



OPEN SESSION

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

**Tuesday, September 17, 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. August 20, 2024 – Regular Board Meeting
 - b. September 6, 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 July 2024, and by

this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.

b. Recommendations from the Finance Committee – None

c. Recommendations from the Landscape Committee

- (1) Recommendation to Deny the Request for the Removal of One Cinnamon Camphor Tree Located at 5450 Calle Pico
- (2) Recommendation to Approve the Request for the Removal of One Carob Tree Located at 3200-B Via Buena Vista and Approve the Replanting of a Tree in its Place

d. Recommendation from the Architectural Controls and Standards Committee:

- (1) Recommendation to Approve the Variance Request to Install Pavers on rear Common Area Behind Garage at Manor 5471-A Paseo Del Lago East
- (2) Recommendation to Approve the Variance Request to Install Storage Solution in Parking Garage at Manor 3243-1H San Amadeo

10. Unfinished 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 has been satisfied)**
- b. Entertain a Motion to Approve the Revision to Standard 22: Patio and Balcony Covers; Aluminum and Vinyl **(August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**
- c. Entertain a Motion to Approve Rescission to Standard 29: Solariums **(August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**
- d. Entertain a Motion to Approve Rescission to Standard 37: Patio and Balcony Awnings & Covers **(August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**
- e. Entertain a Motion to Approve Rescission to Standard 38: Patio Enclosures **(August 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 Rescission of Standard 39: Balcony **(September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- b. Entertain a Motion to Approve the Amended Rules for Board Meetings **(September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- c. **2025 Business Plan**

- Entertain a Motion to Approve 2025 Third Business Plan
- Entertain a Motion to Approve 2025 Third Reserves Funding Plan

d. Entertain a Motion to Approve a Resolution to Request a Corporate Members vote on Building E (Oral Discussion)

12. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Veeneman. The committee met on September 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 Rinehart. The committee met September 9 2024; next meeting October 7, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Rinehart. The committee met on September 9, 2024; next meeting November 4, 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 September 5, 2024; next meeting October 10, 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 October 31, 2024 at 2:00 p.m.in the Board Room.
- f. Report of the Resident Policy and Compliance Committee – Director Laws. The committee met on August 27, 2024; next meeting September 25, 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 September 12, 2024; the next meeting is October 10, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the Laguna Woods Village Traffic Hearings – Director Park. The closed hearings were held on August 21, 2024; next meeting September 18, 2024 at 9:00 a.m. in the Board Room.
- c. Information Technology Advisory Committee – Director Park. This closed committee last met on August 30, 2024; next meeting is September 27, 2024 at 1:30 p.m. virtually.
- d. GRF Broadband Ad Hoc Committee – Director Cook. This closed committee last met on August 27, September 11 and September 12, 2024; the next meeting TBD.
- e. GRF Finance Committee – Director Veeneman. The committee met on August 21, 2024; next meeting September 18, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.

- f. GRF Security and Community Access Committee – Director Karimi. The committee last met on August 28, 2024, and the next meeting is October 23, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. The following GRF Committees have not met since the last Third Board Meeting of August 20, 2024:
 - i. Disaster Preparedness Task Force. The task force met on July 30, 2024; the next meeting is September 24, 2024, at 9:30 a.m. in the Board Room.
 - ii. GRF Mobility and Vehicles Committee. This committee met on August 7, 2024; the next meeting is November 6, 2024 at 1:30 p.m. in the Board Room.
 - iii. GRF Landscape Committee. 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.
 - iv. GRF Maintenance & Construction Committee. 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.
 - v. GRF Media and Communications Committee. The committee met on July 15, 2024; the next meeting is October 21, 2024 at 1:30 p.m. in the Board Room.
 - vi. Space Planning Ad Hoc Committee. This 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.*
 - Rescission of Standard 39: Balcony
 - Amended Rules for Board Meetings
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) August 14, 2024 – Special Closed Executive Committee Meeting

(b) August 20, 2024 – Regular Closed Executive Committee Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

17. Adjourn



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, August 20, 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, Jules Zalon, David Veeneman, Nathaniel Ira Lewis (11:52 a.m.)

Directors Absent: Brad Rinehart (Noticed)

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

Others Present: VMS – Ruth Johnson
GRF – Juanita Skillman
United – Alison Bok

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 Cook led the Pledge of Allegiance.

3. Approval of Agenda

Chair Laws asked for a motion to approve the Agenda.

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

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

4. Approval of Minutes

- a. July 16, 2024 – Regular Open Meeting
- b. August 2, 2024 – Agenda Prep Meeting

Director Park made a motion to approve the meeting minutes. Director Veeneman seconded.

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

5. Report of the Chair

Chair Laws commented on the following:

- Please vote in upcoming election for Third Board as there will be three openings
- Last Friday there was a Meet the Candidate Forum in which candidates gave statements and were asked questions. Replays will be on TV6 August 27th, September 4th, and September 24th
- Election Ballots mailed out next Tuesday, August 27th. Ballots must be returned by September 26th.
- Election Tabulation meeting is on September 27th in the Board Room at 9:30 a.m.

6. Open Forum (Three Minutes per Speaker)

- A member commented on the work of the Foundation of Laguna Woods Village
- Multiple members commented on their opposition to the recall of the two GRF Directors
- A member commented on a problem resident in their building and the issue of overwatering

7. Responses to Open Forum Speakers

- Director Yun commented on overwatering and the damages caused by that in common area

8. CEO Report

CEO Siobhan Foster reported on:

- CH 1 Reopening Status
- Cheers to 60 Years
- Save These DPTF Dates
 - Department of Security Services and Disaster Preparedness Task Force Expo in CH 5 on 10/8/24
 - Great Shakeout on 10/17/24
- RFIDs Simplify Gate Entry
- Kudos Cards
- ITAC/ERP Update
- City General Plan, Zoning Code Hearing

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 Veeneman 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 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**

RESOLUTION 03-24-81

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.

- (2) **Recommendation to Approve a Resolution for Recording a Lien Against Member # ID 931-460-09**

RESOLUTION 03-24-82

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.

(3) Recommendation to Approve a Resolution for Recording a Lien Against Member # ID 931-590-12

RESOLUTION 03-24-83

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.

(4) Entertain a Motion to Publish Notice of Default and Sale Against Member #931-460-54

RESOLUTION 03-24-84

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.

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

RESOLUTION 03-24-85

**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

(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

RESOLUTION 03-24-86

**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

(3) Recommendation to Approve the Request for Removal of One Chinese Elm Tree Located at 5509-A Paseo Del Lago West

RESOLUTION 03-24-87

**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.

(4) Recommendation to Deny the Request for Removal of One Silk Oak Tree Located at 3336-2G Punta Alta

RESOLUTION 03-24-88

**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.

(5) Recommendation to Deny the Request for Removal of One Melaleuca Tree Located at 3489-B Calle Azul

RESOLUTION 03-24-89

**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.

(6) Recommendation to Deny the Request for Removal of Two Magnolia Trees Located at 5493-A Paseo Del Lago East

RESOLUTION 03-24-90

**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.

(7) Recommendation to Deny the Request for Retention of Gravel and Solar Lights Located at 5206 Avenida Despacio

RESOLUTION 03-24-91

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.

d. Recommendations 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

RESOLUTION 03-24-92

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.

(2) Recommendation to Deny the Variance request to Request Painters to Paint Around Living Wall at Manor 3343-C Bahia Blanca East

RESOLUTION 03-24-93

Variance Request

WHEREAS, Member located at 3343-C Bahia Blanca East, an 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.

(3) Recommendation to Approve the Variance request to Replace Existing 11' x 42' Patio Cover at Manor 3373-B Punta Alta

RESOLUTION 03-24-94

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.

(4) Recommendation to Approve the Variance request to Install Glass Garage Door at Manor 5206 Avenida Despacio

RESOLUTION 03-24-95

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.

(5) Recommendation to Approve the Variance request to Replace Existing Patio Cover and Enclosure at Manor 5435 Via Carrizo

RESOLUTION 03-24-96

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.

(6) Recommendation to Approve the Variance request to Install Patio Pavers on Rear Common Area at Manor 3186-A Via Buena Vista

RESOLUTION 03-24-97

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.

(7) Recommendation to Approve the Variance request to Install a Fence on Common Area at Manor 3374-B Punta Alta

RESOLUTION 03-24-98

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.

- (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**

RESOLUTION 03-24-99

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.

- (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**

RESOLUTION 03-24-100

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.

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

RESOLUTION 03-24-101

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.

10. Unfinished 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 has been satisfied)**

Board Secretary read the following resolution:

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 Prince made a motion to approve revision to the vehicle, traffic, and parking rules. Director Yun seconded.

Director Prince withdrew her original motion. Director Yun withdrew his second.

Discussion ensued among the Board.

The Board requested multiple changes to the policy.

Dan Lurie, Security Supervisor, and Eric Nunez, Security Director, answered questions from the Board.

Director Yun made a motion to send the item back to the Resident Policy and Compliance Committee for revisions. Director Cook seconded.

A member commented on wanting one set of traffic rules amongst the mutuals.

Hearing no changes, the motion to send the item back to the committee was called to a vote passed unanimously.

- 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)**

Board Secretary read the following resolution:

RESOLUTION 03-24-102

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 Park made a motion to approve the revision to standard 18: Gutters & Downspouts. Director Prince seconded.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed unanimously. Director Yun 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 has been satisfied)**

Board Secretary read the following resolution:

RESOLUTION 03-24-103

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 Cook made a motion to approve the revision to standard 34: windows and window attachments. Director Park seconded.

Discussion ensued among the Board.

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

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)**

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.

Director Park made a motion to approve the artificial turf guideline and standard for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Cook seconded.

President Laws requested pile height of 1.75 be changed to 1.5 inches.

Kurt Wiemann, Landscape Director, answered a question from the Board.

The motion was called to a vote and passed unanimously, with the requested change.

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)

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

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.

Director Cook made a motion to approve the revision to standard 22: patio and balcony coverings for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Park seconded.

Director Prince requested some corrections to scrivener errors in the standard and resolution.

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

c. Entertain a Motion to Approve the Rescission of Standard 29: Solariums (August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

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.

Director Cook made a motion to approve the rescission of standard 29: solariums 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.

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

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.

Director Cook made a motion to approve the rescission of standard 37: patio and balcony awnings and covers for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Karimi seconded.

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

- e. **Entertain a Motion to Approve the Rescission of Standard 38: Patio Enclosures (August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

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.

Director Veeneman made a motion to approve the rescission of standard 38: patio enclosures for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Park seconded.

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

f. Entertain a Motion to Approve the 2023 Operating Fund Surplus Transfer

Board Secretary read the following resolution:

RESOLUTION 03-24-104

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.

Director Veeneman made a motion to approve the 2023 operating fund surplus transfer. Director Cook seconded.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed 7-1-0. Director Yun opposed.

g. Entertain a Motion to Approve Updated Committee Assignments

RESOLUTION 03-24-105

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.

Director Cook made a motion to approve the updated Third Mutual committee appointments. Director Park seconded.

Hearing no changes, the motion was called to a vote and passed 6-2-0.
Directors Zalon and Yun opposed.

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 1:30 p.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 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 Laws. 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 November 20, 2024.

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 Karimi. 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 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
- Consideration for a Resolution to request a Corporate Members vote on Building E

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 12:11 p.m.

Closed 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

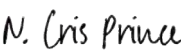
Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

17. Adjournment

The meeting was adjourned 5:10 p.m.

DocuSigned by:

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



OPEN SESSION

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

**Friday, September 06, 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: S.K. Park, Nathaniel Ira Lewis, Reza Karimi, Brad Rinehart, David Veeneman, Jim Cook, Jules Zalon. N. Cris Prince

Directors absent: Mark Laws (Noticed), Moon G. Yun (Noticed)

Staff present: Siobhan Foster, Catherine Laster, Makayla Schwieter, Paul Nguyen

Others present: None

1. Call Meeting to Order / Establish Quorum

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

2. Approval of the Agenda

Chair Cook asked for a motion to approve the Agenda.

Director Karimi made a motion to approve the Agenda. Director Veeneman 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 September 17, 2024

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

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

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

Hearing no objections, the September 17, 2024 amended Open and Closed Meeting Agenda were approved by consent.

4. Directors' Comments – None

5. Adjournment

The meeting was adjourned at 9:39 a.m.

DocuSigned by:

N. Cris Prince

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



RESOLUTION 03-24-XX

**Deny the Request
for Removal of One Cinnamon Camphor Tree
5450 Calle Pico**

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 September 5, 2024, the Landscape Committee reviewed a request from the Member at 5450 to remove one Cinnamon Camphor tree. The Member cited the reason for removal cracks in the concrete driveway and leaf litter; and

WHEREAS, staff inspected the condition of the tree and determined the tree is in good condition, with no decay, no dead branches in the canopy, and no surface roots growing towards the manor; and

WHEREAS, the concrete cracks were reported in 2018 to 936 WC and were repaired at that time; root pruning was deemed unnecessary at that time; 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 Cinnamon Camphor tree located at 5450 Calle Pico;

NOW THEREFORE BE IT RESOLVED, September 17, 2024, the Board of Directors denies the request for the removal of one Cinnamon Camphor Tree located at 5450; 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 Carob Tree
Approve Replanting of a New Tree in its Place
3200-B Via Buena Vista**

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

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

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

WHEREAS, on August 1, 2024, the Landscape Committee reviewed a request from the Member at 3200-B to remove one Carob tree. The Member cited the reason for removal is structural issues and size; and

WHEREAS, the Committee determined that the tree did not meet the guidelines set forth in Resolution 03-21-10, and recommended denial of the request; and

WHEREAS, the tree is large and does completely engulf the entire backyard in deep shade, reducing the ability for any other plant material or ground cover to flourish; and

WHEREAS, on September 5, 2024, the resident at 3200-B asked the committee to approve the removal at the owner’s expense, and replace the tree with another more suitable tree; and

WHEREAS, the Committee voted unanimously to recommend approving the request at the owner's expense for removal of one Carob Tree tree located at 3200-B Via Buena Vista and replacing it with another tree;

NOW THEREFORE BE IT RESOLVED, September 17, 2024, the Board of Directors approve the request for the removal of one Carob Tree at the owner's expense located at 3200-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

Variance Request

WHEREAS, Member located at 5471-A Paseo Del Lago East, a Villa Fuente style manor, requests Architectural Control and Standards Committee approval of a variance to install pavers on rear Common Area behind 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 September 09, 2024; and

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

NOW THEREFORE BE IT RESOLVED, on September 17, 2024, the Third Laguna Hills Mutual Board hereby approves the request to install pavers on rear Common Area behind 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 5471-A Paseo Del Lago East and all future Mutual Members at 5471-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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RESOLUTION 03-24-XX

Variance Request

WHEREAS, Member located at 3243-1H San Amadeo, a Villa Puerta style manor, requests Architectural Control and Standards Committee approval of a variance to install storage solution in parking 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 September 09, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to install storage solution in parking garage;

NOW THEREFORE BE IT RESOLVED, on September 17, 2024, the Third Laguna Hills Mutual Board hereby approves the request to install storage solution in parking 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 3243-1H San Amadeo and all future Mutual Members at 3243-1H San Amadeo; and

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

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Third Laguna Hills Mutual
Landscape Committee
August 1,2024

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: September 17, 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 1.5 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 1.5 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: 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied.

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Third Laguna Hills Mutual
Architectural Control and Standards Committee
August 12, 2024

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: September 17, 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 reviewed and 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 ~~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 Member: Each person entitled to membership in the Mutual as provided in the Articles and By-Laws, subject to Third Mutual CC&R's.

2.2 ACSC: Architectural Control and Standards Committee.

2.3 HVAC: Heating, ventilation, air conditioning.

2.4 Ledger: A horizontal board attached to the building face used as structural attachment for support of one end of an added covering.

2.5 DIY: Do It Yourself.

2.12.6 Patio: A paved outdoor area that adjoins the manor at ground level, which does not serve as a walkway or landing.

2.7 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.

2.8 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.



2.9 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.



2.10 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.



2.11 Patio & Balcony Enclosures: Which includes solariums and 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 COVERINGS ~~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 ~~Agenda Item #~~ 10b

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. Enclosures are for outdoor recreational use only, not to be designed or engineered as a "Habitable Room" as defined by current building codes.
- B. Only companies that specialize in design and installation of patio & balcony enclosures will be accepted. DIY projects will not be allowed.
- C. 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.
- D. Structural Components: Painted or prefinished aluminum. All walls and ceiling panels to be fully insulated.
- E. Glazing Components:
 1. All glazed openings to be:
 - a. Dual pane.
 - b. Low E.
 - c. Energy Star rated.
 2. Frosted, bottle-type, stained, or Louvered-glass shall not be allowed.
 3. Factory tinted glazing is allowed. Colors subject to review by the ACSC.
 4. Aftermarket films or tinting's are allowed provided they do not have a reflectivity factor of more than 15%. Documentation to be provided at time of mutual consent submittal.
 5. Windows and screens to be readily removable from the inside without the use of tools.
- F. 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.
- G. 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.
- H. 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.

I. Balcony enclosures must be installed behind existing railing or parapets, sufficient to allow for ongoing maintenance of these items.

J. 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-ers 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.

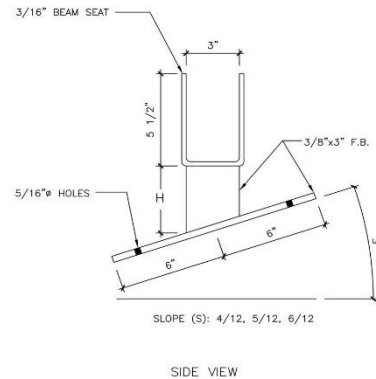
~~3.10~~ — Plastic skylight panel may be installed per approved specifications as outlined by the manufacturer's recommendations.

~~3.11~~ — Color options for aluminum materials are factory finished white or almond. Color options for vinyl materials are white, taupe or tan.

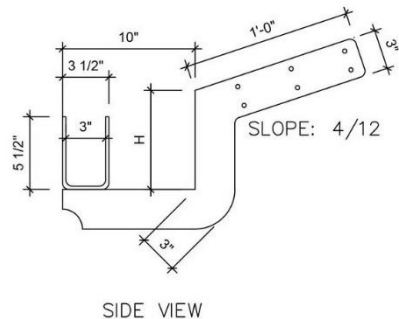
~~3.12~~ — If access to existing downspouts is blocked, then new downspouts of similar design, material and quality must be installed and painted the appropriate color. Downspouts shall not empty into other patio areas or hinder maintenance in any way. Splashblocks must be installed at each downspout that drains directly into Common Area (See Standard 18: Gutters/Downspouts).

- 4.1 ~~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 Member: Each person entitled to membership in the Mutual as provided in the Articles and By-Laws, subject to Third Mutual CC&R's.
- 2.2 ACSC: Architectural Control and Standards Committee.
- 2.3 HVAC: Heating, ventilation, air conditioning.
- 2.4 Ledger: A horizontal board attached to the building face used as structural attachment for support of one end of an added covering.
- 2.5 DIY: Do It Yourself.
- 2.6 Patio: A paved outdoor area that adjoins the manor at ground level, which does not serve as a walkway or landing.
- 2.7 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.
- 2.8 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.



- 2.9** 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.



- 2.10** 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.



- 2.11** Patio & Balcony Enclosures: Which includes solariums and 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 COVERINGS

- 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. Enclosures are for outdoor recreational use only, not to be designed or engineered as a “Habitable Room” as defined by current building codes.
- B. Only companies that specialize in design and installation of patio

& balcony enclosures will be accepted. DIY projects will not be allowed.

- C. 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.
- D. Structural Components: Painted or prefinished aluminum. All walls and ceiling panels to be fully insulated.
- E. Glazing Components:
 - 1. All glazed openings to be:
 - a. Dual pane.
 - b. Low E.
 - c. Energy Star rated.
 - 2. Frosted, bottle-type, stained, or Louvered-glass shall not be allowed.
 - 3. Factory tinted glazing is allowed. Colors subject to review by the ACSC.
 - 4. Aftermarket films or tinting's are allowed provided they do not have a reflectivity factor of more than 15%. Documentation to be provided at time of mutual consent submittal.
 - 5. Windows and screens to be readily removable from the inside without the use of tools.
- F. 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.
- G. 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.
- H. 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.
- I. Balcony enclosures must be installed behind existing railing or

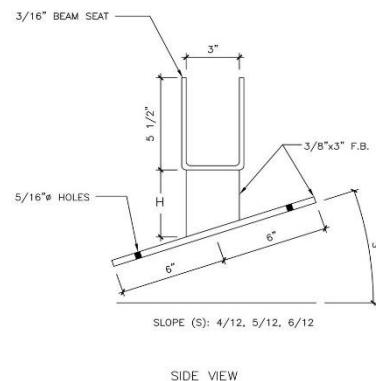
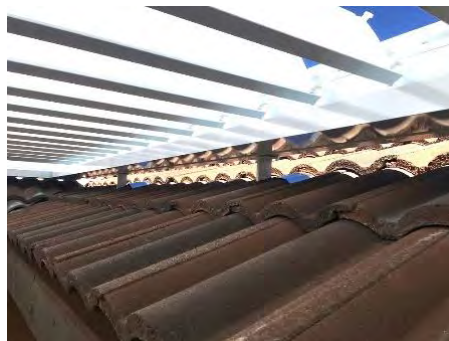
parapets, sufficient to allow for ongoing maintenance of these items.

- J. Finish color selections: White or beige or to complement existing mutual building exterior color schemes.

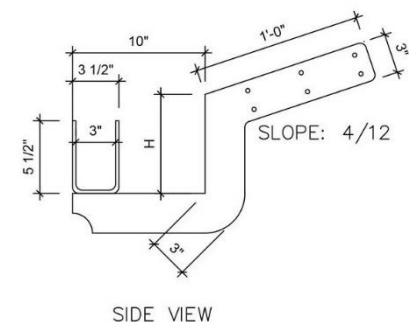
4.0 ATTACHMENT TO BUILDING

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

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Third Laguna Hills Mutual
Architectural Control and Standards Committee
August 12, 2024

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: September 17, 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: 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied.

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Third Laguna Hills Mutual
Architectural Control and Standards Committee
August 12, 2024

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: September 17, 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: 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied.

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Third Laguna Hills Mutual
Architectural Control and Standards Committee
August 12, 2024

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: September 17, 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: 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied.

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Third Laguna Hills Mutual
Architectural Control and Standards Committee
September 09, 2024

ENDORSEMENT (to Board)

Rescind Standard No. 39 – Balcony 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 No. 39 – Balcony Enclosures.

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STAFF REPORT

DATE: September 17, 2024
FOR: Board of Directors
SUBJECT: Rescind Standard 39: Balcony Enclosures

RECOMMENDATION

Approve a resolution to rescind Standard 39: Balcony Enclosures.

BACKGROUND

The ACSC initiated a review of the current Standard 39: Balcony Enclosures. (Attachment 1). Standard 39 was last revised in September 2006, via Resolution 03-06-44 (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 39: Balcony Enclosures – be rescinded.

On September 09, 2024 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve rescinding Standard 39.

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

ATTACHMENT(S)

Attachment 1 – Current Standard 39: Balcony Enclosures

Attachment 2 – Current Resolution 03-06-44

Attachment 3 – Proposed Resolution 03-24-XX

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THIRD LAGUNA HILLS MUTUAL

SECTION 39 Balcony Enclosures

ADOPTED SEPTEMBER 2006, RESOLUTION 03-06-44

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 balcony is a platform that projects from the wall of a manor and is surrounded by a parapet or railing.
- 2.2 Glass enclosures may encompass the entire footprint of a balcony except when such enclosure would include exhaust from an air conditioner. Air conditioners cannot exhaust into an enclosure per the Uniform Building Code. Plans and specifications shall be submitted to the Permits and Inspections office at the time of application.
- 2.3 Balconies may be partially enclosed with the exception of 3-story buildings. Balcony enclosures shall encompass the entire footprint in 3-story buildings.
- 2.4 In no case shall additional plumbing, heating fixtures or air conditioning units be added as part of such an enclosure.
- 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 All changes to the existing structure to allow for glass track or framework must be approved in writing prior to issuance of a permit.
- 2.7 All work and material required to complete balcony 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 permit.

3.0 **SURFACE PREPARATION**

- 3.1 Prior to any installation, existing balcony 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 balcony surface must be directly to the surface, and not applied over any type of material applied over the balcony surface.

4.0 FRAME OR TRACK

- 4.1 Frames and/or tracks are to be of aluminum only. The dimensions shall be kept to a minimum to optimize the area of screen glass firmly in place. All aluminum shall be anodized bronze when attached to a dark painted surface; aluminum or white powder coated color when attached to a light surface. Pre-existing enclosures on the building shall set color precedence on the same elevation.
- 4.2 All screen or glass must be readily removable 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.

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.

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RESOLUTION 03-06-44

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; and

WHEREAS, this Corporation recognizes the need to establish a policy to streamline the proper installation and maintenance of Balcony Enclosures;

NOW THEREFORE BE IT RESOLVED, September 19, 2006, that the Board of Directors of this Corporation hereby adopts a policy on Balcony Enclosures - Section 39, 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.

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RESOLUTION 03-24-XX

RESCIND STANDARD 39: BALCONY 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 39: Balcony Enclosures; and

WHEREAS, the aforementioned integration of procedures would create a duplication of information. The Mutual recognizes the need to rescind Standard 39: Balcony Enclosures;

NOW THEREFORE BE IT RESOLVED, October 15, 2024, the Board of Directors of this Corporation hereby rescinds Standard 39: Balcony Enclosures as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-06-44 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.

SEPTEMBER INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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ENDORSEMENT (to Board)

Entertain a Motion to Approve the Amended Rules for Board Meetings

On January 15, 2013, the Board established Rules for Board Meetings to ensure the management of the community's affairs are carried out professionally and in adherence with the provision of the Davis-Stirling Act (Resolution 03-13-04). Since the adoption, the Rules for Board Meetings has been revised four times (Resolution 03-14-04, January 21, 2014, Resolution 03-20-80, November 17, 2020, Resolution 03-22-134, December 20, 2022 and Resolution 03-24-76, July 16, 2024).

The Rules for Board Meetings Policy is to provide Directors and Members the rules and expectation for a successful, efficient and orderly Board meeting.

On August 27, 2024, Ms. Francis Gomez, Compliance Manager, presented the Rules for Board Meetings for discussion. The Committee discussed the matter and asked questions. Some minor changes were suggested.

Director Karimi made a motion to approve the changes to the Rules for Board Meetings and forward to the board for approval. Director Lewis seconded the motion.

By unanimous consent, the motion passed.

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STAFF REPORT

DATE: September 17, 2024
FOR: Board of Directors
SUBJECT: Rules for Board Meetings

RECOMMENDATION

Staff recommends amending the Rules for Board Meetings.

BACKGROUND

On January 15, 2013, the Board established Rules for Board Meetings to ensure the management of the community's affairs are carried out professionally and in adherence with the provision of the Davis-Stirling Act (Resolution 03-13-04). Since the adoption, the Rules for Board Meetings has been revised four times (Resolution 03-14-04, January 21, 2014, Resolution 03-20-80, November 17, 2020, Resolution 03-22-134, December 20, 2022 and Resolution 03-24-76, July 16, 2024).

The Rules for Board Meetings Policy is to provide Directors and Members the rules and expectation for a successful, efficient and orderly Board meeting.

On August 27, 2024, the Resident Policy and Compliance Committee reviewed the rules and made minor changes. The Committee approved the changes to the Rules for Board Meeting and forward to the Board for approval.

DISCUSSION

The updates are for clarity and removing outdated information such as Executive Session agenda packets will not be distributed via electronic form. However, since 2020 the Executive Session packet has been distributed via electronic form with a notice in the email body stating the packet is Confidential and should not be distributed.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Rules for Board Meetings – Redline

Attachment 2: Rules for Board Meetings - Clean

Attachment 3: Resolution 03-24-XX, Rules for Board Meetings

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RULES FOR BOARD MEETINGS

~~Resolution 03-24-76; Amended July 16, 2024~~

Resolution 03-24-XX; Amended October 15, 2024

I. INTRODUCTION

Successful, efficient and orderly Board meetings benefit everyone in the community. Manor owners (“Members”) have the right to observe the open board meetings and are encouraged to attend, but meetings which are disorderly or too long can be discouraging.

These Rules inform both Director and non-Director as to what is expected of all attending Board meetings, and how meetings are conducted. The goal is orderly and efficient meetings, protection of Owners’ right to observe productive deliberations, and enhancement of the governance and the membership experience in Third Laguna Hills Mutual (“Third”).

II. BOARD MEETINGS

A. Regular Board Meetings

Notice of the date, time and location of regular Board meetings will be provided by posting in the Clubhouse kiosks and the community center bulletin board and on the web site a minimum of four days before the meeting is to take place. Board meetings are open to all Mutual Members to attend and observe. Non-Members may attend only at the discretion of the Board of Directors.

Normally, regular Board meetings are held in the morning on the third Tuesday of each month. However, four days posted advance notice is always given of all open Board meetings except in case of emergency. Regular Board meetings are normally held in the Board Room on the ground floor of the Community Center at 9:30 a.m., in accordance with Civil Code § 4920. Notice of Board Meetings.

B. Special Meeting or Altering Location, Date or Time

If a special Board meeting is called or if the location, date or time of a Board meeting is to be changed, all Members will be notified at least four days prior to the meeting by posting in the Clubhouse kiosks and the community center bulletin board and on the web site. In an emergency, the President or any two Directors may call for a Board meeting on shorter notice, in accordance with Civil Code § 4923. Emergency Board Meetings

C. Attendance

Members may attend Board meetings, but Executive Session meetings are closed. **A “Member” is not a tenant, guest, family, or legal counsel of the Member.**

D. Agendas

1. **Preparation.** Agendas are prepared by the President¹, in cooperation with management staff. At least one week prior to a Board meeting, the President will inquire if any Director requests inclusion of an agenda item. The Chair may also call a Board meeting for the purpose of setting the regular Board meeting agenda.
2. **Request for inclusion.** A Director may request an item be included in an agenda, by submitting the action requested and an explanation of the reason for the request. A Director requesting an agenda item is responsible to present that item to the Board with supporting information if the item is included in the agenda.
3. **Rejected agenda items.** The Chair with the assistance of Management Staff shall include a requested item in the agenda unless the item:
 1. Has no suggested action;
 2. Is redundant with an item already on the agenda or was addressed in a Board meeting in the previous three months;
 3. Must be discussed in Executive Session;
 4. Would make the agenda unduly lengthy (and so will be on the next agenda);
 5. Is sent first to a committee for recommendation; or
 6. Is, based on the advice of legal counsel, proposing action barred by law.
4. **Board request for agenda item.** Notwithstanding the foregoing, if an agenda item is requested in writing or by electronic mail by at least six Directors, the Chair shall include it in the Agenda for the open meeting or the Executive Session meeting, depending upon the item.
5. **Member Request for Agenda Item.**
 - a) A Member may request the President in advance that a topic be added to the agenda, but the President with the assistance of Staff will determine whether a requested topic will be included in the agenda.
 - b) A topic will also be added to the agenda if at least one week prior to the scheduled Board meeting, the Chief Executive Officer (CEO) or Staff receives a petition signed by at least twenty five different Members entitled to vote.

¹ Any action to be taken by the President may be taken by the First Vice President or the next officer in order as stated in the By-laws if the President is unable to attend or participate.

- c) The requested agenda topic must still meet the standards of Rule IID.3 above.
- d) A Member who has requested an agenda item which is placed on the agenda (“Requesting Member”), may speak to the item during Open Forum, or at the election of the Chair, may present the topic to the Board immediately before the Board begins its deliberation of the item (assuming there is a Motion from the Board after the Requesting Member speaks). The Requesting Member may speak on the matter for up to five minutes. Only one person may be considered the “Requesting Member” for the purpose of addressing the Board. The Board may by motion give the Requesting Member more time to speak.
6. **Publication, agenda packets.** Agendas will be published at least four days prior to any non-emergency Board meeting. The Board will receive a board packet (also referred to as “agenda package”), prepared by management staff, at least four days prior to the meeting, and may be transmitted electronically upon request. To make the meeting more efficient, Directors should read the board packet prior to arriving at the meeting.
7. **No discussion of matters not disclosed on agenda.** The Board may not discuss subjects which are not on the agenda unless the matter is determined by a majority of the Board to involve an emergency, or unless the matter arose prior to the meeting but after the agenda was published and at least eight Directors concur that the matter requires immediate action.

Sample agenda. The following is a typical Agenda:

1. Call Meeting to Order
2. Pledge of Allegiance
3. Approval of the Agenda
4. Approval of the Minutes
5. Report of the Chair
6. Update of VMS Board
7. Open Forum (Three Minutes per Speaker)
8. Responses to Open Forum Speakers
9. CEO Report
10. Consent Calendar
11. Unfinished business
12. New Business
13. Third Mutual Committee Reports
14. GRF Committee Highlights
15. Future Agenda Items
16. Director’s Comments
17. Recess

18. Adjournment

E. Committees: Reports, Meetings

1. If the Bylaws provide for standing committees or if the Board from time to time establishes committees, committee reports may be submitted to the Board prior to the meeting for review. If the committee recommends any Board action, the report should also indicate the reasons it is recommended. If possible, the committee Chair or a Member of the committee should present the report.
2. A committee consisting of six or more Directors, or including at least six Directors in its roster, shall conduct its meetings in the same manner as a Board meeting, with agendas, minutes, Open Forum, and in compliance with all other requirements applicable to Board meetings.
3. A committee consisting of both Directors and non-Directors but which has less than six Directors may, but is not required to, conduct its meetings in the same manner as a Board meeting, but shall prepare and submit a report to the Board prior to the agenda publication, including any recommended action.
4. Any committee reports will be included in the board packets if they are timely submitted. Committee reports which do not contain a request for action will be noted in the minutes as “received.”
5. A committee request for action shall be placed by the Chair or staff on the agenda, so long as it complies with Rule D.3.
6. Directors, upon presentation of a committee report, may ask questions about the report, but may not deliberate about the report unless that subject was timely placed on the agenda for deliberation and possible action in that meeting.

F. Open Forum

The Open Meeting Act, Civil Code §§4900-4950, provides that Board meetings are open to Members. A “meeting” under the law is “a congregation of a majority of the Members of the board at the same time and place to hear, discuss, or deliberate upon any item of business that is within the authority of the board.” The Board thus may not exclude Members from attending, absent discipline imposed as provided herein. The only exception is for Executive Session as discussed further below.

1. **Time for Open Forum.** Open Forum will normally occur at the beginning of the Board meeting. The agenda may also provide for a second Open Forum time at the end of the agenda. The Board may by motion re-open Open Forum on a specific agenda item, or reschedule Open Forum within the

agenda.

2. **Member's Right to Speak.** Open Forum is a valuable and legally required portion of every open Board meeting. Open Forum is the opportunity for the Member to inform the Board of matters which may not be known.
 - a) During Open Forum, a Member may speak to the Board on any topic not on the agenda. The purpose of Open Forum is to inform the Board of viewpoints or information of which the Board may not be aware regarding Third. Therefore, although a Member may use their time to speak upon any topic of interest to the Member, Members are advised that the Board may not be as attentive to comments on matters outside the Board's jurisdiction.
 - b) At the time designated on the agenda for Open Forum, the Chair shall ask the Members present to raise their hand if they wish to speak in Open Forum or fill out a speaker card. In order to give all Members an opportunity to speak at meetings, and to control meeting length, each Member may speak for a maximum of three minutes. In the event more than ten Members indicate a desire to speak, the time limit per speaker shall be shortened to two minutes per speaker.
 - c) Open Forum is the time for Members to speak and provide additional opinions and viewpoints to the Board, and is not a time for the Board to speak. Directors will listen and not respond or otherwise interrupt a speaker at Open Forum, so long as the speaker is within these Rules and time limits. A response, if any, by a Director or staff to an Open Forum remark or question shall be after the close of Open Forum. The Chair may appoint a Director or Staff-person as timekeeper.
 - d) So long as the Open Forum comments comply with these Rules, neither staff, the Chair, nor other Director shall interrupt the speaker.
 - e) The statements made by Members in Open Forum are not the position of Third, and Third takes no responsibility as to the content of Open Forum comments. At the beginning of Open Forum, the Chair shall remind all attending as to these Rules regarding Open Forum.

3. **Open Forum During Agenda Item Discussions.**
 - a) During the Board deliberations of a matter, and when the Chair at the Chair's sole discretion determines there has been sufficient discussion to inform the attendees in the audience of the issue, the Chair will inquire if any Members in the audience wish to speak to the motion at hand.
 - b) If the Chair sees any hands raised indicating a desire to speak or fill out a speaker card, Open Forum will be reopened on the issue, and the Members indicating a desire to speak to the topic may speak for up to three (3) minutes on the specific agenda item.
 - c) Off-topic commentary will not be permitted, but so long as the speaker

complies with the Rules, neither the Chair nor any Director will interject or otherwise interrupt during the speaker's remarks.

- d) The Chair in its sole discretion may reduce the time per speaker to two (2) minutes on an issue, if the Chair deems it necessary to insure that all who wish to speak have the opportunity to do so.
 - e) A Member (or co-Owner of a Member) shall only speak once on a given agenda item.
 - f) Once the Chair determines that all have spoken who wished to speak, or that no one has indicated a desire to speak, the Chair shall announce Open Forum is again closed, and the Board shall resume and conclude its deliberations on the item.
4. **Re-opening of Open Forum.** If an issue on the Agenda is deemed by the Board to require further Membership input, the Board may by majority vote re-open Open Forum, to allow Members to speak to the pending subject. If Open Forum is reopened, Members may speak for up to two minutes each. Upon completion of such Membership input, in compliance with Open Forum Rules, the Board will then close Open Forum and resume deliberating the subject.
5. **Member Observation of Deliberations.** Except for Open Forum, Members may not speak to the Board, and shall quietly observe Board deliberations except for those in Executive Session. Members do not vote or make motions at Board meetings, as only Directors vote at Board meetings. Applause, boos, or other audible response to Board deliberations or decisions is out of order.
6. **Addressing the Board During Open Forum.** When speaking, the Member will identify Member's name and Manor, and will stand at the speaker's podium if physically able to stand, and will address the Board, not the audience.

G. Meeting Conduct

Directors, Members and anyone else permitted to attend the meeting will conduct themselves in a reasonable manner. The following conduct is strictly prohibited:

- 1. Profane or obscene language;
- 2. Slurs involving race, religion, ethnicity, gender, sexual orientation, gender identity, or age;
- 3. Shouting or yelling;
- 4. Physical threats, including non-verbal communications such as gestures or using body language in such a way as to intimidate;
- 5. Pounding on table or throwing items; and
- 6. All other unreasonable and disruptive behavior which does not allow

Members to peacefully observe the proceedings, or which otherwise impedes the ability of the Board to peacefully conduct its deliberations and the Members to peacefully observe those deliberations.

Directors will also refrain from making comments which:

7. Divulge information from closed sessions;
8. Divulge attorney client privileged confidential advice; or
9. Maliciously malign any person, business or entity.

To create a positive atmosphere, all persons present will be seated (unless some handicap exists by which they cannot be seated) and will remain seated at all times when others are speaking, except when standing in line to speak for their turn in Open Forum. Neither Directors nor anyone addressing the Board will be allowed to speak while standing or hovering over someone else. All in attendance must behave in a professional and orderly manner. Directors shall refrain from interrupting each other or from making audible "sidebar" remarks while a fellow Director is speaking. Directors shall keep their microphones off except when they are addressing the Board.

H. Violation of Rules

Anyone (Member or Director) violating these Rules during a meeting may be:

1. First warned by the Chair,
2. Then warned by majority vote of the Board, and
3. Then by majority vote of the Board asked to leave the meeting.

In the event a person refuses to leave after the Board votes to eject the individual, the meeting shall be recessed until such time as security and/or law enforcement can be summoned to assist or until the person voluntarily leaves.

The Board may schedule a disciplinary hearing to determine whether a Member will as a result of violation of these Rules be suspended from attending one or more future Board meetings as well as any other appropriate disciplinary measures.

A non-Member who is permitted to attend but disrupts a Board meeting may be ejected by the Chair or upon majority Board vote without warning.

I. Parliamentary Procedure

Meetings will generally follow "Robert's Rules of Order." In brief, there should be no discussion on an item unless and until motion is made and there is a second to the motion. A motion is a proposal that the Board takes a stand or takes action on some issue. Only Directors can make motions.

The Resolution or motion recommended by a Committee report shall be considered as a motion and need not have a second for discussion to

commence, so long as the recommendation has been stated on the agenda at least four days in advance of the meeting, absent emergency.

The Chair, normally the President, may call for a motion or, if temporarily passing the gavel, may make a motion. If there is no second to a motion, the issue is dropped. If a motion receives a second, then the Chair will ask for debate and discussion. Fair play, courtesy and cooperative behavior is preferred over strict compliance with Robert's Rules.

J. Recording of meetings: Minutes

The proceedings of Board meetings shall not be electronically recorded, except by "~~Village TV~~" staff. Any other recording devices (audio, video or photographic) at Board or committee meetings are forbidden. The proceedings of such meetings shall be recorded in the minutes of the meeting. Minutes of Board meetings are prepared by the Secretary or, if the Board directs, by a Recording Secretary who need not be a Director. Minutes shall record actions taken, but shall ~~not not~~ record general commentary or statements by Directors, or comments during Open Forum.

K. Board Deliberations

1. Directors will deliberate topics only when on an agenda, except for emergency matters², and when a motion has been made and seconded by a Director, Unless a Director is only asking a question, Directors will indicate at the beginning of their remarks if they speak for or against the pending motion.
2. Generally, the motion initiating discussion should be made by the Director requesting the item to be placed on the agenda.
3. Directors shall:
 - a) Cooperate to keep their remarks on the topic of a motion,
 - b) Speak to each other,
 - c) Not personally address the live audience or the television/virtual audience, and
 - d) Avoid repetition of points already made, or repeating their own previous remarks on a motion.
4. If a Director violates the standards set forth in these Rules, the Chair may remind the Director of the standard being violated, and will then request the Director to bring their comments into compliance. In the event a Director continues to violate these Rules, the Board may proceed pursuant to subpart H.¶ herein.
5. Motions may be amended in at least two ways:
 - a) A motion, after receiving a second, may be amended by a motion,

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which motion must also receive a second and a majority vote.

- b) A motion may also be amended by a “friendly amendment” in which the author of the original motion consents to a proposed amendment to the motion. If the second also consents, the motion is amended and deliberations continue on the motion as amended.

L. Board Comments During Meetings

1. The comments of Directors, staff, or Mutual consultants during Board or Committee Meetings are not comments of the Mutual, and only the speaker’s opinions.
2. The position of the Mutual is only that expressed in Motions or Resolutions which are adopted by the Board of Directors.

M. Chair

1. The Chair shall be the President of Third, if present at the meeting, unless the Chair passes the gavel temporarily to the First Vice President. If the First Vice President is unavailable, then the Second Vice President may serve as Chair. If neither the President, First or Second Vice President are in attendance, then the Secretary or Treasurer may serve as Chair.
2. The Chair may discuss and vote on any motion, unless the Chair recuses itself.
3. If the Chair wishes to make a motion, the Chair shall pass the gavel to the First Vice President or next Officer in succession until deliberation of the motion is concluded by a vote on the motion.
4. The Chair shall be entrusted with the orderly progress of the Board’s deliberations. In the event the Chair perceives that deliberations have ceased to move the discussion forward (either because unanimity already exists; debate has become repetitive or otherwise unduly lengthy; positions on a motion have become clear; or because the Board is not ready to decide on the matter), the Chair shall call for a motion to close debate, or a motion to table the matter.
5. The relationship between the Board and Chair should be one of mutual respect. The Board should give respect and deference to the Chair’s leadership in moving deliberations forward, while the Chair should give respect and not request a conclusion to deliberations of a matter if the Board majority wishes to continue deliberation of a topic.
6. Any Director also may move the previous question, which is not debatable, and requires a two-thirds vote to conclude deliberations so that the matter being deliberated may be voted upon.

III. EXECUTIVE SESSION

A. Purpose of Executive Session

Executive Session meetings allow the Board of Directors to address issues of sensitive nature, which may involve attorney client privilege or other privacy

rights. It is important that all information discussed and disclosed at these sessions remain private.

The Board may meet in Executive Session only on the following subjects:

1. Litigation or threatened litigation.
2. Contract negotiations.
3. Member disciplinary hearings (i.e.: imposing fines or other penalties).
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Subsequent Board minutes will contain a general note of the actions taken.

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The notice for a meeting which is solely an Executive Session meeting must be posted in the Clubhouse kiosks, community center bulletin board and on the website two days in advance, unless it is an emergency Executive Session meeting.

The notice should state that the only item of business to come before the Board will be held in Executive Session and that no issues will be discussed in open session.

D. Agenda Packets

Due to the sensitive nature of the subjects discussed in closed session, Directors will return their Executive Session agenda packets to management staff immediately upon adjournment of the meeting, or when they depart from the meeting, whichever occurs first. The Secretary, Treasurer and Committee Chair and Co-chair may retain the agenda packet. ~~Executive session agenda packets will not be distributed to Directors in electronic form.~~

IV. CLOSED SESSION HEARINGS

The Mutual conducts its disciplinary hearings, reimbursement claim hearings, Member Requested Hearing and Meet and Confer/Internal Dispute Resolutions in closed session. The following rules are to inform both Member(s) and Directors regarding how these hearings are conducted.

A. Notification

If the Mutual is considering discipline or pursuing a reimbursement claim against a Member, it will first provide written notification to the Member, of a hearing to be held by the Board to consider the matter, at least ten days after the date the notification is sent to the Member. The notification will inform the Member the nature of the alleged violation or reimbursement claim.

If the member submits a written request for Member Requested Hearing with the Mutual. The purpose of a Member Requested Hearing is to allow the member to request an exemption to the governing documents or has a request that may not specifically be covered by the governing documents. The Mutual will send written notification to the Member, of a hearing to be held by the Board to consider the matter.

B. Attendance

A Member being considered for discipline or a reimbursement claim may attend the hearing to address the Board regarding whether the Board should impose discipline or pursue reimbursement. The Member may bring written witness(es) statements. The Member may not bring legal counsel to Executive Hearings Committee meeting only the regular closed session Board meeting. At the discretion of the Chair the alleged party may attend the hearing. The Member being considered for discipline or reimbursement claim may not observe the Board's deliberation of the matter. A Member may provide a written statement as a substitute for personally appearing at the hearing.

A complaining Member may provide a written statement to the Board. The complaining Member will not be permitted to hear the Board's deliberation or the presentation by the Member being considered for discipline.

C. Addressing the Board

A Member being considered for discipline or reimbursement claim may speak to the Board for a maximum of five minutes of uninterrupted time. Then the Board will have five minutes to ask questions for a total of 10 minutes. If a Member brings supporting documentation, it is suggested the Member bring one copy for staff, one copy for Mutual legal counsel, and 11 copies for the Board. If a Member brings supporting witnesses and/or alleged party, an additional five minutes can be added to the Member's time.

Members addressing the Board should be prepared and organized for the hearing, to maximize their allotted time.

The Member Requested Hearing may speak to the Board for a maximum of 10 minutes of uninterrupted time. The Board will have 10 minutes to ask questions. Then the Member and Board will have a 10 minutes discussion on the Member's request for a total time of 30 minutes. If a Member brings supporting documentation, it is suggested the Member bring two copy for staff, and 4 copies for the Board.

D. The Board's Decision

The Board will notify the Member being considered for discipline or reimbursement claim or Member Requested Hearing within fifteen (15) days of the hearing. The Board will not notify other Members of the Board's decision, which shall remain confidential.



RULES FOR BOARD MEETINGS
Resolution 03-24-XX; Amended October 15, 2024

I. INTRODUCTION

Successful, efficient and orderly Board meetings benefit everyone in the community. Manor owners (“Members”) have the right to observe the open board meetings and are encouraged to attend, but meetings which are disorderly or too long can be discouraging.

These Rules inform both Director and non-Director as to what is expected of all attending Board meetings, and how meetings are conducted. The goal is orderly and efficient meetings, protection of Owners’ right to observe productive deliberations, and enhancement of the governance and the membership experience in Third Laguna Hills Mutual (“Third”).

II. BOARD MEETINGS

A. Regular Board Meetings

Notice of the date, time and location of regular Board meetings will be provided by posting in the Clubhouse kiosks and the community center bulletin board and on the web site a minimum of four days before the meeting is to take place. Board meetings are open to all Mutual Members to attend and observe. Non-Members may attend only at the discretion of the Board of Directors.

Normally, regular Board meetings are held in the morning on the third Tuesday of each month. However, four days posted advance notice is always given of all open Board meetings except in case of emergency. Regular Board meetings are normally held in the Board Room on the ground floor of the Community Center at 9:30 a.m., in accordance with Civil Code § 4920. Notice of Board Meetings.

B. Special Meeting or Altering Location. Date or Time

If a special Board meeting is called or if the location, date or time of a Board meeting is to be changed, all Members will be notified at least four days prior to the meeting by posting in the Clubhouse kiosks and the community center bulletin board and on the web site. In an emergency, the President or any two Directors may call for a Board meeting on shorter notice, in accordance with Civil Code § 4923. Emergency Board Meetings

C. Attendance

Members may attend Board meetings, but Executive Session meetings are closed. **A “Member” is not a tenant, guest, family, or legal counsel of the**

Member.

D. Agendas

1. **Preparation.** Agendas are prepared by the President¹, in cooperation with management staff. At least one week prior to a Board meeting, the President will inquire if any Director requests inclusion of an agenda item. The Chair may also call a Board meeting for the purpose of setting the regular Board meeting agenda.
2. **Request for inclusion.** A Director may request an item be included in an agenda, by submitting the action requested and an explanation of the reason for the request. A Director requesting an agenda item is responsible to present that item to the Board with supporting information if the item is included in the agenda.
3. **Rejected agenda items.** The Chair with the assistance of Management Staff shall include a requested item in the agenda unless the item:
 1. Has no suggested action;
 2. Is redundant with an item already on the agenda or was addressed in a Board meeting in the previous three months;
 3. Must be discussed in Executive Session;
 4. Would make the agenda unduly lengthy (and so will be on the next agenda);
 5. Is sent first to a committee for recommendation; or
 6. Is, based on the advice of legal counsel, proposing action barred by law.
4. **Board request for agenda item.** Notwithstanding the foregoing, if an agenda item is requested in writing or by electronic mail by at least six Directors, the Chair shall include it in the Agenda for the open meeting or the Executive Session meeting, depending upon the item.
5. **Member Request for Agenda Item.**
 - a) A Member may request the President in advance that a topic be added to the agenda, but the President with the assistance of Staff will determine whether a requested topic will be included in the agenda.
 - b) A topic will also be added to the agenda if at least one week prior to the scheduled Board meeting, the Chief Executive Officer (CEO) or Staff receives a petition signed by at least twenty five different Members entitled to vote.
 - c) The requested agenda topic must still meet the standards of Rule IID.3 above.

¹ Any action to be taken by the President may be taken by the First Vice President or the next officer in order as stated in the By-laws if the President is unable to attend or participate.

- d) A Member who has requested an agenda item which is placed on the agenda (“Requesting Member”), may speak to the item during Open Forum, or at the election of the Chair, may present the topic to the Board immediately before the Board begins its deliberation of the item (assuming there is a Motion from the Board after the Requesting Member speaks). The Requesting Member may speak on the matter for up to five minutes. Only one person may be considered the “Requesting Member” for the purpose of addressing the Board. The Board may by motion give the Requesting Member more time to speak.
6. **Publication, agenda packets.** Agendas will be published at least four days prior to any non-emergency Board meeting. The Board will receive a board packet (also referred to as “agenda package”), prepared by management staff, at least four days prior to the meeting, and may be transmitted electronically upon request. To make the meeting more efficient, Directors should read the board packet prior to arriving at the meeting.
7. **No discussion of matters not disclosed on agenda.** The Board may not discuss subjects which are not on the agenda unless the matter is determined by a majority of the Board to involve an emergency, or unless the matter arose prior to the meeting but after the agenda was published and at least eight Directors concur that the matter requires immediate action.

Sample agenda. The following is a typical Agenda:

1. Call Meeting to Order
2. Pledge of Allegiance
3. Approval of the Agenda
4. Approval of the Minutes
5. Report of the Chair
6. Update of VMS Board
7. Open Forum (Three Minutes per Speaker)
8. Responses to Open Forum Speakers
9. CEO Report
10. Consent Calendar
11. Unfinished business
12. New Business
13. Third Mutual Committee Reports
14. GRF Committee Highlights
15. Future Agenda Items
16. Director’s Comments
17. Recess
18. Adjournment

E. Committees: Reports. Meetings

1. If the Bylaws provide for standing committees or if the Board from time to time establishes committees, committee reports may be submitted to the Board prior to the meeting for review. If the committee recommends any Board action, the report should also indicate the reasons it is recommended. If possible, the committee Chair or a Member of the committee should present the report.
2. A committee consisting of six or more Directors, or including at least six Directors in its roster, shall conduct its meetings in the same manner as a Board meeting, with agendas, minutes, Open Forum, and in compliance with all other requirements applicable to Board meetings.
3. A committee consisting of both Directors and non-Directors but which has less than six Directors may, but is not required to, conduct its meetings in the same manner as a Board meeting, but shall prepare and submit a report to the Board prior to the agenda publication, including any recommended action.
4. Any committee reports will be included in the board packets if they are timely submitted. Committee reports which do not contain a request for action will be noted in the minutes as “received.”
5. A committee request for action shall be placed by the Chair or staff on the agenda, so long as it complies with Rule D.3.
6. Directors, upon presentation of a committee report, may ask questions about the report, but may not deliberate about the report unless that subject was timely placed on the agenda for deliberation and possible action in that meeting.

F. Open Forum

The Open Meeting Act, Civil Code §§4900-4950, provides that Board meetings are open to Members. A “meeting” under the law is “a congregation of a majority of the Members of the board at the same time and place to hear, discuss, or deliberate upon any item of business that is within the authority of the board.” The Board thus may not exclude Members from attending, absent discipline imposed as provided herein. The only exception is for Executive Session as discussed further below.

1. **Time for Open Forum.** Open Forum will normally occur at the beginning of the Board meeting. The agenda may also provide for a second Open Forum time at the end of the agenda. The Board may by motion re-open Open Forum on a specific agenda item, or reschedule Open Forum within the agenda.
2. **Member’s Right to Speak.** Open Forum is a valuable and legally required

portion of every open Board meeting. Open Forum is the opportunity for the Member to inform the Board of matters which may not be known.

- a) During Open Forum, a Member may speak to the Board on any topic not on the agenda. The purpose of Open Forum is to inform the Board of viewpoints or information of which the Board may not be aware regarding Third. Therefore, although a Member may use their time to speak upon any topic of interest to the Member, Members are advised that the Board may not be as attentive to comments on matters outside the Board's jurisdiction.
- b) At the time designated on the agenda for Open Forum, the Chair shall ask the Members present to raise their hand if they wish to speak in Open Forum or fill out a speaker card. In order to give all Members an opportunity to speak at meetings, and to control meeting length, each Member may speak for a maximum of three minutes. In the event more than ten Members indicate a desire to speak, the time limit per speaker shall be shortened to two minutes per speaker.
- c) Open Forum is the time for Members to speak and provide additional opinions and viewpoints to the Board, and is not a time for the Board to speak. Directors will listen and not respond or otherwise interrupt a speaker at Open Forum, so long as the speaker is within these Rules and time limits. A response, if any, by a Director or staff to an Open Forum remark or question shall be after the close of Open Forum. The Chair may appoint a Director or Staff-person as timekeeper.
- d) So long as the Open Forum comments comply with these Rules, neither staff, the Chair, nor other Director shall interrupt the speaker.
- e) The statements made by Members in Open Forum are not the position of Third, and Third takes no responsibility as to the content of Open Forum comments. At the beginning of Open Forum, the Chair shall remind all attending as to these Rules regarding Open Forum.

3. Open Forum During Agenda Item Discussions.

- a) During the Board deliberations of a matter, and when the Chair at the Chair's sole discretion determines there has been sufficient discussion to inform the attendees in the audience of the issue, the Chair will inquire if any Members in the audience wish to speak to the motion at hand.
- b) If the Chair sees any hands raised indicating a desire to speak or fill out a speaker card, Open Forum will be reopened on the issue, and the Members indicating a desire to speak to the topic may speak for up to three (3) minutes on the specific agenda item.
- c) Off-topic commentary will not be permitted, but so long as the speaker complies with the Rules, neither the Chair nor any Director will interject or otherwise interrupt during the speaker's remarks.
- d) The Chair in its sole discretion may reduce the time per speaker to

two (2) minutes on an issue, if the Chair deems it necessary to insure that all who wish to speak have the opportunity to do so.

- e) A Member (or co-Owner of a Member) shall only speak once on a given agenda item.
 - f) Once the Chair determines that all have spoken who wished to speak, or that no one has indicated a desire to speak, the Chair shall announce Open Forum is again closed, and the Board shall resume and conclude its deliberations on the item.
4. **Re-opening of Open Forum.** If an issue on the Agenda is deemed by the Board to require further Membership input, the Board may by majority vote re-open Open Forum, to allow Members to speak to the pending subject. If Open Forum is reopened, Members may speak for up to two minutes each. Upon completion of such Membership input, in compliance with Open Forum Rules, the Board will then close Open Forum and resume deliberating the subject.
5. **Member Observation of Deliberations.** Except for Open Forum, Members may not speak to the Board, and shall quietly observe Board deliberations except for those in Executive Session. Members do not vote or make motions at Board meetings, as only Directors vote at Board meetings. Applause, boos, or other audible response to Board deliberations or decisions is out of order.
6. **Addressing the Board During Open Forum.** When speaking, the Member will identify Member's name and Manor, and will stand at the speaker's podium if physically able to stand, and will address the Board, not the audience.

G. Meeting Conduct

Directors, Members and anyone else permitted to attend the meeting will conduct themselves in a reasonable manner. The following conduct is strictly prohibited:

- 1. Profane or obscene language;
- 2. Slurs involving race, religion, ethnicity, gender, sexual orientation, gender identity, or age;
- 3. Shouting or yelling;
- 4. Physical threats, including non-verbal communications such as gestures or using body language in such a way as to intimidate;
- 5. Pounding on table or throwing items; and
- 6. All other unreasonable and disruptive behavior which does not allow Members to peacefully observe the proceedings, or which otherwise impedes the ability of the Board to peacefully conduct its deliberations and the Members to peacefully observe those deliberations.

Directors will also refrain from making comments which:

7. Divulge information from closed sessions;
8. Divulge attorney client privileged confidential advice; or
9. Maliciously malign any person, business or entity.

To create a positive atmosphere, all persons present will be seated (unless some handicap exists by which they cannot be seated) and will remain seated at all times when others are speaking, except when standing in line to speak for their turn in Open Forum. Neither Directors nor anyone addressing the Board will be allowed to speak while standing or hovering over someone else. All in attendance must behave in a professional and orderly manner. Directors shall refrain from interrupting each other or from making audible “sidebar” remarks while a fellow Director is speaking. Directors shall keep their microphones off except when they are addressing the Board.

H. Violation of Rules

Anyone (Member or Director) violating these Rules during a meeting may be:

1. First warned by the Chair,
2. Then warned by majority vote of the Board, and
3. Then by majority vote of the Board asked to leave the meeting.

In the event a person refuses to leave after the Board votes to eject the individual, the meeting shall be recessed until such time as security and/or law enforcement can be summoned to assist or until the person voluntarily leaves.

The Board may schedule a disciplinary hearing to determine whether a Member will as a result of violation of these Rules be suspended from attending one or more future Board meetings as well as any other appropriate disciplinary measures.

A non-Member who is permitted to attend but disrupts a Board meeting may be ejected by the Chair or upon majority Board vote without warning.

I. Parliamentary Procedure

Meetings will generally follow “Robert’s Rules of Order.” In brief, there should be no discussion on an item unless and until motion is made and there is a second to the motion. A motion is a proposal that the Board takes a stand or takes action on some issue. Only Directors can make motions.

The Resolution or motion recommended by a Committee report shall be considered as a motion and need not have a second for discussion to commence, so long as the recommendation has been stated on the agenda at least four days in advance of the meeting, absent emergency.

The Chair, normally the President, may call for a motion or, if temporarily passing the gavel, may make a motion. If there is no second to a motion, the issue is dropped. If a motion receives a second, then the Chair will ask for debate and discussion. Fair play, courtesy and cooperative behavior is preferred over strict compliance with Robert's Rules.

J. Recording of meetings: Minutes

The proceedings of Board meetings shall not be electronically recorded, except by staff. Any other recording devices (audio, video or photographic) at Board or committee meetings are forbidden. The proceedings of such meetings shall be recorded in the minutes of the meeting. Minutes of Board meetings are prepared by the Secretary or, if the Board directs, by a Recording Secretary who need not be a Director. Minutes shall record actions taken, but shall not record general commentary or statements by Directors, or comments during Open Forum.

K. Board Deliberations

1. Directors will deliberate topics only when on an agenda, except for emergency matters², and when a motion has been made and seconded by a Director, Unless a Director is only asking a question, Directors will indicate at the beginning of their remarks if they speak for or against the pending motion.
2. Generally, the motion initiating discussion should be made by the Director requesting the item to be placed on the agenda.
3. Directors shall:
 - a) Cooperate to keep their remarks on the topic of a motion,
 - b) Speak to each other,
 - c) Not personally address the live audience or the television/virtual audience, and
 - d) Avoid repetition of points already made, or repeating their own previous remarks on a motion.
4. If a Director violates the standards set forth in these Rules, the Chair may remind the Director of the standard being violated, and will then request the Director to bring their comments into compliance. In the event a Director continues to violate these Rules, the Board may proceed pursuant to subpart H. herein.
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3. If the Chair wishes to make a motion, the Chair shall pass the gavel to the First Vice President or next Officer in succession until deliberation of the motion is concluded by a vote on the motion.
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A complaining Member may provide a written statement to the Board. The complaining Member will not be permitted to hear the Board's deliberation or the presentation by the Member being considered for discipline.

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Members addressing the Board should be prepared and organized for the hearing, to maximize their allotted time.

The Member Requested Hearing may speak to the Board for a maximum of 10 minutes of uninterrupted time. The Board will have 10 minutes to ask questions. Then the Member and Board will have a 10 minutes discussion on the Member's request for a total time of 30 minutes. If a Member brings supporting

documentation, it is suggested the Member bring two copy for staff, and 4 copies for the Board.

D. The Board's Decision

The Board will notify the Member being considered for discipline or reimbursement claim or Member Requested Hearing within fifteen (15) days of the hearing. The Board will not notify other Members of the Board's decision, which shall remain confidential.



RESOLUTION 03-24-XX

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 address changes to the distribution of Executive Session agenda packets;

NOW THEREFORE BE IT RESOLVED, October 15, 2024, that the Board of Directors of this Corporation hereby approves the attached revised Rules for Board Meetings; and

RESOLVED FURTHER, that Resolution 03-24-76 adopted July 16, 2024 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.

September Initial Notification:

Should the Board endorse the proposed resolution, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.)

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STAFF REPORT

DATE: September 17, 2024
FOR: Board of Directors
SUBJECT: 2025 Business Plan – Version 4

RECOMMENDATION

Staff recommends the Board approve the 2025 Business Plan Resolution (Attachment 1).

BACKGROUND

The Third Board of Directors held several meetings from May to August to discuss the 2025 Business Plan. Based on input received at the meetings and subsequent discussions the Business Plan and Reserves Plan were refined as included in this agenda.

After Version 3 of the Business Plan was discussed, funding for quality control inspections in plumbing, electrical, and roofing was added. To offset the effect of the additional funding on the assessment, the Disaster Fund contribution was decreased by the same dollar amount resulting in no change to the budget from Version 3 to Version 4. Furthermore, the concrete program for 2025 was eliminated. The concrete program is a reserves item and does not affect the assessment, but reduces planned expenses from the Reserve Fund in 2025.

DISCUSSION

BUSINESS PLAN SUMMARY

The proposed budget for the 2025 plan year (Attachment 2) shows that the sum of \$45,177,234 is required by the Corporation to meet the Third Laguna Hills Mutual operating expenses, reserve contributions, and restricted contributions along with the \$501,400 in surcharges to units with common elevators and/or Garden Villa Rec Rooms. In addition, the sum of \$17,440,389 is required by the Corporation to meet the Golden Rain Foundation and Golden Rain Foundation Trust operating expenses and reserve contributions for the year 2025. Therefore, a total of \$63,119,023 is required to be collected from and paid by members of the Corporation as monthly assessments. The budget equates to a Total Basic Assessment of \$855.17 per manor per month (PMPM), reflecting a net increase of \$39.35 or 4.8% when compared to current year.

| | 2024 | 2025 | \$ Increase | % Increase |
|--------------------------------------|-----------------|-----------------|----------------|---------------|
| <i>Third Portion</i> | \$587.60 | \$616.98 | \$29.38 | 5.0% |
| <i>GRF Portion</i> | \$228.22 | \$238.19 | \$9.97 | 4.4% |
| <i>Total Basic Assessment</i> | \$815.82 | \$855.17 | \$39.35 | 4.8% |

Brief notations for line items with significant change from current year are noted below as increases or (decreases) in the assessment, and listed in order of appearance on the proposed Business Plan by Account – Version 4 (Attachment 2):

Revenues:

Line 1-1a: Fees and Charges to Residents anticipates a decrease in revenue of (\$2,500,441), resulting in an increase to assessments of \$34.15 PMPM due to revenue recovery efforts for the backlog of open chargeable damage tickets from prior years being completed in 2024.

Line 3: Miscellaneous is budgeted for less revenue of (\$53,535) in 2025 resulting in an increase to assessments of \$0.74 PMPM primarily due to an adjustment to correct the budget for additional occupant fees. This item was inadvertently budgeted twice in the 2024 Business Plan.

Expenses:

Line 4: Employee Compensation increased by \$12,828 or \$0.15 PMPM primarily due to planned wage adjustments offset by a decrease in temporary help as the recovery efforts for the backlog of open chargeable damage tickets from prior years being completed in 2024. The increase is further offset by a decrease in union wages in Landscape as a result of a planned reduction in the Irrigation budget and the reclassification of some Nursery operating expenses to reserves.

Line 5: Expenses Related to Compensation increased by \$52,574 or \$0.72 PMPM primarily due to the anticipation of higher worker's compensation premiums based on recent actuarial estimates in addition to an anticipated rate increase for non-union medical & life insurance. The increases in these items were partially offset by a decrease in union medical insurance expenses in Landscape as a result of a planned reduction in the Irrigation budget and the reclassification of some Nursery operating expenses to reserves.

Line 8-9: Sewer & Water increased by \$348,850 or \$4.76 PMPM based on current consumption and published rate increases in July 2024 and a projected rate increase in 2025.

Line 10: Trash increased by \$242,756 or \$3.32 PMPM due to the final year of a price correction which is budgeted to be a 17% increase.

Line 11: Legal Fees increased by \$91,660 or \$1.25 PMPM based on recent trends of resident related legal issues.

Line 14: Outside Services increased by \$1,113,460 or \$15.21 PMPM based on the addition of funds to programs in Landscape and Maintenance & Construction. Landscape increased funding for the addition of two more cycles of shrub bed maintenance in 2025. Maintenance & Construction increased funding for fumigation as a higher number of fumigations are scheduled for 2025.

Line 18: Insurance decreased by \$165,298 or \$2.26 PMPM due to increased Hazard & Liability Insurance to reflect anticipated premium increases at renewal.

Line 19: Property Insurance decreased by (\$700,000) or (\$9.56) PMPM as a result of a new joint property insurance policy with United. This combination lowers Third's premium for property insurance by sharing coverages.

Line 22-24: Reserve Fund Contributions increased by \$1,014,519 to adequately plan for future expenditures. The Mutual adopts a 30-Year Funding Plan that projects contributions and

disbursements to Reserve Funds over the next 30 years. Based on the funding plans included in the current year reserve study, the contribution to reserve funds is proposed to increase from \$163.00 to \$176.86 PMPM in 2025, an increase of \$13.86 PMPM.

Line 25: Restricted Fund Contribution – Disaster Fund decreased by (\$986,327) or (\$13.47) PMPM to help mitigate the overall increase in the assessment as the balance of the fund is sufficient to cover budgeted expenses for 2025.

Line 26: Restricted Fund Contribution – Unappropriated Expenditures Fund was eliminated for 2025 to help mitigate the overall increase in the assessment and given the balance of the fund is sufficient to cover unbudgeted expenses. Furthermore, this fund will receive an additional \$531,282 inflow during the current year as a result of a 2023 fiscal year operating surplus.

Line 27-29: GRF Operating, Reserve, and Contingency Contribution for Version 4, GRF shows an increase of \$729,207 or \$9.97 PMPM. GRF approved their Business Plan at their meeting September 3, 2024.

FINANCIAL ANALYSIS

The financial impact of this proposed Business Plan would be a Third Basic Assessment of \$616.98 PMPM, an increase of \$29.38 or 5.0%. Including the GRF contributions, the proposed Total Basic Assessment is proposed to be \$855.17 PMPM, an increase of \$39.35 or 4.8%.

Prepared By: Jose Campos, Assistant Director of Financial Services

Reviewed By: Steve Hormuth, Director of Financial Services

ATTACHMENT(S)

- Attachment 1 – 2025 Business Plan Resolution
- Attachment 2 – 2025 Third Business Plan - By Account
- Attachment 3 – 2025 Third Business Plan - By Department
- Attachment 4 – 2025 Third Budget Comparison Report – Operating Only
- Attachment 5 – 2025 Third Budget Comparison Report – by Fund
- Attachment 6 – 2025 Programs Report
- Attachment 7 – Definition of Funds

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**RESOLUTION 03-24-XX****2025 BUSINESS PLAN RESOLUTION**

RESOLVED, September 17, 2024, that the Business Plan of this Corporation for the year 2025 is hereby adopted and approved; and

RESOLVED FURTHER, that pursuant to said Business Plan, the Board of Directors of this Corporation hereby estimates that the net sum of \$45,678,634 is required by the Corporation to meet the Third Laguna Hills Mutual operating expenses, reserve contributions, and restricted fund contributions for the year 2025. In addition, the sum of \$17,440,389 is required by the Corporation to meet the Golden Rain Foundation and the Golden Rain Foundation Trust operating expenses and reserve contributions for the year 2025. Therefore, a total of \$63,119,023 is required to be collected from and paid by members of the Corporation as monthly assessments; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby approves expenditures from reserves in the sum of \$14,960,700 of which \$14,532,600 is planned from the Replacement Fund, \$219,901 from the Elevator Replacement Fund, \$208,199 from the Laundry Replacement Fund; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby approves expenditures from restricted funds in the sum of \$1,594,676 of which \$1,448,256 is planned from the Disaster Fund, \$129,098 from the Garden Villa Recreation Room Fund, \$17,322 from the Unappropriated Expenditures Fund; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby determines and establishes monthly assessments of the Corporation as shown on each member's breakdown of monthly assessments for the year 2025 and as filed in the records of the Corporation, said assessments to be due and payable by the members of this Corporation on the first day of each month for the year 2025; 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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2025 BUSINESS PLAN - BY ACCOUNT

| DESCRIPTION | 2021 ACTUAL* | 2022 ACTUAL | 2023 ACTUAL | 2024 PLAN | 2025 PLAN | ASSESSMENT Per Manor Per Month | | |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------------------------|-----------------|------------------|
| | | | | | | 2024 | 2025 | Change |
| OPERATING REVENUES | | | | | | | | |
| Non-Assessment Revenues | | | | | | | | |
| 1 Fees and Charges to Residents | \$732,032 | \$1,085,097 | \$724,221 | \$1,265,399 | \$1,014,958 | \$17.28 | \$13.86 | \$3.42 |
| 1a Damage Restoration Reimbursement Backlog | 0 | 0 | 881,537 | 2,250,000 | 0 | 30.73 | 0.00 | 30.73 |
| 2 Laundry Revenue | 214,443 | 213,498 | 210,912 | 209,300 | 209,000 | 2.86 | 2.85 | 0.01 |
| 3 Miscellaneous | 604,039 | 680,849 | 645,838 | 745,130 | 691,595 | 10.18 | 9.44 | 0.74 |
| Total Revenue | \$1,550,514 | \$1,979,444 | \$2,462,508 | \$4,469,829 | \$1,915,553 | \$61.05 | \$26.15 | \$34.90 |
| OPERATING EXPENSES | | | | | | | | |
| 4 Employee Compensation | \$7,074,776 | \$7,230,319 | \$7,221,087 | \$8,281,408 | \$8,294,235 | \$113.12 | \$113.27 | \$0.15 |
| 5 Expenses Related to Compensation | 2,972,229 | 3,102,923 | 3,209,211 | 3,457,551 | 3,510,125 | 47.22 | 47.94 | 0.72 |
| 6 Material and Supplies | 790,544 | 833,296 | 852,758 | 828,491 | 841,567 | 11.31 | 11.49 | 0.18 |
| 7 Electricity | 348,719 | 602,032 | 444,557 | 454,730 | 466,784 | 6.21 | 6.37 | 0.16 |
| 8 Sewer | 1,774,945 | 1,680,160 | 1,494,098 | 1,659,600 | 1,835,292 | 22.66 | 25.06 | 2.40 |
| 9 Water | 3,093,848 | 2,895,128 | 2,752,049 | 3,219,638 | 3,392,796 | 43.97 | 46.33 | 2.36 |
| 10 Trash | 583,345 | 678,406 | 1,079,914 | 1,428,914 | 1,671,670 | 19.51 | 22.83 | 3.32 |
| 11 Legal Fees | 245,767 | 198,123 | 453,939 | 300,000 | 391,660 | 4.10 | 5.35 | 1.25 |
| 12 Professional Fees | 62,024 | 116,969 | 75,309 | 167,827 | 182,297 | 2.29 | 2.49 | 0.20 |
| 13 Equipment Rental | 9,043 | 6,437 | 6,830 | 8,714 | 8,778 | 0.12 | 0.12 | 0.00 |
| 14 Outside Services | 1,638,025 | 2,111,894 | 2,464,731 | 1,342,248 | 2,455,708 | 18.33 | 33.54 | 15.21 |
| 15 Repairs and Maintenance | 3,874 | 1,844 | 12,517 | 5,375 | 5,022 | 0.07 | 0.07 | 0.00 |
| 16 Other Operating Expense | 112,266 | 115,229 | 107,124 | 154,338 | 162,987 | 2.11 | 2.23 | 0.12 |
| 17 Income Tax | 3,128 | (9,883) | 197,886 | 0 | 0 | 0.00 | 0.00 | 0.00 |
| 18 Insurance | 888,596 | 952,126 | 1,067,534 | 1,166,792 | 1,332,090 | 15.93 | 18.19 | 2.26 |
| 19 Property Insurance | 2,658,682 | 7,359,685 | 7,516,977 | 8,000,000 | 7,300,000 | 109.25 | 99.69 | (9.56) |
| 20 Uncollectible Accounts | 45,737 | 179,544 | 36,698 | 85,000 | 120,000 | 1.16 | 1.64 | 0.48 |
| 21 Cost Allocations | 1,173,905 | 1,257,835 | 1,204,763 | 1,304,833 | 1,327,472 | 17.82 | 18.13 | 0.31 |
| Total Expense | \$23,479,453 | \$29,312,067 | \$30,197,982 | \$31,865,459 | \$33,298,483 | \$435.18 | \$454.74 | \$19.56 |
| RESERVE CONTRIBUTIONS | | | | | | | | |
| 22 Replacement Fund | \$10,690,704 | \$10,690,704 | \$11,276,496 | \$11,422,944 | \$12,437,463 | \$156.00 | \$169.86 | \$13.86 |
| 23 Elevator Replacement Fund | 366,120 | 366,120 | 366,120 | 366,120 | 366,120 | 5.00 | 5.00 | 0.00 |
| 24 Laundry Replacement Fund | 73,224 | 73,224 | 146,448 | 146,448 | 146,448 | 2.00 | 2.00 | 0.00 |
| Total Reserve Contribution | \$11,130,048 | \$11,130,048 | \$11,789,064 | \$11,935,512 | \$12,950,031 | \$163.00 | \$176.86 | \$13.86 |
| RESTRICTED CONTRIBUTIONS | | | | | | | | |
| 25 Disaster Fund | \$1,830,600 | \$1,591,890 | \$897,726 | \$1,830,600 | \$844,273 | \$25.00 | \$11.53 | (\$13.47) |
| 26 Unappropriated Expenditures Fund | 585,792 | 0 | 0 | 1,865,015 | 0 | 25.47 | 0.00 | (25.47) |
| Total Restricted Contribution | \$2,416,392 | \$1,591,890 | \$897,726 | \$3,695,615 | \$844,273 | \$50.47 | \$11.53 | (\$38.94) |
| Total Reserve/Restricted Contribution | \$13,546,440 | \$12,721,938 | \$12,686,790 | \$15,631,127 | \$13,794,304 | \$213.47 | \$188.39 | (\$25.08) |
| TOTAL MUTUAL | \$35,475,379 | \$40,054,561 | \$40,422,264 | \$43,026,757 | \$45,177,234 | \$587.60 | \$616.98 | \$29.38 |
| GOLDEN RAIN FOUNDATION | | | | | | | | |
| 27 GRF Operating | \$13,663,283 | \$14,316,115 | \$14,960,469 | \$15,466,374 | \$16,195,581 | \$211.22 | \$221.19 | \$9.97 |
| 28 GRF Reserve Contributions | 1,391,256 | 1,244,808 | 1,244,808 | 1,244,808 | 1,244,808 | 17.00 | 17.00 | 0.00 |
| 29 GRF Contingency Contributions | 0 | 366,120 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 |
| Total GRF | \$15,054,539 | \$15,927,043 | \$16,205,277 | \$16,711,182 | \$17,440,389 | \$228.22 | \$238.19 | \$9.97 |
| TOTAL BASIC ASSESSMENT | \$50,529,918 | \$55,981,604 | \$56,627,541 | \$59,737,939 | \$62,617,623 | \$815.82 | \$855.17 | \$39.35 |
| SURCHARGES (unique to manors with common elevators and/or Garden Villa recreation rooms) | | | | | | | | |
| 30 Elevator Operating | \$315,135 | \$352,283 | \$366,252 | \$350,852 | \$404,524 | 15.83 | 18.25 | 2.42 |
| 31 Garden Villa Recreation Room Fund | 89,424 | 89,424 | 93,150 | 96,876 | 96,876 | 6.50 | 6.50 | 0.00 |
| | \$404,559 | \$441,707 | \$459,402 | \$447,728 | \$501,400 | \$22.33 | \$24.75 | \$2.42 |
| TOTAL BUSINESS PLAN | \$50,934,477 | \$56,423,311 | \$57,086,943 | \$60,185,667 | \$63,119,023 | | | |

*2021 actuals were affected by COVID-19 Pandemic.

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2025 BUSINESS PLAN - BY DEPARTMENT

| DESCRIPTION | 2021 ACTUAL* | 2022 ACTUAL | 2023 ACTUAL | 2024 PLAN | 2025 PLAN | ASSESSMENT | | |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------|------------------|
| | | | | | | Per Manor Per Month | | Change |
| | | | | | | 2024 | 2025 | |
| OPERATING | | | | | | | | |
| Office of the CEO | \$297,452 | \$324,591 | \$328,280 | \$386,153 | \$440,079 | \$5.27 | \$6.01 | \$0.74 |
| Information Services | 545,841 | 594,847 | 430,688 | 482,106 | 505,205 | 6.58 | 6.90 | 0.32 |
| General Services | 1,625,810 | 1,584,324 | 1,591,808 | 1,573,952 | 1,438,652 | 21.50 | 19.65 | (1.85) |
| Financial Services | 720,873 | 767,126 | 967,041 | 770,970 | 882,619 | 10.53 | 12.05 | 1.52 |
| Security Services | 156,251 | 161,006 | 439,225 | 357,617 | 489,064 | 4.88 | 6.68 | 1.80 |
| Landscape Services | 5,306,281 | 5,602,317 | 5,591,427 | 6,007,865 | 6,756,600 | 82.05 | 92.27 | 10.22 |
| Human Resource Services | 77,648 | 56,051 | 65,034 | 91,816 | 88,901 | 1.25 | 1.21 | (0.04) |
| Insurance | 3,547,279 | 8,311,811 | 8,584,511 | 9,166,792 | 8,632,090 | 125.19 | 117.89 | (7.30) |
| Maintenance & Construction | 3,979,830 | 4,143,727 | 4,809,286 | 4,153,337 | 4,724,867 | 56.72 | 64.53 | 7.81 |
| Damage Restoration Reimbursement Backlog | 0 | 0 | (881,537) | (2,250,000) | 0 | (30.73) | 0.00 | 30.73 |
| Non Work Center | 5,671,674 | 5,786,823 | 5,809,711 | 6,655,022 | 7,424,853 | 90.89 | 101.40 | 10.51 |
| Net Operating | \$21,928,939 | \$27,332,623 | \$27,735,474 | \$27,395,630 | \$31,382,930 | \$374.13 | \$428.59 | \$54.46 |
| RESERVE CONTRIBUTIONS | | | | | | | | |
| Replacement Fund | \$10,690,704 | \$10,690,704 | \$11,276,496 | \$11,422,944 | \$12,437,463 | \$156.00 | \$169.86 | \$13.86 |
| Elevator Replacement Fund | 366,120 | 366,120 | 366,120 | 366,120 | 366,120 | 5.00 | 5.00 | 0.00 |
| Laundry Replacement Fund | 73,224 | 73,224 | 146,448 | 146,448 | 146,448 | 2.00 | 2.00 | 0.00 |
| Total Reserve Contribution | \$11,130,048 | \$11,130,048 | \$11,789,064 | \$11,935,512 | \$12,950,031 | \$163.00 | \$176.86 | \$13.86 |
| RESTRICTED CONTRIBUTIONS | | | | | | | | |
| Disaster Fund | \$1,830,600 | \$1,591,890 | \$897,726 | \$1,830,600 | \$844,273 | \$25.00 | \$11.53 | (\$13.47) |
| Unappropriated Expenditures Fund | 585,792 | 0 | 0 | 1,865,015 | 0 | 25.47 | 0.00 | (25.47) |
| Total Restricted Contribution | \$2,416,392 | \$1,591,890 | \$897,726 | \$3,695,615 | \$844,273 | \$50.47 | \$11.53 | (\$38.94) |
| Total Reserve/Restricted Contribution | \$13,546,440 | \$12,721,938 | \$12,686,790 | \$15,631,127 | \$13,794,304 | \$213.47 | \$188.39 | (\$25.08) |
| TOTAL MUTUAL | \$35,475,379 | \$40,054,561 | \$40,422,264 | \$43,026,757 | \$45,177,234 | \$587.60 | \$616.98 | \$29.38 |
| GOLDEN RAIN FOUNDATION | | | | | | | | |
| GRF Operating | \$13,663,283 | \$14,316,115 | \$14,960,469 | \$15,466,374 | \$16,195,581 | \$211.22 | \$221.19 | \$9.97 |
| GRF Reserve Contributions | 1,391,256 | 1,244,808 | 1,244,808 | 1,244,808 | 1,244,808 | 17.00 | 17.00 | 0.00 |
| GRF Contingency Contributions | 0 | 366,120 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 |
| Total GRF | \$15,054,539 | \$15,927,043 | \$16,205,277 | \$16,711,182 | \$17,440,389 | \$228.22 | \$238.19 | \$9.97 |
| TOTAL BASIC ASSESSMENT | \$50,529,918 | \$55,981,604 | \$56,627,541 | \$59,737,939 | \$62,617,623 | \$815.82 | \$855.17 | \$39.35 |
| SURCHARGES (unique to manors with common elevators and/or Garden Villa recreation rooms) | | | | | | | | |
| Elevator Operating | \$315,135 | \$352,283 | \$366,252 | \$350,852 | \$404,524 | \$15.83 | \$18.25 | \$2.42 |
| Garden Villa Recreation Room Fund | 89,424 | 89,424 | 93,150 | 96,876 | 96,876 | 6.50 | 6.50 | 0.00 |
| | \$404,559 | \$441,707 | \$459,402 | \$447,728 | \$501,400 | \$22.33 | \$24.75 | \$2.42 |
| TOTAL BUSINESS PLAN | \$50,934,477 | \$56,423,311 | \$57,086,943 | \$60,185,667 | \$63,119,023 | | | |

*2021 actuals were affected by COVID-19 Pandemic.

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**Third Laguna Hills Mutual
Budget Comparison Report by Account
12/31/2025**

THIRD LAGUNA HILLS MUTUAL

| | <u>2021 Actuals</u> | <u>2022 Actuals</u> | <u>2023 Actuals</u> | <u>2024 Budget</u> | <u>2025 Budget</u> | <u>Assessment Increase/ (Decrease)</u> | <u>VAR %</u> |
|---|---------------------|---------------------|---------------------|--------------------|--------------------|--|--------------|
| Non-Assessment Revenues: | | | | | | | |
| Fees and Charges for Services to Residents | | | | | | | |
| 46501000 - Permit Fee | \$272,885 | \$281,100 | \$240,937 | \$314,105 | \$285,550 | \$28,555 | 9% |
| 46501500 - Inspection Fee | 105,969 | 80,346 | 70,355 | 84,928 | 154,519 | (69,592) | (82%) |
| 46502000 - Resident Maintenance Fee | 353,178 | 723,651 | 412,929 | 866,366 | 574,889 | 291,477 | 34% |
| 46502999 - Resident Maintenance Fee Backlog | <u>0</u> | <u>0</u> | <u>881,537</u> | <u>2,250,000</u> | <u>0</u> | <u>2,250,000</u> | <u>100%</u> |
| Total Fees and Charges for Services to Residents | 732,032 | 1,085,098 | 1,605,758 | 3,515,398 | 1,014,958 | 2,500,440 | 71% |
| Laundry | | | | | | | |
| 46005000 - Coin Op Laundry Machine | 214,443 | 213,498 | 210,912 | 209,300 | 209,000 | 300 | 0% |
| Total Laundry | 214,443 | 213,498 | 210,912 | 209,300 | 209,000 | 300 | 0% |
| Investment Income | | | | | | | |
| 49001000 - Investment Income | (29) | 0 | (19) | 0 | 0 | 0 | 0% |
| Total Investment Income | (29) | 0 | (19) | 0 | 0 | 0 | 0% |
| Miscellaneous | | | | | | | |
| 46004500 - Resident Violations | 10,675 | 23,750 | 6,226 | 62,022 | 27,565 | 34,457 | 56% |
| 44501000 - Additional Occupant Fee | (1,200) | 29,230 | 43,405 | 100,305 | 51,780 | 48,524 | 48% |
| 44501510 - Lease Processing Fee - Third | 242,720 | 267,410 | 267,450 | 249,803 | 250,000 | (197) | 0% |
| 44502000 - Variance Processing Fee | 0 | 4,050 | 2,700 | 1,500 | 2,550 | (1,050) | (70%) |
| 44502500 - Non-Sale Transfer Fee - Third | 1,300 | 1,950 | 2,000 | 3,000 | 3,000 | 0 | 0% |
| 44503520 - Resale Processing Fee - Third | 201,568 | 172,704 | 148,288 | 163,200 | 163,200 | 0 | 0% |
| 44505500 - Hoa Certification Fee | 14,810 | 10,860 | 3,915 | 13,500 | 5,500 | 8,000 | 59% |
| 44507000 - Golf Cart Electric Fee | 62,436 | 60,883 | 65,324 | 66,000 | 66,000 | 0 | 0% |
| 44507200 - Electric Vehicle Plug-In Fee | 12,095 | 13,687 | 23,215 | 12,200 | 23,000 | (10,800) | (89%) |
| 44507500 - Cartport Space Rental Fee | 4,320 | 3,360 | 3,753 | 4,200 | 4,000 | 200 | 5% |
| 47001500 - Late Fee Revenue | 49,965 | 89,452 | 73,510 | 59,200 | 78,000 | (18,800) | (32%) |
| 47002020 - Collection Administrative Fee - Third | 375 | 0 | 25 | 1,300 | 1,000 | 300 | 23% |
| 47002500 - Collection Interest Revenue | 273 | (446) | 39 | 4,900 | 12,000 | (7,100) | (145%) |
| 47501000 - Recycling | 4,861 | 4,722 | 5,972 | 4,000 | 4,000 | 0 | 0% |
| 49009000 - Miscellaneous Revenue | (129) | (762) | 35 | 0 | 0 | 0 | 0% |
| Total Miscellaneous | 604,068 | 680,849 | 645,857 | 745,129 | 691,596 | 53,534 | 7% |
| Total Non-Assessment Revenue | 1,550,514 | 1,979,445 | 2,462,508 | 4,469,827 | 1,915,554 | 2,554,274 | 57% |
| Expenses: | | | | | | | |
| Employee Compensation | | | | | | | |
| 51011000 - Salaries & Wages - Regular | 2,632,722 | 2,874,297 | 2,893,425 | 3,201,282 | 3,430,280 | 228,998 | 7% |
| 51021000 - Union Wages - Regular | 3,312,937 | 3,301,302 | 3,231,883 | 3,950,301 | 3,900,698 | (49,603) | (1%) |
| 51041000 - Wages - Overtime | 29,057 | 35,049 | 25,815 | 52,310 | 16,616 | (35,694) | (68%) |
| 51051000 - Union Wages - Overtime | 95,384 | 53,512 | 57,699 | 29,294 | 38,753 | 9,458 | 32% |
| 51061000 - Holiday & Vacation | 690,287 | 695,033 | 645,421 | 602,676 | 618,345 | 15,670 | 3% |
| 51071000 - Sick | 202,850 | 195,882 | 225,145 | 245,828 | 252,220 | 6,392 | 3% |
| 51091000 - Missed Meal Penalty | 4,201 | 4,286 | 3,455 | 2,886 | 1,948 | (938) | (33%) |
| 51101000 - Temporary Help | 73,750 | 76,392 | 133,694 | 196,829 | 35,374 | (161,454) | (82%) |
| 51981000 - Compensation Accrual | 33,589 | (5,434) | 4,549 | 0 | 0 | 0 | 0% |
| Total Employee Compensation | 7,074,776 | 7,230,320 | 7,221,087 | 8,281,406 | 8,294,234 | 12,828 | 0% |
| Compensation Related | | | | | | | |
| 52411000 - F.I.C.A. | 515,150 | 532,289 | 527,264 | 607,337 | 621,913 | 14,576 | 2% |
| 52421000 - F.U.I. | 6,480 | 6,473 | 6,199 | 7,814 | 7,645 | (169) | (2%) |
| 52431000 - S.U.I. | 43,611 | 32,380 | 30,072 | 39,833 | 38,979 | (854) | (2%) |
| 52441000 - Union Medical | 1,249,956 | 1,265,109 | 1,239,715 | 1,407,741 | 1,336,473 | (71,268) | (5%) |
| 52451000 - Workers' Compensation Insurance | 444,644 | 505,552 | 632,658 | 430,601 | 513,999 | 83,399 | 19% |
| 52461000 - Non Union Medical & Life Insurance | 331,603 | 353,760 | 337,007 | 371,869 | 404,133 | 32,264 | 9% |
| 52471000 - Union Retirement Plan | 307,830 | 333,571 | 346,365 | 452,030 | 436,238 | (15,792) | (3%) |
| 52481000 - Non-Union Retirement Plan | 66,057 | 74,794 | 88,840 | 140,326 | 150,745 | 10,419 | 7% |
| 52981000 - Compensation Related Accrual | 6,897 | (1,005) | 1,092 | 0 | 0 | 0 | 0% |
| Total Compensation Related | 2,972,229 | 3,102,923 | 3,209,211 | 3,457,551 | 3,510,125 | 52,574 | 2% |
| Materials and Supplies | | | | | | | |
| 53001000 - Materials & Supplies | 371,892 | 330,558 | 423,794 | 505,792 | 499,066 | (6,725) | (1%) |
| 53003000 - Materials Direct | 416,701 | 501,134 | 427,044 | 320,602 | 338,791 | 18,189 | 6% |
| 53004000 - Freight | 1,950 | 1,604 | 1,921 | 2,097 | 3,710 | 1,613 | 77% |
| Total Materials and Supplies | 790,544 | 833,296 | 852,758 | 828,491 | 841,567 | 13,077 | 2% |
| Community Events | | | | | | | |

**Third Laguna Hills Mutual
Budget Comparison Report by Account
12/31/2025**

THIRD LAGUNA HILLS MUTUAL

| | 2021 Actuals | 2022 Actuals | 2023 Actuals | 2024 Budget | 2025 Budget | Assessment Increase/ (Decrease) | VAR % |
|---|--------------|--------------|--------------|-------------|-------------|---------------------------------------|--------|
| 53201000 - Community Events | 0 | 0 | 0 | 2,400 | 1,400 | (1,000) | (42%) |
| Total Community Events | 0 | 0 | 0 | 2,400 | 1,400 | (1,000) | (42%) |
| Utilities and Telephone | | | | | | | |
| 53301000 - Electricity | 358,322 | 618,611 | 444,557 | 454,730 | 466,784 | 12,054 | 3% |
| 53301500 - Sewer | 1,774,945 | 1,680,160 | 1,494,098 | 1,659,600 | 1,835,292 | 175,692 | 11% |
| 53302000 - Water | 3,093,848 | 2,895,128 | 2,752,049 | 3,219,638 | 3,392,796 | 173,158 | 5% |
| 53302500 - Trash | 583,345 | 678,406 | 1,079,914 | 1,428,914 | 1,671,670 | 242,756 | 17% |
| 53304000 - Telephone | 0 | 4,244 | 0 | 0 | 0 | 0 | 0% |
| Total Utilities and Telephone | 5,810,461 | 5,876,549 | 5,770,618 | 6,762,882 | 7,366,542 | 603,660 | 9% |
| Legal Fees | | | | | | | |
| 53401500 - Legal Fees | 382,074 | 268,778 | 475,459 | 300,000 | 391,660 | 91,660 | 31% |
| 53401550 - Legal Fees Contra | (136,307) | (70,655) | (21,520) | 0 | 0 | 0 | 0% |
| Total Legal Fees | 245,767 | 198,124 | 453,939 | 300,000 | 391,660 | 91,660 | 31% |
| Professional Fees | | | | | | | |
| 53402000 - Audit & Tax Preparation Fees | 0 | 5,878 | 3,943 | 0 | 0 | 0 | 0% |
| 53402020 - Audit & Tax Preparation Fees - Third | 46,466 | 42,500 | 50,900 | 50,000 | 54,500 | 4,500 | 9% |
| 53403500 - Consulting Fees | 4,725 | 26,991 | 11,866 | 17,327 | 12,797 | (4,530) | (26%) |
| 53403520 - Consulting Fees - Third | 10,833 | 41,600 | 8,600 | 100,500 | 115,000 | 14,500 | 14% |
| Total Professional Fees | 62,024 | 116,969 | 75,309 | 167,827 | 182,297 | 14,470 | 9% |
| Equipment Rental | | | | | | | |
| 53501500 - Equipment Rental/Lease Fees | 9,043 | 6,437 | 6,830 | 8,714 | 8,778 | 64 | 1% |
| Total Equipment Rental | 9,043 | 6,437 | 6,830 | 8,714 | 8,778 | 64 | 1% |
| Outside Services | | | | | | | |
| 53601000 - Bank Fees | 32,969 | 32,792 | 11,850 | 0 | 13,752 | 13,752 | 0% |
| 53601500 - Credit Card Transaction Fees | 10,787 | 14,163 | 15,497 | 10,000 | 16,000 | 6,000 | 60% |
| 53603000 - Permit Fees | 1,215 | 0 | 0 | 0 | 0 | 0 | 0% |
| 53604500 - Marketing Expense | 5,840 | 0 | 0 | 5,000 | 0 | (5,000) | (100%) |
| 54603500 - Outside Services CC | 1,451,651 | 1,914,552 | 2,299,534 | 1,195,506 | 2,252,373 | 1,056,867 | 88% |
| 53704000 - Outside Services | 135,563 | 150,387 | 137,851 | 106,742 | 173,583 | 66,841 | 63% |
| Total Outside Services | 1,638,025 | 2,111,894 | 2,464,731 | 1,317,248 | 2,455,707 | 1,138,459 | 86% |
| Repairs and Maintenance | | | | | | | |
| 53701000 - Equipment Repair & Maint | 3,874 | 1,844 | 1,194 | 5,375 | 5,022 | (353) | (7%) |
| 53702500 - Building Repair & Maint | 0 | 0 | 11,323 | 0 | 0 | 0 | 0% |
| 53703000 - Elevator /Lift Maintenance | 305,532 | 335,704 | 390,036 | 350,852 | 404,524 | 53,672 | 15% |
| Total Repairs and Maintenance | 309,406 | 337,547 | 402,553 | 356,227 | 409,546 | 53,319 | 15% |
| Other Operating Expense | | | | | | | |
| 53801000 - Mileage & Meal Allowance | 2,222 | 2,289 | 1,795 | 5,786 | 4,509 | (1,277) | (22%) |
| 53801500 - Travel & Lodging | 36 | 9 | 0 | 749 | 749 | 0 | 0% |
| 53802000 - Uniforms | 51,419 | 49,074 | 47,643 | 63,754 | 66,535 | 2,781 | 4% |
| 53802500 - Dues & Memberships | 1,843 | 1,288 | 785 | 2,125 | 2,250 | 125 | 6% |
| 53803000 - Subscriptions & Books | 2,184 | 238 | 692 | 1,478 | 1,490 | 12 | 1% |
| 53803500 - Training & Education | 3,877 | 3,123 | 5,113 | 18,724 | 25,999 | 7,275 | 39% |
| 53903000 - Safety | 965 | 599 | 237 | 1,128 | 1,116 | (12) | (1%) |
| 54001020 - Board Relations - Third | 5,024 | 4,644 | 6,172 | 10,000 | 10,500 | 500 | 5% |
| 54001500 - Public Relations | 0 | (8) | 0 | 0 | 0 | 0 | 0% |
| 54002000 - Postage | 57,709 | 48,392 | 44,229 | 47,786 | 47,966 | 180 | 0% |
| 54002500 - Filing Fees / Permits | 527 | 337 | 458 | 408 | 473 | 65 | 16% |
| Total Other Operating Expense | 125,806 | 109,984 | 107,124 | 151,940 | 161,589 | 9,649 | 6% |
| Income, Property, and Sales Tax | | | | | | | |
| 54301000 - State & Federal Income Taxes | 0 | (9,264) | 197,886 | 0 | 0 | 0 | 0% |
| 54302000 - Property Taxes | 3,128 | 381 | 0 | 0 | 0 | 0 | 0% |
| Total Income, Property, and Sales Tax | 3,128 | (8,883) | 197,886 | 0 | 0 | 0 | 0% |
| Insurance | | | | | | | |
| 54401000 - Hazard & Liability Insurance | 808,222 | 855,827 | 997,079 | 1,094,820 | 1,249,902 | 155,081 | 14% |
| 54401500 - D&O Liability | 75,135 | 79,236 | 58,780 | 68,436 | 68,436 | 0 | 0% |
| 54402000 - Property Insurance | 2,658,682 | 7,359,685 | 7,516,977 | 8,000,000 | 7,300,000 | (700,000) | (9%) |
| 54403000 - General Liability Insurance | 5,239 | 17,063 | 11,676 | 3,536 | 13,752 | 10,215 | 289% |
| Total Insurance | 3,547,279 | 8,311,811 | 8,584,511 | 9,166,792 | 8,632,089 | (534,703) | (6%) |
| Cost Allocations | | | | | | | |
| 54602500 - Allocated Expenses | 1,173,905 | 1,257,835 | 1,204,763 | 1,304,833 | 1,327,474 | 22,641 | 2% |

OPERATING FUND ONLY

Agenda Item #11c

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Version 4

**Third Laguna Hills Mutual
Budget Comparison Report by Account
12/31/2025**

THIRD LAGUNA HILLS MUTUAL

| | <u>2021 Actuals</u> | <u>2022 Actuals</u> | <u>2023 Actuals</u> | <u>2024 Budget</u> | <u>2025 Budget</u> | <u>Assessment Increase/ (Decrease)</u> | <u>VAR %</u> |
|---------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|--|--------------|
| Total Cost Allocations | 1,173,905 | 1,257,835 | 1,204,763 | 1,304,833 | 1,327,474 | 22,641 | 2% |
| Uncollectible Accounts | | | | | | | |
| 54602000 - Bad Debt Expense | 45,737 | 179,544 | 36,698 | 85,000 | 120,000 | 35,000 | 41% |
| Total Uncollectible Accounts | 45,737 | 179,544 | 36,698 | 85,000 | 120,000 | 35,000 | 41% |
| (Gain)/Loss on Sale or Trade | | | | | | | |
| 54101500 - (Gain)/Loss On Investments | (13,540) | 0 | 0 | 0 | 0 | 0 | 0% |
| Total (Gain)/Loss on Sale or Trade | (13,540) | 0 | 0 | 0 | 0 | 0 | 0% |
| Total Expenses | 23,794,588 | 29,664,350 | 30,588,018 | 32,191,309 | 33,703,007 | 1,511,698 | 5% |
| Excess of Revenues Over Expenses | <u>(\$22,244,074)</u> | <u>(\$27,684,905)</u> | <u>(\$28,125,510)</u> | <u>(\$27,721,482)</u> | <u>(\$31,787,454)</u> | <u>\$4,065,972</u> | <u>15%</u> |

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**Third Laguna Hills Mutual
Budget Comparison Report by Fund Type
12/31/2025
THIRD LAGUNA HILLS MUTUAL**

| | <u>2025 Budget Operating</u> | <u>2025 Budget Reserves</u> | <u>2025 Budget Restricted</u> | <u>Total</u> |
|---|----------------------------------|---------------------------------|-----------------------------------|-------------------|
| Non-Assessment Revenues: | | | | |
| Fees and Charges for Services to Residents | | | | |
| 46501000 - Permit Fee | \$285,550 | \$0 | \$0 | \$285,550 |
| 46501500 - Inspection Fee | 154,519 | 0 | 0 | 154,519 |
| 46502000 - Resident Maintenance Fee | 574,889 | 0 | 0 | 574,889 |
| Total Fees and Charges for Services to Residents | <u>1,014,958</u> | <u>0</u> | <u>0</u> | <u>1,014,958</u> |
| Laundry | | | | |
| 46005000 - Coin Op Laundry Machine | 209,000 | 0 | 0 | 209,000 |
| Total Laundry | <u>209,000</u> | <u>0</u> | <u>0</u> | <u>209,000</u> |
| Investment Income | | | | |
| 49001000 - Investment Income | 0 | 1,100,000 | 0 | 1,100,000 |
| Total Investment Income | <u>0</u> | <u>1,100,000</u> | <u>0</u> | <u>1,100,000</u> |
| Miscellaneous | | | | |
| 46004500 - Resident Violations | 27,565 | 0 | 0 | 27,565 |
| 44501000 - Additional Occupant Fee | 51,780 | 0 | 0 | 51,780 |
| 44501510 - Lease Processing Fee - Third | 250,000 | 0 | 0 | 250,000 |
| 44502000 - Variance Processing Fee | 2,550 | 0 | 0 | 2,550 |
| 44502500 - Non-Sale Transfer Fee - Third | 3,000 | 0 | 0 | 3,000 |
| 44503520 - Resale Processing Fee - Third | 163,200 | 0 | 0 | 163,200 |
| 44505500 - Hoa Certification Fee | 5,500 | 0 | 0 | 5,500 |
| 44507000 - Golf Cart Electric Fee | 66,000 | 0 | 0 | 66,000 |
| 44507200 - Electric Vehicle Plug-In Fee | 23,000 | 0 | 0 | 23,000 |
| 44507500 - Cartport Space Rental Fee | 4,000 | 0 | 0 | 4,000 |
| 47001500 - Late Fee Revenue | 78,000 | 0 | 0 | 78,000 |
| 47002020 - Collection Administrative Fee - Third | 1,000 | 0 | 0 | 1,000 |
| 47002500 - Collection Interest Revenue | 12,000 | 0 | 0 | 12,000 |
| 47501000 - Recycling | 4,000 | 0 | 0 | 4,000 |
| Total Miscellaneous | <u>691,596</u> | <u>0</u> | <u>0</u> | <u>691,596</u> |
| Total Non-Assessment Revenue | <u>1,915,554</u> | <u>1,100,000</u> | <u>0</u> | <u>3,015,554</u> |
| Expenses: | | | | |
| Employee Compensation | | | | |
| 51011000 - Salaries & Wages - Regular | 3,430,280 | 11,436 | 0 | 3,441,716 |
| 51021000 - Union Wages - Regular | 3,900,698 | 2,022,337 | 27,572 | 5,950,607 |
| 51041000 - Wages - Overtime | 16,616 | 0 | 0 | 16,616 |
| 51051000 - Union Wages - Overtime | 38,753 | 13,967 | 449 | 53,168 |
| 51061000 - Holiday & Vacation | 618,345 | 173,087 | 2,347 | 793,779 |
| 51071000 - Sick | 252,220 | 70,601 | 957 | 323,778 |
| 51091000 - Missed Meal Penalty | 1,948 | 50 | 0 | 1,998 |
| 51101000 - Temporary Help | 35,374 | 0 | 0 | 35,374 |
| Total Employee Compensation | <u>8,294,234</u> | <u>2,291,478</u> | <u>31,325</u> | <u>10,617,037</u> |
| Compensation Related | | | | |
| 52411000 - F.I.C.A. | 621,913 | 174,226 | 2,362 | 798,501 |
| 52421000 - F.U.I. | 7,645 | 2,025 | 26 | 9,697 |
| 52431000 - S.U.I. | 38,979 | 10,126 | 132 | 49,237 |
| 52441000 - Union Medical | 1,336,473 | 564,079 | 7,388 | 1,907,939 |
| 52451000 - Workers' Compensation Insurance | 513,999 | 209,845 | 2,845 | 726,689 |
| 52461000 - Non Union Medical & Life Insurance | 404,133 | 1,467 | 0 | 405,600 |
| 52471000 - Union Retirement Plan | 436,238 | 184,121 | 2,411 | 622,771 |
| 52481000 - Non-Union Retirement Plan | 150,745 | 512 | 0 | 151,257 |
| Total Compensation Related | <u>3,510,125</u> | <u>1,146,401</u> | <u>15,164</u> | <u>4,671,690</u> |
| Materials and Supplies | | | | |
| 53001000 - Materials & Supplies | 499,066 | 162,520 | 2,871 | 664,457 |
| 53003000 - Materials Direct | 338,791 | 697,145 | 34,278 | 1,070,214 |
| 53004000 - Freight | 3,710 | 2,079 | 67 | 5,856 |

**Third Laguna Hills Mutual
Budget Comparison Report by Fund Type
12/31/2025
THIRD LAGUNA HILLS MUTUAL**

| | <u>2025 Budget Operating</u> | <u>2025 Budget Reserves</u> | <u>2025 Budget Restricted</u> | <u>Total</u> |
|---|----------------------------------|---------------------------------|-----------------------------------|--------------|
| Total Materials and Supplies | 841,567 | 861,744 | 37,216 | 1,740,527 |
| Community Events | | | | |
| 53201000 - Community Events | 1,400 | 0 | 0 | 1,400 |
| Total Community Events | 1,400 | 0 | 0 | 1,400 |
| Utilities and Telephone | | | | |
| 53301000 - Electricity | 466,784 | 0 | 0 | 466,784 |
| 53301500 - Sewer | 1,835,292 | 0 | 0 | 1,835,292 |
| 53302000 - Water | 3,392,796 | 0 | 0 | 3,392,796 |
| 53302500 - Trash | 1,671,670 | 14,794 | 257 | 1,686,721 |
| Total Utilities and Telephone | 7,366,542 | 14,794 | 257 | 7,381,593 |
| Legal Fees | | | | |
| 53401500 - Legal Fees | 391,660 | 0 | 0 | 391,660 |
| Total Legal Fees | 391,660 | 0 | 0 | 391,660 |
| Professional Fees | | | | |
| 53402020 - Audit & Tax Preparation Fees - Third | 54,500 | 0 | 0 | 54,500 |
| 53403500 - Consulting Fees | 12,797 | 0 | 0 | 12,797 |
| 53403520 - Consulting Fees - Third | 115,000 | 0 | 0 | 115,000 |
| Total Professional Fees | 182,297 | 0 | 0 | 182,297 |
| Equipment Rental | | | | |
| 53501500 - Equipment Rental/Lease Fees | 8,778 | 41,080 | 480 | 50,338 |
| Total Equipment Rental | 8,778 | 41,080 | 480 | 50,338 |
| Outside Services | | | | |
| 53601000 - Bank Fees | 13,752 | 0 | 0 | 13,752 |
| 53601500 - Credit Card Transaction Fees | 16,000 | 0 | 0 | 16,000 |
| 54603500 - Outside Services CC | 2,252,373 | 10,243,024 | 1,464,000 | 13,959,397 |
| 53704000 - Outside Services | 173,583 | 11,113 | 63 | 184,758 |
| Total Outside Services | 2,455,707 | 10,254,137 | 1,464,063 | 14,173,907 |
| Repairs and Maintenance | | | | |
| 53701000 - Equipment Repair & Maint | 5,022 | 5,559 | 61 | 10,642 |
| 53703000 - Elevator /Lift Maintenance | 404,524 | 0 | 0 | 404,524 |
| Total Repairs and Maintenance | 409,546 | 5,559 | 61 | 415,166 |
| Other Operating Expense | | | | |
| 53801000 - Mileage & Meal Allowance | 4,509 | 240 | 0 | 4,749 |
| 53801500 - Travel & Lodging | 749 | 0 | 0 | 749 |
| 53802000 - Uniforms | 66,535 | 30,614 | 402 | 97,551 |
| 53802500 - Dues & Memberships | 2,250 | 82 | 0 | 2,332 |
| 53803000 - Subscriptions & Books | 1,490 | 0 | 0 | 1,490 |
| 53803500 - Training & Education | 25,999 | 1,224 | 7 | 27,229 |
| 53903000 - Safety | 1,116 | 28 | 0 | 1,144 |
| 54001020 - Board Relations - Third | 10,500 | 0 | 0 | 10,500 |
| 54002000 - Postage | 47,966 | 0 | 0 | 47,966 |
| 54002500 - Filing Fees / Permits | 473 | 50 | 0 | 523 |
| Total Other Operating Expense | 161,589 | 32,236 | 408 | 194,233 |
| Income, Property, and Sales Tax | | | | |
| 54301000 - State & Federal Income Taxes | 0 | 107,312 | 42,688 | 150,000 |
| Total Income, Property, and Sales Tax | 0 | 107,312 | 42,688 | 150,000 |
| Insurance | | | | |
| 54401000 - Hazard & Liability Insurance | 1,249,902 | 0 | 0 | 1,249,902 |
| 54401500 - D&O Liability | 68,436 | 0 | 0 | 68,436 |
| 54402000 - Property Insurance | 7,300,000 | 0 | 0 | 7,300,000 |
| 54403000 - General Liability Insurance | 13,752 | 0 | 0 | 13,752 |
| Total Insurance | 8,632,089 | 0 | 0 | 8,632,089 |

Third Laguna Hills Mutual
Budget Comparison Report by Fund Type
12/31/2025
THIRD LAGUNA HILLS MUTUAL

| | <u>2025 Budget Operating</u> | <u>2025 Budget Reserves</u> | <u>2025 Budget Restricted</u> | <u>Total</u> |
|----------------------------------|----------------------------------|---------------------------------|-----------------------------------|------------------------------|
| Cost Allocations | | | | |
| 54602500 - Allocated Expenses | <u>1,327,474</u> | <u>205,960</u> | <u>3,013</u> | <u>1,536,447</u> |
| Total Cost Allocations | <u>1,327,474</u> | <u>205,960</u> | <u>3,013</u> | <u>1,536,447</u> |
| Uncollectible Accounts | | | | |
| 54602000 - Bad Debt Expense | <u>120,000</u> | <u>0</u> | <u>0</u> | <u>120,000</u> |
| Total Uncollectible Accounts | <u>120,000</u> | <u>0</u> | <u>0</u> | <u>120,000</u> |
| Total Expenses | <u>33,703,007</u> | <u>14,960,700</u> | <u>1,594,676</u> | <u>50,258,384</u> |
| Excess of Revenues Over Expenses | <u><u>(\$31,787,454)</u></u> | <u><u>(\$13,860,700)</u></u> | <u><u>(\$1,594,676)</u></u> | <u><u>(\$47,242,830)</u></u> |

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THIRD LAGUNA HILLS MUTUAL
2025 PLAN
PROGRAMS REPORT

| DESCRIPTION | 2021 | | 2022 | | 2023 | | 2024 | | 2025 | | OUTSIDE SERVICES | | LABOR | | MATERIALS | | HOURS | | Assessment Increase/(Decrease) | | | |
|---|---------|-------------|-------------|-------------|-------------|-------------|-------------|-----------|-------------|--------|------------------|--------|---------|--------|-----------|--------|---------|--------|--------------------------------|--------|----|---|
| | ACTUALS | ACTUALS | ACTUALS | BUDGET | ACTUALS | BUDGET | ACTUALS | BUDGET | ACTUALS | BUDGET | ACTUALS | BUDGET | ACTUALS | BUDGET | ACTUALS | BUDGET | ACTUALS | BUDGET | ACTUALS | BUDGET | \$ | % |
| OPERATING FUND - MAINTENANCE & CONSTRUCTION | | | | | | | | | | | | | | | | | | | | | | |
| 1 PLUMBING SERVICE | | \$716,714 | \$691,819 | \$782,057 | \$786,186 | \$844,762 | \$637,178 | \$87,584 | \$120,000 | 8,500 | \$88,576 | 7% | | | | | | | | | | |
| 914 A791000000 General Plumbing Service | | 598,524 | 583,457 | 615,852 | 605,852 | 649,897 | 0 | 80,062 | 120,000 | 6,000 | 44,045 | 7% | | | | | | | | | | |
| 904 A791000000 General Plumbing Service | | 117,996 | 2,897 | 1,260 | 194 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | | | | | | | | | | |
| 914 A791007919 Leak Investigation | | 117,996 | 105,465 | 164,945 | 180,334 | 194,365 | 187,343 | 7,522 | 0 | 2,500 | 14,531 | 8% | | | | | | | | | | |
| 2 CARPENTRY SERVICE | | \$424,621 | \$535,988 | \$625,276 | \$586,661 | \$592,461 | \$468,591 | \$108,120 | \$17,750 | 7,050 | \$5,800 | 1% | | | | | | | | | | |
| 912 A320010000 Carpentry Service DMO Only | | 415,222 | 456,551 | 536,038 | 558,237 | 572,305 | 473,980 | 98,325 | 15,750 | 6,175 | 14,068 | 3% | | | | | | | | | | |
| 910 A320010000 Carpentry Service DMO Only | | 0 | 0 | 0 | 15,750 | 15,750 | 0 | 0 | 0 | 0 | 0 | 0% | | | | | | | | | | |
| 912 A965900000 Chargeable Service-OPERATING FUND | | 0 | 19,540 | 23,285 | 0 | 0 | (950) | 950 | 0 | 100 | 0 | 0% | | | | | | | | | | |
| 910 A320900000 Carpentry Service-Chargeable-OPERATING FUND | | 0 | 50,391 | 57,532 | 0 | 0 | (8,450) | 8,450 | 0 | 750 | 0 | 0% | | | | | | | | | | |
| 910 A310120000 Lead Abatement - Carpentry Services | | 6,008 | 0 | 0 | 2,625 | 2,000 | 0 | 0 | 2,000 | 0 | (625) | (24)% | | | | | | | | | | |
| 932 A964050000 Support Scaffolding | | 6,008 | 5,698 | 4,680 | 0 | 0 | 0 | 0 | 0 | 0 | (4,988) | (100)% | | | | | | | | | | |
| 917 A917229910 Repair Elevator and Mailroom Tile Floors | | 513 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | | | | | | | | | | |
| 917 A917169916 Vinyl Floor Repairs | | 2,880 | 3,808 | 3,742 | 5,061 | 2,406 | 2,011 | 395 | 0 | 25 | 0 | 0% | | | | | | | | | | |
| 3 PEST CONTROL | | \$366,892 | \$180,881 | \$335,580 | \$377,116 | \$655,000 | \$0 | \$0 | \$655,000 | 0 | \$277,884 | 74% | | | | | | | | | | |
| 910 A310080000 Fumigation- Motel Bills | | 45,528 | 7,758 | 49,676 | 51,616 | 90,000 | 0 | 0 | 90,000 | 0 | 38,384 | 74% | | | | | | | | | | |
| 910 A320050000 Fumigation- Pest Control | | 32,500 | 60,538 | 50,760 | 47,250 | 70,000 | 0 | 0 | 70,000 | 0 | 22,750 | 48% | | | | | | | | | | |
| 910 A320060000 Fumigation- Inspections | | 0 | 0 | 0 | 46,800 | 50,000 | 0 | 0 | 50,000 | 0 | 3,200 | 7% | | | | | | | | | | |
| 910 A320080000 Fumigation- Tenting | | 253,368 | 104,017 | 214,540 | 194,700 | 400,000 | 0 | 0 | 400,000 | 0 | 205,300 | 105% | | | | | | | | | | |
| 910 A310080501 Fumigation - Landscaping | | 35,496 | 8,568 | 20,604 | 36,750 | 45,000 | 0 | 0 | 45,000 | 0 | 8,250 | 22% | | | | | | | | | | |
| 4 FIRE PROTECTION | | \$88,415 | \$142,282 | \$78,254 | \$151,185 | \$154,868 | \$3,339 | \$2,380 | \$149,150 | 60 | \$3,684 | 2% | | | | | | | | | | |
| 400 A400900000 Fire Alarm Inspections for all multi-story buildings | | (240) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | | | | | | | | | | |
| 904 A400900000 Fire Alarm Inspections for all multi-story buildings | | 45,192 | 43,759 | 29,072 | 58,500 | 58,500 | 0 | 0 | 58,500 | 0 | 0 | 0% | | | | | | | | | | |
| 904 A330000000 Fire Extinguisher Service | | 30,178 | 28,338 | 20,034 | 30,650 | 30,650 | 0 | 0 | 30,650 | 0 | 0 | 0% | | | | | | | | | | |
| 904 A330030000 Sprinkler System Service | | 2,349 | 2,835 | 0 | 20,000 | 20,000 | 0 | 0 | 20,000 | 0 | 0 | 0% | | | | | | | | | | |
| 904 A330040000 Standpipe Testing | | 0 | 41,080 | 0 | 8,000 | 8,000 | 0 | 0 | 8,000 | 0 | 0 | 0% | | | | | | | | | | |
| 910 A310010578 Dryer Vent Cleaning | | 5,418 | 19,773 | 21,403 | 26,250 | 30,000 | 0 | 0 | 30,000 | 0 | 3,750 | 14% | | | | | | | | | | |
| 910 A330110000 Chimney Cleaning | | 1,161 | 784 | 1,390 | 2,100 | 2,000 | 0 | 0 | 2,000 | 0 | (100) | (5)% | | | | | | | | | | |
| 913 A380091000 Smoke Detector Repair/Replace | | 4,356 | 5,713 | 6,356 | 5,685 | 5,718 | 3,339 | 2,380 | 0 | 60 | 34 | 1% | | | | | | | | | | |
| 5 ELECTRICAL SERVICE | | \$126,478 | \$16,030 | \$31,511 | \$104,443 | \$99,030 | \$62,702 | \$28,093 | \$8,235 | 1,687 | (\$5,414) | (5)% | | | | | | | | | | |
| 913 A300060000 Electrical Service DMO | | 126,478 | 117,107 | 120,162 | 104,443 | 99,030 | 73,094 | 17,701 | 8,235 | 1,325 | (5,414) | (5)% | | | | | | | | | | |
| 913 A340900000 Resident Maintenance Fees | | 0 | 16,030 | 31,511 | 0 | 0 | (10,392) | 10,392 | 0 | 362 | 0 | 0% | | | | | | | | | | |
| 6 APPLIANCE REPAIRS | | \$84,181 | \$87,868 | \$73,374 | \$115,384 | \$118,869 | \$93,052 | \$25,817 | \$0 | 1,383 | \$3,486 | 3% | | | | | | | | | | |
| 911 A300050000 Miscellaneous Appliance Repairs | | 0 | 57 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | | | | | | | | | | |
| 911 A300100000 Emergency Service Access | | 1,840 | 2,168 | 1,846 | 2,404 | 2,517 | 2,240 | 277 | 0 | 33 | 113 | 5% | | | | | | | | | | |
| 911 A350001401 Washing Machine Repairs | | 71,128 | 75,349 | 64,716 | 86,057 | 90,701 | 70,656 | 20,045 | 0 | 1,050 | 2,644 | 3% | | | | | | | | | | |
| 911 A350001501 Dryer Repairs | | 11,212 | 10,284 | 6,811 | 24,922 | 25,652 | 20,157 | 5,495 | 0 | 300 | 729 | 3% | | | | | | | | | | |
| 7 MISCELLANEOUS REPAIRS BY OUTSIDE SERVICES | | \$39,560 | \$11,079 | \$9,067 | \$30,000 | \$188,000 | \$0 | \$0 | \$188,000 | 0 | \$158,000 | 527% | | | | | | | | | | |
| 910 A310010000 Misc. Repairs by Outside Services | | 27,531 | 10,608 | 9,067 | 30,000 | 30,000 | 0 | 0 | 30,000 | 0 | 0 | 0% | | | | | | | | | | |
| 900 A900250000 QC Inspections - OS | | 0 | 0 | 0 | 0 | 158,000 | 0 | 0 | 158,000 | 0 | 158,000 | 100% | | | | | | | | | | |
| 909 B121327000 Caport 336 | | 3,128 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | | | | | | | | | | |
| 909 Miscellaneous | | 8,901 | 472 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | | | | | | | | | | |
| 8 SOLAR MAINTENANCE | | \$14,348 | \$23,539 | \$50,516 | \$36,000 | \$37,000 | \$0 | \$0 | \$37,000 | 0 | \$1,000 | 3% | | | | | | | | | | |
| 900 A920201707 Third Solar O&M | | 14,348 | 23,539 | 50,516 | 36,000 | 37,000 | 0 | 0 | 37,000 | 0 | 1,000 | 3% | | | | | | | | | | |
| 9 STREET LIGHT MAINTENANCE | | \$0 | \$0 | \$12,946 | \$17,000 | \$20,000 | \$0 | \$0 | \$20,000 | 0 | \$3,000 | 18% | | | | | | | | | | |
| 900 A900220000 Street Light O&M | | 0 | 0 | 12,946 | 17,000 | 20,000 | 0 | 0 | 20,000 | 0 | 3,000 | 18% | | | | | | | | | | |
| TOTAL | | \$1,891,197 | \$1,689,487 | \$1,998,581 | \$2,203,975 | \$2,709,990 | \$1,262,862 | \$251,994 | \$1,195,135 | 18,680 | \$506,015 | 23% | | | | | | | | | | |

Line 9 was moved from Reserves to Operating in 2023.

THIRD LAGUNA HILLS MUTUAL
2025 PLAN
PROGRAMS REPORT

| DESCRIPTION | 2021 | 2022 | 2023 | 2024 | 2025 | OUTSIDE SERVICES | HOURS | Assessment Increase/(Decrease) |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|---------------|--------------------------------|
| | ACTUALS | ACTUALS | ACTUALS | BUDGET | BUDGET | | | |
| OPERATING FUND - GENERAL SERVICES | | | | | | | | |
| 10 JANITORIAL SERVICE | \$979,609 | \$969,445 | \$899,490 | \$904,120 | \$892,778 | \$0 | 19,204 | (\$11,342) (1%) |
| 935 A961001014 Bulky Item Pickup | 67,290 | 66,983 | 26,509 | 0 | 0 | 0 | 0 | 0 (0%) |
| 935 A961010001 Janitorial Svcs - Three-Story Buildings | 783,007 | 771,456 | 777,929 | 777,929 | 789,010 | 0 | 16,770 | (8,919) (1%) |
| 935 A961011002 Janitorial Svcs - Free Standing Laundries | 62,023 | 66,510 | 66,510 | 73,457 | 72,765 | 0 | 1,303 | (693) (1%) |
| 935 A961011004 Janitorial Svcs - Miscellaneous | 21,638 | 19,101 | 14,724 | 14,724 | 14,553 | 0 | 323 | (172) (1%) |
| 935 A961011005 Janitorial Svcs - Brezeways/Common Areas | 19,263 | 19,101 | 30,906 | 24,828 | 23,034 | 0 | 520 | (1,405) (6%) |
| 935 A961011006 Janitorial Svcs - Car Port Cleaning | 26,388 | 26,296 | 24,248 | 13,181 | 12,812 | 0 | 288 | (153) (1%) |
| 11 CONCRETE SERVICE | \$403,056 | \$317,129 | \$386,373 | \$336,286 | \$354,491 | \$0 | 4,169 | \$18,204 5% |
| 936 A962050000 Concrete Repair/Replacement | 363,393 | 277,998 | 342,934 | 323,259 | 340,798 | \$5,795 | 4,000 | 17,539 5% |
| 936 A962070000 Sweeping | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 (0%) |
| 936 A962140000 Masonry | 10,994 | 10,870 | 12,111 | 0 | 0 | 0 | 0 | 0 (0%) |
| 936 A962150000 Chain Link Fence Repair/Replacement | 557 | 580 | 646 | 0 | 0 | 0 | 0 | 0 (0%) |
| 936 A962160000 Graffiti Removal | 557 | 580 | 646 | 348 | 348 | 18 | 5 | (1) (0%) |
| 936 A962190000 Sweeping/Scrubbing Garages | 27,555 | 27,102 | 30,036 | 12,679 | 13,345 | 1,648 | 164 | 666 5% |
| 12 GUTTER CLEANING | \$73,777 | \$144,267 | \$135,528 | \$207,597 | \$58,421 | \$3,068 | 779 | (\$149,176) (72%) |
| 936 A962210000 Gutter Cleaning | 73,777 | 144,267 | 135,528 | 207,597 | 58,421 | 3,068 | 779 | (\$149,176) (72%) |
| 13 WELDING | \$118,439 | \$106,756 | \$98,365 | \$107,821 | \$113,837 | \$6,968 | 1,360 | \$6,016 6% |
| 936 A962350000 Dry Rot Balcony Welding Repairs | 0 | 0 | 646 | 797 | 796 | 136 | 10 | (2) (0%) |
| 936 A962330000 Stair Tread Replacements | 16,778 | 16,232 | 18,086 | 3,486 | 3,825 | 201 | 50 | 339 10% |
| 936 A962120000 Welding | 93,226 | 82,753 | 79,632 | 93,537 | 99,216 | 6,631 | 1,300 | 5,679 6% |
| 936 A310180000 Lead Abatement - Welding | 8,435 | 7,770 | 0 | 10,000 | 10,000 | 0 | 0 | 0 (0%) |
| 14 TRAFFIC CONTROL | \$20,648 | \$18,999 | \$21,334 | \$18,129 | \$19,126 | \$1,004 | 255 | \$997 5% |
| 936 A962020000 Traffic Control | 4,532 | 4,348 | 5,024 | 5,752 | 6,085 | 320 | 80 | 333 6% |
| 936 A962360000 Traffic Paint Program | 8,507 | 8,116 | 9,043 | 7,147 | 7,477 | 393 | 100 | 330 5% |
| 936 A962500000 Sign Replacement | 7,608 | 6,535 | 7,267 | 5,229 | 5,564 | 292 | 75 | 334 6% |
| TOTAL | \$1,595,528 | \$1,556,596 | \$1,541,090 | \$1,573,953 | \$1,438,652 | \$108,886 | 25,767 | (\$135,300) (9%) |

| OPERATING FUND - LANDSCAPE | | | | | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|------------------|--------|--------------------------------|---|
| DESCRIPTION | 2021 | 2022 | 2023 | 2024 | 2025 | OUTSIDE SERVICES | HOURS | Assessment Increase/(Decrease) | |
| | ACTUALS | ACTUALS | ACTUALS | BUDGET | BUDGET | | | \$ | % |
| 15 LANDSCAPE ADMINISTRATION | \$316,948 | \$340,320 | \$362,103 | \$393,940 | \$414,564 | \$3,044 | 0 | \$20,623 5% | |
| 500 Landscape Administration | 316,948 | 340,320 | 362,103 | 393,940 | 414,564 | 0 | 0 | 20,623 5% | |
| 16 NURSERY & COMPOSTING | \$276,053 | \$260,595 | \$234,999 | \$229,670 | \$114,164 | \$6,348 | 1,709 | (\$115,506) (50%) | |
| Nursery | 216,873 | 173,564 | 150,570 | 143,270 | \$57,010 | \$3,170 | 853 | (\$86,259) (60%) | |
| 511 A558001003 - Shrub-Bed Maintenance - Nursery | 211,756 | 740 | 4,844 | 10,031 | 2,198 | 122 | 33 | (7,834) (78%) | |
| 511 A558001004 - Slope Maintenance - Nursery | 3,038 | 0 | 0 | 0 | 0 | 0 | 0 | 0 (0%) | |
| 511 A558001006 - Miscellaneous Employee Training | 2,078 | 3,070 | 1,722 | 1,647 | 1,217 | 68 | 18 | (430) (26%) | |
| 511 A558001007 - Production Work - Nursery | 84,877 | 60,230 | 69,169 | 69,169 | 27,263 | 1,516 | 408 | (41,906) (61%) | |
| 511 A558001008 - Maintenance Work - Nursery | 84,877 | 83,774 | 82,423 | 84,877 | 26,333 | 1,464 | 394 | (36,090) (58%) | |
| 511 A558001009 - Composting Services | 59,180 | 87,032 | 84,429 | 86,401 | \$57,154 | 3,178 | 856 | (\$29,247) (34%) | |
| 511 A559001010 - Recycling Work | 58,661 | 61,162 | 54,669 | 62,160 | 43,155 | 2,399 | 646 | (19,005) (31%) | |
| 511 A559001011 - Yard Maintenance | 0 | 23,346 | 29,151 | 23,743 | 13,695 | 761 | 205 | (10,048) (42%) | |
| 511 A558001006 - Miscellaneous Employee Training | 519 | 1,757 | 179 | 87 | 0 | 0 | 0 | (87) (100%) | |
| 17 GROUNDS MAINTENANCE | \$3,038,923 | \$3,312,857 | \$3,396,367 | \$3,685,393 | \$4,547,751 | \$762,413 | 5 | \$862,358 23% | |
| Shrub-Bed Maintenance | 2,425,477 | 2,526,792 | 2,278,082 | 2,415,157 | 2,674,360 | \$38,430 | 66,675 | 289,223 11% | |
| 530 A551001003 - Shrub-Bed Maintenance - Deadheading (P&W) | 378 | 0 | 41 | 11,488 | 2,766 | 36 | 53 | (8,722) (76%) | |
| 530 A551001007 - Shrub-Bed Maintenance - Fertilizer Application | 176,522 | 335,056 | 759 | 2,927 | 1,742 | 1,059 | 13 | (1,185) (40%) | |
| 530 A551001008 - Slope Maintenance - Fertilizer Application | 1,618,441 | 1,596,372 | 0 | 1,076 | 0 | 0 | 0 | (1,076) (100%) | |
| 530 A551001011 - Shrub-Bed Maintenance - Herbicide Application | 2,021 | 2,558 | 156,624 | 241,934 | 211,640 | 2,785 | 3,676 | (30,294) (13%) | |
| 530 A551001012 - Slope Maintenance - Herbicide Application | 6,776 | 959 | 4,842 | 5,406 | 4,842 | 64 | 90 | (565) (10%) | |
| 530 A551001016 - Shrub-Bed Maintenance - Mulch Distribution | 6,433 | 731 | 96,988 | 199,359 | 190,200 | 2,503 | 3,300 | (9,159) (5%) | |
| 530 A551001020 - Shrub-Bed Maintenance - Pruning/Weeding Cycle | 418,231 | 479,279 | 1,855,882 | 1,854,300 | 2,187,802 | 30,991 | 38,000 | 333,520 18% | |
| 530 A551001021 - Slope Maintenance - Pruning/Weeding Cycle | 1,844 | 5,196 | 20,949 | 20,949 | 24,899 | 328 | 430 | 3,950 19% | |
| 530 A551001023 - Shrub-Bed Maintenance - Re-planting | 72,157 | 58,532 | 17,141 | 65,552 | 24,207 | 318 | 420 | (41,345) (63%) | |
| 530 A551001024 - Slope Maintenance - Re-Planting | 4,131 | 558 | 3,379 | 3,379 | 2,075 | 27 | 36 | (1,304) (39%) | |
| 530 A551001030 - Shrub-Bed Maintenance - Ticket Response (NC W) | 82,390 | 33,189 | 126,262 | 8,785 | 24,207 | 318 | 420 | 15,422 17% | |
| 530 A551901033 - Chargeables | 9,947 | 10,019 | 0 | 0 | 0 | 0 | 0 | 0 (0%) | |
| 530 A551990000 - Grounds Prepaid Resale Work | 6,055 | 769 | 0 | 0 | 0 | 0 | 0 | (0) (0%) | |

THIRD LAGUNA HILLS MUTUAL
2025 PLAN
PROGRAMS REPORT

| | | 2021 | 2022 | 2023 | 2024 | 2025 | OUTSIDE | MATERIALS | LABOR | LABOR | HOURS | Assessment |
|-----|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------|---------------------|
| | DESCRIPTION | ACTUALS | ACTUALS | ACTUALS | BUDGET | BUDGET | SERVICES | | | | | Increase/(Decrease) |
| | | | | | | | | | | | | \$ |
| | | | | | | | | | | | | % |
| | Turf Maintenance | | | | | | | | | | | |
| 530 | A551001005 - Lawn Maintenance - Fertilizer Application | 187,205 | 213,904 | 660,322 | 729,102 | 1,364,520 | \$700,000 | \$16,794 | \$647,726 | \$16,794 | 11,400 | 87% |
| 530 | A551001014 - Lawn Maintenance - Lawn Repair | 2,612 | 736 | 0 | 11,449 | 4,103 | 0 | 2,738 | 1,365 | 2,738 | 27 | (64%) |
| 530 | A551001015 - Lawn Maintenance - Mowing Cycle | 3,308 | 0 | 10,423 | 14,152 | 11,864 | 0 | 5,521 | 6,143 | 5,521 | 109 | (18%) |
| 530 | A551001029 - Lawn Maintenance - Clippings Pick Up--MS | 35 | 0 | 561,721 | 523,740 | 1,224,951 | 700,000 | 6,907 | 518,044 | 6,907 | 9,123 | 134% |
| 530 | A551001036 - Landscape Maintenance - Blowing | 111,586 | 137,977 | 596 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 530 | A551001037 - Lawn Maintenance - Edging | 64,200 | 75,190 | 59,991 | 115,561 | 77,463 | 0 | 1,019 | 76,444 | 1,019 | 1,342 | (33%) |
| 530 | Miscellaneous | 311,868 | 469,255 | 389,465 | 459,540 | 421,897 | \$0 | \$5,551 | \$416,345 | \$5,551 | 7,331 | (8%) |
| 530 | A551001004 - Miscellaneous - Employee Training | 155,484 | 352,113 | 17,107 | 24,329 | 82,939 | 0 | 828 | 62,111 | 828 | 1,095 | 159% |
| 530 | A551001010 - Miscellaneous - General Cleanup | 37,856 | 7,587 | 91,966 | 224,364 | 88,529 | 0 | 1,165 | 87,364 | 1,165 | 1,533 | (61%) |
| 530 | A551001019 - Shrub-Bed Maintenance - Ticket Crew - Tree Nec | 24,773 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 530 | A551001025 - Lawn Maintenance - Root/Slump Removal | 74,320 | 96,785 | 4,882 | 14,867 | 15,908 | 0 | 209 | 15,698 | 209 | 275 | 7% |
| 530 | A551001026 - Tree Maintenance - Storm Cleanup | 19,435 | 12,728 | 147,537 | 38,520 | 94,754 | 0 | 1,966 | 147,428 | 1,966 | 2,600 | 6% |
| 530 | A551001028 - Miscellaneous - Storm Cleanup | 0 | 0 | 0 | 7,434 | 8,991 | 0 | 1,247 | 93,507 | 1,247 | 1,643 | 146% |
| 530 | A551001032 - Wood Splitting (Misc) | 0 | 0 | 0 | 7,434 | 8,991 | 0 | 1,365 | 8,873 | 1,365 | 18 | 21% |
| 530 | A551003018 - Other Dept Assist | 0 | 0 | 0 | 1,383 | 8,785 | 0 | 18 | 8,517 | 18 | 27 | (84%) |
| 530 | Garden Villa | 114,373 | 102,907 | 68,518 | 81,595 | 86,954 | \$0 | \$1,637 | \$85,317 | \$1,637 | 1,500 | 7% |
| 530 | A551001009 - Garden Villa Maintenance - Garden Villa Maintena | 24,312 | 7,895 | 61,029 | 81,595 | 86,954 | 0 | 1,637 | 85,317 | 1,637 | 1,500 | 7% |
| 530 | A551001022 - Miscellaneous - Special Projects--MSO GROUND | 89,847 | 94,567 | 7,197 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 530 | A553001018 - Other Dept Assist | 214 | 445 | 292 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 18 | IRRIGATION | \$1,009,848 | \$1,024,963 | \$9,484,994 | \$1,092,124 | \$997,740 | \$0 | \$149,772 | \$847,968 | \$149,772 | 9,736 | (9%) |
| 540 | A553000000 - Irrigation / Drainage Repair | 121,781 | 136,723 | 16,554 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 540 | A553000001 - Irrigation / Drainage Charge | 7,349 | 8,282 | 9,266 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 540 | A553000002 - Irrigation / Drainage | 148,693 | 109,951 | 100,945 | 83,214 | 158,191 | 0 | 134,623 | 134,623 | 134,623 | 1,537 | (90%) |
| 540 | A553001003 - Shrub-Bed Maintenance - Irrigation (Drainage) | 28,763 | 25,871 | 28,868 | 22,387 | 114,226 | 0 | 17,018 | 97,208 | 17,018 | 1,111 | 90% |
| 540 | A553001004 - Slope Maintenance - Irrigation (Drainage) | 1,514 | 2,797 | 4,470 | 4,858 | 17,039 | 0 | 2,539 | 14,500 | 2,539 | 166 | 25% |
| 540 | A553001005 - Lawn Renovation - Irrigation (Retirot) | 16,820 | 10,838 | 6,891 | 4,22 | 842 | 0 | 716 | 125 | 716 | 8 | 99% |
| 540 | A553001006 - Relandscaping - Irrigation (Retirot) | 13,793 | 13,984 | 9,312 | 22,387 | 2,735 | 0 | 2,327 | 25,600 | 2,327 | 26 | (88%) |
| 540 | A553001007 - Shrub-Bed Maintenance - Irrigation (Retirot) | 2,860 | 2,797 | 8,487 | 20,275 | 30,081 | 0 | 4,482 | 25,600 | 4,482 | 292 | 48% |
| 540 | A553001009 - Lawn Maintenance - Irrigation (Routine) | 379,301 | 356,948 | 344,739 | 449,226 | 283,792 | 0 | 224,492 | 224,492 | 224,492 | 2,564 | (41%) |
| 540 | A553001010 - Shrub-Bed Maintenance - Irrigation (Routine) | 64,086 | 84,080 | 100,366 | 130,311 | 110,016 | 0 | 16,391 | 93,628 | 16,391 | 1,070 | (16%) |
| 540 | A553001011 - Slope Maintenance - Irrigation (Routine) | 3,532 | 4,195 | 4,008 | 9,082 | 6,732 | 0 | 1,003 | 5,729 | 1,003 | 66 | (26%) |
| 540 | A553001012 - Miscellaneous - Employee Training | 14,802 | 11,187 | 9,312 | 9,082 | 19,774 | 0 | 2,946 | 16,828 | 2,946 | 193 | 118% |
| 540 | A553001016 - Slope Renovation - Irrigation (Retirot) | 5,046 | 9,439 | 8,381 | 10,349 | 4,207 | 0 | 627 | 3,581 | 627 | 40 | (59%) |
| 540 | A553001017 - System Check - Irrigation (Routine) | 184,857 | 233,012 | 283,651 | 314,691 | 197,108 | 0 | 167,742 | 167,742 | 167,742 | 1,916 | (37%) |
| 540 | A553001021 - Repair Project - Irrigation | 0 | 0 | 0 | 6,758 | 64,581 | 0 | 9,621 | 54,960 | 9,621 | 627 | 856% |
| 540 | A554001009 - Miscellaneous - Other Department Assistance | 16,652 | 14,858 | 13,223 | 9,082 | 4,207 | 0 | 627 | 3,581 | 627 | 40 | (54%) |
| 540 | A553001022 - Special Project - Irrigation | 0 | 0 | 0 | 4,207 | 4,207 | 0 | 627 | 3,581 | 627 | 40 | 100% |
| 19 | SMALL EQUIPMENT REPAIR | \$233,039 | \$233,928 | \$183,142 | \$235,451 | \$241,494 | \$0 | \$48,850 | \$192,644 | \$48,850 | 2,438 | 3% |
| 550 | Small Equipment Repair | 233,039 | 233,928 | 183,142 | 235,451 | 241,494 | 0 | 48,850 | 192,644 | 48,850 | 2,438 | 3% |
| 560 | PEST CONTROL | \$377,679 | \$391,191 | \$362,143 | \$371,285 | \$440,886 | \$0 | \$59,977 | \$380,909 | \$59,977 | 4,656 | 19% |
| 560 | A555001001 - Pest Control - Ant Control | 42,659 | 24,942 | 24,568 | 26,920 | 38,476 | 0 | 33,241 | 33,241 | 33,241 | 406 | 43% |
| 560 | A555001002 - Pest Control - Bee/Wasp Control | 9,512 | 5,375 | 8,235 | 7,723 | 9,487 | 0 | 8,197 | 8,197 | 8,197 | 100 | 23% |
| 560 | A555001003 - Lawn Renovation - Herbicide Application (Turf PC) | 0 | 47,734 | 0 | 20,226 | 4,919 | 0 | 4,250 | 669 | 4,250 | 52 | (76%) |
| 560 | A555001004 - Pest Control - Other Vertebrate Control | 3,100 | 1,792 | 824 | 736 | 3,426 | 0 | 2,960 | 2,960 | 2,960 | 36 | 366% |
| 560 | A555001007 - Shrub-Bed Maintenance - Pest Control (Gen LS PI | 66,305 | 52,321 | 147,479 | 92,674 | 118,501 | 0 | 16,121 | 102,380 | 16,121 | 1,252 | 28% |
| 560 | A555001008 - Slope Maintenance - Pest Control (Gen LS PC) | 66,305 | 0 | 0 | 2,648 | 2,547 | 0 | 2,201 | 347 | 2,201 | 27 | (4%) |
| 560 | A555001010 - Tree Maintenance - Pest Control (Tree PC) | 564 | 358 | 480 | 441 | 1,933 | 0 | 263 | 1,670 | 263 | 20 | 338% |
| 560 | A555001011 - Laen Maintenance - Pest Control (Tree PC) | 45,942 | 26,877 | 28,960 | 20,226 | 4,919 | 0 | 669 | 4,250 | 669 | 52 | (76%) |
| 560 | A555001012 - Pest Control - RIFA Control | 1,480 | 143 | 206 | 221 | 0 | 0 | 0 | 0 | 0 | 0 | (100%) |
| 560 | A555001013 - Pest Control - Rodent Control | 196,027 | 220,968 | 143,155 | 164,459 | 205,905 | 0 | 28,011 | 177,895 | 28,011 | 2,175 | 25% |
| 560 | A555001014 - Miscellaneous - Employee Training | 12,190 | 10,679 | 8,235 | 6,105 | 8,082 | 0 | 1,099 | 6,982 | 1,099 | 85 | 32% |
| 560 | A555001016 - Miscellaneous - Other Department Assistance | 0 | 0 | 0 | 736 | 5,271 | 0 | 717 | 4,554 | 717 | 56 | 616% |
| 560 | A555001017 - Turf Maintenance - Weed Control | 0 | 0 | 0 | 26,258 | 34,962 | 0 | 4,756 | 30,206 | 4,756 | 369 | 33% |
| 560 | A555001019 - Shrub-Bed Maintenance - Growth Regulator | 0 | 0 | 0 | 1,912 | 2,459 | 0 | 335 | 2,124 | 335 | 26 | 29% |
| 21 | TREE MAINTENANCE | \$2,947 | \$1,193 | \$13,101 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0% |
| | TOTAL | \$5,255,437 | \$5,565,048 | \$5,500,368 | \$6,007,865 | \$6,756,600 | \$3,022,926 | \$1,030,403 | \$5,726,196 | \$1,030,403 | 85,214 | 12% |
| | | | | | | | | | | | | \$748,735 |

THIRD LAGUNA HILLS MUTUAL
2025 PLAN
PROGRAMS REPORT

| DESCRIPTION | | 2021 ACTUALS | | 2022 ACTUALS | | 2023 ACTUALS | | 2024 BUDGET | | 2025 BUDGET | | LABOR | MATERIALS | OUTSIDE SERVICES | HOURS | Assessment Increase/(Decrease) \$ | % |
|---|---|--------------|-------------|--------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|-----------|-----------|------------------|--------|-----------------------------------|--------|
| | | | | | | | | | | | | | | | | | |
| RESERVE FUNDS - MAINTENANCE & CONSTRUCTION | | | | | | | | | | | | | | | | | |
| 22 | BUILDING NUMBERS | \$14,088 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0% |
| 910 | A310100000 Illuminated Building Numbers | 14,088 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 23 | BUILDING STRUCTURES | \$2,091,312 | \$1,809,120 | \$2,403,923 | \$2,300,426 | \$2,486,144 | \$2,486,144 | \$2,300,426 | \$2,486,144 | \$2,300,426 | \$2,486,144 | \$246,734 | \$118,285 | \$2,121,125 | 3,210 | \$185,718 | 8% |
| 910 | A959100000 Building Structures (Maintenance Ops) | 243,317 | 156,823 | 322,379 | 500,000 | 700,000 | 700,000 | 500,000 | 700,000 | 500,000 | 700,000 | 1,673 | 2,600 | 7,000,000 | 20 | 200,000 | 40% |
| 912 | A950210000 Carport Panel Replacements | 11,410 | 4,456 | 6,283 | 10,233 | 4,273 | 10,233 | 10,233 | 4,273 | 10,233 | 1,673 | 2,600 | 0 | 0 | 0 | (5,960) | (58%) |
| 912 | A959120000 Building Structures (Carpentry) | 220,953 | 198,906 | 55,808 | 86,169 | 102,758 | 102,758 | 86,169 | 102,758 | 86,169 | 49,783 | 52,975 | 0 | 0 | 20 | 16,589 | 19% |
| 920 | A959120000 Building Structure Dry Rot | 578,350 | 272,172 | 181,860 | 210,000 | 210,000 | 210,000 | 210,000 | 210,000 | 210,000 | 0 | 0 | 0 | 210,000 | 0 | 0 | 0% |
| 920 | A950050000 Building Structure Replacement (Third) | 198,017 | 329,963 | 455,062 | 350,000 | 150,000 | 150,000 | 350,000 | 150,000 | 150,000 | 0 | 0 | 0 | 150,000 | 0 | (200,000) | (57%) |
| 920 | A950011000 Balcony Inspection | 0 | 0 | 74,328 | 92,495 | 0 | 92,495 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | (92,495) | (100%) |
| 910 | A959120000 Building Structures (Carpentry) | 26,527 | 22,349 | 34,809 | 30,000 | 0 | 30,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | (30,000) | (100%) |
| 917 | A959120000 Building Structures (Carpentry) | 4,716 | 6,455 | 3,389 | 5,710 | 4,495 | 5,710 | 3,389 | 4,495 | 5,710 | 3,260 | 1,235 | 0 | 0 | 40 | (1,216) | (21%) |
| 932 | A959120000 Building Structures (Carpentry) | 1,202 | 10,240 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 920 | A950201705 PARAPET WALL REMOVAL - THIRD | 253,820 | 0 | 0 | 150,000 | 188,000 | 188,000 | 150,000 | 188,000 | 188,000 | 0 | 0 | 0 | 168,000 | 0 | 18,000 | 12% |
| 920 | A950220000 Foundations | 19,142 | 23,575 | 35,872 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 0 | 0 | 0 | 25,000 | 0 | 0 | 0% |
| 910 | A310130000 Lead Abatement - Dry Rot | 1,450 | 540 | 0 | 5,250 | 5,500 | 5,500 | 5,250 | 5,500 | 5,500 | 0 | 0 | 0 | 5,500 | 0 | 250 | 5% |
| 912 | A320100000 Dry Rot Repair - Tickets | 132,533 | 157,813 | 170,867 | 167,944 | 253,493 | 167,944 | 253,493 | 167,944 | 192,018 | 61,475 | 0 | 0 | 0 | 2,500 | 85,550 | 51% |
| 910 | A320100000 Dry Rot Repair - Tickets | 0 | 0 | 0 | 2,625 | 2,625 | 2,625 | 2,625 | 2,625 | 2,625 | 0 | 0 | 0 | 2,625 | 0 | 0 | 0% |
| 909 | A991020000 Moisture Intrusion - Rain Leaks Reserves | 45,284 | 224,620 | 522,891 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 0 | 0 | 0 | 200,000 | 0 | 0 | 0% |
| 909 | A992020000 Moisture Intrusion - Plumbing Leaks Reserves | 2,425,888 | 338,410 | 416,954 | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 | 0 | 0 | 0 | 330,000 | 0 | (20,000) | (6%) |
| 909 | A993020000 Moisture Intrusion - Plumbing Stoppages Reserves | 40,199 | 82,189 | 71,075 | 65,000 | 65,000 | 65,000 | 65,000 | 65,000 | 65,000 | 0 | 0 | 0 | 65,000 | 0 | 0 | 0% |
| 909 | A994020000 Moisture Intrusion - Other Reserves | 71,804 | (19,392) | 52,346 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 0 | 0 | 0 | 0 | 0 | 15,000 | 30% |
| 920 | A962102000 Dry Rot Roof Repair PTP | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 200,000 | 100% |
| 24 | ELECTRICAL SYSTEMS | \$16,588 | \$0 | \$0 | \$30,000 | \$62,000 | \$30,000 | \$30,000 | \$62,000 | \$30,000 | \$0 | \$0 | \$0 | \$62,000 | 0 | \$32,000 | 107% |
| 913 | A950240000 Electrical Panel Maintenance | 16,588 | 0 | 0 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | 0 | 0 | 0 | 30,000 | 0 | 0 | 0% |
| 904 | A950020000 Electrical System Replacement | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 32,000 | 100% |
| 25 | EXTERIOR LIGHTING | \$24,840 | \$14,473 | \$12,062 | \$12,500 | \$12,925 | \$12,500 | \$12,500 | \$12,925 | \$12,500 | \$71 | \$4 | \$4 | \$12,850 | 1 | \$425 | 3% |
| 920 | A910800000 Exterior Lighting | 7,853 | 1,850 | 12,850 | 12,500 | 12,925 | 12,500 | 12,500 | 12,925 | 12,500 | 71 | 4 | 4 | 12,850 | 1 | 425 | 3% |
| 913 | A910800000 Exterior Lighting | 16,987 | 12,623 | (788) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 900 | A910800000 Exterior Lighting | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 26 | FENCING | \$73,009 | \$62,837 | \$75,237 | \$79,602 | \$70,758 | \$79,602 | \$70,758 | \$79,602 | \$70,758 | \$49,783 | \$20,975 | \$20,975 | \$20,975 | 650 | (\$8,844) | (11%) |
| 912 | A950200000 Split Rail Fence Replacements | 73,009 | 62,837 | 75,237 | 79,602 | 70,758 | 79,602 | 70,758 | 79,602 | 70,758 | 49,783 | 20,975 | 20,975 | 20,975 | 650 | (8,844) | (11%) |
| 27 | GARDEN VILLA LOBBY | \$111,882 | \$1,418 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0 | \$0 | 0% |
| 910 | A950260000 Garden Villa Lobby Flooring | 111,882 | 1,418 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 28 | GARDEN VILLA MAILROOM | \$300 | \$285 | \$293 | \$562 | \$577 | \$300 | \$562 | \$577 | \$300 | \$316 | \$261 | \$261 | \$0 | 5 | \$15 | 3% |
| 932 | A950280000 Garden Villa Mailroom - Paint | 300 | 285 | 293 | 562 | 577 | 300 | 562 | 577 | 300 | 316 | 261 | 261 | 0 | 5 | 15 | 3% |
| 29 | GARDEN VILLA REC ROOM | \$7,859 | \$2,759 | \$8,472 | \$65,393 | \$68,109 | \$65,393 | \$68,109 | \$65,393 | \$68,109 | \$1,066 | \$2,043 | \$65,000 | \$65,000 | 15 | \$2,716 | 4% |
| 914 | A790127941 Rec Room Water Heater Replacement | 5,788 | 907 | 2,136 | 3,004 | 3,109 | 3,004 | 3,109 | 3,004 | 1,066 | 2,043 | 0 | 0 | 0 | 15 | 105 | 3% |
| 913 | A790007941 Minor Water Heater Replacement | 0 | 17 | 47 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 910 | A310010332 Rec Room Window Replacement | 0 | 0 | 0 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 0 | 0 | 0 | 60,000 | 0 | 0 | 0% |
| 914 | A790007941 Minor Water Heater Replacement | 1,182 | 1,835 | 319 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 914 | A310090591 Rec Room Heat Pump Replacement | 888 | 0 | 5,971 | 2,389 | 5,000 | 5,000 | 2,389 | 5,000 | 5,000 | 0 | 0 | 0 | 5,000 | 0 | 0 | 0% |
| 30 | GUTTERS | (\$15,844) | \$29,973 | \$67,264 | \$126,486 | \$203,574 | \$126,486 | \$203,574 | \$126,486 | \$203,574 | \$76,974 | \$16,600 | \$16,600 | \$110,000 | 1,000 | \$77,088 | 61% |
| 910 | A9500000000 Gutter Replacement | (44,280) | 5,177 | 5,177 | 66,468 | 93,574 | 66,468 | 93,574 | 66,468 | 93,574 | 76,974 | 16,600 | 16,600 | 0 | 1,000 | 27,088 | 41% |
| 912 | A9500000000 Gutter Replacement | 28,436 | 29,973 | 62,087 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50,000 | 100% |
| 920 | A9621030000 Gutter Screen Installation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 31 | MAILBOXES | \$37,175 | \$2,743 | \$11,811 | \$27,582 | \$27,640 | \$27,582 | \$27,640 | \$27,582 | \$27,640 | \$11,721 | \$16,919 | \$0 | \$0 | 160 | \$58 | 0% |
| 912 | A950180000 LH 21 Mailbox Replacements | 37,160 | 2,743 | 10,349 | 25,774 | 26,084 | 25,774 | 26,084 | 25,774 | 26,084 | 10,459 | 15,625 | 0 | 0 | 136 | 310 | 1% |
| 932 | A950180000 LH 21 Mailbox Replacements | 15 | 0 | 1,463 | 1,809 | 1,557 | 1,809 | 1,557 | 1,809 | 1,557 | 1,263 | 294 | 0 | 0 | 24 | (252) | (14%) |
| 32 | PAINT PROGRAM | \$1,527,920 | \$1,413,218 | \$1,445,812 | \$1,613,075 | \$1,757,800 | \$1,613,075 | \$1,757,800 | \$1,613,075 | \$1,757,800 | \$1,455,329 | \$274,721 | \$27,750 | \$27,750 | 25,900 | \$144,724 | 9% |
| 932 | A971000000 Exterior Paint Program | 1,233,999 | 1,094,433 | 1,146,112 | 1,260,747 | 1,382,772 | 1,260,747 | 1,382,772 | 1,260,747 | 1,382,772 | 67,542 | 18,354 | 0 | 0 | 20,000 | 92,025 | 7% |
| 932 | A971010000 Deck Topcoat Paint Follow-Up | 51,735 | 32,630 | 43,087 | 42,297 | 85,896 | 42,297 | 85,896 | 42,297 | 85,896 | 67,542 | 18,354 | 0 | 0 | 1,200 | 43,599 | 103% |
| 932 | A963008502 Exterior Touch-up | 0 | 9,126 | 11,827 | 52,500 | 20,000 | 52,500 | 20,000 | 52,500 | 20,000 | 0 | 0 | 0 | 20,000 | 0 | (32,500) | (62%) |
| 932 | A963008502 Exterior Touch-up | 167,784 | 201,509 | 172,388 | 173,353 | 218,485 | 173,353 | 218,485 | 173,353 | 196,632 | 21,853 | 0 | 0 | 0 | 3,500 | 45,133 | 28% |
| 910 | A310170000 Lead Abatement Touch-up | 0 | 0 | 0 | 2,625 | 2,500 | 2,625 | 2,500 | 2,625 | 2,500 | 0 | 0 | 0 | 2,500 | 0 | (125) | (5%) |
| 932 | A963010000 Interior Touch-up | 74,402 | 70,419 | 76,304 | 72,897 | 72,897 | 72,897 | 72,897 | 72,897 | 72,897 | 67,543 | 5,354 | 0 | 0 | 1,200 | (3,407) | (4%) |
| 910 | A971030000 Lead Testing and Abatement - Paint Program | 0 | 2,400 | 4,455 | 5,250 | 5,250 | 5,250 | 5,250 | 5,250 | 5,250 | 0 | 0 | 0 | 5,250 | 0 | 0 | 0% |

THIRD LAGUNA HILLS MUTUAL
2025 PLAN
PROGRAMS REPORT

| | DESCRIPTION | 2021 | | 2022 | | 2023 | | 2024 | | 2025 | | OUTSIDE SERVICES | MATERIALS | LABOR | HOURS | Assessment Increase/(Decrease) \$ | % |
|--------------|---|--------------------|--------------------|--------------------|---------------------|---------------------|---------------------|--------------------|------------------|--------------------|---------------|--------------------|-------------|-------|-------|-----------------------------------|---|
| | | ACTUALS | ACTUALS | ACTUALS | ACTUALS | BUDGET | BUDGET | BUDGET | BUDGET | | | | | | | | |
| 33 | PRIOR TO PAINT | \$1,024,160 | \$1,042,713 | \$1,161,592 | \$1,222,353 | \$1,437,584 | \$1,437,584 | \$1,125,334 | \$247,250 | \$65,000 | 14,650 | \$215,231 | 18% | | | | |
| 912 | A981000000 Dry Rot Repairs - Prior-to-Paint | 524,688 | 573,036 | 658,886 | 684,099 | 689,692 | 689,692 | 537,567 | 132,125 | 0 | 7,000 | (14,407) | (2%) | | | | |
| 912 | A981010000 Decking Repairs (Prior to Paint) | 77,504 | 85,958 | 126,879 | 104,882 | 274,279 | 274,279 | 230,504 | 43,775 | 0 | 3,000 | 169,397 | 162% | | | | |
| 910 | A981020000 Lead Testing and Abatement - Prior-to-Paint | 52,546 | 8,312 | 54,942 | 57,750 | 65,000 | 65,000 | 0 | 0 | 65,000 | 0 | 7,250 | 13% | | | | |
| 910 | A981070000 Decking - Breezeaway Common Area | 114,089 | 116,992 | 126,041 | 142,983 | 180,706 | 180,706 | 153,531 | 27,175 | 0 | 2,000 | 37,723 | 26% | | | | |
| 912 | A965186702 Decking - Garden Villa Breezeaway Program | 146,352 | 153,235 | 182,951 | 220,465 | 233,493 | 233,493 | 192,018 | 41,475 | 0 | 2,500 | 13,029 | 6% | | | | |
| 912 | A965326703 Decking - Balcony Repairs | 8,637 | 10,306 | 11,893 | 12,174 | 14,413 | 14,413 | 11,713 | 2,700 | 0 | 150 | 2,240 | 18% | | | | |
| 912 | A965330000 Decking-Balconies 5 Yr Topcoat Prgm | 99,436 | 94,874 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | | | | |
| 914 | A981000000 - Dry Rot Repairs - Prior-to-Paint | 908 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | | | | |
| 34 | PAVING/CONCRETE | \$618,985 | \$423,955 | \$429,521 | \$431,851 | \$80,915 | \$80,915 | \$0 | \$0 | \$80,915 | 0 | (\$350,936) | (81%) | | | | |
| 920 | A920201703 Parkway Concrete Replacements | 106,831 | 0 | 0 | 60,000 | 0 | 0 | 0 | 0 | 0 | 0 | (60,000) | (100%) | | | | |
| 920 | A920180000 Golf Cart Parking and Striping | 7,325 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | | | | |
| 920 | A910940000 Major Asphalt Repairs | 458,273 | 377,898 | 384,882 | 317,975 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | | | | |
| 920 | A962010000 Seal Coat | 45,956 | 46,057 | 44,639 | 53,876 | 80,915 | 80,915 | 0 | 0 | 0 | 0 | (317,975) | (100%) | | | | |
| 35 | ROOFS | \$1,341,440 | \$1,403,246 | \$1,477,360 | \$1,684,823 | \$1,940,618 | \$1,940,618 | \$0 | \$0 | \$1,940,618 | 0 | \$255,795 | 15% | | | | |
| 920 | A910860000 BUR Replacement - PVC Cool Roof | 1,066,482 | 1,087,948 | 1,093,528 | 1,200,000 | 1,388,375 | 1,388,375 | 0 | 0 | 1,388,375 | 0 | 188,375 | 16% | | | | |
| 920 | A910040000 Preventive Roof Maintenance | 66,585 | 76,182 | 74,077 | 46,845 | 34,470 | 34,470 | 0 | 0 | 34,470 | 0 | (12,375) | (26%) | | | | |
| 920 | A910010000 Roof Repairs- Emergency | 99,239 | 122,969 | 133,992 | 130,000 | 202,445 | 202,445 | 0 | 0 | 202,445 | 0 | 72,445 | 56% | | | | |
| 920 | A910865000 OS Roof Replacement - Lightweight Roofs | 109,133 | 116,148 | 117,816 | 250,000 | 257,350 | 257,350 | 0 | 0 | 257,350 | 0 | 7,350 | 3% | | | | |
| 920 | A962101000 Flat Roof Debris Cleanup | 0 | 0 | 57,947 | 57,978 | 0 | 0 | 0 | 0 | 57,978 | 0 | 0 | 0% | | | | |
| 36 | EXTERIOR WALLS | \$29,280 | \$29,994 | \$0 | \$32,400 | \$0 | \$0 | \$0 | \$0 | \$0 | 0 | (\$32,400) | (100%) | | | | |
| 920 | A910855000 Perimeter Wall Shepherds Crook | 29,280 | 29,994 | 0 | 32,400 | 0 | 0 | 0 | 0 | 0 | 0 | (32,400) | (100%) | | | | |
| 37 | WASTE LINE REMEDIATION | \$530,595 | \$617,558 | \$935,789 | \$1,500,000 | \$500,000 | \$500,000 | \$0 | \$0 | \$500,000 | 0 | (\$1,000,000) | (67%) | | | | |
| 38 | WATER LINES - COPPER PIPE REMEDIATION | \$367,397 | \$196,116 | \$196,116 | \$1,000,000 | \$500,000 | \$500,000 | \$0 | \$0 | \$500,000 | 0 | (\$500,000) | (50%) | | | | |
| 39 | PLUMBING REPLACEMENT | \$0 | \$0 | \$0 | \$200,000 | \$700,000 | \$700,000 | \$0 | \$0 | \$700,000 | 0 | \$500,000 | 250% | | | | |
| 914 | A794000000 General Plumbing Replacement | 0 | 0 | 0 | 200,000 | 200,000 | 200,000 | 0 | 0 | 200,000 | 0 | 0 | 0% | | | | |
| 904 | A370160000 Manor/Building Pipe Replacements | 0 | 0 | 0 | 0 | 500,000 | 500,000 | 0 | 0 | 500,000 | 0 | 0 | 100% | | | | |
| 40 | ELEVATORS | \$151,170 | \$89,872 | \$98,680 | \$125,000 | \$205,800 | \$205,800 | \$0 | \$0 | \$205,800 | 0 | \$80,800 | 65% | | | | |
| 920 | A910930000 Elevator Replacement | 151,170 | 89,872 | 98,680 | 125,000 | 205,800 | 205,800 | 0 | 0 | 205,800 | 0 | 0 | 0% | | | | |
| 41 | LAUNDRY COUNTERTOP/FLOOR | \$40,498 | \$14,977 | \$13,411 | \$59,173 | \$42,414 | \$42,414 | \$6,449 | \$5,965 | \$30,000 | 80 | (\$16,758) | (28%) | | | | |
| 917 | A917239923 Laundry Room Floors - 3 Story Buildings | 9,511 | 8,137 | 10,682 | 17,710 | 4,812 | 4,812 | 4,022 | 790 | 30,000 | 50 | (12,686) | (73%) | | | | |
| 910 | A310090592 Abatement for Flooring Replacement | 25,750 | 0 | 0 | 31,563 | 30,000 | 30,000 | 2,427 | 5,175 | 0 | 30 | (1,563) | (5%) | | | | |
| 917 | A917409940 Countertops - Laundry - Third | 5,237 | 6,840 | 2,730 | 7,602 | 7,602 | 7,602 | 2,563 | \$133,937 | \$3,000 | 389 | \$4,907 | 23% | | | | |
| 42 | LAUNDRY APPLIANCES | \$152,921 | \$264,647 | \$266,274 | \$109,593 | \$164,500 | \$164,500 | \$27,563 | \$133,937 | \$3,000 | 389 | \$4,907 | 50% | | | | |
| 914 | A790017941 Laundry Water Heater Replacement | 14,909 | 16,178 | 20,576 | 30,389 | 30,305 | 30,305 | 12,792 | 17,514 | 3,000 | 170 | (84) | (0%) | | | | |
| 914 | A790107941 Water Heater Permits | 0 | 0 | 0 | 2,806 | 3,000 | 3,000 | 0 | 0 | 0 | 0 | 194 | 7% | | | | |
| 911 | A944101506 Laundry Dryer Replacement | 0 | 15,047 | 40,606 | 14,407 | 4,053 | 4,053 | 10,502 | 10,502 | 0 | 60 | 147 | 1% | | | | |
| 911 | A944111406 Laundry Washing Machine Replacement | 45,926 | 60,860 | 109,563 | 61,990 | 116,640 | 116,640 | 10,719 | 105,922 | 0 | 159 | 54,650 | 88% | | | | |
| 911 | J318060000 Coin-Operated Dryers and Laundry Pedestals -OS | 0 | 0 | 1,817 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | | | | |
| 43 | RENEWABLE ENERGY PROJECT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0 | \$0 | 0% | | | | |
| 900 | A950250000 Renewable Energy Plan Consultant | 0 | 0 | 0 | 0 | 50,000 | 50,000 | 0 | 0 | 50,000 | 0 | \$50,000 | 100% | | | | |
| TOTAL | | \$8,145,574 | \$7,419,903 | \$8,603,618 | \$10,620,819 | \$10,311,358 | \$10,311,358 | \$3,001,340 | \$835,960 | \$6,474,058 | 46,060 | (\$309,461) | (3%) | | | | |

RESERVE FUNDS - GENERAL SERVICES

| | DESCRIPTION | 2021 | 2022 | 2023 | 2024 | 2025 | OUTSIDE SERVICES | MATERIALS | LABOR | HOURS | Assessment Increase/(Decrease) \$ | % |
|--------------|---|-----------------|-----------------|-----------------|------------------|------------------|------------------|----------------|-----------------|--------------|-----------------------------------|-----------|
| 44 | PRIOR TO PAINT | \$10,437 | \$10,869 | \$12,112 | \$14,418 | \$15,251 | \$0 | \$1,085 | \$14,166 | 200 | \$833 | 6% |
| 936 | A981030000 PRIOR TO PAINT/DRY ROT BALCONY REP | 10,437 | 10,869 | 12,112 | 14,418 | 15,251 | 0 | 1,085 | 14,166 | 200 | 833 | 6% |
| 45 | PAVING/CONCRETE | \$68,284 | \$69,114 | \$64,678 | \$82,343 | \$86,839 | \$0 | \$8,587 | \$78,252 | 1,100 | \$4,496 | 5% |
| 936 | A962000000 Gen. Maintenance & Street Repairs | 8,350 | 8,136 | 9,043 | 10,783 | 11,452 | 0 | 743 | 10,708 | 150 | 668 | 6% |
| 936 | A962040000 Asphalt Repairs | 29,478 | 38,384 | 31,574 | 46,532 | 49,033 | 0 | 6,365 | 42,668 | 600 | 2,500 | 5% |
| 936 | A962090000 Main Line Repair | 5,567 | 5,362 | 5,975 | 7,247 | 7,577 | 0 | 493 | 7,084 | 100 | 330 | 5% |
| 936 | A962070000 Sweeping | 11,112 | 2,754 | 3,068 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 936 | A962700000 Crack Filling | 13,478 | 13,479 | 15,018 | 17,780 | 18,778 | 0 | 986 | 17,792 | 250 | 998 | 6% |
| 46 | EXTERIOR WALLS | \$5,600 | \$0 | \$0 | \$24,150 | \$24,150 | \$0 | \$0 | \$24,150 | 0 | \$0 | 0% |
| 936 | A910840000 Common Wall Replacement | 0 | 0 | 0 | 10,000 | 10,000 | 0 | 0 | 0 | 0 | 0 | 0% |
| 936 | A910850000 Perimeter Wall Replacement | 5,600 | 0 | 0 | 14,150 | 14,150 | 0 | 0 | 14,150 | 0 | 0 | 0% |
| TOTAL | | \$84,321 | \$79,983 | \$76,791 | \$120,911 | \$126,240 | \$24,150 | \$9,672 | \$92,418 | 1,300 | \$5,329 | 4% |

THIRD LAGUNA HILLS MUTUAL
2025 PLAN
PROGRAMS REPORT

| DESCRIPTION | 2021 | | 2022 | | 2023 | | 2024 | | 2025 | | OUTSIDE SERVICES | HOURS | Assessment | | |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|-----------------|--------------------|---------------------|------------------|------------------|-------|------------|---|--|
| | ACTUALS | ACTUALS | ACTUALS | ACTUALS | BUDGET | BUDGET | BUDGET | BUDGET | Increase/(Decrease) | % | | | \$ | % | |
| RESERVE FUNDS - LANDSCAPE | | | | | | | | | | | | | | | |
| 47 LANDSCAPE MODERNIZATION | | | | | | | | | | | | | | | |
| 530 A551001027 - Slope Maintenance Outsourced | \$422,111 | \$614,885 | \$455,935 | \$2,322,587 | \$2,949,437 | \$5,012 | \$878 | \$2,843,547 | 57 | \$626,850 | 27% | | | | |
| 540 A553001014 - Turf Reduction Irrigation | 10,363 | 9,632 | 7,403 | 25,423 | 0 | 0 | 0 | 0 | 0 | (25,423) | (100%) | | | | |
| 510 A390000000 Landscape - Prior to Paint - OS | 13,825 | 8,216 | 16,017 | 4,435 | 5,890 | 5,012 | 878 | 0 | 57 | 1,455 | 33% | | | | |
| 510 A553704000 Landscape Renovation | 0 | 0 | 0 | 1,750,000 | 2,322,228 | 0 | 0 | 2,322,228 | 0 | 572,228 | 33% | | | | |
| 530 A553704000 Landscape Revitalization | (65,506) | 391,504 | (59,134) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | | | | |
| 530 A553705000 Landscape Renovation Slopes | 483,630 | 205,534 | 491,650 | 542,730 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | | | | |
| 48 IMPROVEMENT & RESTORATION | \$117,920 | \$109,797 | \$123,918 | \$195,858 | \$283,518 | \$274,034 | \$9,484 | \$0 | 4,465 | \$87,660 | 45% | | | | |
| 510 A553701100 Relandscape - Site Preparation | 0 | 2,923 | 9,874 | 13,205 | 28,508 | 27,365 | 1,143 | 0 | 0 | 15,303 | 116% | | | | |
| 510 A553701102 Turf Reduction - Hardscape | 0 | 1,620 | 0 | 3,562 | 3,103 | 3,032 | 71 | 0 | 50 | (459) | (13%) | | | | |
| 510 A553702102 Relandscape - Planting | 32,782 | 9,477 | 11,816 | 30,475 | 24,905 | 24,333 | 572 | 0 | 400 | (5,570) | (18%) | | | | |
| 510 A553702103 Relandscape - Irrigation | 16,034 | 8,172 | 3,741 | 22,876 | 31,110 | 30,396 | 714 | 0 | 500 | 8,234 | 36% | | | | |
| 510 A553702203 Turf Reduction - Planting | 24,955 | 25,016 | 5,789 | 30,475 | 15,555 | 15,198 | 357 | 0 | 250 | (14,920) | (49%) | | | | |
| 510 A553702200 Turf Reduction - Site Preparation | 0 | 18,713 | 10,894 | 25,409 | 12,452 | 12,166 | 286 | 0 | 200 | (12,957) | (51%) | | | | |
| 510 A553702204 Turf Reduction - Irrigation | 9,013 | 20,356 | 2,883 | 24,143 | 15,555 | 15,198 | 357 | 0 | 250 | (8,587) | (36%) | | | | |
| 510 A557001004 Mulch Distribution | 7,711 | 16,538 | 3,015 | 34,314 | 34,213 | 33,428 | 786 | 0 | 550 | (1,011) | (0%) | | | | |
| 510 A557001007 Other Department Assist (Misc) | 7,285 | 0 | 0 | 0 | 1,572 | 1,536 | 36 | 0 | 25 | 1,572 | 100% | | | | |
| 510 A557001008 Replanting - Ticket Response | 19,535 | 6,622 | 75,038 | 5,066 | 37,275 | 36,419 | 856 | 0 | 600 | 32,209 | 636% | | | | |
| 510 A557001016 Miscellaneous - Employee Training | 605 | 361 | 868 | 1,268 | 3,103 | 3,032 | 71 | 0 | 50 | 1,835 | 145% | | | | |
| 511 A558001009 Plant Material for Land Improvements | 0 | 0 | 0 | 0 | 76,166 | 71,931 | 4,235 | 0 | 1,140 | 76,166 | 100% | | | | |
| 49 TREE MAINTENANCE | \$843,160 | \$965,034 | \$888,273 | \$980,188 | \$1,182,835 | \$377,895 | \$3,671 | \$801,269 | 3,788 | \$202,647 | 21% | | | | |
| 570 A553703005 Ticket Response (Off Sched) | 137,264 | 79,449 | 1,235 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | | | | |
| 570 A553703007 Miscellaneous - Employee Training | 3,655 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | | | | |
| 570 A553703003 Tree Maintenance - Off Schedule | 5,000 | 385,543 | 310,088 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | | | | |
| 570 A553703004 Tree Maintenance - Scheduled Tree Work | 687,285 | 459,777 | 497,717 | 503,120 | 801,269 | 0 | 0 | 801,269 | 0 | 298,149 | 59% | | | | |
| 570 A554001001 Relandscaping - Brush Grinding | 0 | 0 | 5,368 | 6,360 | 7,577 | 7,504 | 73 | 0 | 75 | 1,217 | 19% | | | | |
| 570 A554001003 Tree Maintenance - Off Schedule Tree Work | 0 | 0 | 0 | 262,494 | 265,384 | 262,831 | 2,553 | 0 | 2,635 | 2,890 | 1% | | | | |
| 570 A554001005 Tree Maintenance - Ticket Response | 0 | 0 | 0 | 87,498 | 10,103 | 10,006 | 97 | 0 | 100 | (77,395) | (88%) | | | | |
| 570 A557001019 Miscellaneous - Other Department Assistance Total | 8,957 | 30,187 | 32,730 | 7,814 | 30,215 | 29,924 | 291 | 0 | 300 | 22,401 | 287% | | | | |
| 570 A554001006 Tree Maintenance - Stump Grinding | 0 | 0 | 32,156 | 26,713 | 60,710 | 60,126 | 584 | 0 | 603 | 33,997 | 127% | | | | |
| 570 A554001007 Miscellaneous - Employee Training | 800 | 10,078 | 8,979 | 5,815 | 7,577 | 7,504 | 73 | 0 | 75 | 1,762 | 30% | | | | |
| TOTAL | \$1,383,193 | \$1,689,717 | \$1,468,126 | \$3,498,633 | \$4,415,790 | \$656,941 | \$14,033 | \$3,744,816 | 8,310 | \$917,157 | 26% | | | | |

THIRD LAGUNA HILLS MUTUAL
2025 PLAN
PROGRAMS REPORT

| DESCRIPTION | 2021 | 2022 | 2023 | 2024 | 2025 | OUTSIDE SERVICES | HOURS | Assessment Increase/(Decrease) | |
|---|--------------------|------------------|--------------------|--------------------|--------------------|------------------|------------|--------------------------------|------------|
| | ACTUALS | ACTUALS | ACTUALS | BUDGET | BUDGET | | | | \$ |
| DISASTER FUND - MAINTENANCE & CONSTRUCTION | | | | | | | | | |
| 50 MOISTURE INTRUSION - RAIN LEAKS | \$253,951 | \$242,184 | \$545,258 | \$220,000 | \$220,000 | \$0 | 0 | \$0 | 0% |
| 909 A991000000 - OS | 253,951 | 242,184 | 545,258 | 220,000 | 220,000 | 0 | 0 | 0 | 0% |
| 51 MOISTURE INTRUSION - PLUMBING LEAKS | \$614,090 | \$183,156 | \$844,881 | \$650,000 | \$800,000 | \$0 | 0 | \$150,000 | 23% |
| 909 A992000000 - OS | 1,237,850 | 180,544 | 844,881 | 650,000 | 800,000 | 0 | 0 | 150,000 | 23% |
| 909 Miscellaneous | (623,760) | 2,612 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 52 MOISTURE INTRUSION - PLUMBING STOPPAGES | \$118,104 | \$141,150 | \$197,739 | \$80,000 | \$152,000 | \$0 | 0 | \$72,000 | 90% |
| 909 A993000000 - OS | 118,104 | 141,150 | 197,739 | 80,000 | 152,000 | 0 | 0 | 72,000 | 90% |
| 53 MOISTURE INTRUSION - MISCELLANEOUS | \$14,507 | \$49,599 | \$62,836 | \$50,000 | \$42,000 | \$0 | 0 | (\$8,000) | (16%) |
| 909 A994000000 - OS | 14,507 | 49,599 | 62,836 | 50,000 | 42,000 | 0 | 0 | (8,000) | (16%) |
| 54 DAMAGE RESTORATION SERVICES | \$217,829 | \$162,802 | \$41,956 | \$50,280 | \$29,384 | \$23,009 | 300 | (\$20,896) | (42%) |
| 912 A300080000 | 43,514 | 36,043 | 41,956 | 50,280 | 29,384 | 23,009 | 300 | (20,896) | (42%) |
| 925 A310060061 | (21,185) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 925 Various Historical Jobs | 140,842 | 126,759 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 909 Miscellaneous | 54,858 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$1,218,480 | \$778,890 | \$1,692,671 | \$1,050,280 | \$1,243,384 | \$6,375 | 300 | \$193,104 | 18% |

| DISASTER FUND - LANDSCAPE | | | | | | | | | |
|---|------------------|-----------------|------------------|------------------|------------------|------------|----------|------------|-----------|
| 55 FIRE RISK MANAGEMENT | \$106,597 | \$83,108 | \$150,309 | \$180,000 | \$180,000 | \$0 | 0 | \$0 | 0% |
| 530 A551001052 - Landscape Risk Fire Management | 83,367 | 83,108 | 150,309 | 180,000 | 180,000 | 0 | 0 | 0 | 0% |
| 540 A551001052 - Landscape Risk Fire Management | 23,230 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$106,597 | \$83,108 | \$150,309 | \$180,000 | \$180,000 | \$0 | 0 | \$0 | 0% |

| DISASTER FUND - FINANCIAL SERVICES | | | | | | | | | |
|---|------------------|--------------------|------------|------------|------------|------------|----------|------------|-----------|
| 56 INSURANCE PREMIUMS | \$918,432 | \$1,931,334 | \$0 | \$0 | \$0 | \$0 | 0 | \$0 | 0% |
| 350 54401000 - Hazard & Liability Insurance | 107,315 | 16,313 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 350 54401500 - D&O Liability | 16,218 | 6,897 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 350 54402000 - Property Insurance | 794,899 | 1,908,124 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$918,432 | \$1,931,334 | \$0 | \$0 | \$0 | \$0 | 0 | \$0 | 0% |

| GARDEN VILLA REC ROOM FUND - MAINTENANCE & CONSTRUCTION | | | | | | | | | |
|--|-----------------|-----------------|-----------------|-----------------|------------------|-----------------|------------|-----------------|------------|
| 57 GARDEN VILLA RECREATION ROOMS | \$71,247 | \$70,118 | \$94,246 | \$97,502 | \$128,604 | \$27,830 | 411 | \$31,102 | 32% |
| 910 A310050000 - GV Rec Room Misc. Services | 38,852 | 55,386 | 51,434 | 57,750 | 70,000 | 0 | 0 | 12,250 | 21% |
| 912 A320090000 Carpentry Service Garden Villa Interior | 965 | 8 | 3,721 | 5,498 | 5,640 | 3,765 | 50 | 142 | 3% |
| 911 A3501100000 Appliance PW Garden Villa Rec Rooms | 81 | 0 | 301 | 566 | 582 | 320 | 5 | 16 | 3% |
| 911 A350120000 Appliance Replc. Garden Villa Rec Rooms | 726 | 0 | 301 | 343 | 359 | 40 | 5 | 16 | 3% |
| 913 A340090000 Electrical Service Garden Villa Interior | 0 | 0 | 584 | 734 | 754 | 568 | 10 | 21 | 3% |
| 914 A370090000 Repair/Replace Garden Villa Rec Rooms | 1,378 | 0 | 466 | 837 | 904 | 533 | 6 | 67 | 8% |
| 914 A792000000 Plumbing Service Garden Villa Interior | 0 | 0 | 2,798 | 3,828 | 3,849 | 2,931 | 40 | 21 | 1% |
| 917 A917259925 Replace Vinyl Floors in GV Rec Rooms | 4,128 | 0 | 1,687 | 0 | 0 | 6,033 | 75 | 337 | 3% |
| 917 A917270000 Recreation Room Refurbishment | 1,102 | 4,157 | 10,463 | 11,131 | 11,468 | 832 | 10 | 906 | 92% |
| 917 A917290000 Garden Villa Replacements | 1,693 | 0 | 1,646 | 987 | 1,892 | 0 | 0 | 0 | 0% |
| 917 A917510000 Refrigerator Install/Replacement | 2,030 | 2,759 | 6,487 | 800 | 800 | 0 | 0 | 0 | 0% |
| 917 A917520000 Range Install/Replacement | 2,248 | 1,122 | 2,326 | 1,023 | 2,500 | 0 | 0 | 5,202 | 289% |
| 917 A917530000 Microwave Install/Replacement | 3,404 | 5,378 | 3,905 | 964 | 7,102 | 2,427 | 30 | 1,477 | 144% |
| 917 A917560000 Faucet Install/Replacement | 445 | 0 | 0 | 300 | 300 | 4,675 | 0 | 6,138 | 637% |
| 917 A917560000 Sink Install/Replacement | 14,194 | 1,308 | 8,129 | 10,944 | 15,452 | 10,100 | 180 | 4,508 | 41% |
| 932 A963076501 Garden Villa Interior Touchup | | | | | | | | | |
| TOTAL | \$71,247 | \$70,118 | \$94,246 | \$97,502 | \$128,604 | \$27,830 | 411 | \$31,102 | 32% |

| | | | | | | | | | |
|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------|--------------------|--|
| GRAND TOTAL | \$20,670,006 | \$20,864,184 | \$21,125,800 | \$25,353,938 | \$27,310,618 | \$12,110,362 | 186,042 | \$1,956,681 | |
|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------|--------------------|--|

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DEFINITION OF FUNDS

RESERVE FUNDS

REPLACEMENT RESERVE FUND

This fund was established at the original construction of the mutual. The purpose of the reserve fund is to provide for repair, restoration, replacement or maintenance of structural elements and mechanical equipment within the mutual, including, but not limited to, building structures, plumbing, roofs, paving and walls.

| <i>Fund</i> | <i>Year</i> | <i>Beginning Balance</i> | <i>Interest (Net of Taxes)</i> | <i>Contributions</i> | <i>Assessment PMPM</i> | <i>Planned Expenditures*</i> | <i>ENDING BALANCE</i> |
|--------------------------------|-------------|--------------------------|------------------------------------|----------------------|----------------------------|----------------------------------|---------------------------|
| REPLACEMENT RESERVE FUND | 2024 | \$ 20,393,302 | \$ 1,101,012 | \$ 11,422,944 | \$ 156.00 | \$ (13,568,200) | \$ 19,349,058 |
| | 2025 | \$ 19,349,058 | \$ 466,297 | \$ 12,437,463 | \$ 169.86 | \$ (14,440,674) | \$ 17,812,144 |
| | 2026 | \$ 17,812,144 | \$ 390,692 | \$ 14,379,968 | \$ 196.38 | \$ (19,511,493) | \$ 13,071,311 |
| | 2027 | \$ 13,071,311 | \$ 310,928 | \$ 16,613,848 | \$ 226.89 | \$ (18,574,678) | \$ 11,421,409 |
| | 2028 | \$ 11,421,409 | \$ 328,459 | \$ 19,109,586 | \$ 260.97 | \$ (16,446,286) | \$ 14,413,168 |
| | 2029 | \$ 14,413,168 | \$ 391,382 | \$ 22,063,893 | \$ 301.32 | \$ (20,402,159) | \$ 16,466,284 |

**Planned expenditures may differ from the contracted reserve study based on budget submitted and projections; planned income taxes are presented in the Interest column.*

ELEVATOR REPLACEMENT RESERVE FUND

This fund was established in the 1978 Business Plan and only manors located within buildings containing common elevators contributed to this fund. The board adopted Resolution M3-97-10, which changed this from a surcharge to a shared cost for all members of the mutual effective January 1, 1998. The purpose of this fund is to provide for repair, restoration, replacement or maintenance of elevator components, including, but not limited to, cab doors, buttons and refurbishment, controllers, hoist way doors, hydraulic cylinders and pit water proofing.

| <i>Fund</i> | <i>Year</i> | <i>Beginning Balance</i> | <i>Interest (Net of Taxes)</i> | <i>Contributions</i> | <i>Assessment PMPM</i> | <i>Planned Expenditures*</i> | <i>ENDING BALANCE</i> |
|--|-------------|--------------------------|------------------------------------|----------------------|----------------------------|----------------------------------|---------------------------|
| ELEVATOR REPLACEMENT RESERVE FUND | 2024 | \$ 3,000,300 | \$ 113,431 | \$ 366,120 | \$ 5.00 | \$ (125,000) | \$ 3,354,851 |
| | 2025 | \$ 3,354,851 | \$ 83,871 | \$ 366,120 | \$ 5.00 | \$ (205,800) | \$ 3,599,042 |
| | 2026 | \$ 3,599,042 | \$ 89,976 | \$ 366,120 | \$ 5.00 | \$ (111,158) | \$ 3,943,980 |
| | 2027 | \$ 3,943,980 | \$ 98,600 | \$ 366,120 | \$ 5.00 | \$ (114,493) | \$ 4,294,207 |
| | 2028 | \$ 4,294,207 | \$ 107,355 | \$ 366,120 | \$ 5.00 | \$ (117,928) | \$ 4,649,754 |
| | 2029 | \$ 4,649,754 | \$ 116,244 | \$ 366,120 | \$ 5.00 | \$ (121,465) | \$ 5,010,653 |

**Planned income taxes are presented in the Interest column.*



LAUNDRY REPLACEMENT RESERVE FUND

This fund was one of the first funds established by the mutual. Only manors originally built to be served by mutual-owned laundry facilities contribute to this fund. As part of the 2019 business plan approval, this fund was changed from a surcharge to a shared cost for all members of the mutual effective January 1, 2019. The purpose of this fund is to provide for repair, restoration, replacement or maintenance of equipment in common laundry facilities, including, but not limited to, washers, dryers, water heaters and plumbing fixtures.

| <i>Fund</i> | <i>Year</i> | <i>Beginning Balance</i> | <i>Interest (Net of Taxes)</i> | <i>Contributions</i> | <i>Assessment PMPM</i> | <i>Planned Expenditures*</i> | <i>ENDING BALANCE</i> |
|---|-------------|--------------------------|------------------------------------|----------------------|----------------------------|----------------------------------|---------------------------|
| LAUNDRY REPLACEMENT RESERVE FUND | 2024 | \$ 309,143 | \$ 16,438 | \$ 146,448 | \$ 2.00 | \$ (166,569) | \$ 305,460 |
| | 2025 | \$ 305,460 | \$ 7,636 | \$ 146,448 | \$ 2.00 | \$ (206,914) | \$ 252,630 |
| | 2026 | \$ 252,630 | \$ 6,316 | \$ 146,448 | \$ 2.00 | \$ (83,170) | \$ 322,225 |
| | 2027 | \$ 322,225 | \$ 8,056 | \$ 146,448 | \$ 2.00 | \$ (86,653) | \$ 390,075 |
| | 2028 | \$ 390,075 | \$ 9,752 | \$ 219,672 | \$ 3.00 | \$ (103,848) | \$ 515,650 |
| | 2029 | \$ 515,650 | \$ 12,891 | \$ 219,672 | \$ 3.00 | \$ (116,855) | \$ 631,359 |

**Planned income taxes are presented in the Interest column.*

RESTRICTED FUNDS

DISASTER FUND

This fund is used for the repair or replacement of mutual assets damaged by uninsured or unexpected disasters in addition to providing for certain insurance premiums as directed by the board. This fund may also be used for write-offs of uncollectible accounts according to original definition of the general operating fund. This fund is not required by civil code and is not included in the reserve plan calculations.

| <i>Fund</i> | <i>Year</i> | <i>Beginning Balance</i> | <i>Interest (Net of Taxes)</i> | <i>Contributions</i> | <i>Assessment PMPM</i> | <i>Planned Expenditures*</i> | <i>ENDING BALANCE</i> |
|------------------|-------------|--------------------------|------------------------------------|----------------------|----------------------------|----------------------------------|---------------------------|
| DISASTER FUND | 2024 | \$ 5,439,495 | \$ 206,796 | \$ 1,830,600 | \$ 25.00 | \$ (1,901,596) | \$ 5,575,295 |
| | 2025 | \$ 5,575,295 | \$ 223,012 | \$ 844,273 | \$ 11.53 | \$ (1,423,384) | \$ 5,219,196 |
| | 2026 | \$ 5,219,196 | \$ 182,672 | \$ 1,830,600 | \$ 25.00 | \$ (1,466,000) | \$ 5,766,468 |
| | 2027 | \$ 5,766,468 | \$ 144,162 | \$ 1,830,600 | \$ 25.00 | \$ (1,510,000) | \$ 6,231,230 |
| | 2028 | \$ 6,231,230 | \$ 155,781 | \$ 1,830,600 | \$ 25.00 | \$ (1,555,000) | \$ 6,662,611 |
| | 2029 | \$ 6,662,611 | \$ 166,565 | \$ 1,830,600 | \$ 25.00 | \$ (1,602,000) | \$ 7,057,776 |

**Planned income taxes are presented in the Interest column.*



UNAPPROPRIATED EXPENDITURES FUND

In 1977, Resolution No. 696 established the supplemental appropriations fund. The fund name was changed to the unappropriated expenditures fund in 1991. This contingency fund is used for significant expenditures not otherwise identified in the business plan. This fund is not required by civil code and is not included in the reserve plan calculations.

| <i>Fund</i> | <i>Year</i> | <i>Beginning Balance</i> | <i>Interest (Net of Taxes)</i> | <i>Contributions*</i> | <i>Assessment PMPM</i> | <i>Planned Expenditures**</i> | <i>ENDING BALANCE</i> |
|---|-------------|--------------------------|------------------------------------|-----------------------|----------------------------|-----------------------------------|---------------------------|
| UNAPPROPRIATED EXPENDITURES FUND | 2024 | \$ 3,649,618 | \$ 50,664 | \$ 2,396,297 | \$ 25.47 | \$ (165,315) | \$ 5,931,264 |
| | 2025 | \$ 5,931,264 | \$ 148,282 | \$ 0 | \$ 0 | \$ (250,000) | \$ 5,829,546 |
| | 2026 | \$ 5,829,546 | \$ 145,739 | \$ 585,792 | \$ 8.00 | \$ (258,000) | \$ 6,303,077 |
| | 2027 | \$ 6,303,077 | \$ 157,577 | \$ 585,792 | \$ 8.00 | \$ (266,000) | \$ 6,780,446 |
| | 2028 | \$ 6,780,446 | \$ 169,511 | \$ 585,792 | \$ 8.00 | \$ (274,000) | \$ 7,261,749 |
| | 2029 | \$ 7,261,749 | \$ 181,544 | \$ 585,792 | \$ 8.00 | \$ (282,000) | \$ 7,747,085 |

**Contributions for 2024 include a 2023 operating surplus transfer of \$531,282.*

***The UEF fund has no planned expenditures. This amount is included as a contingency.*

GARDEN VILLA RECREATION ROOM FUND

Surcharge fund: Only manors located within the 53 Garden Villa buildings contribute to this fund. The replacement reserve-villa furnishings fund was established in 1975 for the replacement of furnishings in the Garden Villa buildings. Several policy changes were made through the years regarding the fund name and usage. On September 19, 1995, the board of directors adopted Resolution M3-95-82 approving a fund name of Garden Villa recreation room fund. The purpose of this fund is to provide for all expenditures in the recreation rooms of Garden Villa buildings (repairs, replacements and preventive maintenance), other than janitorial services. On June 16, 2009 the board directed that water heater and heat pump components previously paid from this fund will be paid from the replacement fund. This fund is not required by civil code and is not included in the reserve plan calculations.

| <i>Fund</i> | <i>Year</i> | <i>Beginning Balance</i> | <i>Interest (Net of Taxes)</i> | <i>Contributions</i> | <i>Assessment PMPM</i> | <i>Planned Expenditures*</i> | <i>ENDING BALANCE</i> |
|--|-------------|--------------------------|------------------------------------|----------------------|----------------------------|----------------------------------|---------------------------|
| SURCHARGE: GARDEN VILLA REC ROOM FUND | 2024 | \$ 113,559 | \$ 4,202 | \$ 96,876 | \$ 6.50 | \$ (97,502) | \$ 117,135 |
| | 2025 | \$ 117,135 | \$ 2,928 | \$ 96,876 | \$ 6.50 | \$ (128,604) | \$ 88,335 |
| | 2026 | \$ 88,335 | \$ 2,208 | \$ 104,328 | \$ 7.00 | \$ (83,865) | \$ 111,007 |
| | 2027 | \$ 111,007 | \$ 2,775 | \$ 111,780 | \$ 7.50 | \$ (84,357) | \$ 141,205 |
| | 2028 | \$ 141,205 | \$ 3,530 | \$ 119,232 | \$ 8.00 | \$ (86,888) | \$ 177,080 |
| | 2029 | \$ 177,080 | \$ 4,427 | \$ 126,684 | \$ 8.50 | \$ (89,494) | \$ 218,697 |

**Planned income taxes are presented in the Interest column.*

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STAFF REPORT

DATE: September 17, 2024
FOR: Board of Directors
SUBJECT: 2025 Reserve Funding Plan – Version 4

RECOMMENDATION

Staff recommends the Board approve the 2025 Reserves Funding Plan Resolution (Attachment 1).

BACKGROUND

Reserves provide the funding necessary to maintain, repair, replace, or restore major common-area components. Civil Code § 5570 requires specific reserve funding disclosure statements for associations. Third contracts with a vendor to conduct a reserve study and provide required disclosures.

DISCUSSION

As part of the reserve study, assessments and other contributions to replacement reserves were projected to ensure balances will be sufficient at the end of each year to meet the association's obligations for repair and/or replacement of major components during the next 30 years. A reserve study was conducted and the attached reserve funding plan (Attachment 2) meets the requirements.

FINANCIAL ANALYSIS

To adequately plan for future expenditures, the Board should adopt the attached 30-Year Funding Plan that projects contributions and disbursements to the Reserve Fund over the next 30 years. Based on the funding plans included in the reserves study, the contribution to the Reserve Fund is proposed to increase from \$163.00 to \$176.86 or \$13.86 per manor per month in 2025.

Prepared By: Jose Campos, Assistant Director of Financial Services

Reviewed By: Steve Hormuth, Director of Financial Services

ATTACHMENT(S)

Attachment 8 – Third 2025 Reserves Funding Plan Resolution

Attachment 9 – Contracted Reserve Study Dated September 4, 2024 – Excerpts

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RESOLUTION 03-24-XX

2025 RESERVE FUNDING PLAN

WHEREAS, Civil Code § 5570 requires specific reserve funding disclosure statements for common interest developments; and

WHEREAS, planned assessments or other contributions to reserves must be projected to ensure balances will be sufficient at the end of each year to meet the Corporation's obligations for repair and/or replacement of major components during the next 30 years;

NOW THEREFORE BE IT RESOLVED, September 17, 2024, that pursuant to Civil Code § 5570 the Board hereby adopts the 30-Year Alternate Reserve Funding Plan (attached) for fiscal year 2025; 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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30-Year Reserve Plan Summary (Alternate Funding Plan) **Report # 31071-5**
No-Site-Visit

Fiscal Year Start: 2025

| | | | |
|------------------|--------|-------------------|--------|
| Interest: | 2.50 % | Inflation: | 3.00 % |
|------------------|--------|-------------------|--------|

| | |
|--|--|
| Reserve Fund Strength: as-of Fiscal Year Start Date | Projected Reserve Balance Changes |
|--|--|

| Year | Starting Reserve Balance | Fully Funded Balance | Percent Funded | Special Assmt Risk | Reserve Funding | Loan or Special Assmts | Interest Income | Reserve Expenses |
|------|--------------------------|----------------------|----------------|--------------------|-----------------|------------------------|-----------------|------------------|
| 2025 | \$23,009,369 | \$86,246,439 | 26.7 % | High | \$12,950,031 | \$0 | \$557,805 | \$14,853,392 |
| 2026 | \$21,663,813 | \$93,380,266 | 23.2 % | High | \$14,892,536 | \$0 | \$486,984 | \$19,705,821 |
| 2027 | \$17,337,512 | \$94,266,883 | 18.4 % | High | \$17,126,416 | \$0 | \$417,583 | \$18,775,824 |
| 2028 | \$16,105,687 | \$96,503,306 | 16.7 % | High | \$19,695,378 | \$0 | \$445,566 | \$16,668,062 |
| 2029 | \$19,578,569 | \$101,336,419 | 19.3 % | High | \$22,649,685 | \$0 | \$520,517 | \$20,640,480 |
| 2030 | \$22,108,291 | \$101,407,811 | 21.8 % | High | \$22,876,182 | \$0 | \$586,530 | \$20,705,617 |
| 2031 | \$24,865,386 | \$101,394,339 | 24.5 % | High | \$23,104,944 | \$0 | \$646,179 | \$21,731,026 |
| 2032 | \$26,885,484 | \$102,052,092 | 26.3 % | High | \$23,335,993 | \$0 | \$690,543 | \$22,493,667 |
| 2033 | \$28,418,352 | \$102,289,041 | 27.8 % | High | \$23,569,353 | \$0 | \$736,972 | \$22,120,840 |
| 2034 | \$30,603,838 | \$102,428,989 | 29.9 % | High | \$23,805,047 | \$0 | \$771,131 | \$24,025,906 |
| 2035 | \$31,154,110 | \$100,773,785 | 30.9 % | Medium | \$24,043,097 | \$0 | \$805,949 | \$22,610,881 |
| 2036 | \$33,392,275 | \$100,837,123 | 33.1 % | Medium | \$24,283,528 | \$0 | \$826,301 | \$25,718,001 |
| 2037 | \$32,784,104 | \$97,906,640 | 33.5 % | Medium | \$24,526,363 | \$0 | \$826,044 | \$24,764,882 |
| 2038 | \$33,371,629 | \$96,321,748 | 34.6 % | Medium | \$24,771,627 | \$0 | \$839,680 | \$25,106,706 |
| 2039 | \$33,876,230 | \$95,063,167 | 35.6 % | Medium | \$25,019,343 | \$0 | \$871,763 | \$23,826,286 |
| 2040 | \$35,941,050 | \$92,330,504 | 38.9 % | Medium | \$25,269,537 | \$0 | \$997,428 | \$18,267,550 |
| 2041 | \$43,940,466 | \$95,773,817 | 45.9 % | Medium | \$25,522,232 | \$0 | \$1,150,294 | \$22,429,324 |
| 2042 | \$48,183,668 | \$94,736,061 | 50.9 % | Medium | \$25,777,454 | \$0 | \$1,303,540 | \$19,051,142 |
| 2043 | \$56,213,521 | \$97,634,489 | 57.6 % | Medium | \$26,035,229 | \$0 | \$1,520,505 | \$18,209,387 |
| 2044 | \$65,559,867 | \$102,077,247 | 64.2 % | Medium | \$26,295,581 | \$0 | \$1,736,646 | \$20,068,368 |
| 2045 | \$73,523,726 | \$105,209,919 | 69.9 % | Medium | \$26,558,537 | \$0 | \$1,948,060 | \$19,538,851 |
| 2046 | \$82,491,473 | \$109,540,203 | 75.3 % | Low | \$26,824,123 | \$0 | \$2,168,885 | \$20,275,458 |
| 2047 | \$91,209,022 | \$113,880,659 | 80.1 % | Low | \$27,092,364 | \$0 | \$2,364,189 | \$22,532,663 |
| 2048 | \$98,132,911 | \$116,631,261 | 84.1 % | Low | \$27,363,287 | \$0 | \$2,543,685 | \$22,455,493 |
| 2049 | \$105,584,391 | \$120,274,904 | 87.8 % | Low | \$27,636,920 | \$0 | \$2,683,378 | \$26,584,107 |
| 2050 | \$109,320,583 | \$120,473,600 | 90.7 % | Low | \$27,913,289 | \$0 | \$2,785,156 | \$26,283,559 |
| 2051 | \$113,735,469 | \$123,384,208 | 92.2 % | Low | \$28,192,422 | \$0 | \$2,831,795 | \$31,703,841 |
| 2052 | \$113,055,845 | \$122,485,448 | 92.3 % | Low | \$28,474,347 | \$0 | \$2,796,283 | \$33,435,120 |
| 2053 | \$110,891,355 | \$120,375,740 | 92.1 % | Low | \$28,759,090 | \$0 | \$2,768,564 | \$31,583,107 |
| 2054 | \$110,835,901 | \$120,667,816 | 91.9 % | Low | \$29,046,681 | \$0 | \$2,821,277 | \$27,590,846 |



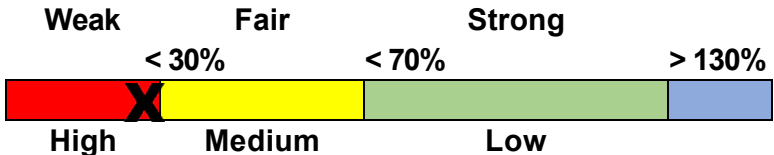
Third Mutual - Laguna Woods Village
Laguna Woods, CA
Level of Service: Update "No-Site-Visit"

Report #: 31071-5
of Units: 6,102
January 1, 2025 through December 31, 2025

Findings & Recommendations as of January 1, 2025

| | |
|---|--------------|
| Projected Starting Reserve Balance | \$23,009,369 |
| Current Full Funding Reserve Balance | \$86,246,439 |
| Average Reserve Deficit (Surplus) Per Unit | \$10,363 |
| Percent Funded | 26.7 % |
| Recommended 2025 "Annual Full Funding Allocation" | \$14,510,000 |
| Alternate minimum allocations | \$12,950,031 |
| Most Recent Reserve Allocation Rate | \$11,789,064 |
| Annual Deterioration Rate | \$35,491,216 |

Reserve Fund Strength: 26.7%



Risk of Special Assessment:

Economic Assumptions:

| | |
|---|--------|
| Net Annual "After Tax" Interest Earnings Accruing to Reserves | 2.50 % |
| Annual Inflation Rate | 3.00 % |

This is an Update "No-Site-Visit", and is based on a prior Report prepared by Association Reserves. No site inspection was performed as part of this Reserve Study.

This Reserve Study was prepared by a credentialed Reserve Specialist, Sean Erik Andersen, PRA, RS #68.

The Reserve Fund is below the 30% funded level at **26.7 % funded**, which is a weak position for the fund to be in. This means that the mutual's special assessment & deferred maintenance risk is currently high. The objective of this multi-year Funding Plan is to Fully Fund Reserves and ultimately achieve a position of strength in the fund, where mutual would enjoy a low risk of Reserve cash flow problems.

The Deterioration rate for your Reserve Components is **\$2,957,601**.

Based on this starting point, your annual deterioration rate, your anticipated future expenses, and your historical Reserve contribution rate, our recommendation is to **increase** your Reserve allocations to **\$14,510,000**.

*The Alternative allocation rate for your association is \$12,950,031.

To receive a copy of the full Reserve Study, contact the Association.

Executive Summary Table

Report # 31071-5
No-Site-Visit

| # | Component | Useful Life (yrs) | Rem. Useful Life (yrs) | Current Average Cost |
|-----------------------|-------------------------------------|-------------------|------------------------|----------------------|
| Paved Surfaces | | | | |
| 100 | (2025-2030) Golf Cart Parking/Strip | 1 | 1 | \$10,000 |
| 201 | (2026) Asphalt Paving Replacement | 25 | 1 | \$328,262 |
| 201 | (2027) Asphalt Paving Replacement | 25 | 2 | \$368,790 |
| 201 | (2028) Asphalt Paving Replacement | 25 | 3 | \$661,082 |
| 201 | (2029) Asphalt Paving Replacement | 25 | 4 | \$530,368 |
| 201 | (2030) Asphalt Paving Replacement | 25 | 5 | \$529,656 |
| 201 | (2031) Asphalt Paving Replacement | 25 | 6 | \$544,354 |
| 201 | (2032) Asphalt Paving Replacement | 25 | 7 | \$552,117 |
| 201 | (2033) Asphalt Paving Replacement | 25 | 8 | \$496,045 |
| 201 | (2034) Asphalt Paving Replacement | 25 | 9 | \$483,870 |
| 201 | (2035) Asphalt Paving Replacement | 25 | 10 | \$594,006 |
| 201 | (2036) Asphalt Paving Replacement | 25 | 11 | \$432,476 |
| 201 | (2037) Asphalt Paving Replacement | 25 | 12 | \$387,104 |
| 201 | (2038) Asphalt Paving Replacement | 25 | 13 | \$415,568 |
| 201 | (2039) Asphalt Paving Replacement | 25 | 14 | \$260,710 |
| 201 | (2040) Asphalt Paving Replacement | 25 | 15 | \$63,979 |
| 201 | (2041) Asphalt Paving Replacement | 25 | 16 | \$107,470 |
| 201 | (2042) Asphalt Paving Replacement | 25 | 17 | \$27,574 |
| 201 | (2043) Asphalt Paving Replacement | 25 | 18 | \$70,728 |
| 201 | (2044) Asphalt Paving Replacement | 25 | 19 | \$151,812 |
| 201 | (2045) Asphalt Paving Replacement | 25 | 20 | \$59,269 |
| 201 | (2046) Asphalt Paving Replacement | 25 | 21 | \$169,297 |
| 201 | (2047) Asphalt Paving Replacement | 25 | 22 | \$426,532 |
| 201 | (2048) Asphalt Paving Replacement | 25 | 23 | \$350,003 |
| 201 | (2049) Asphalt Paving Replacement | 25 | 24 | \$536,556 |
| 201 | (2050) Asphalt Paving Replacement | 25 | 25 | \$465,863 |
| 201 | (2051) Asphalt Paving Replacement | 25 | 26 | \$572,214 |
| 201 | (2052) Asphalt Paving Replacement | 25 | 27 | \$606,828 |
| 201 | (2053) Asphalt Paving Replacement | 25 | 28 | \$427,449 |
| 201 | (2054) Asphalt Paving Replacement | 25 | 29 | \$480,313 |
| 202 | (2025) Paving Seal Coat - Annual | 7 | 0 | \$80,915 |
| 202 | (2026) Paving Seal Coat - Annual | 7 | 1 | \$57,872 |
| 202 | (2027) Paving Seal Coat - Annual | 7 | 2 | \$56,495 |
| 202 | (2028) Paving Seal Coat - Annual | 7 | 3 | \$58,763 |
| 202 | (2029) Paving Seal Coat - Annual | 7 | 4 | \$55,747 |
| 202 | (2029) Paving Seal Coat - Annual | 7 | 5 | \$55,747 |
| 202 | (2030) Paving Seal Coat - Annual | 7 | 6 | \$48,362 |

| # | Component | Useful Life (yrs) | Rem. Useful Life (yrs) | Current Average Cost |
|------------------------------|-------------------------------------|-------------------|------------------------|----------------------|
| 202 | (2031) Paving Seal Coat - Annual | 7 | 7 | \$56,033 |
| 205 | (2025) Concrete & Paving Maint | 10 | 0 | \$86,839 |
| 205 | (2026) Concrete & Paving Maint | 10 | 1 | \$50,705 |
| 205 | (2027) Concrete & Paving Maint | 10 | 2 | \$33,063 |
| 205 | (2028) Concrete & Paving Maint | 10 | 3 | \$16,971 |
| 205 | (2029) Concrete & Paving Maint | 10 | 4 | \$31,978 |
| 205 | (2030) Concrete & Paving Maint | 10 | 5 | \$63,015 |
| 205 | (2031) Concrete & Paving Maint | 10 | 6 | \$65,732 |
| 205 | (2032) Concrete & Paving Maint | 10 | 7 | \$75,747 |
| 205 | (2033) Concrete & Paving Maint | 10 | 8 | \$73,415 |
| 205 | (2034) Concrete & Paving Maint | 10 | 9 | \$111,464 |
| 205 | (2035) Concrete & Paving Maint | 10 | 9 | \$94,917 |
| Roofing & Gutters | | | | |
| 1300 | (2025) Flat Roof Preventative Maint | 1 | 0 | \$34,470 |
| 1300 | Flat Roof Preventative Maint | 1 | 1 | \$75,500 |
| 1301 | Flat Roof Debris Cleanup | 1 | 0 | \$57,979 |
| 1303 | Emergency Roof Repairs | 1 | 0 | \$202,445 |
| 1308 | (2025) LWT to Comp Shingle | 40 | 0 | \$257,350 |
| 1308 | (2026) LWT to Comp Shingle | 40 | 1 | \$259,098 |
| 1308 | (2027) LWT to Comp Shingle | 40 | 2 | \$266,728 |
| 1308 | (2028) LWT to Comp Shingle | 40 | 3 | \$272,351 |
| 1308 | (2029) LWT to Comp Shingle | 40 | 4 | \$255,763 |
| 1308 | (2030) LWT to Comp Shingle | 40 | 5 | \$1,095,169 |
| 1308 | (2031) LWT to Comp Shingle | 40 | 6 | \$1,104,928 |
| 1308 | (2032) LWT to Comp Shingle | 40 | 7 | \$1,101,628 |
| 1308 | (2033) LWT to Comp Shingle | 40 | 8 | \$1,098,319 |
| 1308 | (2034) LWT to Comp Shingle | 40 | 9 | \$1,101,795 |
| 1308 | (2035) LWT to Comp Shingle | 40 | 10 | \$1,096,119 |
| 1308 | (2036) LWT to Comp Shingle | 40 | 11 | \$1,100,229 |
| 1308 | (2037) LWT to Comp Shingle | 40 | 12 | \$1,096,374 |
| 1308 | (2038) LWT to Comp Shingle | 40 | 13 | \$1,087,803 |
| 1308 | (2039) LWT to Comp Shingle | 40 | 14 | \$672,936 |
| 1310 | (2039) Malibu/Capistrano Tile Roofs | 40 | 14 | \$743,767 |
| 1310 | (2040) Malibu/Capistrano Tile Roofs | 40 | 15 | \$748,147 |
| 1310 | (2041) Malibu/Capistrano Tile Roofs | 40 | 16 | \$747,341 |
| 1310 | (2042) Malibu/Capistrano Tile Roofs | 40 | 17 | \$744,033 |
| 1310 | (2043) Malibu/Capistrano Tile Roofs | 40 | 18 | \$746,460 |
| 1310 | (2044) Malibu/Capistrano Tile Roofs | 40 | 19 | \$748,155 |
| 1310 | (2045) Malibu/Capistrano Tile Roofs | 40 | 20 | \$746,949 |
| 1310 | (2046) Malibu/Capistrano Tile Roofs | 40 | 21 | \$358,027 |
| 1310 | (2047) Malibu/Capistrano Tile Roofs | 40 | 22 | \$504,961 |
| 1310 | (2048) Malibu/Capistrano Tile Roofs | 40 | 23 | \$726,591 |

| # | Component | Useful Life (yrs) | Rem. Useful Life (yrs) | Current Average Cost |
|------|-------------------------------------|----------------------|------------------------------|----------------------------|
| 1310 | (2049) Malibu/Capistrano Tile Roofs | 40 | 24 | \$712,191 |
| 1310 | (2050) Malibu/Capistrano Tile Roofs | 40 | 25 | \$741,524 |
| 1310 | (2051) Malibu/Capistrano Tile Roofs | 40 | 26 | \$736,566 |
| 1310 | (2052) Malibu/Capistrano Tile Roofs | 40 | 27 | \$744,766 |
| 1310 | (2053) Malibu/Capistrano Tile Roofs | 40 | 27 | \$747,148 |
| 1310 | (2054) Malibu/Capistrano Tile Roofs | 40 | 28 | \$746,075 |
| 1311 | (2030) Metal Tile Roof - Replace | 40 | 5 | \$265,374 |
| 1311 | (2031) Metal Tile Roof - Replace | 40 | 6 | \$256,958 |
| 1311 | (2032) Metal Tile Roof - Replace | 40 | 7 | \$264,387 |
| 1311 | (2033) Metal Tile Roof - Replace | 40 | 8 | \$273,574 |
| 1311 | (2034) Metal Tile Roof - Replace | 40 | 9 | \$274,872 |
| 1311 | (2035) Metal Tile Roof - Replace | 40 | 10 | \$261,032 |
| 1311 | (2036) Metal Tile Roof - Replace | 40 | 11 | \$271,795 |
| 1311 | (2037) Metal Tile Roof - Replace | 40 | 12 | \$269,372 |
| 1311 | (2038) Metal Tile Roof - Replace | 40 | 13 | \$275,933 |
| 1311 | (2039) Metal Tile Roof - Replace | 40 | 14 | \$268,986 |
| 1311 | (2040) Metal Tile Roof - Replace | 40 | 15 | \$271,827 |
| 1311 | (2041) Metal Tile Roof - Replace | 40 | 16 | \$276,951 |
| 1311 | (2042) Metal Tile Roof - Replace | 40 | 17 | \$274,754 |
| 1311 | (2043) Metal Tile Roof - Replace | 40 | 18 | \$270,830 |
| 1311 | (2044) Metal Tile Roof - Replace | 40 | 19 | \$273,392 |
| 1311 | (2045) Metal Tile Roof - Replace | 40 | 20 | \$268,804 |
| 1311 | (2046) Metal Tile Roof - Replace | 40 | 21 | \$274,914 |
| 1311 | (2047) Metal Tile Roof - Replace | 40 | 22 | \$274,100 |
| 1311 | (2048) Metal Tile Roof - Replace | 40 | 23 | \$267,593 |
| 1311 | (2049) Metal Tile Roof - Replace | 40 | 24 | \$264,377 |
| 1314 | (2025) PVC Cool Roof System - Repl | 25 | 0 | \$1,388,375 |
| 1314 | (2026) PVC Cool Roof System - Repl | 25 | 1 | \$1,406,272 |
| 1314 | (2027) PVC Cool Roof System - Repl | 25 | 2 | \$1,407,773 |
| 1314 | (2028) PVC Cool Roof System - Repl | 25 | 3 | \$1,407,795 |
| 1314 | (2029) PVC Cool Roof System - Repl | 25 | 4 | \$1,410,259 |
| 1314 | (2030) PVC Cool Roof System - Repl | 25 | 5 | \$1,409,666 |
| 1314 | (2031) PVC Cool Roof System - Repl | 25 | 6 | \$1,407,414 |
| 1314 | (2032) PVC Cool Roof System - Repl | 25 | 7 | \$1,410,203 |
| 1314 | (2033) PVC Cool Roof System - Repl | 25 | 8 | \$1,409,811 |
| 1314 | (2034) PVC Cool Roof System - Repl | 25 | 9 | \$1,408,109 |
| 1314 | (2035) PVC Cool Roof System - Repl | 25 | 10 | \$1,408,747 |
| 1314 | (2036) PVC Cool Roof System - Repl | 25 | 11 | \$1,808,262 |
| 1314 | (2037) PVC Cool Roof System - Repl | 25 | 12 | \$1,808,173 |
| 1314 | (2038) PVC Cool Roof System - Repl | 25 | 13 | \$1,840,686 |
| 1314 | (2039) PVC Cool Roof System - Repl | 25 | 14 | \$1,808,699 |
| 1314 | (2040) PVC Cool Roof System - Repl | 25 | 15 | \$1,806,470 |

| # | Component | Useful Life (yrs) | Rem. Useful Life (yrs) | Current Average Cost |
|----------------------------|--------------------------------------|----------------------|------------------------------|----------------------------|
| 1314 | (2041) PVC Cool Roof System - Repl | 25 | 16 | \$1,807,075 |
| 1314 | (2042) PVC Cool Roof System - Repl | 25 | 17 | \$1,809,114 |
| 1314 | (2043) PVC Cool Roof System - Repl | 25 | 18 | \$1,815,374 |
| 1314 | (2044) PVC Cool Roof System - Repl | 25 | 19 | \$1,812,317 |
| 1314 | (2045) PVC Cool Roof System - Repl | 25 | 20 | \$1,812,709 |
| 1314 | (2046) PVC Cool Roof System - Repl | 25 | 21 | \$1,811,264 |
| 1314 | (2047) PVC Cool Roof System - Repl | 25 | 22 | \$1,841,470 |
| 1314 | (2048) PVC Cool Roof System - Repl | 25 | 23 | \$1,804,118 |
| 1314 | (2049) PVC Cool Roof System - Repl | 25 | 24 | \$1,805,160 |
| 1314 | (2050) PVC Cool Roof System - Repl | 25 | 25 | \$1,832,925 |
| 1314 | (2051) PVC Cool Roof System - Repl | 25 | 26 | \$1,006,132 |
| 1314 | (2052) PVC Cool Roof System - Repl | 25 | 27 | \$1,840,798 |
| 1314 | (2053) PVC Cool Roof System - Repl | 25 | 28 | \$1,769,163 |
| 1314 | (2054) PVC Cool Roof System - Repl | 25 | 24 | \$1,666,549 |
| 1330 | (2040) 3- Story Gutters R/R | 30 | 15 | \$125,000 |
| 1330 | (2041) 3- Story Gutters R/R | 30 | 16 | \$125,000 |
| 1330 | (2042) 3- Story Gutters R/R | 30 | 17 | \$125,000 |
| 1330 | (2043) 3- Story Gutters R/R | 30 | 18 | \$125,000 |
| 1330 | (2044) 3- Story Gutters R/R | 30 | 19 | \$125,000 |
| 1330 | (2045) 3- Story Gutters R/R | 30 | 20 | \$125,000 |
| 1330 | (2046) 3- Story Gutters R/R | 30 | 21 | \$125,000 |
| 1330 | (2047) 3- Story Gutters R/R | 30 | 22 | \$125,000 |
| 1330 | (2048) 3- Story Gutters R/R | 30 | 23 | \$12,500 |
| 1331 | 1 & 2-Story Gutter Repairs | 1 | 0 | \$93,575 |
| 1332 | 1 & 2-Story Gutters - Replace | 1 | 0 | \$60,000 |
| 1333 | New Gutter Screens - Install | 1 | 0 | \$50,000 |
| Building Structures | | | | |
| 1860 | (2026-2031) Fire Alarm System | 40 | 1 | \$210,000 |
| 1860 | (2052) Fire Alarm System | 40 | 27 | \$315,000 |
| 1860 | (2053) Fire Alarm System | 40 | 28 | \$630,000 |
| 1860 | (2054) Fire Alarm System | 40 | 29 | \$630,000 |
| 3208 | (2025-2039) Bldg Structures Maint Op | 1 | 0 | \$700,000 |
| 3210 | Carport Panel Replacement | 1 | 0 | \$4,273 |
| 3211 | Bldg Structure Carpentry | 1 | 0 | \$107,252 |
| 3213 | (2025-2038) Bldg Structures Dry Rot | 1 | 0 | \$210,000 |
| 3213 | (2039-2054) Bldg Structures Dry Rot | 1 | 14 | \$200,000 |
| 3216 | Bldg Structures Replacements | 1 | 0 | \$150,000 |
| 3219 | (2025-2027) Parapet Wall Removal | 1 | 0 | \$168,000 |
| 3219 | (2028) Parapet Wall Removal | 1 | 3 | \$168,000 |
| 3220 | Bldg Foundation Repairs | 1 | 0 | \$25,000 |
| 3225 | (2026) Glulam/Beam - Repair | 10 | 1 | \$298,944 |
| 3225 | (2027) Glulam/Beam - Repair | 10 | 2 | \$797,184 |

| # | Component | Useful Life (yrs) | Rem. Useful Life (yrs) | Current Average Cost |
|--|--|-------------------|------------------------|----------------------|
| 3225 | (2028) Glulam/Beam - Repair | 10 | 3 | \$398,592 |
| 3225 | (2029) Glulam/Beam - Repair | 10 | 4 | \$298,944 |
| 3225 | (2030) Glulam/Beam - Repair | 10 | 5 | \$99,648 |
| 3225 | (2031) Glulam/Beam - Repair | 10 | 6 | \$2,491,200 |
| 3225 | (2032) Glulam/Beam - Repair | 10 | 7 | \$597,888 |
| 3225 | (2034) Glulam/Beam Repair | 10 | 9 | \$298,944 |
| 3230 | Bldg Dry Rot Repairs (Annually) | 1 | 0 | \$256,118 |
| 3231 | (2025-2026) Bldg Lead Abatement | 1 | 0 | \$5,500 |
| 3231 | (2027-2054) Bldg Lead Abatement | 1 | 2 | \$1,200 |
| 3235 | (2025) Damage Restoration | 1 | 0 | \$660,000 |
| 3235 | Damage Restoration | 1 | 1 | \$860,000 |
| Decking Projects | | | | |
| 151 | (2032) Balcony Inspections | 9 | 7 | \$150,000 |
| 151 | (2033) Balcony Inspections | 9 | 8 | \$150,000 |
| 152 | Annual Decking Topcoat | 1 | 1 | \$136,361 |
| 153 | Balcony Decking | 1 | 0 | \$14,414 |
| 154 | (2025) GV Breezeway Decks | 1 | 0 | \$233,493 |
| 154 | GV Breezeway Decks | 1 | 1 | \$54,767 |
| 155 | Common Area Decking | 1 | 0 | \$180,706 |
| Prior To Painting & Painting Projects | | | | |
| 153 | (2025) Deck Top Coat With Painting | 1 | 0 | \$85,897 |
| 153 | Deck Top Coat With Painting | 1 | 1 | \$88,336 |
| 1115 | (2025) Full Cycle Exterior Painting | 1 | 0 | \$1,352,771 |
| 1115 | Full Cycle Exterior Painting | 1 | 1 | \$1,325,045 |
| 1116 | (2025) Paint Touch-Up Exterior | 1 | 0 | \$218,485 |
| 1116 | Paint Touch-Up Exterior | 1 | 1 | \$173,353 |
| 1117 | (2025) Interior Paint Touch-Up | 1 | 0 | \$72,897 |
| 1117 | Interior Paint Touch-Up | 1 | 1 | \$76,304 |
| 1400 | (2025) HIP Reflective Address Signs | 1 | 0 | \$20,000 |
| 1400 | HIP Reflective Address Signs | 1 | 1 | \$22,084 |
| 2900 | Bldg Structures Roof Repairs PTP Dry Rot | 1 | 0 | \$200,000 |
| 2901 | (2025-2034) PTP Lead Test & Abate | 1 | 0 | \$1,500 |
| 2901 | (2035-2055) PTP Lead Test & Abate | 1 | 10 | \$4,500 |
| 2902 | (2025) PTP Asbestos Abatement | 1 | 0 | \$63,500 |
| 2902 | (2026-2034) PTP Asbestos Abatement | 1 | 1 | \$35,335 |
| 2903 | (2025) Lead Abatement Touch Up | 1 | 0 | \$2,500 |
| 2903 | Lead Abatement Touch Up | 1 | 1 | \$2,625 |
| 2905 | Lead Testing & Abatement | 1 | 0 | \$5,250 |
| 2910 | (2025) PTP Dry Rot Repair Work | 1 | 0 | \$669,692 |
| 2910 | Annual PTP Dry Rot Repair Work | 1 | 1 | \$861,279 |
| 2911 | (2025) PTP Decking Repair Work | 1 | 0 | \$274,280 |
| 2911 | Annual PTP Decking Repair Work | 1 | 1 | \$386,471 |

| # | Component | Useful Life (yrs) | Rem. Useful Life (yrs) | Current Average Cost |
|----------------------|--|-------------------|------------------------|----------------------|
| 2912 | (2025) PTP Balcony Railing Repair Work | 1 | 0 | \$15,253 |
| 2912 | PTP Balcony Railing Repair Work | 1 | 1 | \$12,367 |
| 7010 | (2025) PTP Landscape Renovations | 15 | 0 | \$2,322,228 |
| 7010 | (2026) PTP Landscape Renovations | 15 | 1 | \$3,847,521 |
| 7010 | (2027) PTP Landscape Renovations | 15 | 2 | \$3,884,135 |
| 7010 | (2028) PTP Landscape Renovations | 15 | 3 | \$1,476,103 |
| 7010 | (2029) PTP Landscape Renovations | 15 | 4 | \$5,006,851 |
| 7010 | (2030) PTP Landscape Renovations | 15 | 5 | \$4,402,482 |
| 7010 | (2031) PTP Landscape Renovations | 15 | 6 | \$2,839,841 |
| 7010 | (2032) PTP Landscape Renovations | 15 | 7 | \$3,413,017 |
| 7010 | (2033) PTP Landscape Renovations | 15 | 8 | \$3,308,148 |
| 7010 | (2034) PTP Landscape Renovations | 15 | 9 | \$4,345,676 |
| 7010 | (2035) PTP Landscape Renovations | 15 | 10 | \$3,140,752 |
| 7010 | (2036) PTP Landscape Renovations | 15 | 11 | \$4,263,694 |
| 7010 | (2037) PTP Landscape Renovations | 15 | 12 | \$2,685,442 |
| 7010 | (2038) PTP Landscape Renovations | 15 | 13 | \$2,635,977 |
| 7010 | (2039) PTP Landscape Renovations | 15 | 14 | \$1,057,618 |
| Elevators | | | | |
| 2800 | (2025) All Elevator Components | 1 | 0 | \$205,800 |
| 2800 | (2026) All Elevator Components | 1 | 1 | \$215,841 |
| 2800 | (2026-2030) All Elevator Components | 1 | 1 | \$229,186 |
| 2800 | (2032-2037) All Elevator Components | 1 | 7 | \$1,180,000 |
| 2800 | (2038) All Elevator Components | 1 | 13 | \$1,247,200 |
| 2800 | (2039) All Elevator Components | 1 | 14 | \$1,496,640 |
| 2800 | (2040-2044) All Elevator Components | 1 | 15 | \$80,640 |
| 2800 | (2045-2050) All Elevator Components | 1 | 20 | \$4,952 |
| 2800 | (2051) All Elevator Components | 1 | 26 | \$782,672 |
| 2800 | (2052) All Elevator Components | 1 | 27 | \$1,077,999 |
| 2800 | (2053) All Elevator Components | 1 | 28 | \$1,075,248 |
| 2800 | (2054) All Elevator Components | 1 | 29 | \$1,075,248 |
| Garden Villas | | | | |
| 332 | (2025) GV Water Heaters | 10 | 0 | \$3,109 |
| 332 | (2026) GV Water Heaters | 10 | 1 | \$1,240 |
| 332 | (2027) GV Water Heaters | 10 | 2 | \$1,860 |
| 332 | (2028) GV Water Heaters | 10 | 3 | \$9,300 |
| 332 | (2029) GV Water Heaters | 10 | 4 | \$5,580 |
| 332 | (2030) GV Water Heaters | 10 | 5 | \$5,580 |
| 332 | (2031) GV Water Heaters | 10 | 6 | \$6,200 |
| 332 | (2033) GV Water Heaters | 10 | 8 | \$1,240 |
| 332 | (2034) GV Water Heaters | 10 | 9 | \$1,240 |
| 336 | (2025) GV Rec Room Heat Pump | 1 | 0 | \$5,000 |
| 336 | GV Rec Room Heat Pump | 1 | 1 | \$2,276 |

| # | Component | Useful Life (yrs) | Rem. Useful Life (yrs) | Current Average Cost |
|--------------------------------------|------------------------------------|-------------------|------------------------|----------------------|
| 912 | (2031-2040) GV Lobby Renovations | 1 | 6 | \$56,455 |
| 912 | (2041) GV Lobby Renovations | 1 | 16 | \$33,873 |
| 912 | (2052-2061) GV Lobby Renovations | 1 | 27 | \$56,000 |
| 915 | (2025) Mail Room Renvoations | 1 | 0 | \$577 |
| 915 | (2026) Mail Room Renvoations | 10 | 1 | \$92,000 |
| 915 | (2027) Mail Room Renvoations | 10 | 2 | \$92,000 |
| 915 | (2028) Mail Room Renvoations | 10 | 3 | \$92,000 |
| 915 | (2029) Mail Room Renvoations | 10 | 4 | \$92,000 |
| 915 | (2030) Mail Room Renvoations | 10 | 5 | \$92,000 |
| 915 | (2031) Mail Room Renvoations | 10 | 6 | \$27,600 |
| 1951 | GV Recessed Area Carpet | 1 | 1 | \$65,000 |
| 2740 | Rec Room Windows - Repair/Replace | 30 | 0 | \$60,000 |
| Lighting Replacement Projects | | | | |
| 370 | Exterior Light Replacement | 1 | 0 | \$12,925 |
| Walls, Fencing & Railings | | | | |
| 501 | Common Interior Walls | 1 | 0 | \$10,000 |
| 501 | Perimeter Block Wall | 1 | 0 | \$14,152 |
| 504 | Shepherds Crooks, Repair | 1 | 1 | \$54,000 |
| 516 | (2025) Split Rail Fence, Replace | 1 | 0 | \$70,757 |
| 516 | Split Rail Fence, Replace | 1 | 1 | \$68,250 |
| Laundry Facilities | | | | |
| 603 | (2025) Epoxy Floors - Replace | 1 | 0 | \$34,812 |
| 603 | (2026-2047) Epoxy Floors - Replace | 1 | 1 | \$27,000 |
| 603 | (2049-2053) Epoxy Floors - Replace | 1 | 24 | \$26,935 |
| 603 | (2054) Epoxy Floors - Replace | 1 | 29 | \$5,986 |
| 990 | (2025) Countertops - Replace | 1 | 0 | \$7,602 |
| 990 | (2034) Countertops - Replace | 20 | 9 | \$14,942 |
| 990 | (2035) Countertops - Replace | 20 | 10 | \$14,942 |
| 990 | (2036) Countertops - Replace | 20 | 11 | \$14,942 |
| 990 | (2037) Countertops - Replace | 20 | 12 | \$10,122 |
| 990 | (2038) Countertops - Replace | 20 | 13 | \$9,640 |
| 990 | (2039) Countertops - Replace | 20 | 14 | \$14,942 |
| 990 | (2040) Countertops - Replace | 20 | 15 | \$14,942 |
| 990 | (2041) Countertops - Replace | 20 | 16 | \$14,942 |
| 990 | (2042) Countertops - Replace | 20 | 17 | \$14,460 |
| 990 | (2043) Countertops - Replace | 20 | 18 | \$14,460 |
| 992 | (2025) Commercial Washers, Replace | 1 | 0 | \$116,640 |
| 992 | Commercial Washers, Replace | 1 | 1 | \$61,140 |
| 993 | (2025) Commercial Dryers, Replace | 1 | 0 | \$14,554 |
| 993 | (2026) Commercial Dryers, Replace | 1 | 1 | \$5,430 |
| 993 | (2027) Commercial Dryers, Replace | 1 | 2 | \$10,860 |
| 993 | (2028) Commercial Dryers, Replace | 1 | 3 | \$16,290 |

| # | Component | Useful Life (yrs) | Rem. Useful Life (yrs) | Current Average Cost |
|---|---|-------------------|------------------------|----------------------|
| 993 | (2029-2054) Commercial Dryers, Replace | 1 | 4 | \$40,182 |
| 994 | (2025) Water Heaters & WH Permits | 10 | 0 | \$33,305 |
| 994 | (2026) Water Heaters & WH Permits | 10 | 1 | \$8,192 |
| 994 | (2027) Water Heaters & WH Permits | 10 | 2 | \$6,144 |
| 994 | (2028) Water Heaters & WH Permits | 10 | 3 | \$17,408 |
| 994 | (2029) Water Heaters & WH Permits | 10 | 4 | \$6,144 |
| 994 | (2030) Water Heaters & WH Permits | 10 | 5 | \$5,120 |
| 994 | (2031) Water Heaters & WH Permits | 10 | 6 | \$6,144 |
| 994 | (2032) Water Heaters & WH Permits | 10 | 7 | \$33,731 |
| 994 | (2033) Water Heaters & WH Permits | 10 | 8 | \$13,312 |
| 994 | (2034) Water Heaters & WH Permits | 10 | 9 | \$8,192 |
| Sewer Lines, Water Lines & Electricity | | | | |
| 318 | Waste Line Epoxy Liners | 1 | 0 | \$500,000 |
| 319 | (2025) Copper Water Lines | 1 | 0 | \$500,000 |
| 319 | (2026-2029) Copper Water Lines | 1 | 1 | \$999,375 |
| 319 | (2030-2045) Copper Water Lines | 1 | 5 | \$137,600 |
| 319 | (2046-2051) Copper Water Lines | 1 | 21 | \$103,200 |
| 340 | (2025) Electrical Systems | 1 | 0 | \$32,000 |
| 340 | Electrical Panel Maintenance | 1 | 0 | \$30,000 |
| 341 | Annual Heat Pumps/Wall Heaters | 1 | 1 | \$9,495 |
| 4590 | (2025) Pressure Regulators | 10 | 0 | \$200,000 |
| 4590 | (2026) Pressure Regulators | 10 | 1 | \$200,000 |
| 4590 | (2027) Pressure Regulators | 10 | 2 | \$200,000 |
| 4590 | (2028) Pressure Regulators | 10 | 3 | \$200,000 |
| 4590 | (2029) Pressure Regulators | 10 | 4 | \$200,000 |
| 4590 | (2030) Pressure Regulators | 10 | 5 | \$200,000 |
| 4590 | (2034) Pressure Regulators | 10 | 9 | \$200,000 |
| 4591 | (2025) Manor Bldg Pipe Replacement | 1 | 0 | \$500,000 |
| 6960 | Energy Projects | 1 | 0 | \$50,000 |
| Grounds & Miscellaneous | | | | |
| 450 | (2025) Pedestal Mailboxes Replace | 1 | 0 | \$27,640 |
| 450 | (2026-2042) Pedestal Mailboxes Replace | 1 | 1 | \$51,660 |
| 450 | (2052-2054) Pedestal Mailboxes Replace | 1 | 27 | \$51,660 |
| Landscape Projects | | | | |
| 1020 | (2025) Tree Maintenance | 1 | 0 | \$1,182,835 |
| 1020 | (2026-2054) Tree Maintenance | 1 | 1 | \$1,128,810 |
| 1022 | Landscape Modernization | 2 | 1 | \$54,000 |
| 1023 | (2025) Improvement & Restoration | 1 | 0 | \$207,352 |
| 1023 | (2026) Improvement & Restoration | 1 | 1 | \$1,518,005 |
| 1023 | (2026) Improvement & Restoration | 1 | 2 | \$197,174 |
| 1023 | (2053) Improvement & Restoration Annual | 30 | 28 | \$205,627 |
| 1024 | Slope Renovations | 1 | 0 | \$621,319 |

| # | Component | Useful Life (yrs) | Rem. Useful Life (yrs) | Current Average Cost |
|------|--|----------------------|------------------------------|----------------------------|
| 1025 | Turf Reduction, Landscape Modernization | 1 | 0 | \$5,890 |
| 1026 | Plant Material for Landscape Improvement | 1 | 0 | \$76,166 |

321 Total Funded Components

Note 1: Yellow highlighted line items are expected to require attention in this initial year.

Budget Summary

Report # 31071-5
No-Site-Visit

| | Useful Life | | 2025 Rem. Useful Life | | Estimated Replacement Cost in 2025 | 2025 Expenditures | 01/01/2025 | 01/01/2025 | Remaining Bal. to be Funded | 2025 Funding |
|--|-------------|-----|-----------------------|-----|------------------------------------|-------------------|----------------------|----------------------|-----------------------------|--------------|
| | Min | Max | Min | Max | | | Current Fund Balance | Fully Funded Balance | | |
| Paved Surfaces | 1 | 25 | 0 | 29 | \$12,284,075 | \$167,754 | \$644,929 | \$5,503,641 | \$11,639,146 | \$241,837 |
| Roofing & Gutters | 1 | 40 | 0 | 28 | \$79,076,467 | \$2,144,194 | \$3,746,836 | \$38,963,902 | \$75,329,631 | \$1,340,844 |
| Building Structures | 1 | 40 | 0 | 29 | \$10,581,687 | \$2,286,143 | \$3,397,690 | \$5,576,260 | \$7,183,997 | \$1,671,353 |
| Decking Projects | 1 | 9 | 0 | 8 | \$919,741 | \$428,613 | \$428,613 | \$478,613 | \$491,128 | \$266,999 |
| Prior To Painting & Painting Projects | 1 | 15 | 0 | 14 | \$54,599,209 | \$5,304,253 | \$9,730,575 | \$29,998,299 | \$44,868,634 | \$3,766,048 |
| Elevators | 1 | 1 | 0 | 29 | \$8,671,426 | \$205,800 | \$205,800 | \$205,800 | \$8,465,626 | \$3,545,170 |
| Garden Villas | 1 | 30 | 0 | 27 | \$802,130 | \$68,686 | \$227,690 | \$419,830 | \$574,440 | \$111,806 |
| Lighting Replacement Projects | 1 | 1 | 0 | 0 | \$12,925 | \$12,925 | \$12,925 | \$12,925 | \$0 | \$5,284 |
| Walls, Fencing & Railings | 1 | 1 | 0 | 1 | \$217,159 | \$94,909 | \$94,909 | \$94,909 | \$122,250 | \$88,782 |
| Laundry Facilities | 1 | 20 | 0 | 29 | \$643,457 | \$206,913 | \$219,201 | \$298,349 | \$424,256 | \$158,675 |
| Sewer Lines, Water Lines & Electricity | 1 | 10 | 0 | 21 | \$4,261,670 | \$1,812,000 | \$2,152,000 | \$2,532,000 | \$2,109,670 | \$1,227,183 |
| Grounds & Miscellaneous | 1 | 1 | 0 | 27 | \$130,960 | \$27,640 | \$27,640 | \$27,640 | \$103,320 | \$53,541 |
| Landscape Projects | 1 | 30 | 0 | 28 | \$5,197,178 | \$2,093,562 | \$2,120,562 | \$2,134,270 | \$3,076,616 | \$2,032,477 |
| | | | | | \$177,398,084 | \$14,853,392 | \$23,009,369 | \$86,246,439 | \$154,388,715 | \$14,510,000 |

Percent Funded: 26.7%



RESOLUTION 03-24-XX

REQUEST A SPECIAL CORPORATE MEMBERS MEETING OF GOLDEN RAIN FOUNDATION OF LAGUNA WOODS

WHEREAS, on January 18, 2021 the Golden Rain Foundation of Laguna Woods (GRF) adopted Amended Bylaws (Bylaws), which sets out the purposes, powers, and governance of the GRF; and

WHEREAS, Section 5.3 of the GRF Bylaws provides, in pertinent part, "A special meeting of Corporate Members may be called by... *a written resolution approved by a majority of the Directors of any Mutual Board.*" (Emphasis added); and

WHEREAS, Section 2.4.16 of the GRF Bylaws provides the definition of Mutual, as follows, "The housing Mutual Corporations, which are Corporate Members of this Corporation."; and

WHEREAS, Section 2.4.9 of the GRF Bylaws provides the definition of Corporate Members, which reads as follows, "The Mutual Corporations at Laguna Woods Village Laguna Woods, as represented by the Directors of their respective Boards. As of the date of these Bylaws, the Corporate Members are: United Laguna Woods Mutual, *Third Laguna Hills Mutual*, and Laguna Woods Mutual Fifty." (Emphasis added); and

WHEREAS, Section 5.4.3 of the GRF Bylaws provides that a special meeting of the Corporate Members shall set forth the general nature of the business to be transacted; and

WHEREAS, based on the foregoing sections of the GRF Bylaws, a special meeting of the Corporate Members to vote on the GRF Board-approved proposal for Building E may be called by the Board of Directors of Third Laguna Hills Mutual by way of a written resolution documenting that a majority of the directors of Third Mutual approve the calling of the special meeting; and

WHEREAS, a majority of the directors of the Third Mutual Board of Directors have approved the calling of a special meeting of the Corporate Members of the GRF to vote on the GRF Board-approved proposal for Building E;

NOW, THEREFORE, BE IT RESOLVED, on September 17, 2024, that a majority of the directors of the Third Mutual Board of Directors have approved to call a special meeting of the Corporate Members of the GRF to vote on the GRF Board-approved proposal for Building E; and

RESOLVED FURTHER, that the Third Mutual Board of Directors has directed its President to request that the GRF Board schedule a Special Corporate Members' Meeting with the purpose of discussing and voting on whether or not to approve the GRF Board-approved proposal for Building E.

This resolution was adopted by the Board in open session.

ADOPTED BY:

Signature of Authorized Board Member

Print Name of Authorized Board Member

Title _____

Date _____, 2024

Signature of Authorized Board Member

Print Name of Authorized Board Member

Title _____

Date _____, 2024



Treasurer's Report for September 17, 2024 Board Meeting

SLIDE 1 – Through the reporting period of **July 31, 2024**, total revenue for Third was \$27.7M compared to expenses of \$25.1M, resulting in a net revenue of \$2.6M.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a deficit of (\$185K) through the reporting period. This table shows how much of our revenue went into operations, with \$16.1M coming in from assessments and \$1.5M coming from non-assessment revenue. This is compared to operating expenditures of \$17.8M (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 better than budget by \$229K when combining both operating and reserve revenues and expenses.

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

- **Employee Compensation and Related \$649K:** 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 \$492K:** 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 \$429K:** Favorable variance primarily in Property Insurance as a result of a new joint policy with United that began on June 1, 2024. This merge lowers Third's premium for property insurance by sharing coverage.
- **Legal Fees (\$166K):** Unfavorable variance primarily due to more resident related legal fees than anticipated.



Treasurer's Report for September 17, 2024 Board Meeting

- **Fees and Charges to Residents (\$1,094K):** Unfavorable variance primarily due to less backlog revenue than anticipated for damage restoration cases. Backlog revenue was estimated to be an average of \$4,000 per case based on available information at the time. The actual charge per case has averaged approximately \$3,000. Hearings to determine if a member is responsible for the charges are ongoing and are expected to be completed by the end of the current year.

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 July 31, 2024 were Investment Income, Resident Maintenance Fee, and Sales and Leasing Fees. Non-assessment revenues totaled \$2.3M 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 July 31, 2024 were Employee Compensation & Related, Outside Services, and Insurance. Expenses totaled \$25.1M through the reporting period.

SLIDE 7 – The non-operating fund balance on July 31, 2024 was \$35.7M. YTD contributions and interest were \$10.1M while YTD expenditures were \$7.2M.

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 July 31, 2024, Third resales totaled 215, which is 26 more resales than the prior year for the same time period. The average YTD resale price for a Third Mutual was \$616K, which is \$86K higher than the prior year for the same time period.

Financial Report

As of July 31, 2024



| INCOME STATEMENT (in Thousands) | ACTUAL |
|------------------------------------|----------|
| Assessment Revenue | \$25,360 |
| Non-assessment Revenue | \$2,348 |
| Total Revenue | \$27,708 |
| Total Expense | \$25,132 |
| Net Revenue/(Expense) | \$2,576 |

Financial Report

As of July 31, 2024



| OPERATING INCOME STATEMENT (in Thousands) | ACTUAL |
|--|----------|
| Assessment Revenue | \$16,185 |
| Non-assessment Revenue | \$1,471 |
| Total Revenue | \$17,656 |
| Total Expense ¹ | \$17,841 |
| Operating Deficit | (\$185) |

1) excludes depreciation

Financial Report

As of July 31, 2024



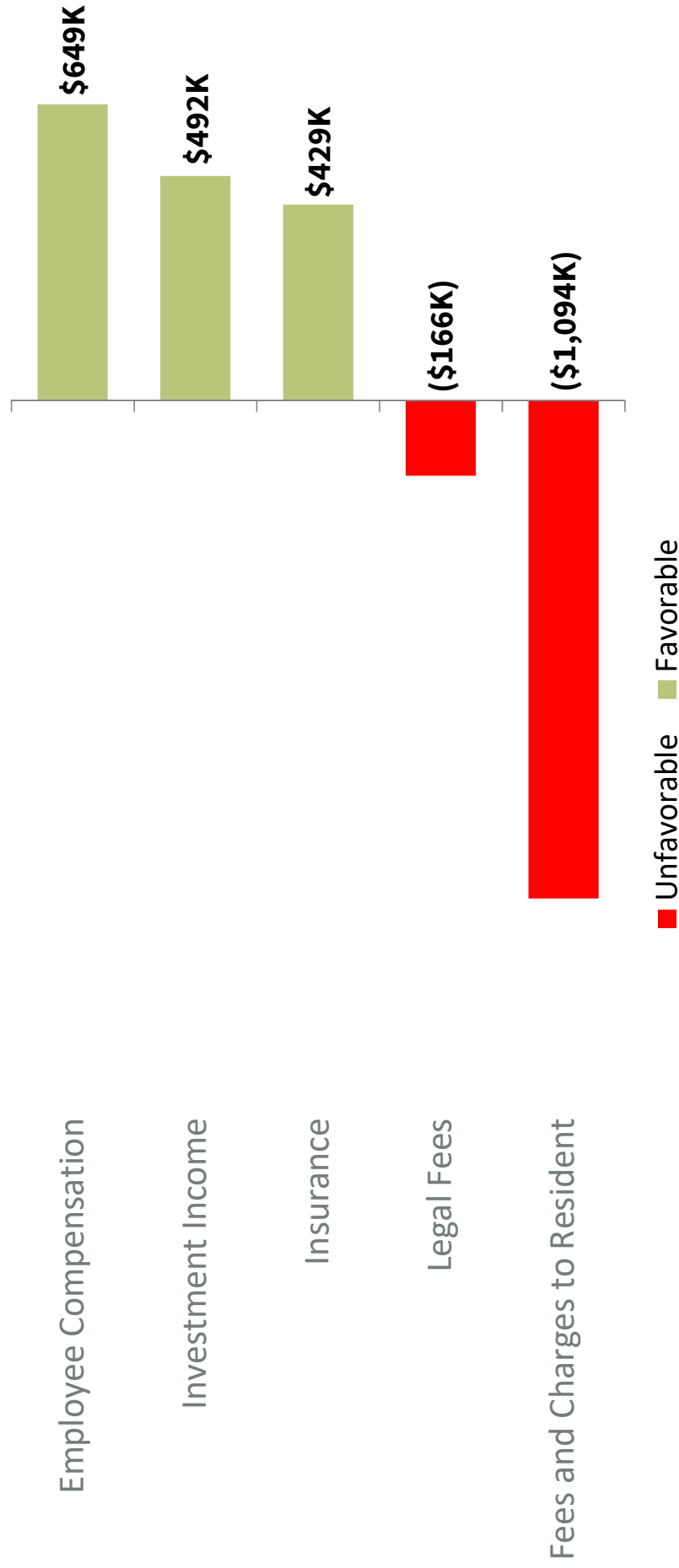
| INCOME STATEMENT (in Thousands) | ACTUAL | BUDGET | VARIANCE B/(W) |
|------------------------------------|----------|----------|-------------------|
| Assessment Revenue | \$25,360 | \$25,360 | \$0 |
| Non-assessment Revenue | \$2,348 | \$2,991 | (\$642) |
| Total Revenue | \$27,708 | \$28,350 | (\$642) |
| Total Expense | \$25,132 | \$26,003 | \$871 |
| Net Revenue/(Expense) | \$2,576 | \$2,347 | \$229 |

Financial Report

As of July 31, 2024



Year to Date Variances



Financial Report

As of July 31, 2024



| Category (in Thousands) | 2023 YTD Actual | 2024 YTD Actual | 2024 YTD Budget | 2024 YTD Variance | 2024 Total Budget |
|--|-----------------------|-----------------------|-----------------------|-------------------------|-------------------------|
| Investment Income | \$615 | \$877 | \$385 | \$492 | \$660 |
| Resident Maintenance Fee* | \$488 | \$805 | \$1,817 | (\$1,012) | \$3,116 |
| Sales and Leasing Fees** | \$273 | \$301 | \$290 | \$11 | \$498 |
| All Other Revenues | \$419 | \$366 | \$499 | (\$133) | \$856 |
| Total Non-Assessment Revenues | \$1,795 | \$2,349 | \$2,991 | (\$642) | \$5,130 |

* Includes damage restoration backlog revenue

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

Financial Report

As of July 31, 2024



| Category (in Thousands) | 2023 YTD Actual | 2024 YTD Actual | 2024 YTD Budget | 2024 YTD Variance | 2024 Total Budget |
|----------------------------|-----------------------|-----------------------|-----------------------|-------------------------|-------------------------|
| Employee Comp & Related | \$7,477 | \$7,981 | \$8,630 | \$649 | \$14,816 |
| Outside Services* | \$5,133 | \$6,129 | \$6,113 | (\$16) | \$12,999 |
| Insurance | \$5,089 | \$4,698 | \$5,127 | \$429 | \$9,167 |
| All Other Expenses | \$5,230 | \$6,324 | \$6,133 | (\$191) | \$10,897 |
| Total Expenses | \$22,929 | \$25,132 | \$26,003 | \$871 | \$47,879 |

*Includes professional fees

Financial Report

As of July 31, 2024



| NON OPERATING FUND BALANCES (in Thousands) | Replacement Funds* | Garden Villa Fund | Disaster Fund | Unappropriated Expenditures Fund | TOTAL |
|--|-----------------------|----------------------|------------------|--|----------|
| Beginning Balances: 1/1/24 | \$23,703 | \$114 | \$5,439 | \$3,650 | \$32,906 |
| Contributions & Interest | \$7,688 | \$59 | \$1,188 | \$1,117 | \$10,052 |
| Expenditures | \$5,972 | \$96 | \$1,165 | \$3 | \$7,236 |
| Current Balances: 7/31/24 | \$25,419 | \$77 | \$5,462 | \$4,764 | \$35,722 |

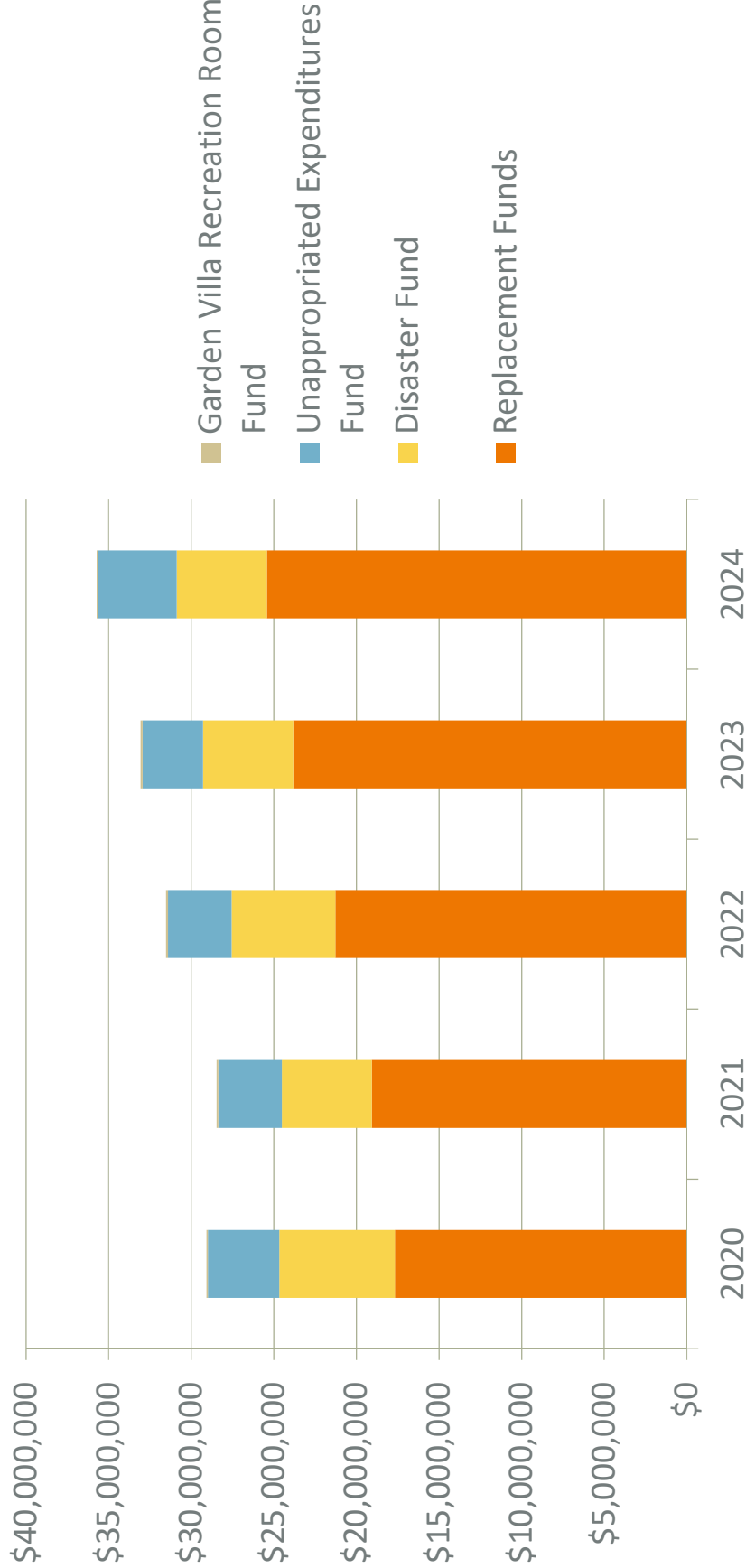
*Includes Elevator and Laundry Funds

Financial Report

As of July 31, 2024



FUND BALANCES – Third Mutual

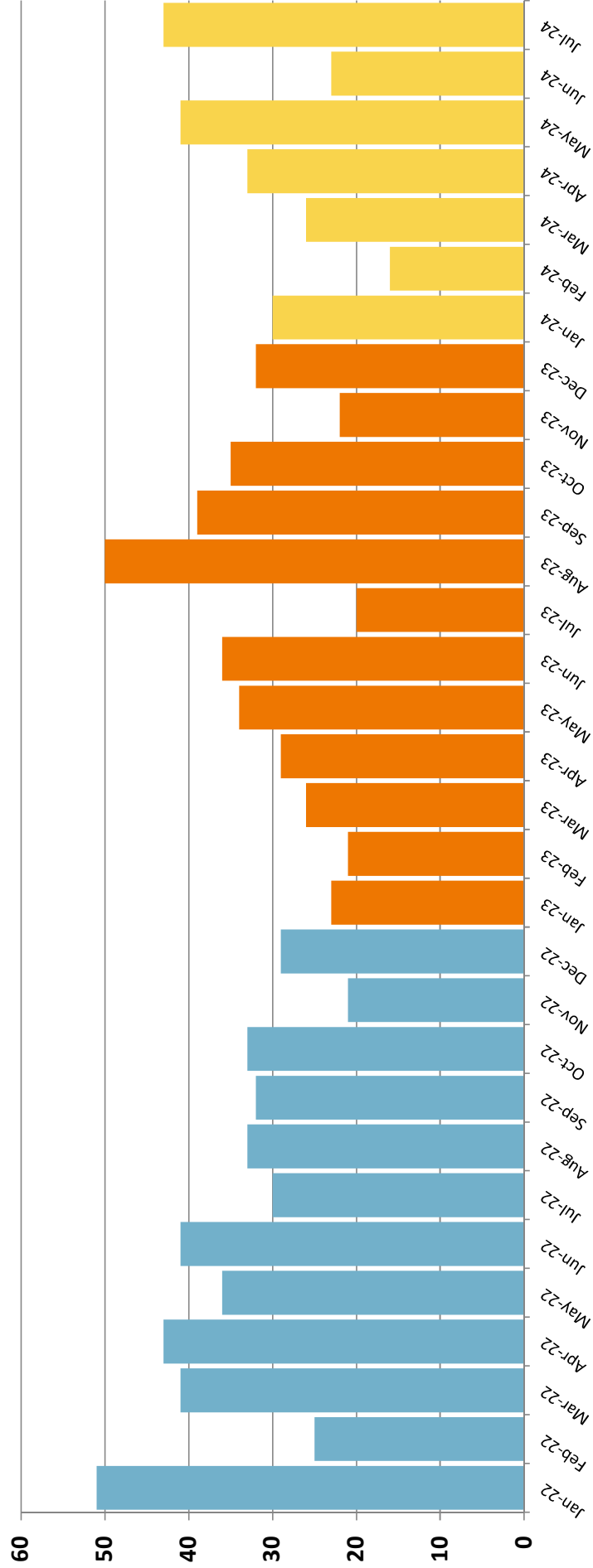


Financial Report

As of July 31, 2024

RESALE HISTORY – Third Mutual

| | NO. OF RESALES | AVG. RESALE PRICE |
|----------|----------------|-------------------|
| YTD 2022 | 267 | \$521,374 |
| YTD 2023 | 189 | \$530,811 |
| YTD 2024 | 215 | \$616,337 |



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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, August 12, 2024 – 9:30 a.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, Advisors: Mike Butler, Lisa Mills, Mike Plean

COMMITTEE MEMBERS ABSENT: David Veeneman

OTHERS PRESENT: S.K. Park

STAFF PRESENT: Ian Barnette – Maintenance & Construction Assistant Director, Bart Mejia – Maintenance & Construction Assistant Director, Alan Grimshaw – Manor Alterations Manager, Gavin Fogg – Manor Alterations Supervisor, David Rudge – Inspector II, Sandra Spencer – Administrative Assistant, Manor Alterations, Jessica Lozada – Inspector I

1. Call Meeting to Order

Chair Cook called the meeting to order at 9:30 a.m.

2. Approval of the Agenda

Chair Cook asked for approval of the agenda.

Director Karimi made a motion to approve the agenda. Chair Cook seconded.

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

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

Chair Cook asked for approval of the meeting report.

Director Karimi made a motion to approve the meeting report. Chair Cook 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 expressed his gratitude for Chair Cook's time on the committee, and bid him farewell.

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

- a. **Over-The-Counter Variances** – Hearing no objection, the Over-The-Counter Variance report was approved by unanimous consent.

3186-A: Request to Install Patio Pavers on Rear Common Area

3374-B: Request to Install a Fence on Common Area

5228: Request to Extend on Exclusive Use Common Area Private Garden 12'x6', rear Patio 27'x8', and Garage 12'x6'

- One member commented on the variance request and staff responded.

5492-A: Request to Install Pavers on Common Area, Back of Garage

5434: Request to Extend on Exclusive Use Common Area Private Garden 12'x6', rear Patio 8'x40'

9. Variance Requests

- a. 3054-C: Variance to Install a Fountain on Common Area

Chair Cook asked for denial of the variance.

Director Karimi made a motion to deny the variance. Chair Cook seconded.

Hearing no objection, the variance to install a fountain on common area was denied by unanimous consent.

b. 3343-C: Variance to Request Painters to Paint Around Living Wall

Staff gave several examples as to why the living wall was in violation of several standards pertaining to it.

Chair Cook asked for denial of the variance.

Director Karimi made a motion to deny the variance. Chair Cook seconded.

Hearing no objection, the variance to request painters to paint around living wall was denied by unanimous consent.

c. 3373-B: Variance to Replace Existing 11'x42' Patio Cover

Chair Cook asked for approval of the variance.

Director Karimi made a motion to approve the variance. Chair Cook seconded.

Hearing no objection, the variance to replace existing 11'x42' patio cover was approved by unanimous consent.

d. 5206: Variance to Install Glass Garage Door

Chair Cook asked for approval of the variance.

Director Karimi made a motion to approve the variance. Chair Cook seconded.

Hearing no objection, the variance to install glass garage door was approved by unanimous consent.

e. 5435: Variance to Replace Existing Patio Cover and Enclosure

Chair Cook asked for approval of the variance.

Director Karimi made a motion to approve the variance. Chair Cook seconded.

Hearing no objection, the variance to replace existing patio cover and enclosure was approved by unanimous consent.

10. Items for Discussion and Consideration

a. Revision to Standard 22: Patio and Balcony Covers; Aluminum and Vinyl to incorporate
Agenda Item #12b

portions of Standards 29, 37 & 38 that are being rescinded.

Chair Cook asked for approval of the revised standard.

Director Karimi made a motion to approve the revised standard. Chair Cook seconded.

Hearing no objection, the motion to recommend the revised Standard 22: Patio and Balcony Covers; Aluminum and Vinyl was approved by unanimous consent.

b. Rescind Standard 29: Solariums

Chair Cook asked for approval to rescind the standard.

Director Karimi made a motion to approve rescinding the standard. Chair Cook seconded.

Hearing no objection, the motion to recommend rescinding Standard 29: Solariums was approved by unanimous consent.

c. Rescind Standard 37: Patio and Balcony Awnings & Covers

Chair Cook asked for approval to rescind the standard.

Director Karimi made a motion to approve rescinding the standard. Chair Cook seconded.

Hearing no objection, the motion to recommend rescinding Standard 37: Patio and Balcony Awnings & Covers was approved by unanimous consent.

d. Rescind Standard 38: Patio Enclosures

Chair Cook asked for approval to rescind the standard.

Director Karimi made a motion to approve rescinding the standard. Chair Cook seconded.

Hearing no objection, the motion to recommend rescinding Standard 38: Patio Enclosures 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 41: Solar Energy Systems
- Approve Addition of Responsibility Agreement in Third's Resale Package

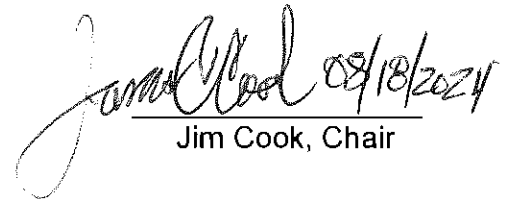
12. Committee Member Comments

- None.

13. **Date of Next Meeting:** Monday, September 09, 2024 at 1:30 p.m.

14. **Adjournment**

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



Jim Cook, Chair

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

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OPEN MEETING

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

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

REPORT

MEMBERS PRESENT: Brad Rinehart - Chair, Jim Cook, SK Park, David Veeneman (in for Reza Karimi)

MEMBERS ABSENT: Reza Karimi, Moon Yun

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Ian Barnette – Maintenance & Construction Assistant Director, Bart Mejia – Maintenance & Construction Assistant Director, Guy West – Projects Division Manager, Mat Aldaz – Maintenance Services Manager, Adam West – Maintenance Operations Manager, Angelo Ocampo – Operations Manager General Services, Laurie Chavarria – Senior Management Analyst, Sandra Spencer – Administrative Assistant

1. Call Meeting to Order

Director Rinehart called the meeting to order at 9:35 a.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report from July 1, 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

- Gate 11 Seepage

Mr. Gomez provided an update on the underground water percolating up through the ground near Building 5185 and the scope of work that was given to the committee at a prior meeting. A field inspection was performed recently and exploratory borings were taken and are being evaluated. A report from the geotechnical consultant will be received by the end of this month and those findings and recommendations will be brought to the committee for review as appropriate.

- Rain Gutter Screens

Mr. Gomez informed the committee that the board authorized M&C to work with General Services to install rain gutter screens on 4 buildings as a pilot program which will be starting soon. Installations will be monitored for functionality and results provided to the committee prior to any further installations. Mr. Ocampo detailed the process of selecting the choice of screen options. The 2025 budget includes \$50,000 for future installations.

- Fence Repairs Along Calle Sonora (Gate 14)

Mr. Gomez informed the committee that the condition of the cinder block and wrought iron fence along Calle Sonora was brought to his attention. General Services will perform spot repairs to the portion of the fence within Third and work with GRF to address the remaining portion of the fence. Staff will work with the Finance Department to fund a fence maintenance program during the 2026 budget meetings.

- Pilot program for Washer/Dryer Replacement Program

Mr. Gomez mentioned that a potential vendor for the pilot program has been invited to make a presentation to the United M&C Committee at the Oct. 23, 2024 meeting and invited the Third M&C to attend.

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

The project log was pulled for discussion. In response to questions about the asphalt and seal coat program, Mr. Gomez informed the committee that the board has decided to seal coat only in 2025 and reevaluate for 2026. Chair Rinehart suggested it might be helpful to investigate the possibility of replacing asphalt with concrete near trash enclosures to minimize damage to the asphalt by garbage trucks.

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

9. Items for Discussion and Consideration

a. Building 3101 Walkway Realignment

Mr. Gomez summarized the history of the recommendation to realign the walkway in front of Building 3101. Discussion ensued regarding prior committee and board decisions; different options to address concern; ADA requirements for new construction and estimated costs. Staff's recommendation is to proceed with the original proposal for an outside vendor to realign the pathway at the mutual's expense.

A motion was made and unanimously approved to further research potential options in an effort to arrive at a less-costly solution which addresses the member's concerns.

b. Pilot Battery Storage System for EV Charging in 3-Story Buildings (Chair)

Chair Rinehart presented an option for a battery storage system to be used for EV charging. After discussion, Chair Rinehart requested this option be included in the 2025 Energy Study.

c. Water Pressure Valve RFP

Mr. Gomez provided background on the issue of water pressure testing in all buildings in Third Mutual and presented an RFP for the committee's review and discussion. The committee suggested staff include an estimated quantity of the sizes of the valves to be included in the RFP. The RFP will be revised and advertised.

d. External Paint RFP

Mr. Gomez provided background on the issue of utilizing an outside vendor to supplement in-house union staff for exterior painting and presented an RFP for 3 buildings to use as a price comparison. The RFP will be advertised as presented.

e. Miscellaneous Concrete Repair RFP

Mr. Gomez informed the committee that in-house staff is not able to perform repairs to concrete walkways in a timely manner and that the union has been consulted regarding contracting out the work. The RFP will be advertised as presented.

f. M&C Budget Update

- i. Contract Licensed Quality Control Inspectors
- ii. Staff Development Plan for Trade License/Certifications

Mr. Gomez informed the committee of the board's decision to add these two items to the 2025 budget in the amount of \$158,000 to contract with licensed quality control inspectors to focus on plumbing, electrical and roofing and to initiate a staff development plan to certify or license in-house staff where appropriate. Director Cook requested the qualifications listed on the posted job opportunities be reviewed. A report will be brought to the committee in the first quarter of 2025 outlining the program.

Mr. Gomez also provided an update on the prior request to add railings to the front entry walkways to Garden Villa Buildings and reported that the board did not approve a budget item for walkway railings. The committee requested that staff develop a cost estimate for hand railings on the stairs only and to investigate potential insurance savings if implemented and to bring those results back to the M&C and Finance Committees for consideration of utilizing discretionary funds.

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

- a. Incentive to Upgrade Pipes and/or Dedicated Water Shut-Off Valves in Walls During Remodeling
- b. Incentive for Soundproofing Common walls

11. Committee Member Comments

- Director Cook thanked the committee and staff for their work and the committee's accomplishments as he ends his term on the committee.
- Director Veeneman recognized Director Cook for his service on the committee.

12. Date of Next Meeting: Monday, November 4, 2024 at 9:30 a.m.

13. Recess: The meeting was recessed at 10:42 a.m.

Signature: 
Brad Rinehart (Sep 11, 2024 15:01 PDT)

Brad Rinehart

Brad Rinehart, Chair

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

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OPEN MEETING

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

**Thursday, September 5, 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

ADVISORS PRESENT: Diane Bonar, Mark Brenner, Krystal Meier

ADVISORS ABSENT: Patricia Bailey

STAFF PRESENT: Kurt Wiemann, Megan Feliz

1. Call Meeting to Order

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

2. Approval of Agenda

Chair Park asked to add item #9b design concept B4001-B4009, item #9c follow-up on previous designs, and item #9d PPRP communication plan. Hearing no objections, the agenda was approved unanimously.

3. Approval of the August 1, 2024 Report

Director Karimi moved to approve the meeting report, Director Yun seconded it, and it was unanimously approved.

4. Remarks of the Chair

Chair Park stated this is just his second meeting and he is still learning, as Landscape has several large projects being worked on with AB1572 and PPRP. He is doing his best to keep everyone informed and up to date.

5. Member Comments

- A member commented asking about grubs he noticed in his lawn and what he should do or what protocol on this.
- A member complained about inconsistency in landscape work, not sweeping up well enough after mowing, and about tree replacement.
- A member commented on golf cart charging, security, and water saving in Gate 14.

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

Mr. Wiemann explained this report was for Committee information.

c. Greenius Training Update

None

d. Quality Control Monthly Report

Mr. Wiemann explained the graphs. Questions were asked and answered. The committee asked staff to add an area to explain what items were flagged.

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. 5450 Tree Removal Request

Director Karimi moved to approve the staff recommendation to deny the tree removal. Director Veeneman seconded. The Consent Calendar motion was approved by consent.

9. Items for Discussion and Consideration

a. 3200-B Tree Removal Request

Mr. Wiemann presented the staff recommendation and explained the resident's wishes. Director Veeneman motioned to accept the staff recommendation to remove the tree at the owner's expense, and Director Karimi seconded the motion. The motion passed unanimously.

b. Design Concepts for B4001-B4009

Mr. Wiemann notified the committee he received the final concepts for B3312-B3329 last night. He will send them out today for their review. B4001-B4009 latest comments were sent back to the designer for changes, will send them out once received.

c. Follow-up up previous design reviews

Mr. Wiemann notified the committee that they are considered a disadvantaged community by the California State Water Resources Control Board, and this gives them another year, until 2030, to comply with AB1572. He offered to give each building schedule for PPRP to the next meeting and where they are in the process.

d. PPRP Communication Plan

Mr. Wiemann explained the notification process and steps to the committee for the PPRP project.

10. Items for Future Agendas

- Slope Schedule 2025
- Incentives for members to remove turf ahead of staff
- AB1572 update

11. Committee Member Comments

None

12. Next Meeting Date: Thursday, October 10, 2024, at 9:30 a.m.

13. Recess at 11:20 a.m.

DRAFT

S.K. Park, Chair
Kurt Wiemann, Staff Officer
Megan Feliz, Landscape Administrative Assistant
949-268-2565

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OPEN MEETING

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

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

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Jules Zalon, Ira Lewis, Reza Karimi, David Veeneman

COMMITTEE MEMBERS ABSENT: Brad Rinehart

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

ADVISORS PRESENT: None

STAFF PRESENT: Carlos Rojas, John Cox, Megan Feliz

1. Call Meeting to Order

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

2. Approval of the Agenda

The meeting agenda was approved by unanimous consent.

3. Approval of the Meeting Report from January 25, 2024

The meeting report was approved by unanimous consent.

4. Committee Chair Remarks

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

5. Member Comments

None

6. Response to Member Comments

None.

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

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

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

OPEN MEETING

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

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

MEMBERS PRESENT: Yvonne Horton, Chair, Joan Milliman, Reza Karimi, Alison Bok, Sue Quam, Sue Stephens, S.K. Park, Ajit Gidwani, Dennis Boudreau, Elsie Addington

MEMBERS ABSENT: Cush Bhada, Ellen Leonard, Peter Sanborn, all excused

OTHERS PRESENT: Juanita Skillman, Steve Leonard

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Tom McCray, Jackie Chioni, Steve Hormuth, Sean Anthony

Call to Order

Chair Horton called the meeting to order at 1:36 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

Chair Horton made a motion to approve the agenda with addition under Recreation Request Forms to become agenda item number 9a. Director Quam seconded.

Motion passed unanimously.

Approval of Committee Report for July 11, 2024

Chair Horton made a motion to approve the report. Director Park seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton stated "trust gives GRF authority to make decisions regarding all of our amenities. At a recent GRF Finance Committee meeting where golf fees were discussed, knowing it is a sensitive subject, a director stated four to five directors board horses at the Equestrian Center. That statement is a fabrication as no directors, nor any personal friends of directors, have horses boarded at the Equestrian Center. I believe the statement was

strategic and inflammatory. Also, at the GRF meeting, directors wrote a letter in the open forum stating that the community has concerns about the operating expenses at the Equestrian Center. I haven't heard this complaint except for the letter writer. I repeat myself that the GRF board makes all the decisions when it comes to the amenities. Another question that was raised was the new vaulting program. This program is like yoga on horseback and it is age appropriate. A volunteer walks the horse around while the rider sits on the horse and does upper body stretches much like chair yoga. The person that gives the lesson has insurance and pays a stipend to the Equestrian Center. This is all GRF business." Chair Horton stated "this explanation was necessary as there is too much misinformation in the Village. The GRF board and our great staff work diligently to provide activities and entertainment at a reasonable price which is shared cost."

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: Summer Splash Day at pool 2 sold out on July 19 with 67 grandkids in attendance; all Recreation facilities located within Gate 12, including Clubhouse 2, Golf facilities, the 19 Restaurant, pool 2, lawn bowling and pickleball, will be closed Monday, August 12 for slurry coat seal in the parking lot; the process of hiring a new ceramic technician will occur in the near future; the Clubhouse 5 BBQ buffet in July had 182 in attendance; the hearing loop installation at Clubhouse 6 encountered a few issues and should be officially completed by the end of next week; landscape work will be done in the front of Clubhouse 6 over the next few weeks; Library volunteers worked 826 hours to support 2,374 visitors in July with 37 residents signed up for catalogue access and 2,957 items circulated through the desk; the number of residents using Library services was higher this month than any other month since the winter with usage of all items up, except CD books.

Ms. Giglio stated the parking lot will be closed on August 17 at Clubhouse 1 and the Library/History Center due to necessary slurry seal coat; Bocce will be closed for the day and the library is considering closing as well due to limited street parking; on Monday, August 12 there will be some prep work of asphalt slot patches that may impact the parking, but no full closure of the facilities.

Ms. Giglio reported the following Clubhouse 1 renovation update: the beautification of Clubhouse 1 remains on schedule for assumed completion by August 31, 2024. Recreation staff will plan to start transitioning back into the facility on September 3 after Memorial Day with an estimated soft opening of Monday, September 16. The transition plan includes moving furniture out of storage, hanging signs, flyer holders, rebuilding pool tables, completing minor projects that couldn't be achieved during construction (i.e. painting in areas that weren't included in the project scope), contacting clubs and rentals with move back days, transitioning staff from other clubhouses back to Clubhouse 1 as reservations are still at Clubhouse 6 and transitioning lifeguards to pool 1. Staff will strive to open pool 1 and the mini-gym earlier, but all will be contingent upon project items completion.

Ms. Giglio reported the following GRF board meeting update: The Korean American Association's request to donate cups was denied due to logo inclusion which is against the donation policy and would require an exception to be made; the Pickleball Club was approved to use the pickleball courts and parking lots at the Performing Arts Center and Clubhouse 5 for Laguna Woods Foundation's Good Neighbor Program events which are open to all residents. These events are the result of a contest which awarded funding to five recipients to host such events for community building.

Ms. Murphy stated the following: Clubhouse 2 will host a free patio concert on Saturday, August 24 from 4 to 6 p.m.; the free Monday movies, *What Happens Later* on August 19 and *A Haunting in Venice* on August 26, will be held at 2 and 7 p.m. at the Performing Arts Center; Clubhouse 5 will host an Italian buffet on August 26 at 5 p.m.; The Performing Arts Center will host the Bob Newhart Button Down Concert reshooting event on September 5 at 7 p.m.; Grandparents Fun Day will be hosted at Clubhouse 5 on September 7 from 11 a.m. to 2 p.m.; registration starts now at the Community Center Fitness Center for the annual Village Games starting October 7 with the closing ceremony at Clubhouse 5 on October 31; the Performing Arts Center will host Micky Dolenz of the Monkees on October 11 at 7:30 p.m.

Mr. McCray stated the following: the golf course remains very busy; El Toro Water District (ETWD) shut off the reclaimed water used for watering the greens for 48 hours; staff was able to work with ETWD to rectify the issue and the greens will recover from not being watered; the second new golfer orientation was held which was very successful; the Sunday twilight event hosted about 44 attendees; the fitting event hosted today was well received as usual; Garden Center plot rentals are full and staff is monitoring those which are not in compliance; Garden Center 2 volunteers are overseeing projects to beautify the areas that are neglected; the discussion of Garden Center club access to each center is ongoing.

Discussion ensued.

Member Comments (Items Not on the Agenda)

No members were present for Member Comments.

CONSENT

Chair Horton made a motion to approve the consent calendar. No second was recorded.

Motion passed unanimously.

REPORTS

Recreation Committee Request Forms – Members were called to speak regarding use of the multi-purpose room in the Community Center on December 20, 2024 from 5 to 9 p.m. as part of 90th birthday celebration; regarding security of the table tennis room with uninvited non-resident players mostly in evenings and weekends and would like to request a card reader installation for both entries of the table tennis room.

Director Bok made a motion to proceed to GRF board with resident plan to use MPR for birthday celebration in conjunction with the Table Tennis Club for table tennis access and to work with staff regarding suitable financial arrangements. Director Milliman seconded.

Motion passed 6-1. Director Park abstained.

Director Milliman made a motion to approve the recommendation of Resident offer to establish card readers at the exit and entrance of the table tennis room. Director Bok seconded.

Motion passed unanimously.

Staff was directed to create a staff report regarding the installation of card readers at both entries of the table tennis room in the Community Center and present to CAC in September.

Recreation Supervisor Introduction– Sean Anthony, head golf professional, introduced himself while stating his past experience and celebrating five years of being a staff member at Golf Operations.

ITEMS FOR DISCUSSION AND CONSIDERATION

Golf Fee Recommendation – Mr. Hormuth presented golf fee options and recommendations.

Director Park made a motion to recommend option B revised. Director Milliman seconded.

Discussion ensued.

Motion passed 6-1. Director Stephens opposed.

Pickleball Facility Request – Jeanne Costello presented the Pickleball Club request for a feasibility study for a dedicated pickleball facility.

Director Quam made a motion to recommend that the Board of Directors approve a supplemental appropriation from the Facilities Reserve Fund in the amount of \$45,000 for a Pickleball Feasibility Study to develop and review options for building a new pickleball facility and to report back to CAC for action. Director Park seconded.

Discussion ensued.

Motion passed 6-1. Director Stephens 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

Director Park requested the pickleball court lights be turned off when play is completed.

Director Milliman stated good meeting and a lot to think about.

Director Quam inquired as to the addition of a future agenda item regarding clubs having signs in the PAC and would like a system, maybe use of existing marquees, to inform community of club information. Director Milliman inquired as to putting a message board on all marquee devices. Ms. Murphy stated the marquees are used for GRF Recreation activities/classes and staff can inquire with Village TV about adding the message board; she stated all free avenues for clubs to inform community of activities, including flyers, poster at the Performing Arts Center or Clubhouse 5 if event at said facility, website calendar, club website, Village TV, the Globe newspaper.

Director Stephens stated the pickleball facility feasibility study should include a rough cost estimate of each option and staff is to confirm if corporate member approval is necessary.

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, September 12, 2024.

Adjournment

There being no further business, the Chair adjourned the meeting at 4:01 p.m.

_____*Yvonne Horton*_____

Yvonne Horton, Chair

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FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

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

DIRECTORS PRESENT: William Cowen – Chair, Martin Roza, Mickie Choi Hoe, Sue Stephens (Alternate), Donna Rane-Szostak

DIRECTORS ABSENT: Nathaniel Lewis, Thomas Tuning (Excused), Moon Yun, Brad Rinehart

ADVISORS PRESENT: None.

STAFF PRESENT: Steve Hormuth, Jose Campos, Jennifer murphy, Alison Giglio, Laura Cobarrubiaz, Erika Hernandez, Blake Lefante, Ada Sigler, Karina Vargas

OTHERS PRESENT:

VMS – Kathryn Bravata,
GRF – Juanita Skillman, James Hopkins, Yvonne Horton
United – Georgiana Willis, Ellen Leonard, Nancy Carlson, Maggie Blackwell

Call to Order

Director William Cowen, chaired and called the meeting to order at 1:33 p.m.

Acknowledgement of Media

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

Approval of the Agenda

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

Approval of Meeting Report for July 29, 2024

Director Rane-Szostak made a motion to approve the committee report as presented. Director Choi Hoe seconded. Hearing no objections, the report was approved by consensus.

Chair's Remarks

Director Cowen expressed his gratitude to staff for all their hard work.

Member Comments (Items Not on the Agenda)

A resident asked about the 2024 budget, the number of financial statements across all mutual highlighting the Towers and VMS. She also inquired why other banking options hadn't been explored and if the franchise fee paid to the city had been reviewed. Staff explained that the 2024 Budget is located on page 3 of the Green book, available online for residents. This years Budget was set at \$122 million. Staff further clarified that there are three financial statements, one each for GRF, United, Third, while the Towers finances are handled by a separate management company. VMS Financials mainly cover payroll for all three organizations. Regarding the banking option, the current choice was made for its strong security feature. Staff informed that at this time the franchise fee contract is currently in the middle of its five-year contract.

A member asked to clarify the administrative fee located under the recreation department. Staff informed that they are unable to provide price breakdown for certain positions in an open session however the financial statements are located in the Greenbook for each of those facilities, under employee compensation.

A member inquired on what the shared cost under the administrative fee entail, Staff stated that the fees she is referring to is for the administrative offices.

Department Head Update

Steve Hormuth, Director of Financial Services, reported favorable financial highlights for period ending in July 31, 2024 He also noted that the final version of the 2025 Business Plan will be presented to the Board for approval on September 3, following the televised version 3 review that occurred on August 5.

Preliminary Financial Statements dated July 31, 2024

The committee reviewed the financial statements dated July 31, 2024. Questions were addressed and noted by staff.

Equestrian Center Cost Analysis

Steve Hormuth, Director of Financial Services, presented a staff report on expenses associated with the Equestrian Center. The report detailed the annual budget having increased by \$232K from 2023 to 2024. The last fee review was in March 2023 under the resolution 09-23-46, a subsequent meeting will be scheduled to recommend adjustments to the fees. Staff provided an oral presentation in response to some member inquiries.

Investment Advisory Services

Staff provided an oral update recommending the Committee evaluate the current investment advisor. Director Cowen agreed to the recommendation. No further action needed.

Endorsement from Standing Committees

Community Activities Committee- Director of Recreation and Special Events, Alison Giglio presented a staff report recommending that the Board of Directors approve a supplemental appropriation from the Facilities Fund in the amount of \$45,000. This funding would be allocated for a feasibility study to develop and review options for building a new pickleball facility.

Jeanne Costello, member of the Pickleball Club, presented a proposal to inform staff and members of the rising need for a new pickleball facility. The presentation detailed how the current pickleball courts can only accommodate a certain volume of members at a time with the demand for play times steadily increasing with its rising popularity.

Director Choi Hoe moved to endorse staff recommendation with an amended amount of up to 45K for the Pickleball Feasibility Study. Director Rane-Szostak seconded. Discussion ensued. Director Cowen proposed amending the resolution proposed to specify the funds be used to develop and review options for providing appropriate pickleball facilities instead of options for building a new pickleball facility. Director Choi Hoe accepted the friendly amendment. The motion passed with a 4-1 vote to be presented at the following Board meeting.

Future Agenda Items

- RV Fee Recommendations

Committee Member Comments

None.

Date of Next Meeting

Wednesday, October 16, 2024 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:47 p.m.

DRAFT

William Cowen, Chair

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OPEN MEETING

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

**Wednesday, August 28, 2024 - 1:30 P.M.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room/Virtual Meeting**

Directors Present: Chair: Juanita Skillman, Maggie Blackwell, Nancy Carlson, Reza Karimi, S.K. Park, Sue Stephens

Directors Absent: Donna Rane- Szotak

Staff Present: Carmen Aguilar, Roger Cowdrey, Aaron Kennedy, Alycia Magnuson, Eric Nuñez,

Others Present: None

1. Call to Order

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

2. Acknowledgment of Press

There was no media present.

3. Approval of the Agenda

Chair Skillman requested an approval of the agenda August 28, 2024
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 June 26, 2024, were approved with pending correction by unanimous consent.

5. Chair's Remarks

Chair Skillman spoke on the following items:

- Expressed this meeting is important it represents a culmination of two years of work on the Vehicle, Traffic and Parking Rules. She would like to thank staff for reviewing updating and reformatting. This was also added to the GRF meeting on Tuesday, September 3, 2024 at 9:30 a.m.

6. Members' Comments

- Member suggested to have a sign posted on Calle Azul that says something like

"SLOW DOWN, BLIND CURVE" or simply **"SLOW"**.

- Member commented on the steps on curbs at Clubhouse one they seem more like a drop.
- Member suggested a crosswalk at the Serpentine Trail. Also, suggested speed bumps be installed at Sevilla.
- Member made comments on Estate Sale fees were not readily available. Company hosting the Estate Sale had over 100+ prospects in the community. member was concern about security presence.
- Member made a request to publish more descriptive criminal statistics by building. Unfortunately, due to privacy measures we can provide statistics on specific buildings. The information can be requested with the Orange County Sheriff's Department.
- Member made comment on S-Code 0714 Unpermitted Electric Plug-In (EV) concern vehicles are charging without paying for permit. The cost for E- charge is \$240.00 for vehicles and Golf cart E-charge is \$120.00. The member was requesting security to monitor these illegal EV charging.

Reports:

7. Update on Jacob and Green and Associates

Chief Nuñez commented on the following:

- Mr. Simmons from Jacob Green and Associates was at the DPTF meeting on Tuesday, July 30, 2024 at 9:30 a.m. where he shared the GAP analysis for Laguna Woods Village. The GAP analysis will move forward not suggestions or objections were given by directors. The final version will be presented at the DPTF meeting on September 24, 2024 at 9:30 a.m. and also at the next SCAC meeting held on Wednesday, October 23, 2024 at 1:30 pm in the board room.

8. Security Statistics Update

The following security statistics updates were discussed:

- RV Lot
 - We currently have no waiting list.
 - Price increase is in the future agenda for the Finance Committee.
 - We currently have 5 prospects.
- Notice of Violations
 - The stats continue to show S-Code 0610 (FAILURE TO OBEY STOP SIGN) - is 49% of all the citations written.
- Orange County Sheriff Department
 - Total of 16 violations in the community the information was obtained via
 - Phase 4 and 5 did not have any crimes reported at this time.
 - The information was collected on www.occrimemapping.com
- Compliance Notice of Violation stats
 - Had a total of 843 citation with delinquencies being the highest.
- Self-Initiated Supervisor Foot Patrol
 - Light request makes 32% of the foot patrol. Our Supervisors are making sure the lights are working properly during the night in breezeways, and around the community.
 - 44% is made up of maintenance request

- Social Services
 - An average of 20 deaths per month and an average of 22 calls for per day for OCFA coming into the community.

9. Bike Thefts

- There have been a total of 45 bikes and E-bikes stolen in the community nine of them have been recovered. There was an arrest made by Orange County Sherriff's Department regarding these thefts.
- We want to reiterate it is important to register bikes with Security this way if there is a theft we have documentations / pictures to give to the Orange County Sheriff's Department.

10. Noteworthy incidents-

- On Sunday, August 18, 2024 Officer Garret Pipkin saw a male Hispanic lying on the grass in front of MANOR662. The subject had a green Schwinn trike in his possession. Orange County Sheriff's Department was called out to the scene. The subject was arrested for CPC 496 possession of stolen property. Officer Pipkin transported the trike to the Aliso Viejo sub-station to be booked as evidence.

Items for Discussion and Consideration

11. Smart I.D.

- Discussed the I.D. has magnetic strip that lets some residents into amenities around the community some TAP or swipe and some simple don't work due to the age of the card. The technology and the investment in new card would need further investigation. This project needs to keep moving. It is an important issue and there is a discussion with the IT department. There is some restriction to certain areas in the community. Example Garden Center there are plots for lease and residents have access if they are leasing

12. A publication reminder that all vehicles MUST have an RFID

- Director Stephens made a motion to request VMS to develop a proposal and a schedule to implement and enforce the following Resolution 90-19-56 director Carlson seconded.
- Publication should be on all communication platforms that it is mandatory to have an RFID. As of today, the rule is not strictly enforced with 10% of the vehicles not having RFID.
- Resident Services should not be registering vehicles without RFID.

13. Traffic Fees Recommendation-

- Steve Hormuth, Director of Financial Services, presented a staff report recommending the approval of the proposed Schedule of Traffic Monetary Penalties to be effective January 1, 2025. The change aims to enhance adherence to traffic and parking regulations and reduce the frequency of

violations.

Director Stephens made a motion to accept the proposed Schedule of Traffic Monetary Penalties with an effective date of January 1, 2025. Directors Skillman and Carlson seconded. Discussion ensued.

By a vote of 5-1, the motion passed (Director Karimi abstained, Director Rane-Szostak was not present for the vote).

14. Vehicle, Traffic and Parking Rules-

- On August 28, 2024, Eric Nuñez, Director of the Security Services Department, presented a staff report recommending the approval of the Vehicle, Traffic and Parking Rules and regulations within Laguna Woods Village. These amendments will accommodate the advancements in technology, policies and laws associated within California and Laguna Woods Village to aide in the efficiency of service levels and enforcement.

Director Park made a motion to accept and move forward with the staff recommended Vehicle, Traffic and Parking Rules to be presented at the following Golden Rain Foundation Board meeting held on September 3, 2024. Director Karimi seconded. Discussion ensued. Director Skillman asked for the question.

By unanimous vote, the motion passed (Director Rane-Szostak was not present for the vote).

Items for Future Agendas:

15. To Be Determined


Items for Future Agendas:

16. Committee Member Comments

- Director Stephens apologized to director Leonard regarding his time being cut short. The allowed time for speakers to speak is three minutes.

17. The next meeting will be held both in the board room and virtually via the zoom platform at 1:30 p.m. on Wednesday. October 23, 2024.

18. Adjournment 4:04 p.m.


Juanita Skillman (Sep 3, 2024 21:05 PDT)

Juanita Skillman, Chair
Security and Community Access
Committee