approve a resolution to rescind Standard 29: Solariums.

BACKGROUND

The ACSC initiated a review of the current Standard 29: Solariums. (Attachment 1). Standard 29 was last revised in September 2006, via Resolution 03-06-42 (Attachment 2).

DISCUSSION

The guidelines and requirements reflected in this standard have been reviewed and are now included in Standard 22 Patio and Balcony Coverings. In order not to create confusion, it is recommended that this standard – Standard 29: Solariums – be rescinded.

On August 12, 2024 the ACSC voted unanimously to recommend that the Board of Directors approve rescinding Standard 29.

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 29: Solariums
Attachment 2: Current Resolution 03-06-42
Attachment 3: Proposed Resolution 03-24-XX

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THIRD LAGUNA HILLS MUTUAL

SECTION 29: Solariums

FEBRUARY, 1992

REVISED JANUARY 2003, RESOLUTION 03-03-10

REVISED SEPTEMBER 2006, RESOLUTION 03-06-42

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. – 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas **"BROOM CLEAN"** daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.

- 1.7 CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.0 SPECIFICATIONS/ APPLICATIONS

- 2.1** A solarium is a glass-enclosed room whose walls and ceiling permit passage of the sun's rays, is constructed on a concrete area that adjoins the manor at ground level, and does not serve as a walkway or landing.
- 2.2** Posts may be of wood or aluminum. Plant-ons are optional.
- 2.3** All posts are to be on an existing slab or inside patio walls. Posts may be placed on existing alteration wall(s) only if such wall has been constructed and approved for such application.
- 2.4** Structural framing must match the color of the existing trim as closely as possible. Color may match stucco in some cases where no wood trim exists, as determined by the Permits and Alterations office.
- 2.5** Plastic panels as produced by the manufacturer of patio covers or enclosures may be installed per International Conference of Building Officials (I.C.B.O.) approved specifications outlined by the manufacturer. No corrugated, non-structural panels will be allowed.
- 2.6** Downspouts shall be painted to match the surface to which they are attached. Downspouts shall not empty into other patio areas or hinder maintenance or drainage in any way.
- 2.7** Air conditioning units may not exhaust into the solarium enclosure.
- 2.8** In no case shall additional plumbing, heating fixtures, or air conditioning units be added as part of such enclosure.
- 2.9** All attachments, directly to existing surfaces, shall be properly sealed to prevent damage to Mutual property. Any/all such damage shall be the responsibility of the manor owner.
- 2.10** The Mutual member is solely responsible for the maintenance and repair of the solarium enclosure, and is responsible for all costs associated with any other damage to Mutual property that may result from the installation of the solarium enclosure.

- 2.11** All work and materials required to complete such enclosure shall conform to all applicable city and county codes and/or state ordinances not included herein. Plans and specifications shall be submitted to the Permits and Inspections office at the time of Application for Permit.
- 2.12** A solarium cannot be installed in an area where a Standard Plan exists for a room addition.
- 2.13** Doors may only be installed on the ends or short sides of the solarium enclosure as approved by the permits and Inspections office, and required stoops shall be installed per the Uniform Building Code.

3.0 SURFACE PREPARATION

- 3.1** Prior to any installation, existing patio surfaces shall be checked for any defects or irregularities which might affect such installation or cause any future damages to the building.
- 3.2** All attachments to the patio slab must be directly to the patio surface, not applied over any type of material applied over the patio surface.

4.0 FRAME OR TRACK

- 4.1** Frames and/or tracks are to be of wood or aluminum only. The dimensions shall be kept to a minimum to optimize the area of glass firmly in place. All wood shall be painted to match existing surfaces to which it is attached. All aluminum shall be anodized bronze unless others exist if attached to a dark painted surface; aluminum or white powder coated color if attached to a light surface. Pre-existing enclosures on the building shall set color precedence on the same elevation.

5.0 TYPE OF GLASS

- 5.1** All glass used must be clear in nature and be of tempered-type safety glass; no less than 1/8" thick. Installation of a structure with glass that is thicker than 1/8" could be considered a habitable room addition and Uniform Building Code specifications for engineering would be required for the structure, and may require Board approval, to be determined by the Permits and Inspections office.
- 5.2** Glass shall be single-pane type.
- 5.3** Frosted, bottle-type, stained, or louvered-glass type shall not be allowed.

- 5.4** Solar glass, tinted glass, smoke-type glass or film that is applied to glass at the time of manufacture shall be accepted provided it conforms to Sec. 5.5.
- 5.5** Reflective tints or films applied to glass after manufacture may be applied to glass providing it does not have a reflectivity factor of more than **15%**. Documentation of such material must be on hand and approved before such application.

RESOLUTION 03-06-42

WHEREAS, the Board of Directors of this corporation adopted Resolution M3-96-28 on May 21, 1996, which approved the Third Laguna Hills Mutual Standards, (revised April, 1996); and

WHEREAS, the Maintenance & Construction Committee of this Corporation recognizes the need to further amend a portion of the alteration standards with regard to Section 29 – *Solariums*;

NOW THEREFORE BE IT RESOLVED, September 19, 2006, that Mutual Alteration Standard Section 29 – *Solariums* is hereby amended as attached to the official minutes of this meeting; 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; and

RESOLVED FURTHER, that Resolution M3-96-28, adopted May 21, 1996 is hereby amended, and Resolution 03-03-10 adopted January 21, 2003 is hereby superseded and cancelled.

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RESOLUTION 03-24-XX

RESCIND STANDARD 29: SOLARIUMS

WHEREAS, the Third Laguna Hills Mutual recognizes the need to review standards as necessary; and

WHEREAS, the Mutual recently revised the language in Standard 22: Patio and Balcony Coverings to incorporate the processes currently contained in Standard 29 Solariums; and

WHEREAS, the aforementioned integration of procedures would create a duplication of information. The Mutual recognizes the need to rescind Standard: 29 Solariums;

NOW THEREFORE BE IT RESOLVED, September 17, 2024, the Board of Directors of this Corporation hereby rescinds Standard 29: Solariums as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-06-42 adopted September 19, 2006, is hereby 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.

AUGUST INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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ENDORSEMENT (to Board)

Rescind Standard No. 37 – Patio and Balcony Awnings & Covers

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 rescinding Standard 37 – Patio and Balcony Awnings & Covers.

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STAFF REPORT

DATE: August 20, 2024
FOR: Board of Directors
SUBJECT: Rescind Standard 37: Patio and Balcony Awnings & Covers

RECOMMENDATION

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

BACKGROUND

The ACSC initiated a review of the current Standard 37: Patio and Balcony Awnings & Covers. (Attachment 1). Standard 37 was last revised in May 2024, via Resolution 03-24-47 (Attachment 2).

DISCUSSION

The guidelines and requirements reflected in this standard have been reviewed and are now included in Standard 22 Patio and Balcony Coverings. In order not to create confusion, it is recommended that this standard – Standard 37 Patio and Balcony Awnings & Covers – be rescinded.

On August 12, 2024 the ACSC voted unanimously to recommend that the Board of Directors approve rescinding Standard 37.

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 37: Patio and Balcony Awnings & Covers
Attachment 2: Current Resolution 03-24-47
Attachment 3: Proposed Resolution 03-24-XX

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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 MAY 2024, RESOLUTION 03-24-47

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 03-24-47

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.
are hereby authorized on behalf of the Corporation to carry out this resolution.

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RESOLUTION 03-24-XX

RESCIND STANDARD 37: PATIO AND BALCONY AWNINGS & COVERS

WHEREAS, the Third Laguna Hills Mutual recognizes the need to review standards as necessary; and

WHEREAS, the Mutual recently revised the language in Standard 22: Patio and Balcony Coverings to incorporate processes currently contained in Standard: 37 Patio and Balcony Awnings & Covers; and

WHEREAS, the aforementioned integration of procedures would create a duplication of information. The Mutual recognizes the need to rescind Standard: 37 Patio and Balcony Awnings & Covers;

NOW THEREFORE BE IT RESOLVED, September 17, 2024, the Board of Directors of this Corporation hereby rescinds Standard 37: Patio and Balcony Awnings and Covers as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-24-47 adopted May 21, 2024, is hereby 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.

AUGUST INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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ENDORSEMENT (to Board)

Rescind Standard No. 38 – Patio Enclosures

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 rescinding Standard 38 – Patio Enclosures.

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STAFF REPORT

DATE: August 20, 2024
FOR: Board of Directors
SUBJECT: Rescind Standard 38: Patio Enclosures

RECOMMENDATION

Approve a resolution to rescind Standard 38: Patio Enclosures.

BACKGROUND

The ACSC initiated a review of the current Standard 38: Patio Enclosures. (Attachment 1). Standard 38 was last revised in August 2019, via Resolution 03-19-82 (Attachment 2).

DISCUSSION

The guidelines and requirements reflected in this standard have been reviewed and are now included in Standard 22: Patio and Balcony Coverings. In order not to create confusion, it is recommended that this standard – Standard 38: Patio Enclosures – be rescinded.

On August 12, 2024 the ACSC voted unanimously to recommend that the Board of Directors approve rescinding Standard 38.

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 38: Patio Enclosures
Attachment 2: Current Resolution 03-19-82
Attachment 3: Proposed Resolution 03-24-XX

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STANDARD 38: PATIO ENCLOSURES

ADOPTED SEPTEMBER 2006, RESOLUTION 03-06-43

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED AUGUST 2019, RESOLUTION 03-19-82

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 SPECIFICATIONS/ APPLICATIONS

- 2.1** A patio is a concrete slab area that adjoins the manor at ground level, and does not serve as a walkway or landing.
- 2.2** An enclosure can only be installed on the manor's original patio footprint.
- 2.3** A patio enclosure cannot be installed in an area where a Standard Plan exists for a room addition. No concrete landings are permitted.
- 2.4** Enclosures may not extend beyond the original construction footprint of an original patio. (In accordance with the current Common Area Useage Policy.)
- 2.5** If a patio lies beneath a balcony, the newly constructed enclosure must have an approved gutter system.
- 2.6** Patios may be partially enclosed with the exception of 3-story buildings. Patio enclosures shall encompass the entire footprint in 3-story buildings.
- 2.7** No doors are permitted in patio enclosures installed on the 1st story manors of 3-story buildings.
- 2.8** In no case shall additional plumbing, heating fixtures or air conditioning units be added as part of such enclosure, nor shall existing central HVAC systems condition an enclosure.
- 2.9** Air conditioners/heat pumps cannot exhaust into an enclosure.



- 2.10** Plastic panels as produced by the manufacturer of patio covers or enclosures may be installed per California Building Code approved specifications outlined by the manufacturer. No corrugated, non-structural panels will be allowed.
- 2.11** Any changes to the existing structure to allow for track or framework must be approved in writing prior to issuance of a consent.
- 2.12** All work and material required to complete patio enclosures shall conform to all applicable city codes and/or state ordinances not included herein. Plans and specifications shall be submitted to Permits and Inspections at time of application for consent.

3.0 SURFACE PREPARATION

- 3.1** Prior to any installation, existing patio surfaces (slabs, wood beams, wood fascia, etc.) shall be checked by staff for any defects or irregularities which might affect such installation or cause any future damages to the building.
- 3.2** All attachments to the patio slab must be directly to the patio surface, not applied over any type of material applied over the patio surface.

4.0 FRAME OR TRACK

- 4.1** Frames and/or tracks are to be of aluminum only. Wood framing is prohibited. The dimensions shall be kept to a minimum to optimize the area of glass firmly in place. All aluminum shall be anodized bronze unless others exist if attached to a dark painted surface; aluminum or white powder coated color if attached to a light surface. Pre-existing enclosures on the building shall set color precedence on the same elevation.
- 4.2** All glass and screens must be readily removable (from the interior only) by lifting out of a track without the use of tools.
- 4.3** All frames must be inside of existing handrails as indicated on approved drawing details and provide sufficient clearance for future maintenance of the handrail.



- 4.4** Slump stone kneewalls may be utilized as part of the patio enclosure if the wall is constructed to accept the application.
- 4.5** Enclosures shall have proper downspouts with splash blocks in accordance with Mutual Standard:18 Gutters/Downspouts.

5.0 TYPE OF GLASS

- 5.1** All glass used must be clear in nature and be of tempered-type safety glass; no less than 1/8" thick.
- 5.2** Glass may be single or dual pane type (at the discretion of the Alterations Office). See 4.2
- 5.3** Frosted, bottle-type, stained, or louvered-glass type shall not be allowed.
- 5.4** Solar glass, tinted glass, smoke-type glass or film that is applied to glass at the time of manufacture shall be accepted provided it conforms to Sec. 5.5.
- 5.5** Reflective tints or films applied to glass after manufacture may be applied to glass providing it does not have a reflectivity factor of more than **15%**. Documentation of such material must be on hand and approved before such application.

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RESOLUTION 03-19-82
ALTERATION STANDARD 38: PATIO ENCLOSURES

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 Controls and Standards Committee recognizes the need to revise Alteration Standard 38: Patio Enclosures and,

NOW THEREFORE BE IT RESOLVED, August 20, 2019, that the Board of Directors of this Corporation hereby adopts Alteration Standard 38: Patio Enclosures as attached to the official meeting minutes;

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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RESOLUTION 03-24-XX

RESCIND STANDARD 38: PATIO ENCLOSURES

WHEREAS, the Third Laguna Hills Mutual recognizes the need to review standards as necessary; and

WHEREAS, the Mutual recently revised the language in Standard 22: Patio and Balcony Coverings to incorporate the processes currently contained in Standard 38: Patio Enclosures; and

WHEREAS, the aforementioned integration of procedures would create a duplication of information. The Mutual recognizes the need to rescind Standard 38: Patio Enclosures;

NOW THEREFORE BE IT RESOLVED, September 17, 2024, the Board of Directors of this Corporation hereby rescinds Standard 38: Patio Enclosures as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-19-82 adopted August 20, 2019, is hereby 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.

AUGUST INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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ENDORSEMENT (to board)

2023 Operating Surplus Transfer

Steve Hormuth, Director of Financial Services, presented a staff report recommending the board to approve a \$531,282 transfer from the Operating Fund to the Unappropriated Expenditures Fund due to the Operating Surplus in 2023. Director David Veeneman made a motion to approve the recommendation. Director Reza Karimi Seconded.

The motion passed by a 3-0-1 vote and one abstention (Director Moon Yun abstained). The recommendation will be presented at the next Board meeting.

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STAFF REPORT

DATE: August 20, 2024
FOR: Finance Committee
SUBJECT: Operating Surplus Transfer

RECOMMENDATION

Staff recommends approval of a \$531,282 transfer from the Operating Fund to the Unappropriated Expenditures Fund (UEF) due to the Operating Fund surplus in 2023.

BACKGROUND

Third's Business Plan is approved each year with no anticipated Operating Fund (OPR) surplus or deficit. If actual OPR revenues exceed actual OPR expenses at the close of the fiscal year, IRS Revenue Ruling 70-604 requires the surplus to either be returned to the membership or be applied to next year's assessment. Historically, surpluses have been transferred to the Unappropriated Expenditure Fund (UEF) or the Disaster Fund (DSF) at the Board's discretion.

DISCUSSION

Third ended the 2023 fiscal year with \$31,119,300 in OPR Revenues (less unrealized gain in GRF) and \$30,588,018 in OPR Expenses (less depreciation), a net OPR income of \$531,282. Staff recommends applying a consistent approach to operating surpluses and deficits as illustrated below:

Operating Fund Surplus: Transfer OPR → UEF
Operating Fund Deficit: Transfer UEF → OPR

FINANCIAL ANALYSIS

The balance in the Operating Fund as of June 30, 2024 was \$47,558,476 allowing sufficient funds available for the \$531,282 transfer.

Prepared By: Jose Campos, Assistant Director of Financial Services

Reviewed By: Steve Hormuth, Director of Financial Services

ATTACHMENT(S)

Attachment 1: Resolution 03-24-XX Operating Surplus Transfer

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RESOLUTION 03-24-XX

Operating Surplus Transfer

WHEREAS, the Third Laguna Hills Mutual operating statement as of December 31, 2023 reflected a net Operating Fund surplus of \$531,282; and

WHEREAS, the Board desires to return this amount to the members by way of a transfer to the Unappropriated Expenditure Fund;

NOW THEREFORE BE IT RESOLVED, August 20, 2024 that the Board of Directors of this Corporation hereby authorizes the transfer of \$531,282 of a 2023 accumulated operating surplus from the Operating Fund to the Unappropriated Expenditure Fund; and

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

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Resolution 03-24-XX

Third Mutual Committee Appointments

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

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

Finance Committee (meets every other month)

David Veeneman, Chair

Moon Yun

~~Brad Rinehart~~

SK Park

Nathaniel Ira Lewis

Reza Karimi, Alternate

Architectural Control and Standards Committee (meets monthly)

James Cook, ~~Chair~~

Brad Rinehart, ~~Chair~~

Nathaniel Ira Lewis

Reza Karimi

David Veeneman

Non-Voting Advisors: Mike Butler, Mike Plean, Lisa Mills

Landscape Committee (meets monthly)

SK Park, Chair

~~Brad Rinehart~~

Reza Karimi

David Veeneman

Moon Yun

Non-Voting Advisors: Patricia Bailey, Diane Bonar, Mark Brenner, Krystal Meier

Maintenance and Construction Committee (meets every other month)

Brad Rinehart, Chair

James Cook

Moon Yun

SK Park

Reza Karimi

Resident Policy and Compliance Committee (meets monthly)

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

Executive Hearings Committee (meets monthly)

Mark Laws, Chair
Jim Cook
Cris Prince
David Veeneman, 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
Voting Advisors: Stuart Hack, Lynn Jarrett
Non-Voting Advisors: Lorna Seung

Executive Committee (can attend Closed Meetings / Executive Sessions)

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

RESOLVED FURTHER, that Resolution 03-24-78, adopted July 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.



Treasurer's Report for August 20, 2024 Board Meeting

SLIDE 1 – Through the reporting period of **June 30, 2024**, total revenue for Third was \$23.6M compared to expenses of \$21.7M, resulting in a net revenue of \$1.9M.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a deficit of (\$1.1M) through the reporting period. This table shows how much of our revenue went into operations, with \$13.9M coming in from assessments and \$1.2M coming from non-assessment revenue. This is compared to operating expenditures of \$16.1M (without Depreciation).

SLIDE 3 – This next table takes the full income statement and compares those results to budget. We can see that Third ended the period worse than budget by (\$696K) when combining both operating and reserve revenues and expenses.

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

- **Employee Compensation and Related \$597K:** Favorable variance resulted primarily in the Landscape and M&C departments due to open positions. Impacted areas include grounds maintenance, irrigation, paint, carpentry, and electrical. 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 \$428K:** Favorable variance resulted primarily from treasury bills yielding a higher return than anticipated. Investments averaged a 4.9% return compared to a budgeted return of 2.5%.
- **Insurance \$220K:** Favorable variance primarily in Property Insurance as a result of a new joint policy with United that began on June 1, 2024. Third will see a savings in Property Insurance through the end of 2024.
- **Outside Services (\$722K):** Unfavorable variance primarily due to more damage restoration events than anticipated through the reporting period. Rainfall through June 2024 was 50% higher than the 5-year average. Additionally, work for the waste line remediation program began earlier than anticipated resulting in an unfavorable variance through June. These increases were partially offset by favorable variances in various programs such as: prior-to-paint landscaping, PVC cool roofing, copper pipe remediation, and tree maintenance. The budgets for these programs were spread across all 12 months of the year but work began later than anticipated.



Treasurer's Report for August 20, 2024 Board Meeting

- **Fees and Charges to Residents (\$1,041K):** Unfavorable variance primarily due to less backlog revenue than anticipated for damage restoration cases. Hearings to determine if a member is responsible for the charges are ongoing.

SLIDE 5 – In this table, we present 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 as of June 30, 2024 were Investment Income, Resident Maintenance Fee, and Sales and Leasing Fees. Non-assessment revenues totaled \$1.9M through the reporting period.

SLIDE 6 – In this table, we present 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 as of June 30, 2024 were Employee Compensation & Related, Outside Services, and Insurance. Expenses totaled \$21.7M through the reporting period.

SLIDE 7 – The non-operating fund balance on June 30, 2024 was \$35.9M. YTD contributions and interest were \$8.6M while YTD expenditures were \$5.6M.

SLIDE 8 – We compare the non-operating fund balances to historical fund balances for the past five years on this chart, which has averaged \$31.6M. 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 June 30, 2024, Third resales totaled 169, which is equal to the number of resales the prior year for the same time period. The average YTD resale price for a Third Mutual was \$617K, which is \$69K higher than the prior year for the same time period.

Financial Report

As of June 30, 2024



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$21,737
Non-assessment Revenue	\$1,910
Total Revenue	\$23,647
Total Expense	\$21,746
Net Revenue/(Expense)	\$1,901

Financial Report

As of June 30, 2024



OPERATING INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$13,873
Non-assessment Revenue		\$1,152
Total Revenue		\$15,025
Total Expense ¹		\$16,104
Operating Deficit		(\$1,079)

1) excludes depreciation

Financial Report

As of June 30, 2024



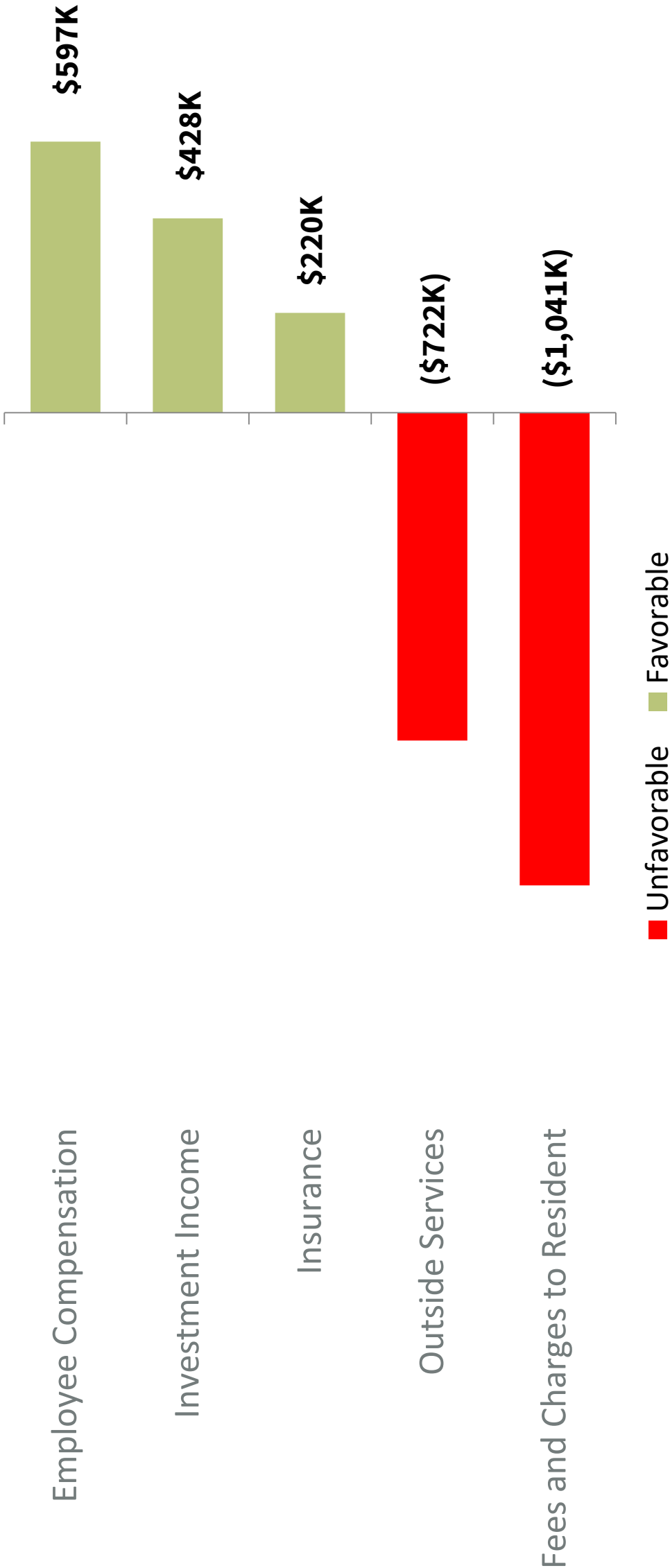
INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$21,737	\$21,737	\$0
Non-assessment Revenue	\$1,910	\$2,563	(\$653)
Total Revenue	\$23,647	\$24,300	(\$653)
Total Expense	\$21,746	\$21,703	(\$43)
Net Revenue/(Expense)	\$1,901	\$2,597	(\$696)

Financial Report

As of June 30, 2024



Year to Date Variances



Financial Report

As of June 30, 2024



Total Non-Assessment Revenues - \$1,910 (in Thousands)

Category	2023 YTD Actual	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	2024 Total Budget
Investment Income	\$514	\$758	\$330	\$428	\$660
Resident Maintenance Fee*	\$431	\$598	\$1,557	(\$959)	\$3,116
Sales and Leasing Fees**	\$231	\$242	\$249	(\$7)	\$498
All Other Revenues	\$365	\$312	\$427	(\$115)	\$856
Total Non-Assessment Revenues	\$1,541	\$1,910	\$2,563	(\$653)	\$5,130

*Includes damage restoration backlog revenue

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

Financial Report

As of June 30, 2024



Total Expenses - \$21,746
(in Thousands)

Category	2023 YTD Actual	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	2024 Total Budget
Employee Comp & Related	\$6,423	\$6,782	\$7,380	\$598	\$14,816
Outside Services*	\$4,321	\$5,538	\$4,848	(\$690)	\$12,999
Insurance	\$4,397	\$4,099	\$4,319	\$220	\$9,167
All Other Expenses	\$4,425	\$5,327	\$5,156	(\$171)	\$10,897
Total Expenses	\$19,566	\$21,746	\$21,703	(\$43)	\$47,879

*Includes professional fees

Financial Report

As of June 30, 2024



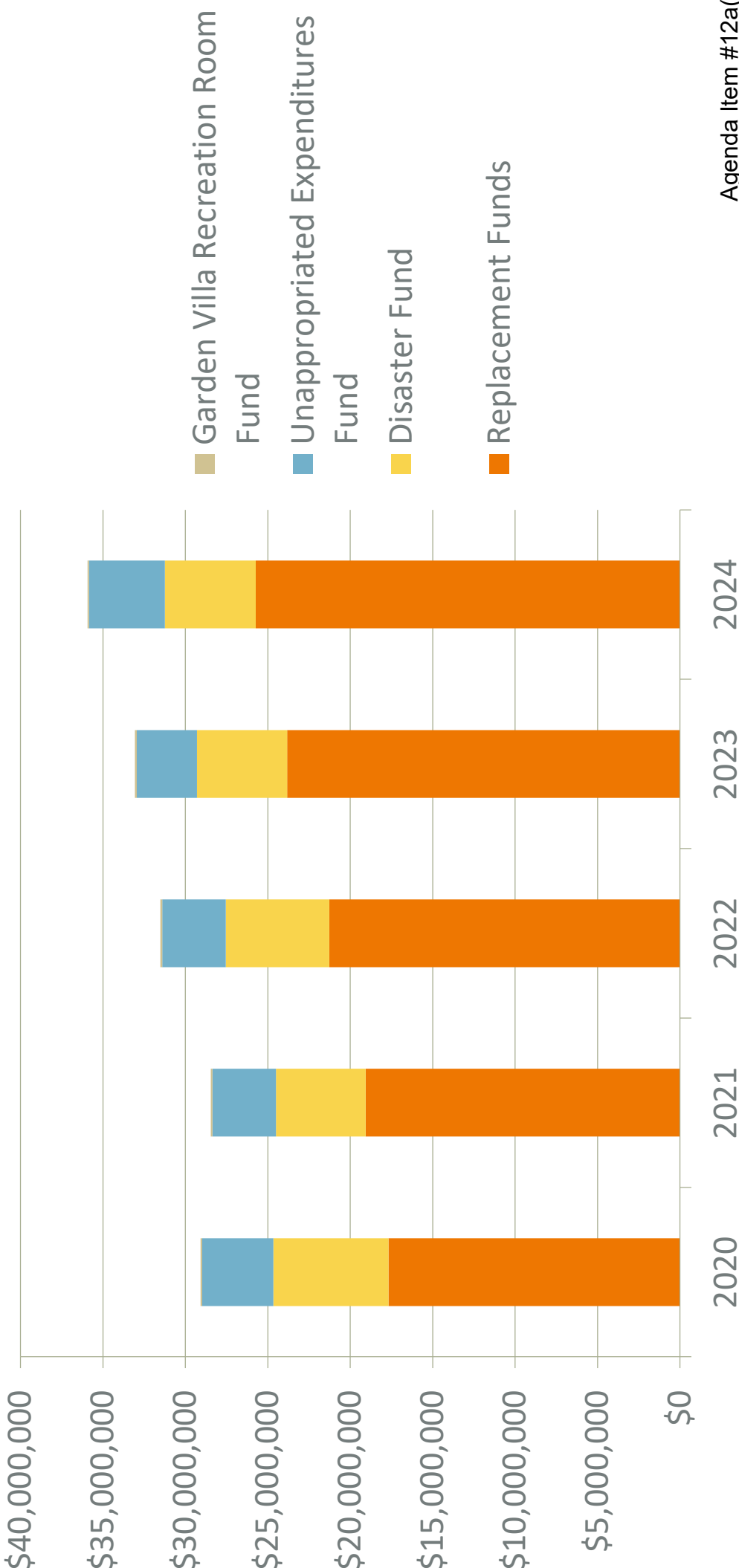
NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Garden Villa Fund	Disaster Fund	Unappropriated Expenditures Fund	TOTAL
Beginning Balances: 1/1/24	\$23,703	\$114	\$5,439	\$3,650	\$32,906
Contributions & Interest	\$6,595	\$51	\$1,019	\$958	\$8,623
Expenditures	\$4,564	\$81	\$951	\$0	\$5,596
Current Balances: 6/30/24	\$25,734	\$84	\$5,507	\$4,608	\$35,933

*Includes Elevator and Laundry Funds

Financial Report

As of June 30, 2024

FUND BALANCES – Third Mutual

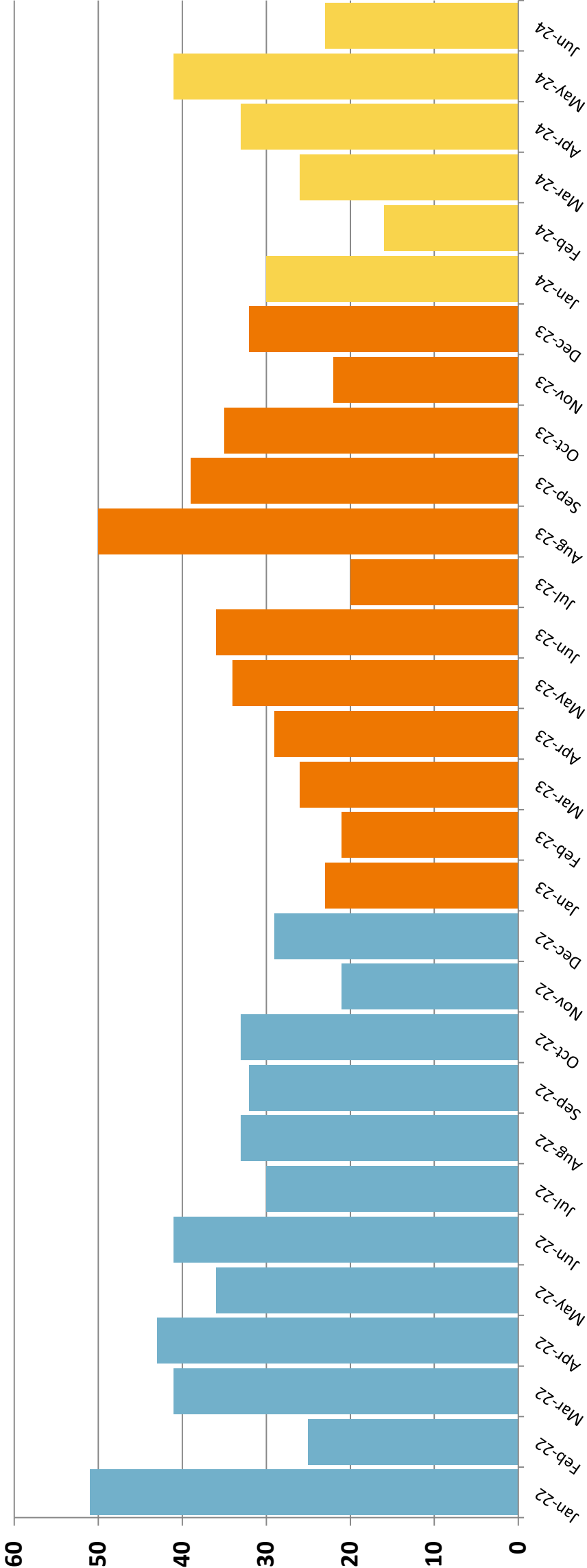


Financial Report

As of June 30, 2024

RESALE HISTORY – Third Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2022	237	\$531,592
YTD 2023	169	\$548,092
YTD 2024	169	\$617,124



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

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

DIRECTORS PRESENT: David Veeneman- Chair, Moon Yun, S. K. Park, Brad Rinehart, Reza Karimi (Alternate)
DIRECTORS ABSENT: None.
ADVISORS PRESENT: None.
STAFF PRESENT: Steve Hormuth, Jose Campos, Blake Lefante, Ada Sigler, Karina Vargas
OTHERS PRESENT: Third: James Cook

Call Meeting to Order

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

Approval of the Agenda

Director Park made a motion to approve the Agenda as presented, Director Karimi seconded, hearing no objections the motion passed.

Approval of Meeting Report for June 4, 2024

Director Karimi made a motion to approve the updated meeting report correcting the scrivener error. Director Rinehart seconded, and the report was approved by consent.

Director Yun joined the meeting at 1:34 pm

Remarks of the Chair

Director Veeneman expressed gratitude to the committee and staff, noting that while our financials are stable, some concerns will require some attention as we approach the end of the year and into 2025.

Member Comments (Items Not on the Agenda)

A member expressed his concerns over rising legal expenses, damage restoration charges to members and inadequate planning for tax liabilities on earned income.

Response to Member Comments

None.

Department Head Update

Steve Hormuth, Director of Financial Services, presented a staff report providing an update on the Third Mutual's damage restoration backlog detailing that they are currently \$700k below budget due to accruals, however staff is hopeful that investment income will offset the shortfall. Staff also provided an update on Third's in progress 2025 Budget, informing members of the upcoming board review scheduled for August 19 leading to its adoption in September. Steve Hormuth ended his update by highlighting Thirds \$800k saving from joining property insurance with United.

Preliminary Financial Statements dated June 30, 2024

Jose Campos, Assistant Director of Financial Services, presented the Preliminary Financial Statements dated June 30, 2024. Questions and comments were noted by staff.

2023 Operating Surplus Transfer

Steve Hormuth, Director of Financial Services, presented a staff report recommending the board to approve a \$531,282 transfer from the Operating Fund to the Unappropriated Expenditures Fund due to the Operating Surplus in 2023. Director David Veeneman made a motion to approve the recommendation. Director Reza Karimi Seconded.

The motion passed by a 3-0-1 vote and one abstention (Director Moon Yun abstained). The recommendation will be presented at the next Board meeting.

Future Agenda Items

- Purchasing Policy- Special Open Meeting
- Damage Restoration Backlog

Committee Member Comments

Director Veeneman requests staff add a new section to the Committee Meetings Report/Agenda and titled "Action Items", all request that are suggested by committee members to be detailed under this action list along with the staff department or staff person, if possible responsible for the deliverable and a target date for when the item will be delivered by.

Action Items

- Damage Restoration backlog listing to be provided by VMS Finance at the next regularly scheduled committee meeting (requested by member Stuart Hack).
- Update on taxable offsets to interest rate gains to be provided by VMS Finance at next regularly scheduled committee meeting (requested by Director Park).

Third Laguna Hills Mutual
Finance Committee
Regular Open Session
August 6, 2024
Page 3 of 3

Date of Next Meeting

Tuesday, October 1, 2024 at 1:30 p.m.

Recess to Closed Session

The meeting recessed at 3:11 p.m.

DRAFT

David Veeneman, Chair

David Veeneman, Chair
Steve Hormuth, Staff Officer
Telephone: 949-597-4201

Agenda Item #12a(2)
Page 3 of 4

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OPEN MEETING

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

**Monday, July 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, David Veeneman, Advisors: Mike Butler

COMMITTEE MEMBERS ABSENT: Lisa Mills (Advisor-Excused), Mike Plean (Advisor-Excused)

STAFF PRESENT: Alan Grimshaw – Manor Alterations Manager, Gavin Fogg – Manor Alterations Supervisor, David Rudge – Inspector II, Josh Monroy – Administrative Assistant, Manor Alterations

1. Call Meeting to Order

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

2. Approval of the Agenda

Chair Cook asked for approval of the agenda.

Director Karimi made a motion to approve the agenda. Director Veeneman seconded.

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

3. Approval of the Meeting Report for June 10, 2024

Chair Cook asked for approval of the meeting report.

Director Lewis made a motion to approve the meeting report. Director Rinehart seconded.

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

4. Remarks of the Chair

None.

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

None.

6. Response to Member Comments

None.

7. Department Head Update

Manor Alterations Manager Alan Grimshaw, advised the committee to expect an article on resales in the next *The Village Breeze* issue "6 Tips to Expedite the Sale Process".

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

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

9. Variance Requests

- a. 5367-C: Variance to Replace Window with Sliding Glass Door and Paver Patio on Common Area

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

One member commented on the variance request and staff responded.

A motion was made to approve the variance to replace window with sliding glass door and paver patio on Common Area. The variance was approved by unanimous consent.

10. Items for Discussion and Consideration

- a. Revision to Standard 18: Gutters and Downspouts

The committee suggested revisions to Section 3.6 as follows: "All downspouts to be sized appropriately for the area that is being drained." Section 3.10 revision "Gutters and downspouts will be of the same color. Color to conform to Third Mutual's exterior paint color standards options 1 through 10 corresponding to the geographical area of the manor."

Chair Cook asked for approval of the revised standard.

Director Rinehart made a motion to approve the revised standard. Director Lewis seconded.

Hearing no objection, the motion to recommend the revised Standard 18: Gutters and Downspouts was approved by unanimous consent.

b. Revision to Standard 34: Windows & Window Attachments

The committee suggested revisions to Section 2.1 as follows: "New Construction Window – A window, where both window frame and window are installed at any location." Section 3.1 revision "New construction or retrofit windows shall meet current building and fire safety codes. Aluminum, vinyl and composite are materials currently accepted. All other materials are subject to review by Manor Alterations and the ACSC. Wood is prohibited." Section 4.6 revision "A. Awnings just over a window. See Standard 22: Patio and Balcony Covers Aluminum and Vinyl." "E. Exterior Wall Hung Planter Boxes." Section 6.1 revision "Included in this classification: Greenhouse window, planter window, bay window. See Section 9.1 Window Styles."

Chair Cook asked for approval of the revised standard.

Director Lewis made a motion to approve the revised standard. Director Rinehart seconded.

Hearing no objection, the motion to recommend the revised Standard 34: Windows & Window Attachments was approved by unanimous consent.

c. Your Mutual Resale Fees At Work

Chair Cook asked for approval of the publication of the resale handout.

Director Veeneman made a motion to approve the publication of the resale handout. Director Karimi seconded.

Hearing no objection, the motion to approve the publication of the resale handout was approved by unanimous consent.

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
- Revision to Standard 22: Patio and Balcony Covers; Aluminum and Vinyl
- Revision to Standard 29: Solariums
- Revision to Standard 37: Patio and Balcony Awnings & Covers
- Revision to Standard 38: Patio Enclosures
- Revision to Standard 39: Balcony Enclosures
- Revision to Standard 41A: Solar Panels, 2 Story Buildings
- Enact Standard 41C: Solar Panels, Carports and Patio Covers

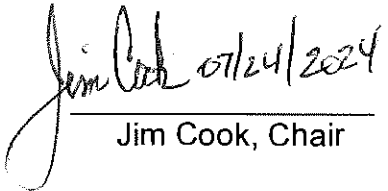
12. Committee Member Comments

- None.

13. Date of Next Meeting: Monday, August 12, 2024 at 9:30 a.m.

14. Recess

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


Jim Cook, Chair

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



OPEN MEETING

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

**Monday, July 1, 2024 at 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Reza Karimi – Chair (in for Brad Rinehart), Jim Cook,
SK Park, Moon Yun

MEMBERS ABSENT: Brad Rinehart

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director,
Ian Barnette – Maintenance & Construction Assistant
Director, Guy West – Projects Division Manager, Laurie
Chavarria – Senior Management Analyst, Sandra
Spencer – Administrative Assistant

1. Call Meeting to Order

Director Karimi called the meeting to order at 1:30 p.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report from May 6, 2024

Hearing no objection, the meeting report was unanimously approved.

4. Remarks of the Chair

None.

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

None.

6. Response to Member Comments

None.

7. Department Head Update

- Building 3500 Ramp/Parking Striping Update

Mr. Gomez informed the committee that upon further investigation by staff and conversations with the member who requested a ramp at Building 3500, the member is satisfied with the existing configuration and has requested that no new additional parking pavement markings be installed.

- M&C 2025 Budget Update

Mr. Gomez provided an update on items recommended for inclusion in Third Mutual's 2025 budget. At this time, the installation of rain gutter screens at selected buildings and for consultant services to develop a renewable energy plan have been included. Funds for hand railings at Garden Villa buildings, accelerated elevator refurbishments in Garden Villa buildings, and the hiring of a quality control inspector for plumbing/electrical/roofing have not yet been approved. Funding levels for epoxy lining of copper pipes and waste lines may possibly be reduced.

- Gate 11 Seepage Update

Mr. Gomez indicated that staff is reviewing the proposal from the geotechnical consultant and will be revising the scope of work to address nuisance seepage at the south end of Brazo. Staff has confirmed that the drainage issues in phase one of the French drain installations are working as intended. The revised proposal to address a different area will be brought back to the committee at the next meeting for review.

- 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

Director Park pulled the project log for discussion. Staff answered questions from the committee.

The consent calendar was unanimously approved.

Chair Karimi suggested reversing items 9a and 9b to accommodate the member in attendance to discuss Building 3101 Walkway Realignment.

9. Items for Discussion and Consideration

a. Building 3101 Walkway Realignment

Mr. Gomez provided an overview of the request to realign the sidewalk at Building 3101 by the member at 3101-D. Staff answered questions from the committee and the member provided a statement. A motion was made to recommend the board approve the request. The motioned passed unanimously.

b. Pilot Battery Storage System for EV Charging in 3-Story Buildings (Chair)

Mr. Gomez introduced the item which was suggested by Chair Rinehart. Considering Chair Rinehart was not in attendance, the item was tabled for a future committee meeting.

c. 2024 Asphalt Program Update

Mr. Gomez updated the committee on further investigations performed by staff as well as a professional pavement consultant to verify that the scheduled locations should be repaved. Both staff and the consultant concluded that a 2 inch-grind and overlay is recommended. The contract will be discussed in closed session following the open meeting.

d. Wasteline Epoxy Lining

Mr. Barnette narrated a short video showing before, during, and after images of a waste line that was lined with epoxy and answered questions from the committee. Mr. Barnette also confirmed that a dedicated staff member reviews all videos for accuracy prior to processing vendor invoices. A list of the lined 3-story buildings was provided as well as an RFP for a new contract for the committee's review and information. The RFP will be posted the week of July 8, 2024.

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

11. Committee Member Comments

None.

12. Date of Next Meeting: Monday, September 9, 2024 at 9:30 a.m.

13. Recess: The meeting was recessed at 3:18 p.m.



Reza Karimi, Acting Chair

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



OPEN MEETING

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

**Thursday, August 1, 2024, at 9:30 a.m.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center, 24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- S.K. Park, Reza Karimi, David Veeneman, Moon Yun

COMMITTEE MEMBERS ABSENT: Brad Rinehart

ADVISORS PRESENT: Diane Bonar, Mark Brenner, Krystal Meier

ADVISORS ABSENT: Patricia Bailey

OTHERS PRESENT: None

STAFF PRESENT: Kurt Wiemann, Megan Feliz

1. Call Meeting to Order

Chair Park called the meeting to order at 9:37 a.m.

2. Approval of Agenda

Chair Park asked to add item #7f clipping update and item #9c to rename as PPRP Methodology and Communication. Hearing no objections, the agenda was approved unanimously.

3. Approval of the July 11, 2024 Report

Director Karimi moved to approve the meeting report, Director Veeneman seconded it, and it was unanimously approved.

4. Remarks of the Chair

Chair Park welcomed everyone and introduced himself as the committee's new chair. He asked for patience and understanding as this is a new endeavor.

5. Member Comments

- A member commented on a broken irrigation system, the Kurapia protocol for weeds, and residents stealing plants from the common area passive park.
- A member commented on slope weeds and maintenance needs, Clubhouse 5 not looking professional, and asking if the landscape is responsible for picking up dog waste.
- A member commented on saving her bougainvillea plant and wanting to approve an alteration.

6. Response to Member Comments

Mr. Wiemann responded to member comments.

7. Department Head Update

a. Project Log

Mr. Wiemann went over the project log for each section in detail. Questions were asked and answered.

b. Tree Work Status Report

None

c. Greenius Training Update

Mr. Wiemann explained that we have 90 gardeners and 10 staff per class, and it takes time to train everyone. He let the committee know this training is in addition to the monthly tailgate training. Questions were asked and answered.

d. Quality Control Monthly Report

Mr. Wiemann explained the graphs. Questions were asked and answered.

e. KPI's

Mr. Wiemann presented a PowerPoint presentation on key performance indicators. Questions were asked and answered.

f. Clippings Update

Mr. Wiemann presented a burlap-handled bin instead of the plastic one for the Clipping Pilot Program. He explained the cost savings and the upside of this option suggested by United. Director Veeneman made a motion to accept the burlap suggestion for the clipping pilot program instead of the plastic bin.

Director Karimi seconded the motion, and the motion passed unanimously.

- 8. 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.*

a. 3200-B Tree Removal Request

Director Karimi moved to approve the staff recommendation to deny the tree removal and approve an off-schedule trim. Director Yun seconded. The Consent Calendar motion was approved by consent.

9. Items for Discussion and Consideration

a. Artificial Turf Guidelines

Mr. Wiemann presented the Turf Guidelines to the committee. He explained the process residents would follow for possible approval if they desired artificial turf. Discuss ensued. Director Karimi motioned to accept the guidelines, and Director Yun seconded the motion. The motion passed unanimously.

b. Fruit Tree Policy

Mr. Wiemann explained the current fruit tree policy and how residents do not understand it and are planting fruit trees. He described the process if crews see newly planted fruit trees while working.

c. PPRP Methodology and Communication

Mr. Wiemann explained the current PPRP and communication processes for the new project. He notified the committee that the project was starting shortly, and the first areas were informed of the projects. Questions were asked and answered.

Mr. Wiemann presented a PowerPoint presentation on a PPRP area that the staff is starting to work on; he asked the committee for direction on how they feel best to proceed with expanded unapproved patios. Director Veeneman made a motion to accept the staff recommendation to follow the procedure outlined in notifying residents of the unapproved alteration that needs to be removed for the project to be able to be completed. Director Karimi seconded the motion, and the motion passed unanimously.

10. Items for Future Agendas

- Ficus Tree Removals
- Slope Schedule 2025
- Incentives for members to Remove Turf Ahead of Staff
- AB1572 status update

11. Committee Member Comments

Various comments were made

12. Next Meeting Date: Thursday, September 5, 2024, at 9:30 a.m.

13. Adjourned at 11:39 p.m.

S.K. Park

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S.K. Park, Chair
Kurt Wiemann, Staff Officer

Megan Feliz, Landscape Administrative Assistant
949-268-2565



OPEN MEETING

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

**Thursday, 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, July 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, Moon Yun, and Reza Karimi (who arrived at 9:31am)

MEMBERS ABSENT: Nathaniel “Ira” Lewis

ADVISORS PRESENT: Stuart Hack and Theresa Keegan

ADVISORS ABSENT: None.

STAFF PRESENT: Blessilda Wright, Ruby Rojas, Jeff Spies and Patty Kurzet

OTHERS PRESENT: None.

1. Call to Order

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

2. Approval of Agenda

Chair Laws advised to remove agenda item 8C: Third Mutual Traffic Rules and Regulations, as there was nothing to discuss regarding these rules that have been placed on 28-day notice for member comment by the full Third Board.

Director Prince made a motion to approve the Agenda as amended. Chair Laws seconded the motion.

By unanimous consent, the motion passed.

3. Approval of Meeting Report

Director Prince made a motion to approve the June 25, 2024 Meeting Report. Director Yun 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 a comment regarding the GRF traffic hearing process. Another member commented on a neighbor dispute/noise issue.

6. Response to Members Comments

The member with GRF traffic issues was advised to relay his comments at the appropriate GRF meetings. Compliance explained the process for the handling of noise-related issues.

7. Department Head Update

None.

8. Items for Discussion and Consideration (Items were taken out of order)

a. Lease Limit Waitlist Policy

Mr. Jeff Spies, Community Services Manager, presented the Lease Limit Waitlist Policy for discussion. The Committee discussed the matter and asked questions.

By consensus the Committee tabled the matter and requested Chair Laws to meet with staff to address his questions and refine the process before bring it forward to the committee for additional consideration.

b. Impacts of Implementing New Lease Limit in Third Mutual to 25% (Oral Discussion)

Mr. Spies presented the New Lease Limit for discussion. The Committee discussed the matter and asked questions.

By consensus the Committee elected to table the matter for further review.

Mr. Spies and Ms. Patty Kurzet, Membership Services Coordinator, left the meeting at 10:32 a.m.

c. Third Laguna Hills Mutual Traffic Rules and Regulations

The Committee elected to remove the item from the agenda.

9. Items for Future Agendas

a. Caregiver Policy

10. Committee Member Comments

None.

11. Date of Next Meeting

Tuesday, August 27, 2024 at 9:30 a.m.

12. Adjournment

With no further business before the Committee, the meeting was adjourned at 10:33 a.m.

Mark W. Laws

Mark W. Laws (Jul 31, 2024 12:38 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

MINUTES OF THE REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL GARDEN VILLA RECREATION ROOM COMMITTEE

Wednesday, July 24, 2024 – 1:30 p.m.
Laguna Woods Village Community Center
Laguna Woods Village Board Room / Zoom Webinar
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

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

DIRECTORS ABSENT: None

ADVISORS PRESENT: Stuart Hack, Lynn Jarrett, Lorna Seung

ADVISORS ABSENT: None

STAFF PRESENT: Adam Feliz – Staff Officer
Czarina Livelo – Senior Operations Specialist
Kristel Gwen Milano – Administrative Specialist

1. Call Meeting to Order

Chair S.K. Park called the meeting to order at 1:30 p.m. and established that a quorum was present.

2. Approval of the Agenda

Chair Park requested a motion to approve the agenda. Director David Veeneman moved to approve the agenda. Director Moon Yun seconded the motion.

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

3. Approval of the Meeting Report for March 13, 2024

Chair Park requested a motion to approve the meeting report of March 13, 2024. Advisor Stuart Hack moved to approve the report. Director Veeneman seconded the motion.

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

4. Remarks of the Chair

Chair Park expressed his gratitude to the staff.

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

There are no member comments.

6. Items for Discussion and Consideration

a. Committee Charter

Staff Officer Adam Feliz proposed edits to the Committee Charter to reflect the change from Subcommittee to Standing Committee. Discussion ensued.

Director Veeneman moved to accept the charter as proposed and to include in the staff report further recommended changes as discussed to be brought before the Third Mutual Board Meeting. Advisor Hack seconded the motion.

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

b. 2024 Non-Program Component Progress Report

Staff Officer Feliz reviewed the progress of non-program component replacements for informational purposes only. Discussion ensued.

Staff addressed and noted questions from the committee.

c. 2024 Component Replacement Progress Report

Staff Officer Feliz reviewed the progress of the component replacements.

Staff addressed and noted questions from the committee.

d. Building 2369 Billiard Table Insert Status (Discussion)

Staff Officer Feliz reviewed the discussion from the previous meeting and confirmed that the vendor repaired the insert, as it was the most cost-effective solution.

e. Epoxy Flooring Samples

Staff Officer Feliz presented the vendor's recommended flooring sample colors. Discussion ensued.

The committee unanimously agreed to adopt the colors as proposed.

f. Ceiling Tile Status Investigation

Staff Officer Feliz reviewed the discussion from the previous meeting and the updated inspection results of the ceiling styles and their condition. Discussion ensued.

Advisor Hack moved to postpone the matter indefinitely.

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

g. Future Component Replacements (Discussion)

Staff Officer Feliz presented the estimated component replacement lifespan schedule, with staff recommendations for replacements in 2025. Discussion ensued.

h. 2025 Garden Villa Recreation Room Budget

Staff Officer Feliz presented the estimated component expenditures based on staff's recommendations per Agenda Item #6g. Discussion ensued. Staff addressed and noted questions from the committee.

Staff agreed to provide financial information at the spring meeting to support the committee's discussion on the estimated expenditures for the following year.

Staff recommended that the monthly assessment stay at \$6.75. Director Veeneman moved to accept the recommendation as proposed. Advisor Hack seconded the motion.

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

7. Future Agenda Items

a. Committee Charter

Staff will recommend the proposed charter to the Third Board and provide updates at the next committee meeting.

b. Projected Fund Balance Review

8. Committee Member Comments

Advisor Lynn Jarrett, Advisor Hack, and Director Veeneman complimented the staff for their work.

Advisor Hack noted that he will be absent at the next proposed meeting in November unless it is rescheduled.

9. Staff Member Comments

Staff Officer Feliz reiterated that the staff completed the proposed work on time and under budget.

10. Date of Next Meeting: Tentatively November 20, 2024, at 1:30 p.m.

11. Adjournment

The meeting was adjourned at 2:43 p.m.

DRAFT

S.K. Park, Chair

SK Park, Chair
Adam Feliz, Staff Officer
Telephone: 949-268-2074

OPEN MEETING

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

Thursday, July 11, 2024 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Cush Bhada, Reza Karimi, Ellen Leonard, Sue Quam, Sue Stephens, S.K. Park, Ajit Gidwani, Dennis Boudreau, Elsie Addington

MEMBERS ABSENT: None

OTHERS PRESENT: Robert Reyes, Joan Milliman, Juanita Skillman, Egon Garthoffner

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Paul Nguyen, Tom McCray, Catherine Laster, Peter Quan, Miguel Magdaleno, Laura Cobarruviaz

Call to Order

Chair Horton called the meeting to order at 1:31 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Bhada made a motion to approve the agenda. Director Karimi seconded.

Motion passed unanimously. Director Stephens was not present for the vote.

Approval of Committee Report for June 13, 2024

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

Motion passed unanimously. Director Stephens was not present for the vote.

Chair's Remarks

None.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: the US House of Representatives has designated July as Parks and Recreation Month, also commonly known as Parks Make Life Better month; The Recreation Department promotes health and wellness, which improves the physical and mental health which provides the endless possibilities and the benefits of living in Laguna Woods Village and is one of the reasons people live here; today is also free slurpy day at all 7/11 stores; Library volunteers worked 805 hours to support 2,197 visitors with 28 residents signed up for catalogue access and 2,681 items circulated through the desk in June; the library reported a new feature and a significant task that the volunteers have taken on will be the ability to print the series name and number on spine labels; Clubhouse 2 hosted the annual Fourth of July Celebration with over 1,000 in attendance for the outdoor concert featuring Stone Soul and 113 golf carts participating in the parade to show the love of our country; Clubhouse 4 woodshop had the purchased drum sander and two dedicated power lines installed per the GRF resolution; Clubhouse 5 hosted the Father's Day brunch with 107 attendees and the 90s Luncheon celebrating 207 residents are over the age of 90 with a total of 310 in attendance; a new projector was installed in the Clubhouse 5 main lounge; Clubhouse 6 had a new hearing loop was installed in the main lounge to assist hearing impaired guests with more in process of being installed or repaired at other facilities; Pool 1 is currently getting new plaster so it will look nice when we reopen.

Ms. Giglio reported the following Clubhouse 1 renovation update: the beautification of Clubhouse 1 is progressing smoothly and remains on schedule for completion in late August 2024 with an early September reopening; as the project comes to its end, the purchase of new furniture may be possible if project savings are available.

Ms. Murphy stated the following: the July Summer Splash Day is sold out but tickets for August are still available both of which are held at Pool 2, noon to 4 p.m.; the free Monday movie, *Wonka*, will be held on July 22, 2 and 7 p.m. at the Performing Arts Center; the annual Farmer's Market will be hosted at Garden Center 1 on July 20, 9 a.m. to noon (please note this event is cash only); the BBQ buffet will be hosted on July 22 at Clubhouse 5 at 5 p.m.; the Performing Arts Center will host Space Oddity, the Ultimate David Bowie Experience on August 10 at 7:30 p.m. and Micky Dolenz of the Monkees on October 11 at 7:30 p.m.

Mr. McCray stated the following: the golf course remains full every day even during these hot days; there are a few dry spots on the courses due to knot weed that are being addressed; staff continues to work on bunker improvement; first new golfer orientation was held which was a success with 12 in attendance; driving range is looking good with grass growing in; first Korean golf association tournament on Monday with 134 players scheduled; the Garden Center advisory committee is on break at this time but staff remains in contact with those most involved and a new group will be established who are able to meet regularly; relinquished plots are being rented as the compliance list is now smaller; a bullet point list for gardener adherence is being created per new safety company; the Farmer's Market is in conjunction with the Garden Center club and is expected to be

successful; this event may move to Clubhouse 2 in the future due to parking restrictions and summer heat; a new tennis ball machine is deployed and staff will send an email to remind all tennis players of the protocol; a pickleball court has a broken net and will be repaired soon.

Discussion ensued.

Member Comments (Items Not on the Agenda)

Members were called to speak on the following: request for additional pickleball courts; disappointment with the Fourth of July Celebration golf cart parade pace.

Discussion ensued.

Staff was instructed to place discussion of additional pickleball courts on a future agenda.

CONSENT

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

Motion passed unanimously.

REPORTS

Recreation Committee Request Forms – Discussion ensued regarding time limits for lane usage and operating rules for the pools.

Staff was directed to bring forth the pool operating rules at a future meeting.

Recreation Supervisor Introduction– Miguel Magdaleno, Recreation Supervisor (Clubhouse 5 and 6) stated facility operations and brief personal background.

Calvary Chapel High School Girls Tennis Team Request for Use of Tennis Courts - Chair Horton stated that legal counsel and Risk Manager, Dan Yost, advised against the use of the tennis courts by the Calvary Chapel High School girls tennis team.

Discussion ensued.

Member was called to speak against the use of the tennis courts by the high school girl's tennis team; risking private property status if use is granted to high school tennis team.

The committee did not recommend the use of the tennis courts by the high school.

ITEMS FOR DISCUSSION AND CONSIDERATION

Donation of Cups for Clubhouse 1 Drop-In Lounge - Director Leonard made a motion to approve donation of cups for Clubhouse 1 drop-in lounge. Director Quam seconded.

Discussion ensued.

Director Leonard withdrew the motion.

Director Quam made a motion to approve the donation of cups for Clubhouse 1 drop-in lounge and accept logo as printed. Director Bhada seconded.

Motion passed 5-2. Directors Leonard and Horton opposed.

ITEMS FOR FUTURE AGENDAS

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

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

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

CONCLUDING BUSINESS

Committee Member Comments

Chair Horton thanked all who attended.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, August 8, 2024.

Adjournment

There being no further business, the Chair adjourned the meeting at 2:40 p.m.

____Yvonne Horton____

Yvonne Horton, Chair



OPEN MEETING

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

**Tuesday, July 30, 2024 - 9:30 A.M.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room/Virtual Meeting**

Directors Present: Rick Kopps, Moon Yun, Gan Mukhopadhyay, S.K. Park, Juanita Skillman, Sue Stephens, Donna Rane-Szostak, Georgina Willis

Directors Absent: Anthony Liberatore

Staff Present: Eric Nuñez, Dan Lurie, Carmen Aguilar, Alycia Magnuson

Others Present: None

1. Call to Order

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

2. Acknowledgment of Press

There was no media present.

3. Approval of the Agenda

Chair Eric Nuñez requested an approval of the agenda.

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

4. Approval of the Meeting Report

There being no objections, the meeting minutes of May 28, 2024, were approved by unanimous consent.

5. Co-Chair's Remarks

Co-Chair Director Skillman spoke on the following items:

- Memorial Care event held on Monday, July 29 at Clubhouse 2 was good however, notification was a little late to residents.
- There were DPFT volunteer applications left for those who wish to sign up.
- There should be better communication on attendance for Radio Drill.

6. Members' Comments

- A member commented on Antenna installation has taken long time.
- A member commented on residents being properly trained on disaster preparedness.
- A member suggested DPTF should have an office a least 5 days week to answer questions and to promote trainings within the community.
- A member commented on proper procedure renting a room out under a company department (no fee) example, Security Department, the proper procedure is for the resident to contact the Admin / Coordinator for that department with date, time and location of Clubhouse. This way the resident renting the room representing a department can be assisted with any question's residents may have.

Reports

7. GRF Board- None

8. United Board- None

9. Third Board- None

10. Towers Board- None

11. Pet Evacuation Sub Committee- None

Items for Discussion and Consideration

12. Antenna Project

Dan Lurie informed the committee all of the approvals have been met. The equipment will be handed off to contractor, next week there is an anticipated pre-scheduled meeting with contractor and Project Manager to discuss:

- ☐ Sequence of installation
- ☐ Starting and finishing dates for each location
- ☐ Coordination needed with Projects staff for inspections or follow-up

13. DPTF Expo info

The event is scheduled for Tuesday, October 8, 2024 at clubhouse 5 (tentatively from 10:00 a.m. to 1:00 p.m.)

We are currently in the organization stage with clubhouse 5 vendors, Earthquake simulator, OCSD, Memorial Care, OCSD and many more.

14. Jacob Green and Associates

William Simmons Presented the DRAFT GAP Analysis to the committee requesting input. He introduced Planning Organization, Equipment, Training Exercising (POETE)

- ☐ He recommends updating the Emergency Operations Plan and Continuity of Operations Plan to outline what the community needs in an emergency.
- ☐ The current plans currently overpromise the community involvement during an emergency.
- ☐ The goal is not to duplicate City's efforts and responsibility when an emergency is presented.

ITEMS FOR FUTURE AGENDAS:

15. To Be Determined

- ☐ New draft GAP Analysis presented at the next DPTF meeting.
- ☐ An Antenna installation plan has been requested to be presented at the next DPTF meeting.

Concluding Business

16. Committee Member Comments

- Director Donna Rane-Szostak commented she is excited about all the new talent.
- Director Juanita Skillman commented her disappointment in the Radio Drill this morning.

17. Date of Next Meeting will be held both in the board room and virtually via the zoom platform at 9:30 A.M. Tuesday, September 24, 2024.

18. Adjournment 11:25 a.m.

Eric R. Nuñez

Eric R. Nuñez (Aug 13, 2024 15:33 PDT)

Eric R. Nuñez, Chair
Security and Community Access
Committee

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

Wednesday, May 15, 2024 – 11:00 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Juanita Skillman (Acting Chair), Ryna Rothberg, Cush Bhada, Alison Bok, Nancy Carlson, SK Park, Sue Stephens, Elsie Addington (Advisor)

OTHERS PRESENT:

STAFF PRESENT: Robert Carroll, Francisco, Miguel Camarena, Joana Rocha

1. Call to Order

Chair Addington called the meeting to order at 11:00 a.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 February 7, 2024

The meeting report for February 7, 2024, was unanimously approved as written.

5. Chair's Remarks

Director Skillman mentioned that the Security and Community Access Committee is working on traffic rules that might affect transportation.

6. Member Comments (Items Not on the Agenda)

- No member comments.

7. Response to Member Comments

- No response to member comments.

8. Director's Report

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

Mr. Carroll provided dates and locations for upcoming Transportation pop-up booths.

- Director Bhada asked about the RFI sticker
- Director Bhada suggested that Route 2 stop at the community center after leaving gate 10.
- Director Carlson mentioned that the Globe has recurring sections where transportation could submit their hours for residents to know.
- Director Carlson asked about the Boost program boundaries.
- Director Park inquired about who is responsible for covering the costs of the rideshare program.

Items for Discussion

9. Review Mobility and Vehicles Charter

The committee reviewed the charter and highlighted key points to consider when evaluating new vehicles.

- Review major service modifications to the Laguna Woods Village transportation system that are proposed by the Managing Agent and present those modifications to the GRF Board for final approval.
- Review the specifications recommended by the Managing Agent for the procurement of GRF vehicles.
- Review requests submitted to the Committee by the Managing Agent for transportation services and vehicles that require supplemental funding and recommend appropriate action to the GRF Finance Committee.

10. Senior Mobility – City Program Flyer

The Committee reviewed the Senior Mobility Program and answered some questions from the previous meeting in February.

The Committee

Items for Future Agendas

None

Concluding Business:

Committee Member Comments - None

Date of Next Meeting – Wednesday, August 7, 2024, at 1:30 p.m.

Adjournment - The meeting was adjourned at 11:59 a.m.

DRAFT

Juanita Skillman, Acting Co-Chair

Juanita Skillman, 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, May 8, 2023 – 1:30 P.M.
BOARD ROOM / VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT:	Chair – Cush Bhada, Juanita Skillman, Ira Lewis, S.K. Park, Sue Quam, Glenn Miller, Maggie Blackwell (substitute)
COMMITTEE MEMBERS ABSENT:	Anthony Liberatore
OTHERS PRESENT:	None
ADVISORS PRESENT:	None
STAFF PRESENT:	Kurt Wiemann, Megan Feliz

1. Call Meeting to Order

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

2. Acknowledgment of Media

No formal press was present.

3. Approval of the Agenda

Director Skillman moved to approve the agenda, and Director Lewis seconded it.
The agenda was approved without objection.

4. Approval of the Meeting Report for February 14, 2024

Director Park moved to approve the agenda, and Director Lewis seconded it.
The report was approved without objection.

5. Chair Remarks

Chair Bhada thanked everyone for coming and announced this was his first meeting as the chair. He hopes to keep the gardens green and to do a good job.

6. Department Head Update

6a. Charging Station Update

Mr. Wiemann provided an update, letting them know that the wall's construction will begin on May 20. The project will take 3-4 weeks to complete. Once completed, the electrical modifications will begin.

6b. West Creek Update

Mr. Wiemann notified everyone that the West Creek cleanup was complete. Two palm trees are still present and will be removed by in-house crews because they are a fire hazard.

7. Member Comments (Items Not on the Agenda)

- Member comment made about Willow Trees
- Member comment made about West Creek

8. Response to Member's Comments

Mr. Wiemann and Director Skillman responded to the member's comment.

Items for Discussion and Consideration

9. Gate Design Schedule

Mr. Wiemann notified the committee that the landscape designer is working on the entry gate project. He should have a layout in the next two weeks and will email the plans to the committee when he receives them.

10. Mulch Agreement

Mr. Wiemann explained the agreement between the City of Laguna Woods and GRF. Mr. Wiemann asked the committee for approval and notified them it would go to the GRF attorney for approval before going to the GRF board. Director Skillman moved the motion, and Director Miller seconded the motion. The motion passed without objections.

Future Agenda Items:

- AB 1572, Gate 11 and Clubhouse 1

Concluding Business:

11. Committee Member Comments

- Director Miller made a comment asking about West Creek.
- Director Lewis is asking for AB 1572 to be added to the future agenda.

12.Date of Next Meeting – Wednesday, August 14, 2024 at 1:30 p.m.

13.Recess at 2:20 p.m.

Cush Bhada

Cush Bhada (May 10, 2024 14:38 PDT)

Cush Bhada, Chair

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

Agenda Item #13d
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OPEN MEETING

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

**Wednesday, June 12, 2024 – 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

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

OTHERS PRESENT: **GRF:** Egon Garthoffner, Juanita Skillman
Advisors: Bill Walsh, Ajit Gidwani
Mutual 50: Steve Leonard

STAFF PRESENT: Guy West – Staff Officer & Projects Division Manager, Bart
Mejia – Maintenance & Construction Assistant Director, Ian
Barnette – Maintenance & Construction Assistant Director,
Heather Ziemba – Projects Administrative Coordinator

1. Call to Order

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

2. Acknowledgement of Media

Chair Horton noted that no media was present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report from April 10, 2024

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

5. Chair's Remarks

None.

6. Department Head Update

Mr. West noted the current staffing level in the Projects division.

7. Member Comments

None.

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 motion was made and duly seconded to move Item 10 to before Item 8.
The consent calendar was approved. A motion was made and duly seconded to move Item 8 to be placed on a future agenda.

8. Project Log

9. ChargePoint Summary

Items for Discussion and Consideration:

10. UCI/Cypress College Energy Study Reports

Mr. Mejia introduced representatives from the UCI Sustainable Manufacturing Alliance for Research and Training Industrial Assessment Center who presented their energy assessment and recommendations for energy savings. Discussion ensued. Director Steve Leonard made a comment about potential energy savings at Clubhouse 7. Mr. Mejia and the representatives answered questions from the committee.

11. Clubhouse 1 Project Update

Mr. West provided a PowerPoint presentation to show pictures of the current status of the Clubhouse 1 project. Mr. West then answered questions from the committee about the presentation.

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

- EMS Status Update
- MelRok Energy Management System

Concluding Business:

12. Committee Member Comments

Director Garthoffner commented on EV charger usage at the Community Center. Director Stephens commented on recommendations for energy savings. Director Bok commented on reported expenditures. Director Park made a comment about a golf cart path between Clubhouse 7 and Gate 7.

13. Date of Next Meeting: Wednesday, August 14, 2024 at 9:30 a.m.

14. Recess

The meeting was recessed at 11:16 a.m.



Yvonne Horton, Chair

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

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FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, June 19, 2024 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Juanita Skillman – Chair, Martin Roza, Brad Rinehart, Thomas Tuning, Mickie Choi Hoe, David Veeneman, Sue Stephens, Donna Rane- Szostak

DIRECTORS ABSENT: William Cowen (Excused)

ADVISORS PRESENT: None.

STAFF PRESENT: Siobhan Foster, Carlos Rojas, Steve Hormuth, Jose Campos, Baltazar Mejia, Tom McCray, Pam Jensen, Carmen Aguilar, Alison Giglio, Eric Nunez, Tom Siviglia, Ada Sigler, Karina Vargas

OTHERS PRESENT: GRF – Jim Hopkins, Egon Garthoffner, Stephen Leonard
United – Alison Bok, Georgiana Willis, Ellen Leonard, Sue Quam
Third – Reza Karimi, Andy Ginocchio
VMS- Cynthia Rupert

Call to Order

Director Juanita Skillman, chaired and called the meeting to order at 1:31 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 the Meeting Report for April 17, 2024

A motion was made in closed session and carried unanimously to approve the committee report with the following change:

- Remove Director Sue Stephens, alternate as absent, as Director Sanborn was present
Hearing no objections, the motion was approved.

Chair's Remarks

Director Skillman informed the committee that a 15 minutes recesses would be provided to allow the review of the documents that were provided at the start of the meeting. The recess to take place between the Department Head Update and the Preliminary Financials.

Member Comments (Items Not on the Agenda)

Director Quam shared the prices on ticket printing charges at the PAC and would like to recommend staff review this item as a potential revenue resource for future agendas.

Department Head Update

Steve Hormuth, Director of Financial Services, shared an update on the 2025 Business Plan development that began in March 2024 and highlighted the budget Calendar schedule emphasizing the open session Version 2 scheduled for July 10.

Director Skillman recessed meeting at 1:40 and reconvened the meeting at 1:57pm.

Preliminary Financial Statements dated May 31, 2024

The committee reviewed the financial statements dated May 31, 2024. Questions were addressed and noted by staff.

2023 Operating Fund Deficit Transfer

Steve Hormuth, Director of Financial Services, presented a staff report recommending the committee endorse a \$1,100,881 transfer from the Contingency Fund to the Operating Fund. An endorsed, and later approval by the board, transfer would reimburse the Operating Fund for the operating deficit occurring during 2023. A motion was made by Director Thomas Tuning to approve and endorse staff's recommendation as presented. Director Mickie Choi Hoe seconded. The motion passed by unanimous decision to accept this recommendation and present at the next Board meeting.

Endorsement from Standing Committees

Security and Community Access Committee - City of Laguna Woods memorandum of Understanding (MOU) providing Security access to Orange County Fire Authority emergency radio monitoring. Tom Siviglia, Operations Manager - Security, presented a staff report recommending the approval for entering into a MOU with the City of Laguna Woods to permit GRF to use 800 MHZ radios. This will enable participation in the Orange County Coordinated Communications System and allow monitoring of the Orange County Fire Authority's responses further facilitating effective responses to emergency situations throughout Laguna Woods Village. The usage and activation of the two 800 MHZ radios will cost about \$1,620 annually. This unbudgeted 2024 expense will be funded from the operating fund and paid to the City of Laguna Woods per the MOU. Future business plans will cover any ongoing maintenance costs. Director Sue Stephens made a motion to approve and endorse the recommendation. Director David Veeneman seconded. The motion passed by unanimous decision.

Maintenance & Construction Committee - Pricing Rates for Electric Vehicle Charging Stations. Bart Mejia, Assistant Director- Maintenance and Construction, presented a staff report recommending keeping the current EV charging rates unchanged as SCE does not anticipate a rate increase for 2025. The current pricing covers energy costs, the flex billing fee and

contributes to shared mutual costs. Questions and discussion ensued. Director Tuning made a motion to postpone until the subsequent meeting. Director Choi Hoe seconded. The motion passed by a 7-1 vote to postpone until the following meeting for review.

Golf Fee Cost Analysis

Steve Hormuth presented a staff report for Golf fees informing of the review to be conducted in two steps; first comparing current operational and maintenance costs to those at the last fee change, and second, recommending whether to keep or adjust the fee. Staff further elaborated that a separate meeting will be scheduled for detailed discussion of the fee recommendation.

Traffic Fee Cost Analysis

Steve Hormuth presented a staff report to inform members of how traffic fees are determined. Further stating that unlike most of the fees in Laguna Woods Village, traffic fees aim to ensure compliance with driving and parking rules, independent of the security department costs. The review will be in two steps: first, reporting the lack of correlation between costs and fees, and second, recommending any changes in a separate meeting.

RV Storage Fee Cost Analysis

Steve Hormuth presented a staff report to inform that RV Storage Fees, last reviewed in 2017 via resolution 90-17-32, increased from \$160 to \$320 annually. The current review compares costs from 2017 to 2024, show a 4% increase in expenses for utilities, asphalt sealing and patching, security landscape, and custodial services. A subsequent meeting will be scheduled to recommend whether to keep or adjust the fees.

Future Agenda Items

- Golf Fee Update
- Traffic Fee Update
- RV Fee Update

Committee Member Comments


None.

Date of Next Meeting

Wednesday, August 21, 2024 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 4:20 p.m.


Juanita Skillman (Jul 25, 2024 13:09 PDT)

Juanita Skillman, Chair

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