



OPEN SESSION

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

**Tuesday, June 21, 2022 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

NOTICE OF MEETING 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. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. May 17, 2022 – Regular Board Meeting
 - b. June 3, 2022 – Special Open Recall Ballot Tabulation Meeting
 - c. June 3, 2022 – Special Open Meeting
 - d. June 6, 2022 – Agenda Prep Meeting
- 6. Report of the Chair**
- 7. Update from VMS Board – Director Unger**
- 8. 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.*

9. Responses to Open Forum Speakers

10. CEO Report

11. 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 April 2022, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.
- b. **Recommendation from the Landscape Committee:**
 - (1) Recommend to Deny Tree Removal Request and to Perform a Crown Reduction and Thinning of the Tree Within Six Weeks of Board Decision: 2369-2B Via Mariposa E. – One Rusty Leaf Fig Tree
 - (2) Recommend to Deny Tree Removal Request: 5128 Brazo – One Canary Island Pine Tree
- c. Trust Beneficiary – Donation to Landscape in Third Mutual
- d. Update Committee Appointments
- e. **Recommendation from the Finance Committee:**
 - (1) Approve a Resolution for Recording a Lien against Member ID# 933-612-26
 - (2) Approve a Resolution for Recording a Lien against Member ID# 931-481-09
 - (3) Approve a Resolution for Recording a Lien against Member ID# 937-990-21

12. Unfinished Business

- a. Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Charter for Joint Hearing Body (**May initial Notification – June 2022 Revised – 28-day notification for member review and comments to comply with Civil Code §4360**)
- b. Entertain a Motion to Approve a Revised Alteration Fee Schedule (**JUNE initial Notification – 28 day notification for member review and comments to comply with Civil Code §4360**)

13. New Business

- a. Recommendation to Mandate Recycled Water Use in Third Conform to State and Local Mandates.

- b. Resident Policy and Compliance Committee – Guidelines for Financial Qualifications (JUNE initial Notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- c. Entertain a Motion regarding Distribution of Printed Materials (JUNE initial Notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

14. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Rane-Szostak. The committee met on June 7, 2022; next meeting July 5, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.**
 - (1) Treasurer’s Report
 - (2) Third Finance Committee Report
 - (3) Resales/Leasing Reports
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The committee met on May 23, 2022; next meeting June 27, 2022 at 9:30 a.m. in the Board Room and as a virtual meeting.**
- c. Report of the Communications Committee – Director McCary. The committee met on April 13, 2022. The next meeting is July 13, 2022, at 1:30 p.m. in the Willow Room and as a virtual meeting.**
- d. Report of the Maintenance and Construction Committee – Director Engdahl. The committee met on May 2, 2022; next meeting July 7, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.**
 - (1) Report of the Parking and Golf Cart Subcommittee – Director Bhada. The subcommittee met on May 25, 2022; next meeting July 27, 2022, at 1:30 p.m. in the Board Room.
 - (2) Garden Villa Rec. Room Subcommittee – Director Lewis. The subcommittee met on May 26, 2022; next meeting TBA.
- e. Report of the Landscape Committee – Director Lewis. The committee met on June 2, 2022; next meeting July 7, 2022 at 9:30 a.m. in the Board Room and as a virtual meeting.**
- f. Report of the Water Conservation Committee – Director Rane-Szostak. The committee met on April 28, 2022; next meeting July 28, 2022, at 2:00 p.m. in the Sycamore Room.**

- g.** Report of the Resident Policy and Compliance Committee – Director Laws. The committee met on May 25, 2022; next meeting June 28, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

15. GRF Committee Highlights

- a.** Community Activities Committee – Director McCary. The committee met on June 9, 2022; next meeting, July 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

(1) Equestrian Center Ad Hoc Committee – Director Bhada. The committee met on March 30, 2022; next meeting TBA.

- b.** GRF Finance Committee – Director Rane-Szostak. The committee met on June 15, 2022; next meeting August 17, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

- c.** GRF Landscape Committee – Director Lewis. The committee met on June 8, 2022; next meeting September 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

- d.** GRF Maintenance & Construction Committee – Director Engdahl – The committee met on June 8 2022; next meeting August 10, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

(1) Clubhouse Facilities Renovation Ad Hoc Committee – Director Frankel. The committee met on January 28, 2022; next meeting, TBA.

- e.** Media and Communications Committee – Director McCary. The committee met on June 20, 2022; next meeting July 18, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

- f.** Mobility and Vehicles Committee – Director Bhada – The committee met on June 1, 2022; next meeting August 3, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

- g.** Security and Community Access Committee – Director Wayne. The committee met on April 25, 2022; next meeting June 27, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

(1) Disaster Preparedness Task Force – Director Rane-Szostak. The task force met on March 29, 2022; next meeting TBA.

- h.** Report of the Laguna Woods Village Traffic Hearings – Director Frankel. The hearings were held on June 15, 2022; next meeting July 20, 2022 at 9:00 a.m. as a virtual meeting.

- i. GRF Strategic Planning Committee – Director Lewis. The committee met on May 2, 2022; next meeting TBA.
 - j. Information Technology Advisory Committee – Director Laws. The committee met on May 13, 2022; next meeting TBA.
 - k. Purchasing Ad Hoc Committee – Director Rane-Szostak. The committee met on April 7, 2022; next meeting TBA.
 - l. Website Ad Hoc Committee – Director McCary. Next meeting TBA.
 - m. Insurance Ad Hoc Committee – Director Laws. The committee met on May 9, 2022; next meeting TBA.
- 16. Future Agenda Items--** *All matters listed under Future Agenda Items are items for a future Board Meetings. 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.*
- 17. Director's Comments**
- 18. 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.*

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) May 17, 2022—Regular Closed Meeting

(b) May 26, 2022—Special Closed Session

(c) May 31, 2022 – Special Closed Session

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjourn

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OPEN SESSION

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

**Tuesday, May 17, 2022 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

Directors Present: Robert Mutchnick, Annie McCary, Ralph Engdahl, John Frankel, Jim Cook, Mark Laws, Nathaniel Ira Lewis, Donna Rane-Szostak, Lynn Jarrett, Craig Wayne, Cush Bhada

Directors Absent: None

Staff Present: Siobhan Foster-CEO, Michelle Estrada, Makayla Schwietert, Catherine Laster, Ellyce Rothrock, Eric Nunez, Carlos Rojas, Robert Carroll

Others Present: VMS – Rosemarie diLorenzo
GRF – None
United – None

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

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

2. Pledge of Allegiance

Director Frankel led the Pledge of Allegiance.

3. Acknowledge Media

The media was acknowledged online and through Village Television.

4. Approval of Agenda

President Mutchnick asked for a motion to approve the agenda.

Director Bhada made a motion to approve the agenda. Director Cook seconded.

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

Director Bhada suggested that everyone in attendance take a moment of silence to honor those affected by the recent tragedy that occurred at a local church.

The board, staff, and audience took a moment of silence.

Agenda Item #5a

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5. Approval of Minutes

- a. April 19, 2022 – Regular Board Meeting
- b. May 6, 2022 – Agenda Prep Meeting

President Mutchnick asked for a motion to approve the minutes.

Director McCary made a motion to approve the minutes of April 19, 2022 – Regular Board Meeting and the minutes of May 06, 2022 – Agenda Prep Meeting. Director Cook seconded.

Hearing no changes or objections, the minutes were approved unanimously.

6. Report of the Chair

President Mutchnick shared his condolences on the recent tragedy that occurred at a local church.

7. Update from the VMS Board

VMS Director diLorenzo provided an update from the last VMS Board Meeting with the following information:

- Completed service orders YTD – April, 2022
- Work Order Satisfaction Survey and results
- Resident Services performance for the month of April
- Human Resources initiatives
- KPI or Key Performance Indicators on client-facing services

Discussion ensued among the board.

8. Open Forum (Three Minutes per Speaker) - *At this time Members only addressed 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 can 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 (699)900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.*

- A member commented on the donations made by The Foundation to support the community members experiencing financial hardship. The Foundation is celebrating its 25th Anniversary.
- A member commented on the amendment to the CC&Rs as well as insurance.

9. Responses to Open Forum Speakers

- President Mutchnick thanked The Foundation. He then responded to the comments on insurance.
- Director Rane-Szostak clarified that the CC&Rs amendment was not voted down and urged members to vote.

10. CEO Report

CEO Siobhan Foster reported on:

- The recent tragedy that affected members of the community. Social Services is available to residents of Laguna Woods Village.
- 2023 Budget Calendar

Catherine Laster provided an overview of the recall elections, a schedule of important dates, and answered questions from the board.

President Mutchnick thanked staff for their assistance and support during the recent tragedy.

CEO Siobhan Foster answered questions from Director Laws.

11. Consent Calendar - *All matters listed under the Consent Calendar were recommended for action by committees and were enacted by the Board by one motion. Items removed from the Consent Calendar by members of the Board were moved for further discussion and action by the Board.*

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

Director Cook made a motion to approve the Consent Calendar. Director Rane-Szostak seconded the motion.

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

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of March 2022, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.
- b. **Recommendation from the Landscape Committee:**
 1. Recommend to Deny Tree Removal Request: 3117-C Via Serena S. – One Rusty Leaf Fig Tree

RESOLUTION 03-22-42
Deny the Request
For Removal of One Rusty Leaf Fig Tree
3117-C Via Serena S.

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 which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

WHEREAS, on May 5, 2022, the Landscape Committee reviewed a request from the Member at 3117-C to remove one Rusty Leaf Fig tree. The Member cited the reasons as structural damage, personal preferences, view obstruction, litter/debris, and potential damage to the pedestrians and cars below due to future growth; and

WHEREAS, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 as there is no indication of structural damage to the retaining wall or sidewalks and recommends denying the request for the removal of one Rusty Leaf Fig tree located at 3117-C Via Serena S;

NOW THEREFORE BE IT RESOLVED, May 17, 2022, the Board of Directors denies the request for the removal of one Rusty Leaf Fig tree located at 3117- C; 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. Recommend to Approve Tree Removal Request: 3407-A Calle Azul – One Bottlebrush Tree

RESOLUTION 03-22-43
Approve the Request
For Removal of One Bottlebrush Tree
3407-A 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 which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

WHEREAS, on May 5, 2022, the Landscape Committee reviewed a request from the Member at 3407-A to remove one Bottlebrush tree. The Member cited the reasons as liter/debris, overgrown, potential future damage from roots, and the resident is allergic to the pollen produced by the tree; and

WHEREAS, the Committee determined that the tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Bottlebrush tree located at 3407-A Calle Azul;

NOW THEREFORE BE IT RESOLVED, May 17, 2022, the Board of Directors approves the request for the removal of one Bottlebrush tree located at 3407-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.

3. Recommend to Approve Landscape Revision Request: 5545-A Rayo Del Sol

RESOLUTION 03-22-44
**Approve the Landscape Revision Request
To Retain Non-Standard Stepping Stones
5545-A Rayo Del Sol**

WHEREAS, on May 5, 2022, the Landscape Committee reviewed a request from the Member at 5545-A to retain non-standard stepping stones which were present when the Member moved into their manor; and

WHEREAS, on February 15, 2022, the Third Mutual Board of Directors passed Resolution 3-22-17, establishing guidelines for stepping stone installations; and

WHEREAS, the Committee determined that the stepping stones located in the common area between the subject manor and the adjacent manor meet the guidelines set forth in Resolution 03-22-17, and recommends approving the request to retain the non-standard stepping stones located at 5545-A Rayo Del Sol;

NOW THEREFORE BE IT RESOLVED, May 17, 2022, the Board of Directors approves the request for permission to retain these stepping stones located at 5545-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.

c. Recommendation from the Finance Committee

1. Approve a Resolution for Recording a Lien against Member ID # 933-200-24

RESOLUTION 03-22-45
Recording of a Lien

WHEREAS, Member ID 933-200-24; 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, May 17, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 933-200- 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. Approve a Resolution for Recording a Lien against Member ID # 933-050-29

RESOLUTION 03-22-46
Recording of a Lien

WHEREAS, Member ID 933-050-29; 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, May 17, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 933-050-29 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. Approve a Resolution for Recording a Lien against Member ID # 934-330-09

RESOLUTION 03-22-47
Recording of a Lien

WHEREAS, Member ID 934-330-09; 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, May 17, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 934-330- 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.

4. Approve a Resolution for Recording a Lien against Member ID # 932-310-25

RESOLUTION 03-22-48
Recording of a Lien

WHEREAS, Member ID 932-310-25; 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, May 17, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-310- 25 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. Approve a Resolution for Recording a Lien against Member ID # 934-903-42

RESOLUTION 03-22-49

Recording of a Lien

WHEREAS, Member ID 934-903-42; 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, May 17, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 934-903-42 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. Approve a Resolution for Recording a Lien against Member ID # 931-900-48

RESOLUTION 03-22-50

Recording of a Lien

WHEREAS, Member ID 931-900-48; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, May 17, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-900-48 and;

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

7. Approve a Resolution for Recording a Lien against Member ID # 931-630-71

RESOLUTION 03-22-51

Recording of a Lien

WHEREAS, Member ID 931-630-71; 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, May 17, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-630-71 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.

12. Unfinished Business

12a. Update Committee Appointments

President Mutchnick asked for a motion to approve the committee appointments as presented.

Director Cook made a motion to approve the committee appointments. Director McCary seconded the motion.

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

RESOLUTION 03-22-52 **Third Mutual Committee Appointments**

RESOLVED, May 17, 2022, that the following persons are hereby appointed to serve on the committees and services of this Corporation.

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

Architectural Standards and Control Committee

Robert Mutchnick, Chair
John Frankel
Ralph Engdahl
James Cook
Craig Wayne
Voting Advisors: Mike Butler and Mike Plean

Communications Committee

Annie McCary, Chair
Donna Rane-Szostak
Lynn Jarrett
James Cook
Mark Laws
Cush Bhada, Alternate

Executive Hearing Committee

Annie McCary, Chair
Ralph Engdahl, Co-Chair
Robert Mutchnick
Mark Laws
John Frankel, Alternate

Finance (Committee of the Whole)

Donna Rane-Szostak, Chair

Non-Voting Advisors: John Hess, Wei-Ming Tao

Investment Ad Hoc Committee

Robert Mutchnick

Craig Wayne

Donna Rane-Szostak

Garden Villa Recreation Room Subcommittee (Quarterly)

Lynn Jarrett, Chair

Donna Rane-Szostak

Nathaniel Ira Lewis

Voting Advisors: Martina Mangan, Sharon Molineri

Landscape Committee

Lynn Jarrett, Chair

Annie McCary

Ralph Engdahl

Donna Rane-Szostak

Nathaniel Ira Lewis

Cush Bhada, Alternate

Non-Voting Advisor: Cindy Baker

Maintenance and Construction Committee

Ralph Engdahl, Chair

Robert Mutchnick

John Frankel

Craig Wayne

James Cook

Cush Bhada, Alternate

Non-voting Advisor – David Bienek, Judith Troutman

New Resident Orientation

Everybody Participates on a Rotating Basis

Water Conservation Committee (Quarterly)

Donna Rane-Szostak, Chair

John Frankel

Cush Bhada

Lynn Jarrett

Nathaniel Ira Lewis

Non-Voting Advisor: Lee Goldstein

Parking & Golf Cart Task Force

Cush Bhada, Chair

John Frankel

Mark Laws

Ralph Engdahl, Alternate

Non-Voting Advisor: Hal Horne

Resident Policy and Compliance Committee

Robert Mutchnick, Chair
Cush Bhada
Lynn Jarrett
Mark Laws
Nathaniel Ira Lewis, Alternate
Non-Voting Advisors: Stuart Hack, ~~Mary Seto~~

Energy Research Group

Ralph Engdahl
John Frankel
Nathaniel Ira Lewis
Non-Voting Advisors: Sue Stephens, Bill Walsh

RESOLVED FURTHER, that Resolution 03-22-38, adopted April 19, 2022, is hereby superseded and canceled; and,

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

RESOLUTION 03-22-53
GRF Committee Appointments

RESOLVED, May 17, 2022, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Community Activities Committee

Annie McCary
Cush Bhada
~~Lynn Jarrett, Alternate~~

Equestrian Center Ad Hoc Committee

Cush Bhada
Annie McCary

GRF Finance Committee

Donna Rane-Szostak
Mark Laws
Craig Wayne, Alternate

Purchasing Ad Hoc Committee (new)

Donna Rane-Szostak
Ralph Engdahl, Alternate
~~Robert Mutchnick, Alternate~~
~~Mark Laws~~

GRF Landscape Committee

Lynn Jarrett
Nathaniel Ira Lewis

Annie McCary, Alternate

GRF Maintenance and Construction Committee

Ralph Engdahl

Jim Cook

John Frankel, Alternate

Clubhouse Renovation Ad Hoc Committee

John Frankel

Ralph Engdahl

Cush Bhada, Alternate

GRF Media and Communications Committee

Annie McCary

Jim Cook

Lynn Jarrett, Alternate

Broadband Ad Hoc Committee

Lynn Jarrett

Annie McCary

Mobility and Vehicles Committee

Jim Cook

Cush Bhada

Ralph Engdahl, Alternate

Security and Community Access Committee

Annie McCary

Craig Wayne

Donna Rane-Szostak, Alternate

Disaster Preparedness

John Frankel

Jim Cook

Donna Rane-Szostak, Alternate

Laguna Woods Village Traffic Hearings

John Frankel

Mark Laws

Strategic Planning Committee

Robert Mutchnick

Nathaniel Ira Lewis

IT Technology Advisory Committee (ITAC)

Lynn Jarrett

Mark Laws

Insurance Ad Hoc Committee

Robert Mutchnick
Mark Laws
Jim Cook

Website Ad Hoc Committee

Lynn Jarrett
Annie McCary
Mark Laws, Alternate

RESOLVED FURTHER, that Resolution 03-22-39, adopted April 19, 2022, 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.

13. New Business

13a. Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Charter for Joint Hearing Body (MAY Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360)

Director Jarrett read the policy as well as the following resolution:

RESOLUTION 03-22-XX

**Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy
and Charter of the Joint Hearing Body Committee**

WHEREAS, the Board of Directors of Third Laguna Hills Mutual (“Third”), Golden Rain Foundation (“GRF”), and United Laguna Woods Mutual (United”) require a clear and consistent policy to address claims of harassment, abuse and intimidation by directors to staff of Village Management Services, Inc. (“VMS”), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents; and

WHEREAS, this Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“Policy”) is intended to provide guidance relative to such behavior and issue a mechanism for addressing same by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee; and

WHEREAS, this Policy is being adopted by the Board of Directors of Third, GRF, and United in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

NOW THEREFORE BE IT RESOLVED, June 21, 2022 that the Board of Directors of this Corporation hereby introduces the Anti-Harassment, Anti-Abuse and Anti- Intimidation Policy and Charter of the Joint Hearing Body Committee, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-20-27, adopted April 21, 2020, 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 the purpose of this resolution.

Director Rane-Szostak made a motion to postpone the resolution for 28-days for member review and comment. Director McCary seconded the motion.

Discussion ensued among the board.

CEO Siobhan Foster and VMS Director diLorenzo answered questions from the board.

A member from the audience began to respond to one of the open-forum comments before being redirected to speak to the current agenda item. He then commented in opposition to the policy.

The motion was called to a vote and passed 7-4. Directors Cook, Bhada, Laws, and Lewis opposed.

14. Committee Reports

14a. Report of the Finance Committee / Financial Report – Director Rane-Szostak gave the Treasurer’s Report along with a presentation on external factors affecting Third Mutual Costs. The committee met on May 3, 2022; next meeting June 7, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

- (1) Treasurer’s Report
- (2) Third Finance Committee Report
- (3) Resale/Leasing Reports

14b. Report of the Architectural Controls and Standards Committee – Director Mutchnick gave an update from the last committee meeting. The committee met on April 25, 2022; next meeting May 23, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

14c. Report of the Communications Committee – Director McCary gave an update from the committee. The committee met on April 13, 2022. The next meeting is July 13, 2022, at 1:30 p.m. in the Willow Room and as a virtual meeting.

14d. Report of the Maintenance and Construction Committee – Director Engdahl. The

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committee met on May 2, 2022; next meeting July 7, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

(1) Report of the Parking and Golf Cart Subcommittee – Director Bhada. The subcommittee met on March 23, 2022; next meeting May 25, 2022, at 1:30 p.m. in the Board Room.

(2) Garden Villa Rec. Room Subcommittee – Director Jarrett. The subcommittee met on February 23, 2022; next meeting May 26, 2022 at 1:30 p.m. in the Board Room and as a virtual meeting.

14e. Report of the Landscape Committee – Director Jarrett. The committee met on May 5, 2022; next meeting June 2, 2022 at 9:30 a.m. in the Board Room and as a virtual meeting.

14f. Report of the Water Conservation Committee – Director Rane-Szostak. The committee met on April 28, 2022; next meeting July 28, 2022, at 2:00 p.m. in the Sycamore Room.

14g. Report of the Resident Policy and Compliance Committee – Director Mutchnick. The committee met on April 26, 2022; next meeting May 24, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

15. GRF Committee Highlights

15a. Community Activities Committee – Director McCary. The committee met on May 12, 2022; next meeting, June 9, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

(1) Equestrian Center Ad Hoc Committee – Director Bhada shared highlights from the last committee meeting. The committee met on January 26, 2022; next meeting March 30, 2022 at 1:30 p.m. as a virtual meeting.

15b. GRF Finance Committee – Director Rane-Szostak shared highlights from the last committee meeting. The committee met on April 20, 2022; next meeting June 15, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

15c. GRF Landscape Committee – Director Lewis shared highlights from the last committee meeting. The committee met on March 9, 2022; next meeting June 8, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

15d. GRF Maintenance & Construction Committee – Director Engdahl shared highlights from the last committee meeting. The committee met on April 13 2022; next meeting June 8, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting

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- (1) Clubhouse Facilities Renovation Ad Hoc Committee – Director Frankel shared highlights from the last committee meeting. The committee met on May 11, 2022; next meeting TBA.
- 15e.** Media and Communications Committee – Director McCary shared highlights from the last committee meeting. The committee met on May 16, 2022; next meeting June 20, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- 15f.** Mobility and Vehicles Committee – Director Bhada. The committee met on April 6, 2022; next meeting June 1, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- 15g.** Security and Community Access Committee – Director Wayne shared highlights from the last committee meeting. The committee met on April 25, 2022; next meeting June 27, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- (1) Disaster Preparedness Task Force – Director Rane-Szostak updated the board on the last task force meeting. The task force met on March 29, 2022; next meeting May 31, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- 15h.** Report of the Laguna Woods Village Traffic Hearings – Director Frankel reported on the last traffic hearings. The hearings were held on April 20, 2022; next meeting May 18, 2022 at 9:00 a.m. as a virtual meeting.
- 15i.** Report of the GRF Strategic Planning Ad Hoc Committee – Director Lewis shared highlights from the last committee meeting. The committee met on May 2, 2022; next meeting TBA.
- 15j.** Report of the Information Technology Advisory Committee – Director Laws shared highlights from the last committee meeting. The Committee met on May 13, 2022; next meeting June 3, 2022.
- 15k.** Report of the Purchasing Ad Hoc Committee – Director Rane-Szostak. The committee met on April 7, 2022; next meeting TBA.
- 15l.** Report of the Website Ad Hoc Committee – Director McCary. Next meeting TBA
- 15m.** Report of the Insurance Ad Hoc Committee – Director Mutchnick. The committee met on May 9, 2022; next meeting TBA.
- 16. Future Agenda Items--** *All matters listed under Future Agenda Items are 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 actions on these items at a future Board meeting.*

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17. Director's Comments

- Director Laws provided the times on upcoming Third committee meetings.
- Director McCary thanked all the members for their comments on the harassment policy.
- Director Jarrett commented on a correction of the meeting time for the Landscape meeting. She further commented on the recent tragedy and effect it had on gate 14.
- CEO Siobhan Foster provided information on July 4th activities. She further commented on service orders.
- President Mutchnick commented on the 28-day postponement of the harassment policy.

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

The meeting was recessed into closed session at 11:50 a.m.

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) April 19, 2022—Regular Closed Session

(b) May 06, 2022—Special Closed Session

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjournment

The meeting was adjourned at 3:42 p.m.

DocuSigned by:

Lynn Jarrett

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Lynn Jarrett, Secretary of the Board
Third Mutual Laguna Hills



SPECIAL OPEN MEETING

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

**Friday, June 3, 2022, at 10:00 a.m.
24351 El Toro Road, Laguna Woods, California
Laguna Woods Village Community Center
Board Room/Virtual Meeting**

**The purpose of this meeting is to determine whether two board members, Robert Mutchnick and Lynn Jarett, should be recalled/removed and, if the recall is successful, which board member candidates will replace them for the duration of their time on the board remaining.
This election will not replace the regularly scheduled annual board election in the fall.**

Directors Present: Annie McCary, Ralph Engdahl, John Frankel, Jim Cook, Mark Laws, Nathaniel Ira Lewis, Donna Rane-Szostak, Craig Wayne, Cush Bhada

Directors Absent: None

Staff Present: Michelle Estrada, Makayla Schwiertert, Catherine Laster, Siobhan Foster

Others Present: Catherine and Andrew Burkhart, Inspectors of Election
Candidates: Robert Mutchnick, N. Cris Prince, Jules Zalon, Karen Shore
VMS – None
GRF – Yvonne Horton, Joan Milliman, Reza Karimi, Bunny Carpenter
United – None

1. Call Meeting to Order / Establish Quorum – Vice President McCary

Vice President McCary called the meeting to order at 10:00 a.m. and established that a quorum was present.

2. State Purpose of Meeting – Vice President McCary

President McCary indicated the purpose of this meeting is to determine whether two board members, Robert Mutchnick and Lynn Jarrett, should be recalled/removed and, if the recall is successful, which board member candidates will replace them for the duration of their time on the board remaining. This election will not replace the regularly scheduled annual board election in the fall.

By consensus, the agenda was approved without objection.

3. Acknowledgement of Inspectors of Election – Catherine and Andrew Burkhart, UniLect Election Services

Vice President McCary introduced the Inspectors of Elections. Catherine and Andrew Burkhart, UniLect Election Services explained the counting of the ballot process.

4. Counting of the Ballots to Determine Whether Two Board Members, Robert Mutchnick and Lynn Jarrett, Should Be Recalled/Removed

At 10:15 a.m. the Inspector of Elections started counting the ballots for Third Mutual. The counting of the ballot process could be watched live through the Laguna Woods Village website and Zoom webinar.

At 12:30 p.m. the Inspector of Elections announced some ballots were not filled in correctly and were damaged. Those ballots were recreated so they could be counted by the ballot counting machine.

5. Announcement of Ballot Results – Catherine Burkhart, UniLect Election Service

Andrew Burkhart, Inspector of Elections, explained the accuracy and logistic test.


Catherine Burkhart, Inspector of Elections, announced that there was 1 envelope with no ballots inside; therefore, only 2,784 ballots were counted.

At 1:39 p.m. the Inspector of Election announced the results of the Third Board of Directors election:

Cris Prince	1,619
Karen Shore	687
Robert Mutchnick	527
Jules Zalon	1,754

6. Adjournment

The meeting was adjourned at 1:50 p.m.



Annie McCary, 1st Vice President
Third Laguna Hills Mutual

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SPECIAL OPEN MEETING

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

**Friday, June 3, 2022
IMMEDIATELY FOLLOWING RECALL ELECTION
24351 El Toro Road, Laguna Woods, California
Laguna Woods Village Community Center
Board Room/Virtual Meeting**

Directors Present: Annie McCary, Ralph Engdahl, John Frankel, Jim Cook, Mark Laws, Nathaniel Ira Lewis, Donna Rane-Szostak, Craig Wayne, Cush Bhada

Directors Absent: None

Staff Present: Siobhan Foster-CEO, Michelle Estrada, Makayla Schwietert, Catherine Laster

Others Present: Catherine and Andrew Burkhardt, Inspectors of Election
Candidates: N. Cris Prince, Jules Zalon
VMS – None
GRF – None
United – None

1. **Call Meeting to Order / Establish Quorum – Chair**
1st Vice President McCary called the meeting to order at 2:06 p.m. and established that a quorum was present.
2. **Approval of the Agenda**
Director McCary called for an approval of the agenda.

By consensus, the agenda was approved without objection.
3. **Member Comments – None**
4. **Election of Officers Upon Successful Recall by Opening of Nominations: President and Secretary**
1st Vice President McCary announced that the election of officers recall was successful recall and opened nominations for the President and Secretary.

President

1st Vice President McCary opened the floor for nomination of President.

Director Bhada nominated Mark Laws for the position of President. Director Laws accepted the nomination.

Director Frankel nominated Annie McCary for the position of president. Director McCary accepted the nomination.

Hearing no other nominations, the board votes by secret ballot. Assistant Corporate Secretary, Makayla Schwietert, tallied the vote and announced that Director Laws was elected President of the Board by a vote of 6-4-0.

Secretary

1st Vice President McCary opened the floor for nomination of Secretary.

Director Lewis nominated Cris Prince for the position of Secretary. Cris Prince accepted the nomination.

Hearing no other nominations, the board votes by secret ballot. Assistant Corporate Secretary, Makayla Schwietert, tallied the vote and announces that Cris Prince was elected as Secretary of the Board by a vote of 9-0-1.

5. Entertain a Motion to Close Nominations

Director McCary made a motion to close the nominations.

By consensus, the motion to close nomination was approved without objection.

Director Wayne entered the meeting.

6. Entertain a Motion to Approve a Revised Resolution for Election of Officers

Director McCary read the following resolution:

Resolution 03-22-56
Appointment of Officers

RESOLVED, on June 3, 2022, pursuant to Third Laguna Hills Mutual Bylaws Article 9 which sets guidelines, terms and responsibilities for the election of Officers to this Corporation the following persons are hereby elected to the office indicated next to their names to serve:

Mark Laws	President
Annie McCary	1 st Vice President
Ralph Engdahl	2 nd Vice President
Cris Prince	Secretary
Donna Rane-Szostak	Treasurer

RESOLVED FURTHER, that the following Staff person is hereby appointed as ex Officio officer of this Corporation:

Siobhan Foster
Carlos Rojas
Steve Hormuth

Vice President ex Officio
Assistant Secretary ex Officio
Assistant Treasurer ex Officio

RESOLVED FURTHER, that Resolution 03-22-12, adopted January 18, 2022, is hereby superseded and cancelled; and

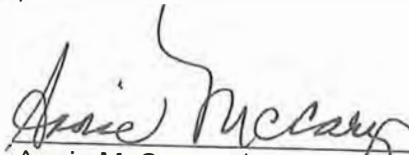
RESOLVED FURTHER; that the officers and agents of this Corporation are directed on behalf of the Corporation to carry out this resolution.

Director McCary made a motion to approve Resolution 03-22-56 Appointment of Officers.

By consensus, the motion to approve Resolution 03-22-56 was approved without objection.

7. Adjournment

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



Annie McCary, 1st Vice President of the Board
Third Laguna Hills Mutual

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OPEN SESSION

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

**Monday, June 6, 2022 - 9:30 a.m.
Willow Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

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

Directors present: Mark Laws, Annie McCary, Ralph Engdahl, Cris Prince, Donna Rane- Szostak, John Frankel, Jim Cook, Nathaniel Lewis, Cush Bhada, Craig Wayne

Directors absent: Jules Zalon

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

Others present: None

1. Call Meeting to Order / Establish Quorum

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

2. Approval of the Agenda

President Laws added Item 3 Chair Remarks to the agenda.

President Laws asked for a motion to approve the agenda as amended.

Director Rane-Szostak made a motion to approve the agenda as amended.
Director Bhada seconded.

Hearing no changes or objections, the amended agenda was approved unanimously.

3. Chair Remarks

President Laws commented on the following:

- Ensured the board that he does not plan on changing anything procedural, except for updating the committee appointments.
- Addressed the new director and informed her of what to look for regarding any meetings, etc.

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Agenda Prep Open Meeting
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- Plans to continue the Third Mutual Town Hall meetings.
- Not certain whether he will be sending out weekly e-mails to residents, however, he will be working with Eileen on the protocol.
- Will not keep the presidential phone, but will keep the presidential e-mail address.
- Regarding the budget, goal is to not increase the homeowner dues for next year.
- Additionally, two of his priorities are Insurance and Process Improvements.

4. Committee Assignments.

President Laws presented to the Board the new Committee Assignments to include the new directors.

5. Discuss and Consider Items to be placed on the Third Board Regular Meeting Agenda (open & closed session) on June 21, 2022

President Laws asked for a motion to approve the June 21, 2022 open and closed session agendas.

Hearing no changes or objections, the June 21, 2022 open and closed session agendas were approved unanimously.

6. Director Comments – None

7. Adjournment

The meeting was adjourned at 10:24 a.m.

DocuSigned by:

N. Cris Prince

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



RESOLUTION 03-22-XX

Deny the Request For Removal of One Rusty Leaf Fig Tree 2369-2B Via Mariposa 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 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 June 2, 2022, the Landscape Committee reviewed a request from the Member at 2369-2B to remove one Rusty Leaf Fig tree. The Member cited the reasons as structural damage, overgrown, and the tree is causing the manor to be too dark; and

WHEREAS, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10, as there is no indication of structural damage to the retaining wall or sidewalks and therefore recommends denying the request for the removal of one Rusty Leaf Fig tree located at 2369-2B Via Mariposa East;

NOW THEREFORE BE IT RESOLVED, June 21, 2022, the Board of Directors denies the request for the removal of one Rusty Leaf Fig tree located at 2369-2B; 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 03-22-XX

Deny the Request For Removal of One Canary Island Pine 5128 Brazo

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 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 June 2, 2022, the Landscape Committee reviewed a request from the Member at 5128 to remove one Canary Island Pine. The Member cited the reasons as litter/debris, too close to the manor, and the threat of a potential fire due to all of the needle drops; and

WHEREAS, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 as there is no indication of fire threat and therefore recommends denying the request for the removal of one Canary Island Pine tree located at 5128 Brazo;

NOW THEREFORE BE IT RESOLVED, June 21, 2022, the Board of Directors denies the request for the removal of one Canary Island Pine tree located at 5128; 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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STAFF REPORT

DATE: June 21, 2022
FOR: Board of Directors
SUBJECT: Donation Acceptance from Judy Saxon Trust

RECOMMENDATION

Staff recommend the board review, acknowledge and accept the donation from the Judy Saxon Trust in the amount of \$1,000 for the benefit of the landscape services.

BACKGROUND

Ms. Judy Saxon was a long-time resident of Third Laguna Hills Mutual having purchased her manor in August of 2001. Prior to her passing Ms. Saxon generously listed Third Laguna Hills Mutual, amongst numerous others, beneficiaries of the Judy Saxon Trust. It was her express wish to distribute the sum of \$1,000 to Third Laguna Hills Mutual to be used for landscaping.

DISCUSSION

In the spirit of beautifying the community and to express appreciation for the donation, a tree will be planted in memory of Ms. Saxon within Third Laguna Hills Mutual.

Prepared By: Steve Hormuth, Director of Financial Services

Reviewed By: Kurt Wiemann, Director of Landscape Services

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RESOLUTION 03-22-XX

Donation from Judy Saxon Trust for Landscape

RESOLVED, On June 21, 2022; The Third Mutual Board accepted a donation in the amount of \$1,000 from the Judy Saxon Trust for the Third Laguna Hills Mutual Landscape Department; and

RESOLVED FURTHER, the funds will be used for the beautification of Third Laguna Hills Mutual landscaping;

RESOLVED FURTHER, the Third Laguna Hills Mutual Board of Directors appreciates the generosity of the Judy Saxon Trust for the \$1,000 received on May 31, 2022, which reflects the spirit of Laguna Woods Village.

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RESOLUTION 03-22-XX

Third Mutual Committee Appointments

RESOLVED, June 21, 2022, that the following persons are hereby appointed to serve on the committees and services of this Corporation.

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

Architectural Standards and Control Committee

~~Robert Mutchnick, Chair~~

James Cook, Chair

Nathanial Ira Lewis

John Frankel

Ralph Engdahl

Craig Wayne

Voting Advisors: Mike Butler and Mike Plean

Communications Committee

Annie McCary, Chair

Donna Rane-Szostak

~~Lynn Jarrett~~

Cris Prince

James Cook

Mark Laws

Cush Bhada, Alternate

Executive Hearing Committee

Annie McCary, Chair

Ralph Engdahl, Co-Chair

~~Robert Mutchnick~~

Mark Laws

Jules Zalon, Alternate

John Frankel, Alternate

Finance (Committee of the Whole)

Donna Rane-Szostak, Chair

Non-Voting Advisors: John Hess, Wei-Ming Tao

Investment Ad Hoc Committee

~~Robert Mutchnick~~

Mark Laws

Craig Wayne

Donna Rane-Szostak

Garden Villa Recreation Room Subcommittee (Quarterly)

~~Lynn Jarrett, Chair~~

Mark Laws

Donna Rane-Szostak

Nathaniel Ira Lewis

Voting Advisors: Martina Mangan, Sharon Molineri, Lynn Jarrett

Landscape Committee

~~Lynn Jarrett, Chair~~

Nathaniel Ira Lewis, Chair

Jules Zalon

Annie McCary

Ralph Engdahl

Donna Rane-Szostak

Cush Bhada, Alternate

Non-Voting Advisor: Cindy Baker

Maintenance and Construction Committee

Ralph Engdahl, Chair

~~Robert Mutchnick~~

Mark Laws

John Frankel

Craig Wayne

James Cook

Cush Bhada, Alternate

Non-voting Advisor – David Bienek, Judith Troutman

New Resident Orientation

Everybody Participates on a Rotating Basis

Water Conservation Committee (Quarterly)

Donna Rane-Szostak, Chair

John Frankel

Cush Bhada

~~Lynn Jarrett~~

Jules Zalon

Nathaniel Ira Lewis

Non-Voting Advisor: Lee Goldstein

Parking & Golf Cart Task Force

Cush Bhada, Chair

John Frankel

Mark Laws

Non-Voting Advisor: Hal Horne

Resident Policy and Compliance Committee

~~Robert Mutchnick, Chair~~

Mark Laws, Chair

Cush Bhada

~~Lynn Jarrett~~

Cris Prince

Nathaniel Ira Lewis, Alternate

Non-Voting Advisors: Stuart Hack, Mary Seto

Energy Research Group

Ralph Engdahl

John Frankel

Nathaniel Ira Lewis

Non-Voting Advisors: Sue Stephens, Bill Walsh

RESOLVED FURTHER, that Resolution 03-21-92, adopted December 21, 2021, is hereby superseded and canceled; and,

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

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RESOLUTION 03-22-XX
GRF Committee Appointments

RESOLVED, June 21, 2022, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Community Activities Committee

Annie McCary

Cush Bhada

~~Lynn Jarrett, Alternate~~

Jules Zalon, Alternate

Equestrian Center Ad Hoc Committee

Cush Bhada

Annie McCary

GRF Finance Committee

Donna Rane-Szostak

Mark Laws

Craig Wayne, Alternate

Purchasing Ad Hoc Committee (new)

Donna Rane-Szostak

Ralph Engdahl

Robert Mutchnick, Alternate

GRF Landscape Committee

~~Lynn Jarrett~~

Jules Zalon

Nathaniel Ira Lewis

Annie McCary, Alternate

GRF Maintenance and Construction Committee

Ralph Engdahl

James Cook

John Frankel, Alternate

Clubhouse Renovation Ad Hoc Committee

John Frankel
Ralph Engdahl
Cush Bhada, Alternate

GRF Media and Communications Committee

Annie McCary
James Cook
Cris Prince
~~Lynn Jarrett, Alternate~~

Broadband Ad Hoc Committee

~~Lynn Jarrett~~
Cris Prince
Annie McCary

Mobility and Vehicles Committee

James Cook, ~~Alternate~~
John Frankel
Cush Bhada

Security and Community Access Committee

Annie McCary
Craig Wayne
Donna Rane-Szostak, Alternate

Disaster Preparedness

John Frankel
James Cook
Donna Rane-Szostak, Alternate

Laguna Woods Village Traffic Hearings

John Frankel
Mark Laws

Strategic Planning Committee

~~Robert Mutchnick~~
Mark Laws
Nathaniel Ira Lewis

IT Technology Advisory Committee (ITAC)

~~Lynn Jarrett~~
Mark Laws

Insurance Ad Hoc Committee

~~Robert Mutchnick~~

Cris Prince

Website Ad Hoc Committee

~~Lynn Jarrett~~

Annie McCary

Mark Laws, ~~Alternate~~

RESOLVED FURTHER, that Resolution 03-21-93, adopted December 21, 2021, is hereby superseded and canceled; and

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

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RESOLUTION 03-22-XX

Recording of a Lien

WHEREAS, Member ID 933-612-26; 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, June 21, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 933-612-26; 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 03-22-XX

Recording of a Lien

WHEREAS, Member ID 931-481-09; 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, June 21, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-481-09; and

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

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RESOLUTION 03-22-XX

Recording of a Lien

WHEREAS, Member ID 937-990-21; 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, June 21, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 937-990-21; and

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

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STAFF REPORT

DATE: June 21, 2022
FOR: Board of Directors
SUBJECT: Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Formation of Joint Hearing Body

RECOMMENDATION

The Board of Directors adopt the Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and authorize the formation of a Joint Hearing Body to address claims of harassment, abuse and intimidation by directors to staff of Village Management Services, Inc. (“VMS”), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents.

BACKGROUND

The Board of Directors of United Laguna Woods Mutual (“United”), Golden Rain Foundation (“GRF”), and Third Laguna Hills Mutual (“Third”) recognize the need for a clear and consistent policy to address claims of harassment, abuse and intimidation by directors to VMS staff, fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents.

DISCUSSION

To address the need for a clear and consistent Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy, the board presidents and VMS Board chair collaborated with Jeffrey C. Beaumont, Esq. to develop the proposed policy and charter for a joint hearing body, modeled after the effective Village Traffic Hearing Committee. The proposed policy provides guidance relative to harassing, abusive, and intimidating behavior and issues a mechanism for addressing such behavior by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee.

The proposed policy is being considered by the board of directors of Third, GRF, and United in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

On May 17, 2022, Director Rane-Szostak made a motion to approve the resolution for discussion purposes and to postpone the final vote 28-days per Civil Code §4360. Director McCary seconded the motion. The motion passed 7-4 with Directors Bhada, Cook, Laws and Lewis opposed. Resolution 03-22-XX was introduced (May Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360). During the board discussion, revisions to the proposed policy were suggested.

GRF and United considered the proposed policy and charter at their May board meetings on May 3 and May 10, 2022, respectively. While both boards introduced the resolution, the boards

offered input regarding the proposed policy and charter. Upon conclusion of the May board meetings, the board presidents and VMS Board chair reconvened to consider all input from the three boards and the resulting documents reflect the changes upon which there was agreement, or guided by law. Due to the substantive nature of the proposed changes, the board needs to reintroduce Resolution 03-22-XX and postpone action for 28-days to allow for Member review and comment to comply with Civil Code §4360.

On June 7, 2022, GRF introduced Resolution 90-22-XX with the amended verbiage for discussion purposes and postponed the final vote for 28-days per Civil Code §4360. On June 14, 2022, United introduced Resolution 01-22-XX with the amended verbiage for discussion purposes and postponed the final vote for 28-days per Civil Code §4360.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster, CEO/General Manager

Reviewed By: Francis Gomez, Operations Manager
Eric Nunez, Director of Security

Attachment 1: Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (redline)

Attachment 2: Charter of Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee (redline)

Attachment 3: Resolution 90-22-XX

**Golden Rain Foundation, United Laguna Woods
Mutual and Third Laguna Hills Mutual
Joint Hearing Body Committee
ANTI-HARASSMENT, ANTI-ABUSE AND
ANTI-INTIMIDATION POLICY**

Adopted _____, 2022

I. PURPOSE

The Board of Directors of Golden Rain Foundation (“GRF”), United Laguna Woods Mutual (“United”), and Third Laguna Hills Mutual (“Third”) require a clear and consistent policy to address claims of harassment, abuse and intimidation by directors toward staff of Village Management Services Inc. (“VMS”), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents toward staff of VMS, directors and other residents. This Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“Policy”) is intended to provide guidance relative to such behavior and issue a mechanism for addressing same by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee.

This Policy has been adopted by the Board of Directors of GRF, United and Third in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

II. DEFINITIONS

- a. **Community** - Laguna Woods Village, including, but not limited to, the Community Center, Gate Houses, Clubhouses and amenities.
- b. **Resident** - An approved occupant of a residence in Laguna Woods Village.
- c. **Staff** - Employees of Village Management Services Inc. (“VMS”) authorized to act on behalf of United, Third and GRF.
- d. **Director** - A member of the Board of Directors of either United, Third, ~~or~~ GRF or VMS.
- e. **Harassment** - See details under Conditions.
- f. **Abuse** - See details under Conditions.
- g. **Intimidation** - See details under Conditions.
- h. **Governing Documents** - All of the following, collectively: the Articles of Incorporation; the Bylaws; the CC&Rs; the Rules and Regulations; and Resolutions or Policies duly adopted by the Board of Directors of United including the Occupancy Agreement, GRF and Third; all as may be lawfully amended or modified from time to time.

- i. **Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee (“Committee”)** - A hearing body formed via charter by the Board of Directors of United, GRF and Third to address claims of harassment, abuse and intimidation by directors toward staff of VMS, fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents toward staff of VMS, directors and other residents.
- j. **Member** - Any person who is an owner of a Unit in United’s development or Third’s development who has been approved for membership in United or Third in accordance with the Governing Documents.

II. **CONDITIONS FOR HARASSMENT, ABUSE AND INTIMIDATION**

Below are various definitions and descriptions of harassment under both Federal and California law:

- **Federal Law:** Under federal law, “harassment” is defined to mean “a serious act or a course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose” (18 U.S.C.A. §1514[d][1][B]).
- **California Law:** California defines “harassment” as unlawful violence, a credible threat of violence or a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys or harasses that person, and that serves no legitimate purpose (Code of Civil Procedure §527.6[b][3]).

Department of Housing and Urban Development (HUD) “Final Rule”: Recent Federal regulations/guidelines enacted by the Department of Housing and Urban Development (HUD) impose certain obligations on GRF, United and Third with regard to the investigation and treatment of reported harassment. The new guidelines, adopted in August 2016, were enacted in an effort to further define and address housing discrimination in the form of harassment. In that regard, HUD’s new guidelines now deem any form of harassment in housing or within housing developments a form of illegal discrimination. Based on HUD’s guidelines, homeowners’ associations, including GRF, United and Third, are considered housing providers, and as such are required to evaluate alleged harassment to investigate whether a resident is being subjected to harassment to the extent that it may amount to illegal housing discrimination. Pursuant to the guidelines, GRF, United and Third are required to investigate all reported claims of potential harassment of Residents and, as appropriate, take all action permitted under the Governing Documents to address such harassing behavior (24 CFR 100.600).

This Policy interprets and defines harassment in the community to include, without limitations, physical intimidation; threatening bodily harm or to harm one’s property; shouting; stalking, such as following someone around to intimidate or “make a point”; disrupting organized activities in progress; entering the second floor of the Community Center without escort or pass; interfering, instructing or otherwise disrupting the work of vendors or Staff; unreasonable, hostile and excessive telephone calls and/or emails to a Resident, Staff or

vendor; disparaging someone; humiliating someone; and other behavior which the ordinary person would find unreasonable and/or threatening.

Below are various definitions and descriptions of abuse under both Federal and California law:

- **Federal Law:** Under Federal law, “abuse” is defined to mean “the knowing infliction of physical or psychological harm or the knowing deprivation of goods or services that are necessary to meet essential needs or to avoid physical or psychological harm” (42 USC §1397[j]).
- **California Law:** Under California law, “abuse” includes, but is not limited to, intentionally or recklessly causing or attempting to cause bodily injury, sexual assault and placing a person in reasonable apprehension of imminent serious bodily injury to that person or to another. Abuse is not limited to the actual infliction of physical injury or assault (Family Code §6203). For purposes of this Policy, “abuse” also includes conduct that creates a hostile work environment as defined under California law.

Below are various definitions and descriptions of intimidation under both Federal and California law:

- **Federal Law:** Under Federal law, “intimidation” is defined to mean “a serious act or course of conduct directed at a specific person that (i) causes fear or apprehension in such person; and (ii) serves no legitimate purpose” (18 USC §1514[d][1]).
- **California Law:** Under California law, the definition of “intimidation” was noted “to make timid or fearful; to inspire or affect with fear; to make fearful; to frighten ... to deter, as by threats. ...” (In re Bell, 19 Cal. 2d 488, 122 P.2d 22 [1942][dissent]).

III. HARASSMENT, ABUSE AND INTIMIDATION COMPLAINTS AND INVESTIGATION

Harassment, abuse and intimidation is strictly prohibited in the Community. A complaint involving harassment, abuse and intimidation may be registered by calling the Security Department at 949-580-1400 or the Compliance Division at 949-268-CALL-2255 or by emailing compliance@vmsinc.org. Staff will inform the reporting party to call the Security Department for documentation of the reported harassment, abuse or intimidation. Staff may also inform the reporting parties to call the Orange County Sheriff’s Department if and when the behavior occurs. The Security Department will investigate the complaint and will report its findings to the Committee. The Committee will thereafter evaluate the findings, and if the complaint is confirmed, shall take such enforcement action as authorized below. ~~Staff will inform the Committee of its receipt of such complaint(s) and will forward the details of the complaint to the Committee for evaluation and investigation. The Committee will thereafter conduct an investigation, and if the complaint is confirmed, shall take such enforcement action as authorized below.~~

A complaint involving harassment, abuse and intimidation by one Resident against

another may be registered by calling the Security Department at 949-580-1400 or the Compliance Division at 949-268-~~CALL~~ 2255 or by emailing compliance@vmsinc.org. The Security Department may inform the reporting party to call the Orange County Sherriff's Department if and when the behavior occurs. The Security Department will investigate the complaint and will report its findings to the Committee. The Committee will thereafter conduct an investigation, and if the complaint is confirmed, shall take such enforcement action as authorized below.

Investigating alleged harassment, abuse and intimidation: To determine whether or not harassment, abuse or intimidation is taking place, the Committee evaluates the nature of the unwelcome conduct, the context in which the incidents occur, the severity, scope, frequency, duration and location of the conduct; and the relationships of the people involved. The Committee may take appropriate enforcement action based upon its findings, as outlined below. The Committee shall maintain strict confidentiality of those that report complaints and strict confidentiality of information obtained relative to same.

Notwithstanding the foregoing, VMS investigates incidents of harassment from an employer's standpoint pursuant to the VMS Ant-Harassment Policy, and by necessary implication, there will be overlap when an employee is harassed by a director. For example, VMS will investigate the harassment to determine what action must be taken to protect the employee, while the Committee will also investigate and determine what action to take against the director. Accordingly, VMS and the Committee must be able to share information and the sharing of such information is therefore expressly authorized for this purpose.

IV. ENFORCEMENT

The Committee is authorized to take disciplinary action against directors involving investigated and confirmed claims of harassment, abuse and intimidation by directors toward staff of VMS, fellow directors and residents. The Committee is also authorized to take disciplinary action against residents involving investigated and confirmed claims involving harassment, abuse and intimidation by residents toward staff of VMS, directors and other residents.

Discipline shall be imposed after a duly noticed disciplinary hearing in accordance with the requirements of Civil Code Section 5855 and pursuant to rules, regulations and fine and enforcement policies duly adopted by the Boards of GRF, United and Third. If a director or resident is found to have engaged in acts constituting harassment, abuse and intimidation, the Committee has the authority to impose monetary fines and suspend Member(s) privileges pursuant to rules, regulations and fine and enforcement policies duly adopted by the Boards of GRF, United and Third (See ATT 1 and ATT 2).

Notwithstanding the foregoing, and regardless of whether disciplinary action is taken, any member to be found to have violated this policy may be removed as an officer of their Board, if serving as such, or from any committee they serve, by their respective

Board, i.e., GRF, United and Third.

Decisions by the Committee to impose disciplinary action against an offending member shall be subject to a right of appeal to his or her respective corporation's Board.

Attachments (for reference):

ATT 1: Member Disciplinary Process (with footnote that it is subject to change and if it changes, the policy will reflect the updated disciplinary process)

ATT 2: Schedule of Monetary Penalties (with footnote that it is subject to change and if it changes, the schedule will reflect the updated penalties)



MEMBER DISCIPLINARY PROCESS

The following notice is provided pursuant to Civil Code Section §5310 and §5850.

Resolution 03-04-12, adopted July 20, 2004, by the Third Laguna Hills Mutual (Third) Board of Directors, established a member discipline process for the purposes of holding disciplinary hearings in a timely manner and ensuring progressive discipline. The board of directors is obligated to evaluate and impose, if appropriate, member discipline under its bylaws and Civil Code §1363.

Each member of Third is obligated to comply with the rules, terms and conditions as set forth in the governing documents. Following is the disciplinary process adopted by the board of directors when violations occur:

- Upon notice of alleged violation, staff investigates and files an incident report (IR) and/or notice of clutter violation (NOV).
- By way of the initial investigation, should staff identify objective evidence of a violation by a member or their guests, staff will send a letter to the offending party describing the allegation(s) and the disciplinary action that may ensue if not corrected.
- Staff will monitor the situation, and if compliance with the request is not evident, an additional IR and/or NOV is filed, and a letter is sent to the offending party advising that a disciplinary hearing may be scheduled with the board of directors to determine if member discipline is merited. If the alleged violation has been resolved, no further action is required.
- If a disciplinary hearing is merited, staff will proceed with noticing the member for a hearing. Hearings are noticed based on Section 4.5, Discipline or Suspension, of the bylaws.
- During a member disciplinary hearing, the member has the right to meet before the board of directors in executive session. If the board finds the member to be in violation with the mutual's governing documents, the board may impose a fine based on the monetary fee schedule, suspend member privileges and/or consider legal action.

Violations include but are not limited to abandoned/inoperable vehicles, unauthorized alterations, animal nuisance, breezeway clutter, carport clutter; common area clutter, interior clutter, patio clutter, illegal occupancy, nuisance and nonpayment (assessments, chargeable services, monetary penalties, traffic citations, etc.).

The member disciplinary process is coordinated by the Compliance Division. A complaint may be registered by calling the Department of Security Services at 949-580-1400 or the Compliance Division at 949-268-CALL, or by emailing compliance@vmsinc.org.



SCHEDULE OF MONETARY PENALTIES

The following notice is provided pursuant to Civil Code Section §5310 and §5850.

The following schedules identify the violations and potential monetary penalties which may be imposed upon a member. Such penalties may be imposed following a hearing by Third Laguna Hills Mutual (Third) Board of Directors for a violation of those governing documents and rules and regulations by the member, co-occupant, guest or lessee.

Type of Violation	Penalty Ranges
Alteration	
Examples: Debris, work without a permit, work beyond the allowed hours, expired permit, noncompliance with approved variance request, use of community trash bins, failure to maintain alteration, etc.	\$25 - \$500
Clutter Restrictions	
Examples: Balcony, breezeway, carport, common area, interior, patio, vehicle, etc.	\$25 - \$500
Landscape Restrictions	
Examples: Saucers/casters not present, too many plants (refer to landscape maintenance manual), vegetable plants, vines attached to walls, wind chimes, etc.	\$25 - \$500
Maintenance/Repair	
Examples: (Major) failure to correct fire, safety, health hazard or other dangerous condition; (minor) broken blinds, etc., violation of the paint program, interior pest policy, moisture intrusion event, etc.	\$50 - \$500
Nonpayment	
Examples: Nonpayment of assessments, chargeable services, disciplinary penalties, facilities or services use charges, traffic citations, etc.	\$25 - \$500
Nuisance Restrictions	
Behavior/Disturbances: Assault, theft, trespassing, yelling, etc.	\$25 - \$500
Noise: Activities that interfere with quiet enjoyment such as improperly installed hardwood floors, neighbors playing music or television too loud, loud conversation, barking dogs, etc.	\$25 - \$500
Odors: Strong cooking odors, BBQ smoke entering other units, etc.	\$25 - \$500
Visual: Draping articles over balcony rails, etc.	\$25 - \$500

**Attachment 2 -
Anti-Harassment Policy (Third)**

Health/Safety: Hoarders who allow unsanitary conditions to exist that attract insects and rodents, or residents who wash dog feces and urine off their balcony onto the property below them, etc.	\$25 - \$500
Violation of laws: Violations of federal, state or local ordinances. Examples include public nudity or a resident engaged in drug dealing etc.	\$25 - \$500
Occupancy Restrictions	
Examples: Caregiver policy, short-term rentals, advertisement of short-term/vacation rentals, lease policy, unapproved occupancy, qualifying resident not in unit, room rentals, guest visitations exceeding 60 calendar days within a 12-month period, etc.	\$25 - \$500
Other	
Illegal business, nonsmoking policy, portable storage container policy	\$25 - \$500
Pet Restrictions	
Examples: Dog not on leash, dog not under control, unreasonable noise (barking), not picking up and disposing of feces, etc.	\$25 - \$500
Examples: Breeding of animals for sale or commercial gain, injury to persons or damage to property caused by animal, etc.	\$50 - \$500
Traffic Rules and Regulations	
Examples: Abandoned vehicle, commercial vehicles, excessive vehicles, vehicle oil, etc.	\$25 - \$500
Any violation of the governing documents or rules and regulations not specifically identified in this schedule.	\$25 - \$500
Second or Subsequent Violations of the Same Rule	
Ongoing violation of the same event may result in a daily fine in accordance with current monetary penalty schedule until compliance is achieved and/or double of fines imposed.	

In addition to, or instead of the monetary penalty, the board of directors may impose the following penalties, following a noticed hearing, for a violation of the governing documents or rules and regulations:

1. Suspension of the right to use any facilities owned, operated or managed by Third, for a period not to exceed 30 days for each breach, and/or any facilities owned, operated or managed by the Golden Rain Foundation (GRF) for a period not to exceed 90 days for each breach.
2. Third may also make an application to a court of competent jurisdiction for legal or equitable relief.

Third bylaws and rules and regulations provide that members/residents who receive a traffic citation may elect to waive their right to a hearing and attend traffic school or forfeit a fine for certain violations and under certain circumstances. (See schedule of traffic monetary penalties).

**Attachment 2 -
Anti-Harassment Policy (Third)**

Third Laguna Hills Mutual
Schedule of Monetary Penalties
Page 3 of 3

Delinquent regular or special assessments, plus any costs of collection, late charges and interest, shall become a lien on the owner's interest in the common interest development upon recordation of a Notice of Delinquent Assessment in the Official Records of Orange County, California; and said lien may be enforced as provided by Sections 5650-5690 of the California Civil Code, and as otherwise permitted by law.

If you have questions regarding the above information, please contact the Compliance Division during regular business hours at 949-268-CALL or at compliance@vmsinc.org.

**CHARTER OF THE
ANTI-HARASSMENT, ANTI-ABUSE AND ANTI-INTIMIDATION
JOINT HEARING BODY COMMITTEE FOR
GOLDEN RAIN FOUNDATION, UNITED LAGUNA WOODS
MUTUAL AND THIRD LAGUNA HILLS MUTUAL**

I. INTRODUCTION

Pursuant to Article VIII of the Amended and Restated Bylaws ("Bylaws") of Golden Rain Foundation ("GRF") and California Corporations Code Section 7212, the Board of Directors of GRF is entitled to create committees to assist it in the execution of their powers and duties.

Pursuant to Article VIII, Section 1 of the Amended and Restated Bylaws ("Bylaws") of United Laguna Woods Mutual ("United") and California Corporations Code Section 7212, the Board of Directors of United is entitled to create committees to assist it in the execution of their powers and duties.

Pursuant to Article VII, Section 1 of the Amended and Restated Bylaws ("Bylaws") of Third Laguna Hills Mutual ("Third") and California Corporations Code Section 7212, the Board of Directors of Third is entitled to create committees to assist it in the execution of their powers and duties.

This Charter serves to create the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee ("Committee") for GRF, United and Third.

II. PURPOSE

The Committee Members (as defined in Article III) will serve as a hearing body to address claims of harassment, abuse and intimidation by directors toward staff of Village Management Services Inc. ("VMS"), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents toward staff of VMS, directors and other residents. The Committee will interface with the Board of Directors of GRF, United and Third, as well as VMS, legal counsel and other relevant individuals, and impose discipline and provide reports and/or recommendations, as appropriate.

III. COMMITTEE MEMBERS

The Committee shall be comprised of two (2) directors from the Board of Directors for GRF, United and Third, therefore totaling six (6) total members. The term of Committee membership shall be concurrent with each Member's term on their respective Board of Directors in which he or she has been elected or appointed. Committee Members serve at the pleasure of their respective Board in which he or she has been appointed to serve on the Committee and may be removed with or

without cause, at any time, in the sole discretion of their respective Board.

Committee Members must be in “good standing” at all times, defined as the following and the respective policies of each board, Resolution 90-xx-xx, 01-xx-xx, and 03-xx-xx:

1. Current in the payment of assessments and all other financial obligations to their respective organization, i.e., GRF, United and Third;
2. No outstanding violations of the governing documents of their respective organization, as determined by their respective Board;
3. No active dispute, including pending claims, dispute resolution, litigation or the like between the Committee Member and their respective organization or Board or VMS; and
4. Regular attendance at Committee meetings, which requirement precludes the Committee Member’s absence from three (3) consecutive board meetings.

When the defendant is a board director, the two (2) members of the committee from the defendant’s board will not participate in the hearing. The four (4) committee members from the other boards will hear and render a decision on the case. For example, if the case involves a Third director, the GRF and United committee members would hear and render a decision on the case, preserving the Third committee members ability to hear a possible appeal that would be heard by the full board.

IV. SCOPE OF AUTHORITY

A. Powers and Duties of the Committee

The Committee is formed to serve as a hearing body to address claims involving claims of harassment, abuse and intimidation by directors to staff of VMS, fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents. The Committee has the power and authority to investigate claims and interface with the Board of Directors of GRF, United and Third, as well as VMS, legal counsel, and other relevant individuals. The Committee shall also have the authority to impose discipline against the offending party, subject to notice and hearing procedures, pursuant to rules, regulations and fine and enforcement policy duly adopted by the Boards of GRF, United and Third.

B. Committee Member Compensation and Conduct

No Committee Member shall receive compensation of any kind for participation on the Committee.

C. Meetings

The Committee shall meet as necessary and as required to perform its duties privately in executive session to maintain confidentiality. Minutes of all meetings shall be prepared and maintained. In the event of a tie vote, the motion would fail pursuant to Robert’s Rules of Order.

D. Effect of Decisions by the Committee

Decisions by the Committee to impose disciplinary action against an offending member shall be subject to a conditional right of appeal, whereas the right to appeal only applies to the appeal of a decision that can be addressed by the Board hearing the appeal. For instance, for United, if the Committee imposes a fine, the accused can appeal to the United Board and that Board can affirm or overturn that decision, given the Board can levy fines. However, if the Committee bans the accused from accessing the administrative building or the clubhouse/amenities, the United Board cannot hear any appeal regarding same as GRF has the authority to impose that discipline, and therefore the accused would need to appeal to GRF, not United.

E. Insurance/Defense/Indemnity

GRF, United and Third shall at all times maintain a directors' and officers' liability insurance policy, as required by law and their respective governing documents (i.e., Bylaws), which shall cover volunteer committee members, among others, for actions and/or omissions done in the official capacity of a Member's service on the Committee, and as authorized by the Boards of GRF, United and Third. GRF, United and Third will defend and indemnify Committee members for claims, costs, defense fees, etc., incurred as a result of their official service on the Committee, including any self-insured retention costs, and shared by GRF, United and Third.

F. Confidentiality

Committee Members are obligated to maintain strict confidentiality of information obtained while on the Committee, beyond the term of service on the Committee, and such information shall only be used for its purpose as provided herein.

The Open Meeting Act authorizes boards to meet in executive session to consider litigation, matters relating to the formation of contracts, member discipline and personnel matters. (Civil Code Section 4935.) The underlying principle of the Open Meeting Act is transparency. While focusing primarily on the interests of transparency by way of Civil Code Section 4935, the California legislature has underscored the importance of individual and corporate privacy. If boards were required to discuss such sensitive matters in a public forum, individuals would be irreparably damaged. It is paramount that Committee Members similarly acknowledge and respect the privacy interests of GRF, United and Third and its members, exercising constant vigilance in the handling of confidential information.

Notwithstanding the foregoing, VMS investigates incidents of harassment from an employer's standpoint, and by necessary implication there will be overlap when an employee is harassed by a director. For example, VMS will investigate the harassment to determine what action must be taken to protect the employee,

while the Committee will also investigate and determine what action to take against the director. Accordingly, VMS and the Committee must be able to share information, and the sharing of such information is therefore expressly authorized for this purpose.

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RESOLUTION 03-22-xxx

Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee

WHEREAS, the Board of Directors of Third Laguna Hills Mutual (“Third”), Golden Rain Foundation (“GRF”), and United Laguna Woods Mutual (United”) require a clear and consistent policy to address claims of harassment, abuse and intimidation by directors to staff of Village Management Services, Inc. (“VMS”), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents; and

WHEREAS, this Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“Policy”) is intended to provide guidance relative to such behavior and issue a mechanism for addressing same by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee; and

WHEREAS, this Policy is being adopted by the Board of Directors of Third, GRF, and United in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

NOW THEREFORE BE IT RESOLVED, June 21, 2022, that the Board of Directors of this Corporation hereby introduces the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-20-27, adopted April 21, 2020, 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 the purpose of this resolution.

MAY Initial Notification – Revised June 2022

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

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STAFF REPORT

DATE: June 21, 2022
FOR: Board of Directors
SUBJECT: Revised Alteration Fee Schedule

RECOMMENDATION

Approve Resolution 03-22-XX for the Revised Alteration Fee Schedule dated June 14, 2022.

BACKGROUND

On March 15, 2022, the board considered the adoption of a revised fee schedule; however, upon discussing certain components of the proposed fee schedule, it was decided by unanimous vote to table the item and refer back to the ACSC (an excerpt of the board meeting report is included for reference as Attachment 1).

On May 23, 2022, the ACSC approved the Revised Alteration Fee Schedule (an excerpt of the committee meeting report is included for reference as Attachment 2).

DISCUSSION

Prior to the commencement of most manor alterations, mutual members, or their authorized representative(s), are required to obtain a Mutual Consent (MC) from Manor Alterations (MA). This permit fee is charged to partially offset administrative costs associated with the processing, review, and final inspection of staff work associated with the MC. Depending on the type of alteration to be performed, the fees are currently calculated using either a flat fee or the value of the proposed alteration. The current Alteration Fee Schedule is provided as Attachment 3.

Since alterations are optional and chosen by the member, it is reasonable that the cost for processing the applications and inspecting the work be borne by those electing to alter their manor. Given the processes and administrative requirements currently involved, it is suggested that the ACSC and board consider updating the current Alteration Fee Schedule to reflect the increased administrative and processing cost attributable to MC work.

The Current Alteration Fee Schedule was adopted in 2017. The actual cost expended by Manor Alterations at its current rate exceeds the permit fees of the 2017 Alteration Fee Schedule. A Financial Analysis (Attachment 4) has been prepared and addresses the cost to process Mutual Consents, Variances, and other submissions.

The Revised Alteration Fee Schedule (Attachment 5(a) and Attachment 5(b)) allows for a more appropriate fee structure to the actual cost of staff labor expended on MC Alterations. Note that the proposed fee schedule segregates the fees for Mutual Consents and the fees for Variances (Attachment 5(c)).

Mutual Consents apply to Standard Alterations (Attachment 7). Alterations that do not fall under any of the current Standards are processed as a variance. Variances have been further separated into two categories: Basic Variances and Complex Variances. These two types of variances are defined as follows:

Basic Variance Request

The Basic Variance Request is defined as a non-standard alteration that is simple in nature, are the most common types of variances and do not include major alterations in Common areas, Exclusive Use Common Areas and to the exterior of the manor. Current Standards are represented on Attachment 6 – List of Standard Alterations. The Basic Variance Request is proposed to be processed at staff level thus reducing the amount of time and resources needed to prepare reports and present to the ACSC. Staff will be required to provide monthly updates to the ACSC listing all the Basic Variance Requests approved in the prior month. Items that would qualify for (but are not limited to) a Basic Variance Request would be as follows:

- Interior renovations (not visible to the Common Area) which include structural modifications, bathroom and kitchen remodels, etc.
- Interior Modification to a Floor Plan
- Minor Common Area and Exclusive Use Common Area Modifications (Gates, Doorway Expansion that does not change the overall architecture of the building, Exclusive Common Area Veneer)

Complex Variance Request

The Complex Variance Request is defined as a non-standard alteration that involves major alterations in Common Areas, Exclusive Use Common Areas and to the outside of manors and requires ACSC approval. Items that would be considered under this category include:

- Any major improvement visible to or within Common Area
- Any improvement made to the building exterior
- Major Common Area and Exclusive Use Common Area improvements (Canopies, Solar Panels, Enclosures, Room Additions)

Attachment 7 lists the Alterations not requiring a Mutual Consent or a variance permit.

Resolution 03-22-XX (Attachment 8), if enacted by the board, would serve to update the existing fee schedule.

FINANCIAL ANALYSIS

The Financial Analysis indicates the changes to certain current fees and charges of the Alteration Fee Schedule with an estimated total increase of \$172,000 in additional revenue.

This total is due to increases in the following categories:

1. The new Basic Variance fee will be increased to \$380
2. The new Complex Variance Fee will be increased to \$662
3. The Unauthorized Alteration Fee will be increased to \$350
4. The Permit Fee Valuation will be increased by 40% for each value of escalation
5. Resale Inspection Fees will be increased to \$175 for First Inspections and \$64 for Final Inspections.

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Gavin Fogg, Manor Alterations Supervisor
Robbi Doncost, Manor Alterations Manager

ATTACHMENT(S)

Attachment 1 – Excerpt from the March 15, 2022 Third Board Meeting Report

Attachment 2 – Excerpt from the May 23, 2022 Third ACSC Meeting Report

Attachment 3 – Current Alteration Fee Schedule

Attachment 4 – Financial Analysis

Attachment 5(a) – Proposed Alteration Fee Schedule (with Redlines)

Attachment 5(b) – Proposed Alteration Fee Schedule

Attachment 5(c) – Proposed Variance Fee Schedule

Attachment 6 – List of Standard Alterations

Attachment 7 – Alterations Not Requiring a Mutual Consent or a Variance Permit

Attachment 8 – Resolution

Attachment 1 – Excerpt from the March 15, 2022 Board Meeting Report (2 pages)

13. Unfinished Business

13a. Entertain a Motion to Approve a Revised Alteration Fee Schedule (**FEBRUARY Initial Notification - 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)

Director Jarrett read the following resolution:

RESOLUTION 03-22-XX **Alteration/Variance Processing Fee Policy**

WHEREAS, alteration and variance requests require significant staff time for proper processing, including research, report preparation, and then presentation to the appropriate committee and then the Board; and

WHEREAS, in order to offset a portion of the administrative costs associated with processing variance requests, which is often followed by multiple resubmittals, and can be followed by an appeal to the Board as mandated in accordance with Resolution 03-13-105; and

WHEREAS, the following revisions are approved: 1. The Alteration Fee Schedule is revised to \$70; and 2. The new Basic Variance fee will be \$380; and 3. The new Complex Variance Fee will be \$662; and 4. The Unauthorized Alteration Fee will be increased to \$350; and 5. The Permit Fee Valuation shall be increased by 40%; and 6. The Resale fees will increase to the total amount of \$215 for the first and second inspection fees.

WHEREAS, the new Alteration Fee Schedule better aligns the fees with the administrative time it takes to process each task; and

NOW THEREFORE BE IT RESOLVED, March 15, 2022 to partially offset administrative costs associated with processing alteration and variance requests, the Board of Directors of this Corporation hereby revise the alteration and inspection fees as attached to the official minutes of this meeting the new Alteration Fee Schedule will be adopted; and

RESOLVED FURTHER, in the event that a member requires an "After the Fact" (ATF) Mutual Consent for work completed without prior appropriate authorization the following would apply as appropriate to the nature of the improvement work, defined as a member being responsible for: a Variance Fee if the work required variance approval; an ATF Mutual Consent Fee due to the work not having been applied for and permitted by Manor Alterations in advance of completion; a Mutual Consent Fee totaling the cost of an appropriate Mutual Consent Fee if the work had been properly approved; a Demolition Fee totaling the cost of the appropriate Demolition Fee if the work had been properly approved; and

RESOLVED FURTHER, that Resolution 03-17-120 adopted October 20, 2017 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 the resolution.

Attachment 1 – Excerpt from the March 15, 2022 Board Meeting Report (page 2)

A member commented on her opposition to the Alteration/Variance Processing Fee Policy. She handed out a Fee Comparison Chart that she created to the Board.

A member commented on her opposition to the resolution and asked that the item be removed from the agenda for further discussion before considering approval of the item.

Director Laws commented that he will vote no on this item as requested revisions to the resolution were not completed.

Director Cook commented on his support in simplifying the variance request process and eliminating specific fees. Additionally, he stated that he will vote no on this item.

Director Lewis asked for an explanation of a "man-door".

Robbi Doncost answered Director Lewis' question and additional questions from the Board.

Discussion ensued among the Board.

Director Cook made a motion to table the resolution. Director Wayne seconded the motion.

Hearing no changes or objections, the motion to table the item was approved.

Attachment 2 – Excerpt from the May 23, 2022 Third ACSC Committee Report

10. Revised Alteration Fee Schedule

Mr. Mejia updated the committee on specific questions that were raised at Board and committee levels in the past and the inclusion of those items in the revised alteration fee schedule. Discussion ensued regarding the suggestion that staff review and approve Basic variances and provide the ACSC with a monthly summary of those variances; the difference in the costs between the Basic variance fee and the complex variance fee; the difficulty in developing standards for the many possible alterations; and water heater relocations.

Staff was directed to review the procedure with the city for water heater replacements to potentially add that to list of alterations not requiring a mutual consent.

A motion was made and approved by consensus to recommend the board approve Resolution 03-22-XX for the Revised Alteration Fee Schedule.

Attachment 3 - Current Alteration Fee Schedule



Alteration Fee Schedule

For items not listed, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

All items require HOA Mutual Consent from Manor Alterations and a City Permit as indicated below.

Unauthorized Alteration Fee	\$300
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\$50 Alteration Processing Fee	
Alteration Type	City Permit Required
Acoustic Ceiling Removal	No
Awnings (Standard, Less than 54")	No
Awnings (Powered)	Yes
HVAC (No Increase in Amperage)	No
Tub Replacement	Yes
Block Walls (Less than 48" H)	No
Block Walls (More than 48" H)	Yes
Planter Wall	No
Dishwasher (New Installation)	Yes
Door Revision (Exterior)	No
Electrical	Yes
Exhaust Fan	Yes
Fences and Gates	No
Floor Coverings (Exterior)	No
Flooring (Vinyl)	No
Gutters and Downspouts	No
Metal Drop Shades	No
Modesty Panels (Balcony)	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing	Yes
Soft Water System (Independent)	No
Soft Water System (Connected to Water Heater)	No
Storage Cabinets (Carport)	No
Shades (Roll-up)	No

Variance Processing Fee	\$150
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Permit Alteration Fees Based on Valuation	
Alteration Type	City Permit Required
Air Conditioner (Through the Wall)	Yes
Bathroom Addition (Split)	Yes
Central HVAC (New Installation)	Yes
Atrium, Balcony, Patio Covers (Replacement or New Installation)	Yes
Doors (New Construction)	Yes
Atrium, Balcony, Patio Enclosures	Yes
French Doors (New Installation)	Yes
Garden Room, Solarium	Yes
Heat Pumps (Through the Wall)	Yes
Man Doors (New Installation)	Yes
Plumbing (New Installation or Relocation)	Yes
Room Addition	Yes
Shower to Shower Replacement	Yes
Skylights	Yes
Sliding Glass Doors (New Installation)	Yes
Sliding Glass Doors (Retrofit)	Yes
Solar Tubes	Yes
Tub to Shower Installation	Yes
Tub to Tub Replacement	Yes
Wall Revisions	Yes
Washer and Dryer	Yes
Water Heater (Relocation)	Yes
Windows (New Construction)	Yes
Windows (Retrofit)	Yes

*Some Alterations may require a Demolition Permit, which carries a \$50 fee. To confirm if your Alteration will require a Demolition Permit, please contact the Manor Alterations Department.

*Alteration Fees are paid via credit card upon approval of a completed permit. Manor Alterations will contact applicants directly upon approval to collect payment.

Permit Fee Legend	
Valuation	Fee
Less than \$750	\$50
\$750 to \$2,000	\$77
\$2,001 to \$4,000	\$168
\$4,001 to \$6,000	\$280
\$6,001 to \$8,000	\$392
\$8,001 to \$10,000	\$504
Above \$10,000	\$700

THIRD LAGUNA HILLS MUTUAL

Financial Analysis

MUTUAL CONSENT PROPOSED FEE INCREASE

Permit fees collected in 2021:	\$273,000.00
Proposed Fee increase:	40%
Projected Revenue Increase:	\$109,200.00
Total Projected Revenue:	\$382,200.00

RESALE INSPECTION & REPORT FEES CURRENT & PROPOSED

Current Fees 2021			
Current Fees: \$115	\$ 43,470	378 resales inspections	
Current Fee is as follows:			
1st Inspection: \$60	\$ 22,680		
Final Inspection \$55	\$ 20,790		
1st Inspection Costs:			
	2021 Bill Rates	Hrs.	Total
Initial Request for Inspection	\$ 38.94	0.1	\$ 3.89
Research of Manor	\$ 38.94	0.5	\$ 19.47
Assembly of Archive & Material	\$ 38.94	0.5	\$ 19.47
Generate Packet	\$ 38.94	0.25	\$ 9.74
Schedule Inspection	\$ 38.94	0.1	\$ 3.89
Inspection	\$ 38.94	1	\$ 38.94
Prepare Draft Report	\$ 38.94	0.5	\$ 19.47
Final First Inspection Report	\$ 38.94	0.85	\$ 33.10
Report Issuance	\$ 38.94	0.2	\$ 7.79
Misc. Calls and Coordination	\$ 38.94	0.5	\$ 19.47
			\$ 175.00
Final Inspection Costs:			
	2021 Bill Rates	Hrs.	Total
Request for Final Inspection	\$ 38.94	0.1	\$ 3.89
Final Inspection	\$ 38.94	0.5	\$ 19.47
Prepare Final Inspection Report	\$ 38.94	0.85	\$ 33.10
Report Issuance	\$ 38.94	0.2	\$ 7.79
			\$ 64.00
Resales Inspections Projected Revenue Increase:			\$ 46,872.00

Attachment 4 - Financial Analysis (page 2)

THIRD LAGUNA HILLS MUTUAL

VARIANCES				
COMPLEX VARIANCE PROCESSING FEE				
	2021 Bill Rates	Hrs.		Total
Rev of Variance, Initial Req. & Discussions of Policy	\$ 38.94	0.5	\$	19.47
Initial Stellar & Policy Review	\$ 38.94	1	\$	38.94
Site Visit & Doc Assembly	\$ 38.94	4	\$	155.76
Report Assembly	\$ 38.94	7	\$	272.58
Added Plan Coordination/MC	\$ 38.94	2	\$	77.88
Supervisor Review & Comments	\$ 38.94	1.5	\$	58.41
Manager Review & Edits	\$ 38.94	1	\$	38.94
			\$	662.00
Estimated # of Complex Varainces/Year:	10			
BASIC VARIANCE PROCESSING FEE				
	2021 Bill Rates	Hrs.		Total
Rev of Variance Initial Req. & Discussions of Policy	\$ 38.94	0.5	\$	19.47
Initial Stellar & Policy Review	\$ 38.94	1	\$	38.94
Site Visit & Doc Assembly	\$ 38.94	2	\$	77.88
Submittal review, Mutual Consent	\$ 38.94	3.5	\$	136.29
Added Plan Coordination/MC	\$ 38.94	1	\$	38.94
Supervisor Review & Comments	\$ 38.94	1	\$	38.94
Manager Review & Edits	\$ 38.94	0.75	\$	29.21
		9.75	\$	380.00
Estimated # of Basic Varainces/Year:	14			
BLEND RATE OF VARIANCES BY STANDARD & MINIMAL				
Current Variance rate of \$150 X 24 Variances yields:	\$ 3,600.00			
Variance Projected Revenue Increase:				\$8,340

	# of Cases	Current Fee	Proposed Fee	Increase
Unauthorized Alteration Projected				
Revenue Increase:	148	\$ 300.00	\$ 350.00	\$ 7,400.00
Estimated Total Increase:				\$ 171,812.00

Attachment 5(a) - Proposed Alteration Fee Schedule (with Redlines)



Proposed Alteration Fee Schedule (with Redlines)

For items not listed, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

All items require HOA Mutual Consent from Manor Alterations and a City Permit (*) as indicated below.

Unauthorized Alteration Fee (**)	300 \$350
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\$50 Alteration Processing Fee	
Alteration Type	City Permit Required
Acoustic Ceiling Removal	No
Awnings (Standard, Less than 54")	No
Awnings (Powered)	Yes
HVAC (No Increase in Amperage)	No
Tub Replacement	Yes
Block Walls (Less than 48" H)	No
Block Walls (More than 48" H)	Yes
Planter Wall	No
Dishwasher (New Installation)	Yes
Door Revision (Exterior)	No
Electrical	Yes
Exhaust Fan	Yes
Fences and Gates	No
Floor Coverings (Exterior)	No
Flooring (Vinyl)	No
Gutters and Downspouts	No
Metal Drop Shades	No
Modesty Panels (Balcony)	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing	Yes
Soft Water System (Independent)	No
Soft Water System (Connected to Water Heater)	No
Storage Cabinets (Carpport)	No
Shades (Roll-up)	No

Variance Processing Demolition Permit Fee	150 \$70
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Permit Alteration Fees Based on Valuation	
Alteration Type	City Permit Required
Air Conditioner (Through the Wall)	Yes
Bathroom Addition (Split)	Yes
Central HVAC (New Installation)	Yes
Atrium, Balcony, Patio Covers (Replacement or New Installation)	Yes
Doors (New Construction)	Yes
Atrium, Balcony, Patio Enclosures	Yes
French Doors (New Installation)	Yes
Garden Room, Solarium	Yes
Heat Pumps (Through the Wall)	Yes
Man Doors (New Installation)	Yes
Plumbing (New Installation or Relocation)	Yes
Room Addition	Yes
Shower to Shower Replacement	Yes
Skylights	Yes
Sliding Glass Doors (New Installation)	Yes
Sliding Glass Doors (Retrofit)	Yes
Solar Tubes	Yes
Tub to Shower Installation	Yes
Tub to Tub Replacement	Yes
Wall Revisions	Yes
Washer and Dryer	Yes
Water Heater (Relocation)	Yes
Windows (New Construction)	Yes
Windows (Retrofit)	Yes

~~*Some Alterations may require a Demolition Permit, which carries a \$50 fee. To confirm if your Alteration will require a Demolition Permit, please contact the Manor Alterations Department.~~

*City reserves the right to require Building permits for any alteration, including those identified here as not requiring City permits.

Alteration Fees are paid via credit card upon approval of a completed permit. Manor Alterations will contact applicants directly upon approval to collect payment.

**in the event a member requires a Mutual consent for an unauthorized alteration, the following fees will apply: Unauthorized Alteration fee + Variance fee + Demolition fee (if applicable).

Permit Fee Legend	
Valuation	Fee
Less than \$750	50 \$70
\$750 to \$2,000	77 \$108
\$2,001 to \$4,000	168 \$235
\$4,001 to \$6,000	280 \$392
\$6,001 to \$8,000	392 \$549
\$8,001 to \$10,000	504 \$706
Above \$10,000	700 \$980

Attachment 5(b) - Proposed Alteration Fee Schedule



Proposed Alteration Fee Schedule

For items not listed, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

All items require HOA Mutual Consent from Manor Alterations and a City Permit (*) as indicated below.

Unauthorized Alteration Fee (**)	\$350
----------------------------------	-------

Alteration Type	City Permit Required
Acoustic Ceiling Removal	No
Awnings (Standard, Less than 54")	No
Awnings (Powered)	Yes
HVAC (No Increase in Amperage)	No
Tub Replacement	Yes
Block Walls (Less than 48" H)	No
Block Walls (More than 48" H)	Yes
Planter Wall	No
Dishwasher (New Installation)	Yes
Door Revision (Exterior)	No
Electrical	Yes
Exhaust Fan	Yes
Fences and Gates	No
Floor Coverings (Exterior)	No
Flooring (Vinyl)	No
Gutters and Downspouts	No
Metal Drop Shades	No
Modesty Panels (Balcony)	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing	Yes
Soft Water System (Independent)	No
Soft Water System (Connected to Water Heater)	No
Storage Cabinets (Carport)	No
Shades (Roll-up)	No

*City reserves the right to require Building permits for any alteration, including those identified here as not requiring City permits.

Alteration Fees are paid via credit card upon approval of a completed permit. Manor Alterations will contact applicants directly upon approval to collect payment.

**in the event a member requires a Mutual consent for an unauthorized alteration, the following fees will apply: Unauthorized Alteration fee + Variance fee + Demolition fee (if applicable).

Demolition Permit Fee	\$70
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Alteration Type	City Permit Required
Air Conditioner (Through the Wall)	Yes
Bathroom Addition (Split)	Yes
Central HVAC (New Installation)	Yes
Atrium, Balcony, Patio Covers (Replacement or New Installation)	Yes
Doors (New Construction)	Yes
Atrium, Balcony, Patio Enclosures	Yes
French Doors (New Installation)	Yes
Garden Room, Solarium	Yes
Heat Pumps (Through the Wall)	Yes
Man Doors (New Installation)	Yes
Plumbing (New Installation or Relocation)	Yes
Room Addition	Yes
Shower to Shower Replacement	Yes
Skylights	Yes
Sliding Glass Doors (New Installation)	Yes
Sliding Glass Doors (Retrofit)	Yes
Solar Tubes	Yes
Tub to Shower Installation	Yes
Tub to Tub Replacement	Yes
Wall Revisions	Yes
Washer and Dryer	Yes
Water Heater (Relocation)	Yes
Windows (New Construction)	Yes
Windows (Retrofit)	Yes

Permit Fee Legend	
Valuation	Fee
Less than \$750	\$70
\$750 to \$2,000	\$108
\$2,001 to \$4,000	\$235
\$4,001 to \$6,000	\$392
\$6,001 to \$8,000	\$549
\$8,001 to \$10,000	\$706
Above \$10,000	\$980

Attachment 5(c) - Proposed Variance Fee Schedule



Proposed Variance Fee Schedule

For questions pertaining to the Variance process, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans
All items require HOA Mutual Consent from Manor Alterations and a City Permit.

Unauthorized Alteration Fee (*)	\$350
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Variance Type	Fee
Basic Variance Processing Fee	\$380
Complex Variance Processing Fee	\$662



Demolition Permit Fee	\$70
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Valuation-Based Fee	City Permit Required
Less than \$750	\$70
\$750 to \$2,000	\$108
\$2,001 to \$4,000	\$235
\$4,001 to \$6,000	\$392
\$6,001 to \$8,000	\$549
\$8,001 to \$10,000	\$706
Above \$10,000	\$980

*in the event a member requires a Mutual consent for an unauthorized alteration, the following fees will apply: Unauthorized Alteration fee + Variance fee + Demolition fee (if applicable).

Alteration Fees are paid via credit card upon approval of a completed permit. Manor Alterations will contact applicants directly upon approval to collect payment.

Complex Variance

The Complex Variance is defined as a non-standard alteration that involves major alterations in Common areas, Exclusive Use Common areas and to the outside of manors and requires Architectural Controls and Standards Committee (ACSC) approval. Items that would be considered under this category include:

- Any major improvement visible to or within Common Area
 - Any improvement made to the building exterior
- Major Common Area and Exclusive Use Common area improvements (Canopies, Solar Panels, Enclosures, Room Additions)

Basic Variance

The Basic Variance is defined as a non-standard alteration that is simple in nature, are the most common types of variances and do not include major alterations in Common areas, Exclusive Use Common Areas and to the exterior of the manor. The Basic Variance Request is processed at staff level. Items that would qualify for (but not limited to) a Basic Variance Request include:

- Interior renovations (not visible to the Common Area) which include structural modifications, bathroom and kitchen remodels, etc.
- Interior Modification to a Floor Plan
- Minor Common Area and Exclusive Use Common Area Modifications (Gates, Doorway Expansion that does not change the overall architecture of the building, Exclusive Common Area Veneer)

Attachment 6 – List of Standard Alterations

These Standards are approved as work that can be permitted by Manor Alterations staff, and issued as a mutual consent. All other permit requests for Work would require approval by variance from the ACSC and Board.				
STANDARD TITLE	#	DATE	RESOLUTION #	DESCRIPTION
General Requirements	1	Jan-18	3.18.12	General requirements for all alterations
Air Conditioning units/Heat Pumps	4	Jul-19	3.19.71	Thru-wall AC-HP units, central and ductless
Satellite Dishes – 1 Story	5A	Jun-18	3.18.86	Prep guidelines and installation guidelines
Satellite Dishes – 2 Story	5B	Jun-18	3.18.87	Prep guidelines and installation guidelines
Satellite Dishes – 3 Story	5C	Nov-13	3.13.121	Prep guidelines and installation guidelines
Block Walls	6	Jan-18	3.18.14	Guidelines for reconstructed walls, planter walls, sprinkler revisions
Porch Lift Elevator	8	Jan-18	3.18.12	Guidelines and bound agreement for standards
Exhaust Fan Installations	9	Jan-18	3.18.12	Guidelines for unit sizes and types
Doors, Exterior	10	Mar-18	3.18.40	Guidelines for types, applications, styles
Exterior Floor Coverings	11	Mar-18	3.18.41	Guidelines for application, maintenance
Interior Hard-Surface Flooring	11A	Dec-10	3.10.188	Application, FIC & CC&R standards, owner responsibilities, complaint rules
Exterior Wall Attachments	12	Jun-18	3.18.88	Application, tile & veneer, trellis & wrought iron designs, mural & wall hangings
Fences, Wrought Iron	13	Mar-18	3.18.42	Application and sprinkler revisions
Fireplace Installations	14	Jun-18	3.18.89	Application, spark arrestors
Garage Doors, Sectional or One Piece	16	Jun-18	3.18.90	Application and aesthetics
Gates	17	Mar-18	3.18.43	Application: patio walls, patio railings in 3 story
Gutter & Downspouts	18	Jun-18	3.18.91	Application and penetration, aesthetics
Balcony Modesty Paneling	19	May-18	3.18.56	Application and aesthetics, paneling height
Patio Slabs	21	Mar-18	3.18.44	Preparation, application, and sprinkler revisions
Patio, Balcony & Eyebrow Covers, Aluminum	22	Nov-19	3.19.114	Definition of patio/balcony, applications, patio over balcony
Skylight Installations	26	Jun-18	3.18.92	Application, aesthetics, trusses requirements
Tubular Skylight Installations	27	Jun-18	3.18.93	Definition, application, notification process, installation process, asbestos, roofing material distinctions
Soft Water Units	28	Nov-19	3.19.132	Installation, isolation valves
Solariums	29	May-11	3.11.49	Specifications, surface preparation, frame/track, glass type,
Storage Cabinets (Patio, Breezeway, Balcony)	30A	Feb-19	3.19.19	Preparation, application, sizing requirements
Washer & Dryer Installations	31	Dec-18	3.18.156	Cabinet design approval, wall penetrations, 3 story building prohibition
Water Heater Relocation	32	Mar-19	3.19.34	Application, plumbing, electrical, strapping, elevation to match
Windows & Window Attachments	34	Jan-19	3.19.09	Application, installation, glass type, attachment methodology, stained glass, wrought iron grilles, garden windows, sliding glass doors
Patio Covers, Awnings	37	Feb-19	3.19.18	Application, fixed v retractable, maintenance

Attachment 6 (continued) – List of Standard Alterations

		(continued)		
Patio Enclosures	38	Aug-19	3.19.82	Applications, specifications, surface preparation, frame/track, glass type
Balcony Enclosures	39	Apr 11	3.11.49	Applications, specifications, surface preparation, frame/track, glass type
Exterior Roll-up Shades (Sun Screens)	40	Jun-19	3.19.XX	Applications, aesthetics, maintenance
Solar Panels - 1 Story Buildings	41	Aug-19	3.19.95	Applications, obligations, CAUA
Ramps	42	Nov-19	3.19.133	Definitions, specifications, exterior landings, maneuvering clearances, handrails, curbs/wheel guides, hazards
Hot Tubs	43	Aug-13	3.13.84	Definitions, obligations, applications, sizing
Electric Vehicle Charging Stations	44	May-15	3.15.45	Electrical power source, location, conduit routing, insurance
Fencing, Vinyl	45	Jan-19	3.19.10	Preparation, application, sprinkler revisions, sizing
Master Bedroom Ext. (Casa Grande, Villa Paraisa)	46	Jan-16	3.16.16	Building type, footprint & location, rooflines, windows, architectural accents, exterior finishes, plans, landscaping
Bathroom Splits	47	Jan-18	3.18.22	Applications, installation requirements, obligations
Resolution # Column		First number is Mutual		
		Second number is Year		
		Third number is resolution number passed year to date.		
The Date listed is the most recent Resolution.				

Attachment 7 – List of Alterations Not Requiring a Mutual Consent or a Variance Permit



Third Mutual – Alterations without MC

- Floor replacement (so long as ACM is not disturbed) e.g. carpet like for like
- Painting interior walls
- Installing bookshelves
- Installing mailbox
- Hanging picture frames/decorations interior
- Sink/toilet replacements
- Doorbell replacement/installs
- Appliances change outs (e.g. refrigerator, microwave, stove/oven, dishwasher)
- Change out faucets
- Garbage disposals
- Cabinet/Vanity/Counter top replacements that do not disturb ACM or require City Compliance upgrades on electrical
- Peepholes
- Interior doors

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Attachment 8 - Resolution



RESOLUTION 03-22-XX

Alteration/Variance Processing Fee Policy

WHEREAS, alteration and variance requests require significant staff time for proper processing, including research, report preparation, presentation to the appropriate committee and Board; and

WHEREAS, in order to offset a portion of the administrative costs associated with processing variance requests, which is often followed by multiple resubmittals, and can be followed by an appeal to the Board in accordance with Resolution 03-13-105; and

WHEREAS, the following revisions are approved: 1) The new Basic Variance Fee will be increased to \$380; and 2) The new Complex Variance Fee will be increased to \$662; and 3) The Unauthorized Alteration Fee will be increased to \$350; and 4) The Permit Fee Valuation shall be increased by 40% for each value of escalation; and 5) The Resale fees will be increased to \$175 for the First Inspections and \$64 for Final Inspections; and

WHEREAS, the new Alteration Fee Schedule better aligns the fees with the administrative time it takes to process each task;

NOW THEREFORE BE IT RESOLVED, on July 19, 2022 to partially offset administrative costs associated with processing alteration and variance requests, the Board of Directors of this Corporation hereby revise the alteration and inspection fees as attached to the official minutes of this meeting and the new Alteration Fee Schedule will be adopted; and

RESOLVED FURTHER, in the event that a member requires an Unauthorized Alteration Mutual Consent for work completed without prior appropriate authorization, the following would apply as appropriate to the nature of the improvement work, defined as a member being responsible for: a Variance and associated Fees if the work required variance approval or a Mutual Consent and associated Fees totaling the cost of an appropriate Mutual Consent Fee if the work had been properly approved; an Unauthorized Alteration Fee due to the work not having been applied for and permitted by Manor Alterations in advance of completion; a Demolition Fee totaling the cost of the appropriate Demolition Fee if the work had been properly approved; and

RESOLVED FURTHER, that Resolution 03-17-120 adopted October 20, 2017 and Resolution 03-07-119 adopted December 18, 2007 are 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 the resolution.

JUNE 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 Civil Code §4360.

During the 28-day postponement, the Revised Alteration Fee Schedule will be reviewed by the Third Finance Committee for endorsement on July 5, 2022.



STAFF REPORT

DATE: June 21, 2022
FOR: Board of Directors
SUBJECT: California Water Restriction Mandates

RECOMMENDATION

Approve a resolution for mandated water potable water restrictions for outdoor irrigation to apply to areas irrigated by recycled water.

BACKGROUND

At the June 2, 2022, Open Landscape Committee meeting, the committee discussed this topic and made a recommendation of approval to the Board.

DISCUSSION

The Governor of California issued Executive Order M-7-22, calling for increased restrictions on outdoor potable water irrigation and tasking local water agencies with developing plans for further restrictions on irrigating non-functional turf.

Third Mutual is responsible for the maintenance of 367 acres of irrigated landscape, 165 of those acres is non-functional turf. Functional turf is defined as any grass that is ornamental and not used for recreational purposes. The golf courses would be exempt from the current restrictions.

As Third Mutual maintains 165 acres of turf, approximately 99 of those acres are served by recycled water and would not be affected by the current restrictions. The balance of the turf area is served by potable water; the current restrictions would have a severe and obvious effect on the appearance and health of the turf, leading to an uneven appearance of the turf throughout Third Mutual.

To apply the adverse aesthetics caused by the drastic reduction in irrigation equally and fairly throughout Third Mutual, the Third Mutual Landscape Committee voted unanimously to apply all irrigation restrictions to all areas irrigated with recycled water.

FINANCIAL ANALYSIS

There is no cost to implementing this resolution and there are potential water savings from reduced water use.

Prepared By: Kurt Wiemann, Director of Landscape Services
Reviewed By: Jayanna Abolmoloki, Landscape Administrative Assistant

ATTACHMENT(S)

Attachment 1: Proposed Resolution



RESOLUTION 03-22-XX

Recycled Water Mandate

WHEREAS, June 2, 2022, the Landscape Committee recognized that the State of California is experiencing record drought conditions requiring parts of Southern California to reduce exterior irrigation water use; and

WHEREAS, the irrigation water sources in Third Mutual are a mixture of potable water and recycled water; and

WHEREAS, at this time, state and local mandates do not apply to recycled water; and

WHEREAS, the Landscape Committee determined that irrigation reductions shall be equitable across the Mutual, regardless of water source;

NOW THEREFORE BE IT RESOLVED, on June 21, 2022, that all state and local irrigation water use restrictions and mandates shall be applied to all irrigation within Third Mutual; and

RESOLVED FURTHER, this resolution shall become in full force and effect on June 21, 2022; and

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

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ENDORSEMENT (to Board)

Guidelines for Financial Qualifications

At the April 26, 2022 meeting of the Resident Policy and Compliance Committee, several clarifications of the Financial Qualifications Policy were proposed and discussed. Among the suggestions for consideration included inserting the word “U.S.” before ‘residential and income real estate’ in Section II, Net Worth Requirements, subsection b(1).

It was further proposed to insert the word “U.S.” to income requirements, Section III, Section b, before ‘traditional retirement accounts’.

Lastly, Section I reflects in the General Application Requirements, that “a federal income tax return for the most recent year “ is required together with applicable schedules. The Board referred the question of how to address prospective buyers who do not file federal tax returns to the Finance Committee, which met on May 3, 2022. The Finance Committee recommended that the word “U.S.” be inserted in front of ‘Federal Tax returns’.

On May 24, 2022, the Resident Policy and Compliance Committee reviewed Resale Policy.

Pamela Bashline, Community Service Manager, presented Resale Policy. The Committee commented and asked questions.

Director Laws made a motion to approve Resale Policy, Equity of US Property and make changes to II. Net Worth Requirements, Section B: add U.S. in front of residential, and income real estate.

Director Jarrett seconded the motion.

By unanimous vote, the motion carried.

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STAFF REPORT

DATE: June 21, 2022
FOR: Board of Directors
SUBJECT: Guidelines for Financial Qualifications

RECOMMENDATION

Staff recommends the Board consider one amendment to the Net Worth Requirements found in its Guidelines for Financial Qualifications.

BACKGROUND

Third Mutual established Guidelines for Financial Qualifications which were last amended on August 17, 2021 by way of Resolution 03-21-50. The purpose of the policy is to protect the corporation's financial integrity and ensure that prospective members meet a minimum income and asset threshold in order to qualify for membership. The Resident Policy and Compliance Committee reviewed Third's Guidelines for Financial Qualification in three specific areas: equity of non-U.S. property, foreign pensions and the requirement for U.S. tax returns to be submitted with a buyer's application. In April 2022, the committee reached consensus regarding non-U.S. property and foreign pensions. In May 2022, the committee sought advice from the Finance Committee regarding the requirement of U.S. tax returns. Both committees questioned staff with respect to any issues or challenges that may have presented themselves from a historical resale perspective.

DISCUSSION

By consensus at the meeting held May 24, the Resident Policy and Compliance Committee agreed to recommend one clarification to the Guidelines for Financial Qualifications. At Section II, Net Worth Requirements, Subsection B: add "U.S." in front of residential property (ATT 1). No additional changes were deemed necessary and the committee resolved to forward its recommendation to the Board of Directors for consideration at the meeting scheduled for June 14, 2022.

FINANCIAL ANALYSIS

None.

Prepared By: Pamela Bashline, Community Services Manager

Reviewed By: Maria Popescu, Community Services Supervisor

ATTACHMENT(S)

Attachment 1 – Guidelines for Financial Qualifications
Attachment 2 - Resolution

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Guidelines for Financial Qualifications

Resolution 03-~~22-XX~~ 21-50

Adopted ~~August 17, 2021~~ June XX, 2022

The governing documents of Third Laguna Hills Mutual ("Mutual") require each person seeking to acquire an ownership interest in a unit ("Applicant") to obtain the **PRIOR** written approval of the Mutual's Board of Directors ("Board") before doing so. As a condition to obtaining such approval, each Applicant must provide to the Board documentation that conclusively establishes that Applicant satisfies certain financial requirements as set forth in the Mutual's governing documents ("Application"). For the purposes of determining whether an Application will be approved or denied, the Board has adopted these Guidelines for Financial Qualifications ("Guidelines"), which shall remain in effect until such time as these Guidelines may be changed, modified, or amended by a duly adopted Board resolution.

I. General Application Requirements.

- a. As a condition of approval, each Applicant must submit to the Mutual an Application with all of the following documentation provided in a form satisfactory to the Board:
 1. A federal income tax return for the most recent year that is signed, dated, and includes Schedules A, B and E, as applicable, as well as any other financial verification documents requested by the Board. By way of example, but without limitation, other verification documents may be required if any Applicant derives income from a business owned by the Applicant (personally or through a legal entity), in which case the applicable business tax schedule and profit and loss statement may also be required.
 2. Net worth verification pursuant to Section II of these Guidelines.
 3. Income verification pursuant to Section III of these Guidelines.
 4. A completed Financial Statement and Credit Information form.
 5. Verification of the Applicant's identity, which must be a natural person, or a designated individual acting on behalf of a corporation, LLC or Trust.
 6. If the Applicant desires to have a Guarantor to enable the Applicant to Qualify to purchase a unit (as defined below), all documents required pursuant to Section IV of these Guidelines shall also apply to the Guarantor.
 7. If the Applicant desires to purchase more than one (1) unit or already owns at least one (1) unit at the Mutual, all documents required pursuant to Section IV of these Guidelines shall be required for each unit application.
- b. The Board may deny any Application that does not include all of the documentation required herein, in a form consistent with these Guidelines and satisfactory to the Board, except as otherwise required by law.

- c. Any Application (including, without limitation, any document submitted in connection with said Application) that contains false or misleading information will be denied. If an Application was approved and it is later determined that such Application contained false or misleading information and if escrow had not closed by the time such discovery was made the Board may immediately withdraw its approval without the Mutual suffering any liability whatsoever. If escrow, as referenced immediately above, has already closed when the discovery of the false and misleading documentation is discovered, the Applicant will be deemed an owner, not in good standing and will, after a noticed hearing before the Board, be denied the owner's amenity rights, held by an owner in the Mutual, unless such rights are suspended by the Board of Directors.
- d. Notwithstanding anything to the contrary contained herein, if more than one (1) Applicant will acquire an ownership interest or reside in any single unit, such Applicants' income and net worth may, in the Board's sole reasonable discretion, be calculated collectively.

II. Net Worth Requirements.

- a. As a condition of approval, each Applicant shall submit satisfactory verification of net worth that is greater than or equal to the sum of the purchase price of the unit plus one hundred twenty-five thousand dollars (\$125,000) in acceptable assets. NOTE: Applicants owning other properties having mortgage obligations shall provide satisfactory evidence of additional assets sufficient to offset the total mortgage balance(s).
- b. When computing net worth for the purposes of this Section, acceptable assets shall be limited to those assets that are considered, in the Board's sole discretion, to be liquid, marketable or income producing. Examples of acceptable assets include, without limitation, the following:
 - 1. Equity in U.S. residential and income real estate.
 - 2. Savings accounts in U.S. banks and U.S. credit unions.
 - 3. Cash value life insurance.
 - 4. Certificates of deposit and money market accounts.
 - 5. IRA, SEP, 401(k), Profit Sharing and Keogh accounts.
 - 6. Federal, state, or municipal government bonds.
 - 7. U.S. traded investments (e.g., NYSE, Amex, OTC, Nasdaq, etc.) valued at current market prices.
 - 8. Mortgages and promissory notes; provided that the interest in such mortgages or promissory notes is reported on the Applicant's tax return.
- c. When computing net worth for the purposes of this Section, acceptable assets will not include, without limitation, the following:
 - 1. Equity in mobile homes, recreational vehicles, boats, trailers, airplanes, automobiles, or other vehicles of any kind.
 - 2. Vacant or undeveloped real estate.

3. Artwork, jewelry, or other collectibles (e.g., coins, dolls, stamps, etc.).
4. Term life insurance.
5. Annuity funds that cannot be withdrawn in lump sum.
6. Anticipated bequests, devises or inheritances.
7. Mortgages and promissory notes where the interest in such mortgages or promissory notes is not reported on the Applicant's tax return.

III. Income Requirements.

- a. As a condition of approval, each Applicant shall submit satisfactory verification of annual income that is greater than or equal to the sum of the total of the unit's annual mortgage payment plus forty-five thousand dollars (\$45,000) per year.
- b. Traditional retirement account assets (e.g., 401K, ERISA, IRA, Profit Sharing, etc.) will be considered as a source of annual income in accordance with this subsection. For the purposes of the income verification requirement pursuant to subsection (a) above, the portion of an Applicant's traditional retirement account assets attributable to said Applicant's annual income shall be deemed to be the greater of the following:
 1. The mandatory annual distributions for the Applicant's retirement accounts; or
 2. The total amount of the Applicant's retirement accounts *multiplied* by eighty percent (80%), and then *dividing* this product by twenty-five (25) years, as follows:

$$\text{Attributable Income} = (\text{Total Retirement Account Assets} \times 80\%) \div 25$$
- c. Examples of acceptable income verifications include, without limitation, the following:
 1. Federal tax returns from the most recent year.
 2. W-2 forms or paycheck stubs.
 3. Bank, credit union, or investment account statements.
 4. Letters from bankers with verifiable first-hand knowledge of the Applicant's finances.
 5. Notices of annuities and social security payments.
 6. Credit reports.
- d. Examples of unacceptable income verifications include, without limitation, the following:
 1. Letters from employers, accountants, enrolled agents, investment counselors, or attorneys.
 2. Any income not reported on federal income tax returns.

IV. Guarantors.

- a. In the event any Applicant is unable to satisfy the financial requirements set forth in the Mutual's governing documents (including, without limitation, these Guidelines), the Board may permit said Applicant to have a financial guarantor in accordance with this Section IV ("Guarantor").
- b. Each Applicant supported by a Guarantor shall submit proof that their primary residence is located in California, USA and satisfactory verification of a net worth of at least one hundred twenty-five thousand dollars (\$125,000) in acceptable assets, notwithstanding the requirements of Section II and Section III of these Guidelines.
- c. Each Guarantor shall enter into an agreement with the Mutual to become financially responsible, jointly and severally, for all expenses associated with the Applicant's ownership, residency and/or membership at the Mutual ("Assessment/Charges Guarantor Obligation Form"). A Assessment/Charges Guarantor Obligation Form is attached hereto as Exhibit "A" and incorporated in its entirety herein by this reference as if fully set forth in these Guidelines.
- d. Each Guarantor shall submit all of the following documentation in a form satisfactory to the Board:
 1. A fully executed and completed Assessment/Charges Guarantor Obligation Form.
 2. Proof that the Guarantor's primary residence is located in California, USA.
 3. Verification of net worth equal to the sum of the purchase price of the unit plus two hundred thousand dollars (\$200,000) in acceptable assets.
 4. Verification that the Guarantor's annual income is greater than or equal to the sum of the total of the unit's annual mortgage payment plus \$150,000 per year.
 5. A credit report.
- e. The Board may withhold its approval of any Guarantor for, without limitation, any the following reasons:
 1. A Guarantor or Applicant fails to provide all of the documentation as required by subsection (d), above, in a form consistent with these Guidelines and satisfactory to the Board.
 2. A Guarantor is subject to a bankruptcy proceeding that is pending or has not been discharged.
 3. Any foreclosure or short sale of any property owned by the Guarantor.
 4. Any outstanding balances, collection accounts, or judgments owed by the Guarantor.
 5. A Guarantor's credit score is lower than 680.
 6. A Guarantor resides in a primary residence outside of the State of California.
 7. A Guarantor's bank is located outside of the State of California.
 8. A Guarantor already guarantees (1) one or more units within Laguna Woods Village.

9. A Guarantor provides any false or misleading information to the Board.
 10. Any other reasonable grounds that call into question a Guarantor's financial ability or fitness to serve in this capacity on an Applicant's behalf.
- f. Each Guarantor's assurances shall only apply to the Applicant(s) and unit expressly identified on the Assessment/Charges Guarantor Obligation Form. No Guarantor's assurances may be transferred to any other Applicant or unit.

II. **Multiple Units.** As a condition of approval, any Applicant who desires to purchase more than one (1) unit or already owns at least one (1) unit at Third Laguna Hills Mutual, Laguna Woods Mutual No. Fifty or United Laguna Woods Mutual shall submit satisfactory verification of annual income and net worth requirements pursuant to this Section V.

- a. **Net Worth Requirements.** The Applicant shall submit satisfactory verification of net worth that is greater than or equal to the *sum* of the purchase price for each unit *plus* one hundred twenty-five thousand dollars (\$125,000) in acceptable assets per unit, as follows:

Unit 1: purchase price for Unit 1 + \$125,000

Unit 2: purchase price for Unit 1 + \$125,000 +
purchase price for Unit 2 + \$125,000

Unit 3: purchase price for Unit 1 + \$125,000 +
purchase price for Unit 2 + \$125,000 +
purchase price for Unit 3 + \$125,000

- b. **Income Requirements.** The Applicant shall submit satisfactory verification of annual income as follows:

1. Annual Income that is greater than or equal to the *sum* of the following: the total of the first unit's annual mortgage payment *plus* forty-five thousand dollars (\$45,000) per year *plus* the total of the second unit's annual mortgage payment *plus* forty-five thousand dollars (\$45,000) per year *plus* an additional twenty-two thousand five hundred dollars (\$22,500).

2. For each additional unit, the annual income requirement shall be calculated consistent with subsection (b)(1), above – that is, the additional unit's annual mortgage payment *plus* an additional twenty-two thousand five hundred dollars (\$22,500) over the previous annual income requirement, as follows:

Unit 1: annual mortgage payment + \$45,000

Unit 2: annual mortgage payment on Unit 1 + \$45,000 +
annual mortgage payment on Unit 2 + \$45,000 + \$22,500

Unit 3: annual mortgage payment on Unit 1 + \$45,000 +
annual mortgage payment on Unit 2 + \$45,000 + \$22,500 +
annual mortgage payment on Unit 2 + \$45,000 + \$22,500 + \$22,500

EXHIBIT "A"

THIRD LAGUNA HILLS MUTUAL
A California Non-Profit Mutual Benefit Corporation
 (the "Mutual")

ASSESSMENT/CHARGES GUARANTOR OBLIGATION FORM

A. The Parties

Owner(s): _____ (collectively, the "Owner")

Property Address: _____ (the "Property")

Guarantor: _____ ("Guarantor")

B. Guarantee Payment. Guarantor hereby guarantees unconditionally to the Mutual and the Mutual's agents as follows:

- a. Guarantor guarantees unconditionally to be jointly and severally responsible for/liable for all Charges related and charged to the Owner's assessment account.
- b. Guarantor guarantees unconditionally to promptly pay for all HOA assessments, regular or special, compliance assessments, reimbursable assessments, chargeable services etc., late charges, interest, costs, trustee fees, attorney fees, or any other amount charged by the Mutual to the HOA assessment account for the Property, including fines, after a noticed hearing before the Board, reimbursement assessments, special assessments, chargeable services etc. (collectively, the "Charges".)

C. Waiver of Right to Demand Enforcement. Because the Guarantor is jointly and severally liable for the Charges, Guarantor guarantees unconditionally to waive any right to require the Mutual or the Mutual's agents to proceed against the Owner for any default occurring under the Governing Documents before seeking to enforce this Assessment/Charges Guarantor Obligation Form.

D. Broad Interpretation. This Assessment/Charges Guarantor Obligation Form shall be construed as a general, absolute, and unconditional Guaranty of payment and shall continue in perpetuity and said guarantees shall apply to all amounts charged by the Mutual to the Owner's account during the time which the Owner is a title/record owner of the Property. If any of the provisions of this Assessment/Charges Guarantor Obligation Form shall be determined to be invalid or unenforceable under applicable law, such provision shall, insofar as possible, be construed or applied in such manner as will permit enforcement.

E. Enforcement.

- a. The Mutual may enforce this Assessment/Charges Guarantor Obligation Form without being obligated to resort first to any security or any other remedy against the Owner, and

Guarantor hereby waives any notice of default and/or any right to cure same and there shall be no presentment or dishonor hereunder.

- b. This Assessment/Charges Guarantor Obligation Form is general and shall inure to, and may be relied upon and enforced by, any successor or assign of the Mutual.

- c. This Assessment/Charges Guarantor Obligation Form shall be governed by the laws of the State of California and the parties specifically agree that any legal action brought under this Assessment/Charges Guarantor Obligation Form or any underlying lease shall be brought only in Orange County, California, which Court is agreed to have jurisdiction over the parties.
- d. The Parties waive the right to a jury trial in any such legal action.
- e. If the Guarantor breaches this Assessment/Charges Guarantor Obligation Form, the Mutual shall be entitled to a full award of attorney fees, costs and expenses relative to any enforcement efforts taken, including any litigation pursued to enforce this Assessment/Charges Guarantor Obligation Form. Guarantor agrees to pay the Mutual's actual attorney fees, costs, and expenses in the enforcement of the Governing Documents and this Assessment/Charges Guarantor Obligation Form, whether before the lawsuit/proceeding is filed, after the lawsuit/proceeding is filed, or in any and all trial and appellate tribunals, whether suit be brought or not, if, after default, counsel shall be employed by the Mutual.
- f. All amounts due to the Mutual hereunder shall bear interest at the highest rate allowed by law from the date of default.

F. Modification. Alteration, Modification or Revocation of this Assessment/Charges Guarantor Obligation Form is not permitted unless otherwise agreed to and signed by the Parties in writing.

G. No Strict Performance Required. Failure of the Mutual to insist upon strict performance or observance of any of the terms of the Governing Documents or to exercise any right held by the Mutual will not diminish the enforceability of this Assessment/Charges Guarantor Obligation Form. Guarantor agrees that the foregoing obligations shall in no way be terminated, affected, or impaired by reason of any action which the Mutual may take, or fail to take against the Owner, or by reason of any waiver of, or failure to enforce, any of the rights or remedies to the Mutual in the Governing Documents and all amendments thereto.

H. Binding on Successors. The obligations of Guarantor shall be binding upon Guarantor and his/her/their successors and assigns.

I. Effective Immediately Upon Signature. Guarantor fully understands this Assessment/Charges Guarantor Obligation Form is neither a reference, credit check, nor application, that the Mutual has relied on Guarantor's representations and warranties contained herein and it is fully effective upon Guarantor's signature.

IN WITNESS WHEREOF, this Assessment/Charges Guarantor Obligation Form is executed this ____ day of _____, 20____.

By: _____

Dated: _____

Print Name: _____

Address: _____

Phone Number: _____

E-Mail: _____

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
) ss.
COUNTY OF)

On _____, before me, _____, a Notary Public in and for the State of California, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the forgoing paragraph is true and correct.

WITNESS my hand and official seal.



RESOLUTION 03-22-XX

Clarification of Guidelines for Financial Qualifications Policy

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

WHEREAS, Third is authorized to adopt rules and regulations to carry out the purposes of this Corporation through its board of directors; and

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

WHEREAS, Third has expressed the need to clarify select income and net worth provisions of its Guidelines for Financial Qualifications Policy;

NOW, THEREFORE BE IT RESOLVED, July 19, 2022, the Board of Directors of this Corporation hereby introduces one amendment to the Financial Qualifications Policy, which amends Section II, Net Worth Requirements, Subsection B to add "U.S." before residential property; and

RESOLVED FURTHER, that Resolution 03-21-50, adopted August 17, 2021, is hereby suspended in its entirety and canceled; and

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

JUNE 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 Civil Code §4360.

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ENDORSEMENT (to Board)

Distribution of Printed Materials

During the 2021 election cycle the Compliance Division received reports from members concerning placement of printed materials on doorknobs/doors throughout Third. The member's concerns include, but are not limited to, printed materials trapped in the door screen, transmission of germs from unknown person's touching the doorknobs, and the overall look of multiple materials hung from doorknobs.

The current Distribution of Printed Materials states "...materials that are distributed door-to-door may only be left on the surface of the thresholds of front doors. Material may not be hung from doorknobs nor placed in USPS delivery points, nor left on vehicles in carports..."

On May 24, 2022, the Resident Policy and Compliance Committee reviewed Distribution of Printed Materials.

Blessilda Wright, Compliance Supervisor, presented Distribution of Materials. The Committee commented and asked questions.

Director Jarrett made a motion to approve Distribution of Printed Materials Policy with corrections to the Staff Report and Resolution to include Printed

Director Laws seconded the motion.

By unanimous vote, the motion carried.

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STAFF REPORT

DATE: June 21, 2022
FOR: Resident Policy & Compliance Committee
SUBJECT: Distribution of Printed Materials Policy

RECOMMENDATION

Receive and file report.

BACKGROUND

The Board created a Residency Policy and Compliance Committee to review policies and processes for consistency. The committee has identified areas of improvement including, but not limited to, the need to amend the Distributing- Posting Printed Materials Policy.

On June 19, 2007, the Third Laguna Hills Mutual (Third) Board of Directors (Board) adopted the Distributing of Printed Material policy to provide guidelines on door-to-door distribution of material, petitions and posting of material's within Third.

On December 28, 2021, the Resident Policy and Compliance Committee reviewed the policy and determined to table the item to the January meeting for further review by the committee members.

On March 2, 2022, the Resident Policy and Compliance Committee reviewed the policy and directed staff to make the following changes and bring back to the next committee meeting:

- II. Definitions, Section E: Add resolution number into the sentence.
- III. General Conditions, Section A: Any Materials, including petitions to gather signatures, to be distributed to Third Mutual residents shall bear the name of the individual who accepts responsibility of the posting as its sources.
- III. General Conditions, Section E be removed.
- V. Conditions for Petitions, Section A: remove 'or their designated representative.'

On April 26, 2022, the Resident Policy and Compliance Committee reviewed the policy and directed staff to make the following changes and bring back to the next committee meeting:

- Change title to Distribution of Printed Materials
- II. Definitions, Section C: remove
- II. Definitions, Section D: Types of Printed Materials which can be distributed.
- III. General Conditions, Section A: Any materials, including petitions to gather signatures, to be distributed to Third Mutual residents shall bear the name of the representative who accepts responsibility for the source of material, distribution and/or posting.
- VI. Conditions for Posting of Materials, Section A: Posting locations are limited to those areas reserved for posting, such as Laundry Room bulletin boards and that are available only for residents.
- VI. Conditions for Posting of Materials, Section B: remove 'per resident'

- VII. Enforcement: remove 'to the Laundry Room' and change to "caused by posting or distribution of printed materials.

DISCUSSION

During the 2021 election cycle the Compliance Division received reports from members concerning placement of printed materials on doorknobs/doors throughout Third. The member's concerns include, but are not limited to, printed materials trapped in the door screen, transmission of germs from unknown person's touching the doorknobs, and the overall look of multiple materials hung from doorknobs.

The current Distribution of Printed Materials states "...materials that are distributed door-to-door may only be left on the surface of the thresholds of front doors. Material may not be hung from doorknobs nor placed in USPS delivery points, nor left on vehicles in carports..."

FINANCIAL ANALYSIS

There is no financial impact.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Distribution of Printed Materials Posting Policy

Attachment 2: Resolution 03-XX-XX, Distribution of Printed Materials

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Distribution of Printed Materials Policy
Resolution 03-22-XX; Adopted XX XX, 2022

I. Purpose

The purpose of this document is to define the policies of Third Laguna Hills Mutual ("Third") regarding the distribution of materials.

II. Definitions

For the purposes of this policy:

- a. Community Rules - the Articles of Incorporation, Bylaws, the recorded Covenants, Conditions, and Restrictions (CC&Rs); and any rules and regulations adopted by Third. Any reference to the "Governing Documents" shall, for purposes of this Policy, be deemed a reference to the Community Rules set forth in this definition.
- b. Distributor: Individual who is a resident of Laguna Woods Village.
- c. Types of Printed Materials which can be Distributed - publications, advertisements by Laguna Woods Village Clubs, announcements, campaign material, petitions, and related printed literatures.
- d. Nuisance – Anything which is injurious to health, indecent or offensive to the senses, causes an unreasonable disturbance or annoyance, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property, is a nuisance. (Civ. Code § 3479). Additionally, see Nuisance Policy, Resolution 03-20-28.
- e. Resident - is defined as any person who has been approved by the Board of Directors for occupancy in Laguna Woods Village.
- f. Third - the corporate homeowners association that was formed in 1970 and by 1984 had acquired the assets and liabilities by vote of each of the 59 individual mutuels within the larger Leisure World (now Laguna Woods Village), a common interest development, with full authority to "manage, operate, and maintain" them. Also known as Corporation. Also known as the Mutual.

III. General Conditions

- a. Any materials, including petitions to gather signatures, to be distributed to Third Mutual residents shall bear the name of the representative who accepts responsibility for the source of material, distribution and/or posting.
- b. Printed Materials and Postings must be removed after thirty (30) days by the distributor.
- c. Printed Materials that do not comply with these rules will be subject to removal.
- d. All material must comply with state and federal laws.

IV. Conditions for Distribution of Materials

- a. Door- to-door distribution of Materials shall be permitted, as long as the act of distributing such Material does not rise to the level of creating a nuisance to residents.
- b. Door-to-door distribution may only be left on the surface of the thresholds of front doors or hung from doorknobs. Material may not be placed in USPS delivery points, nor left on vehicles in carports.

V. Conditions for Petitions

- a. Only residents are permitted to gather signatures on petitions.
- b. The petition must remain in the possession of the signature gatherer.
- c. Unattended petitions are not allowed.

VI. Conditions for Posting of Materials

- a. Posting location are limited to those areas reserved for posting, such as Laundry Room bulletin boards and that are available only for residents.
- b. Only one posting per subject matter is allowed on the posting site.
- c. Posting size shall not exceed 6" by 8".
- d. Any material considered lewd, libelous or vulgar is not permitted.

VII. Enforcement

Third Members are personally responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the Community. This includes any Co-occupant, Lessee, Guest or Vendor.

Third is authorized to take disciplinary action against a Member found to be in violation of the Distribution of Materials Policy. When a violation occurs the Board is obligated to evaluate and impose if appropriate, member-discipline as set forth in the governing documents. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action. Additionally, the Board may seek reimbursement for remediation cost associated with damage caused by posting or distribution of printed materials.

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RESOLUTION 03-22-XX

Distribution of Printed Materials Policy

WHEREAS, the Resident Policy and Compliance Committee has recommended revising the Distributing-Posting Printed Materials Rules to fairly and reasonable address placement of materials within Third; and

WHEREAS, the Board recognized the need to amend the rules to align with the changing needs of the community;

NOW THIREFORE BE IT RESOLVED, July 19, 2022, that the Board of Directors of this Corporation hereby approves the amended Distributing-Posting Printed Materials Rules, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, the Distributing-Posting Printed Materials Rules will now be known as the Distribution of Printed Materials Policy; and

RESOLVED FURTHER, that Resolution 03-07-59 adopted June 19, 2007 is hereby superseded in its entirety 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.

JUNE 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 Civil Code §4360.

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Chair's Report for June 21, 2022 Board Meeting

SLIDE 1 – Through the reporting period of **April 30, 2022**, total revenue for Third was \$14,455K compared to expenses of \$10,516K, resulting in a net revenue of \$3,939K.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows an operating surplus of \$1,326K through the reporting period. This chart shows how much of our revenue went into operations, with \$9,534K coming in from assessments and \$606K coming from non-assessment revenue. This is compared to operating expenditures of \$8,814K (without Depreciation).

SLIDE 3 – This next chart takes the full income statement and compares those results to budget. We can see that Third ended the period better than budget by \$2,613K when combining both operating and reserve revenues and expenses.

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

- **Outside Services \$1,454K**; Favorable variance resulted from the timing of payments, and the start time of projects. Although budgeted throughout the year, roofing work began in March. Similarly, tree maintenance work began in March. Favorable variance resulted in Risk Fire Management; the project is in the bid phase.
- **Insurance \$501K**; Favorable variance was due to property insurance coming in lower than anticipated. The property insurance policy was renewed June 1.
- **Employee Compensation & Related \$434K**; Favorable variance resulted primarily due to open positions in M&C and Landscape departments. Impacted areas include ground maintenance, damage restorations, carpentry, and plumbing. Recruitment is in progress to fill in open positions.
- **Legal Fees \$136K**; Favorable variance was due to less demand for legal services than anticipated.

SLIDE 5 – On this pie chart, we show non-assessment revenues received to date of \$650K by category, starting with our largest revenue generating categories of Chargeable Services, Permit Fee, Lease Processing Fee, Laundry Revenue, Resale Processing Fee, Late Fee Revenue, and so on.

SLIDE 6 – On this pie chart, we see the expenses to date of \$10,516K by category, starting with our largest categories of Employee Compensation & Related, Insurance, Utilities, Outside Services, so on.



Chair's Report for June 21, 2022 Board Meeting

SLIDE 7 – The non-operating fund balance on April 30, 2022 was \$31,118K. YTD contributions and interest were \$4,314K while YTD expenditures were \$1,658K.

SLIDE 8 – We compare the non-operating fund balances to historical fund balances for the past five years on this chart, which has averaged \$29 Million. Third Laguna Hills Mutual has been committed to supporting reserve requirements while providing more contingency funds for unexpected events.

SLIDE 9 – We have a slide here to show resale history from 2020 - 2022. Through April 30, 2022, Third sales totaled 160, which is 19 higher than prior year for the same time period. The average YTD resale price for a Third Mutual was \$514K, which is \$74K higher than prior year for the same time period.

Financial Report

As of April 30, 2022



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$13,805
Non-assessment Revenue	\$650
Total Revenue	\$14,455
Total Expense	\$10,516
Net Revenue/(Expense)	\$3,939

Financial Report

As of April 30, 2022



OPERATING INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$9,534
Non-assessment Revenue		\$606
Total Revenue		\$10,140
Total Expense ¹		\$8,814
Operating Surplus		\$1,326

1) excludes depreciation

Financial Report

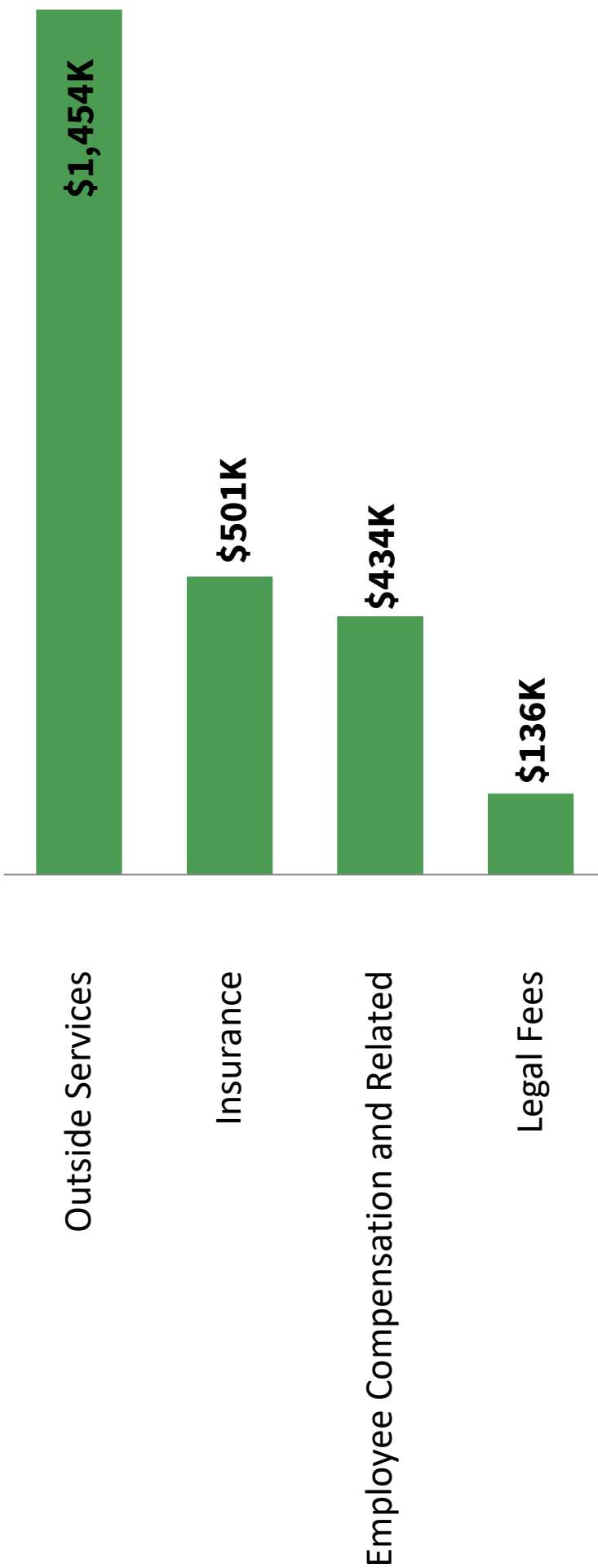
As of April 30, 2022



INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$13,805	\$13,805	\$0
Non-assessment Revenue	\$650	\$695	(\$45)
Total Revenue	\$14,455	\$14,500	(\$45)
Total Expense	\$10,516	\$13,174	\$2,658
Net Revenue/(Expense)	\$3,939	\$1,326	\$2,613

Financial Report

As of April 30, 2022

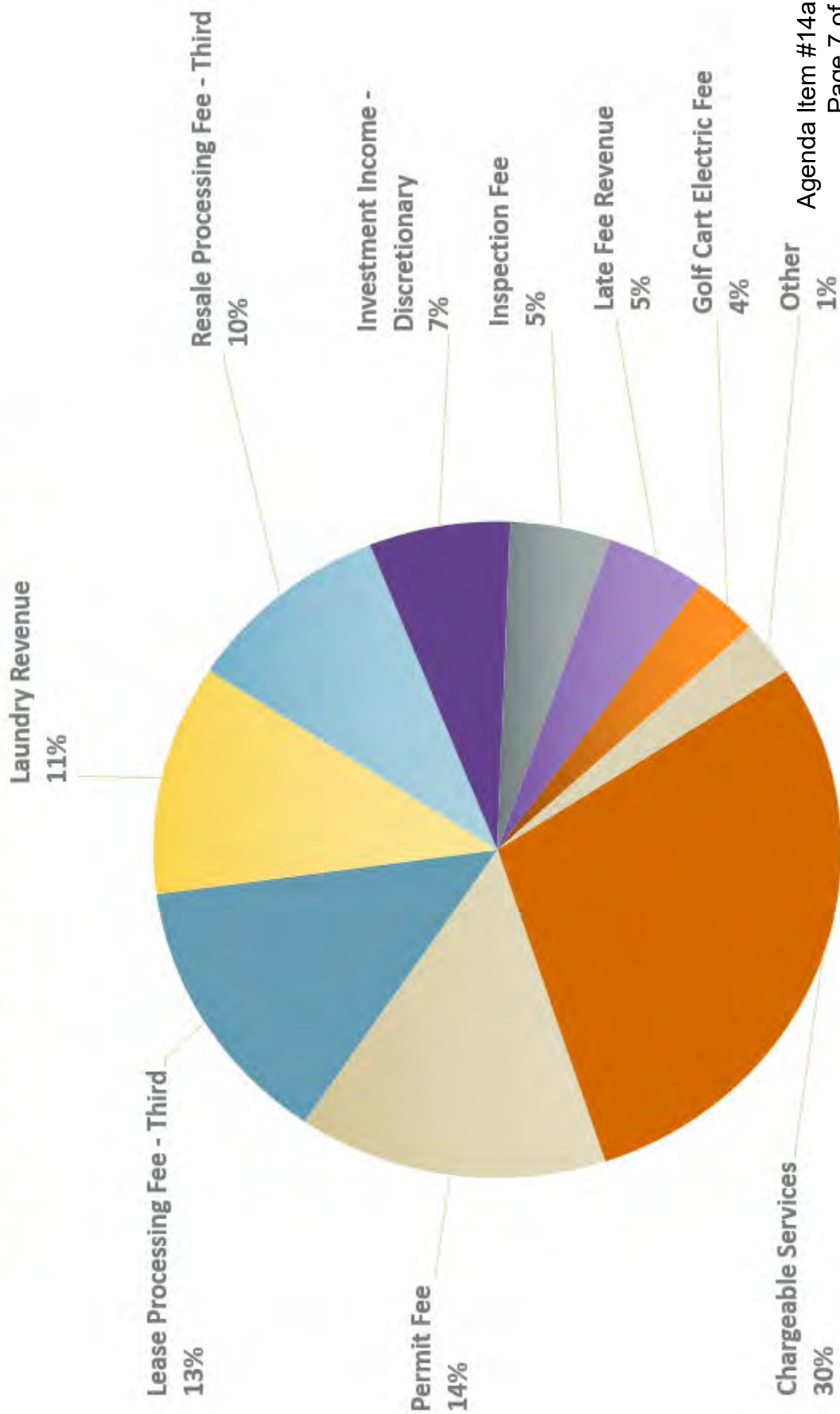


■ Favorable

Financial Report

As of April 30, 2022

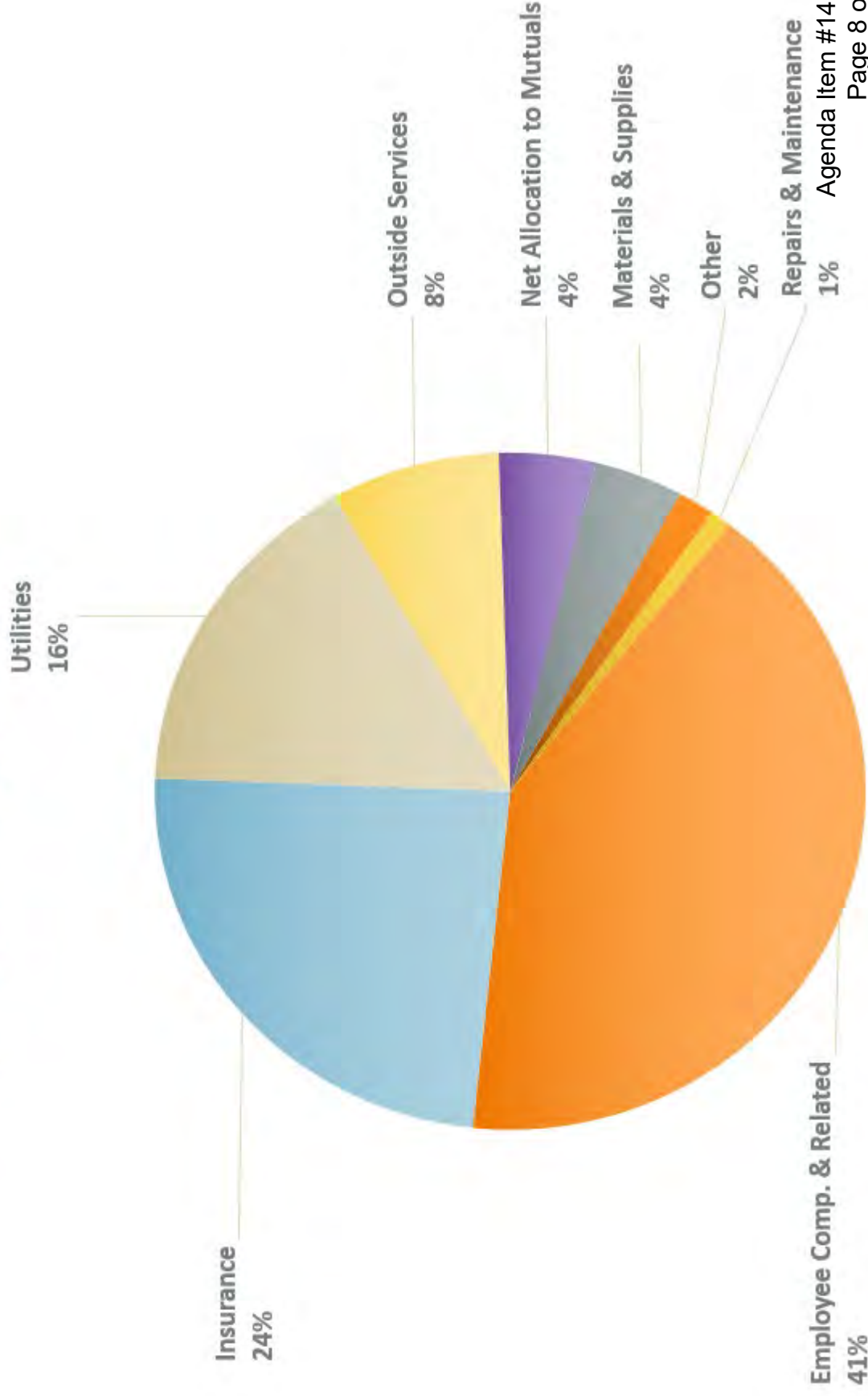
Total Non Assessment Revenues \$649,920



Financial Report

As of April 30, 2022

Total Expenses \$10,515,711



Financial Report

As of April 30, 2022



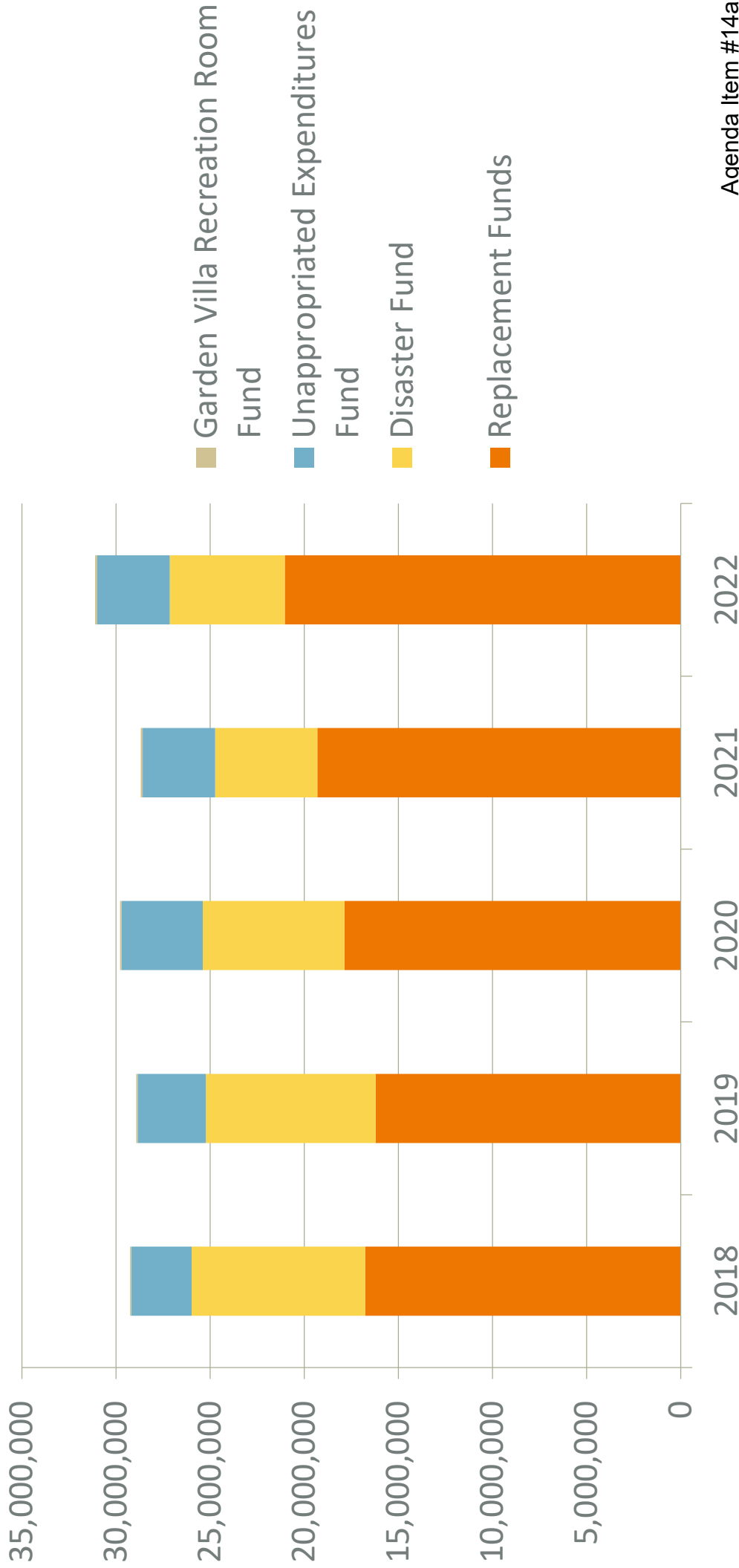
NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Garden Villa Fund	Disaster Fund	Unappropriated Expenditures Fund	TOTAL
Beginning Balances: 1/1/22	\$19,069	\$104	\$5,442	\$3,847	\$28,462
Contributions & Interest	3,742	30	539	3	4,314
Expenditures	1,777	13	(133)	1	1,658
Current Balances: 4/30/22	\$21,034	\$121	\$6,114	\$3,849	\$31,118

* Includes Elevator and Laundry Funds

Financial Report

As of April 30, 2022

FUND BALANCES – Third Mutual

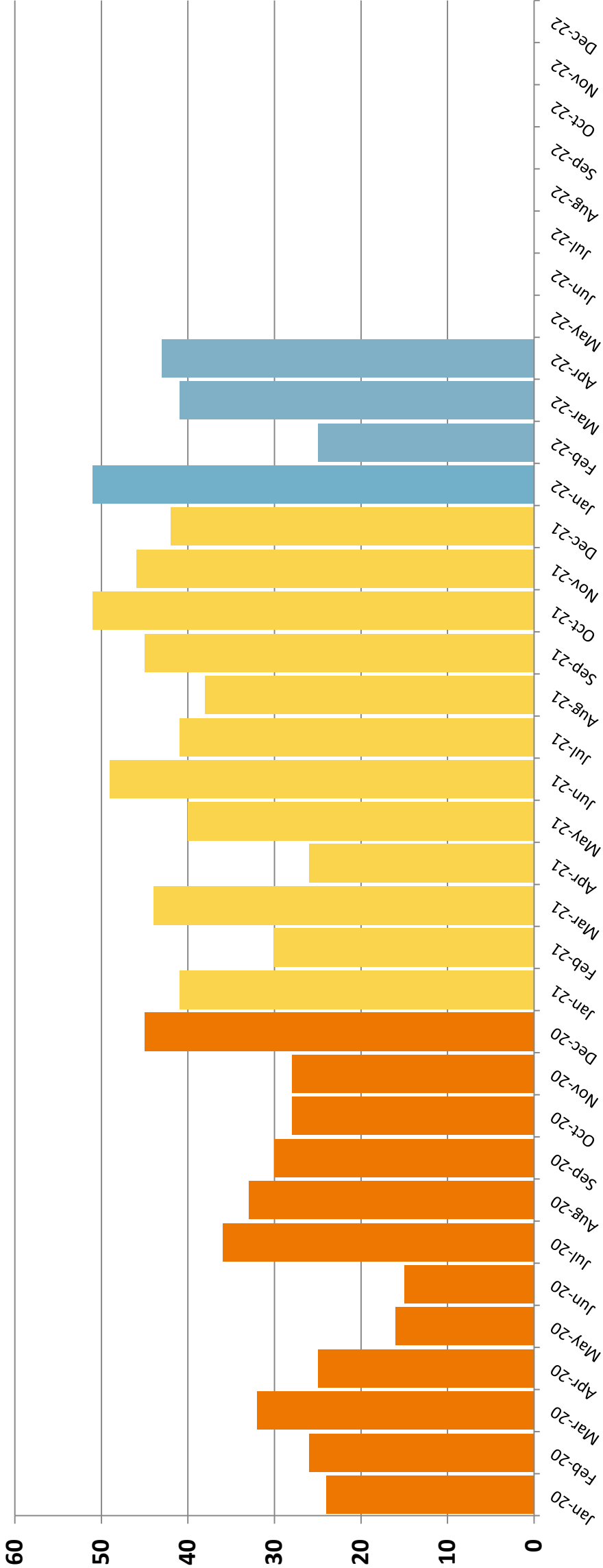


Financial Report

As of April 30, 2022

RESALE HISTORY – Third Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2020	107	\$438,794
YTD 2021	141	\$440,374
YTD 2022	160	\$514,097



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FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Tuesday, May 3, 2022 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Donna Rane-Szostak, Ralph Engdahl, Jim Cook, John Frankel, Annie McCary, Ira Lewis, Cush Bhada, Mark Laws, Craig Wayne, Cris Prince

DIRECTORS ABSENT: Jules Zalon

ADVISORS PRESENT: Wei-Ming Tao, John Hess

STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez

Call to Order

Director Donna Rane-Szostak chaired and called the meeting to order at 1:30pm.

Acknowledgement of Media

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

Approval of Meeting Agenda

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

Approval of Meeting Report for May 3, 2022

A motion was made and by consensus, the meeting report was approved as presented (Director Rane-Szostak abstained).

Chair Remarks

Director Rane-Szostak welcomed the new Directors Cris Prince and Jules Zalon to the board, and thanked Director Robert Mutchnick and Director Lynn Jarrett for their years of service on the Board.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, summarized the purpose of the 2023 reoccurring budget meetings and the acceptance of a \$1,000 donation from the Judy Saxon Trust for landscape services. A staff report will be presented at the June 21st board meeting where the board will adopt a resolution and acknowledge the donation. Lastly, Steve briefly discussed tax exemption specifically related to HOAs.

Preliminary Financial Statements dated April 30, 2022

Jose Campos, Assistant Director of Financial Services, presented the Preliminary Financial Statements dated April 30, 2022. Questions were addressed.

Endorsements from Standing Committees

None.

Paint Cycle

Director Rane-Szostak gave a presentation summarizing the previously reviewed result from the 10-year paint program changing to 15 years and the Prior to Paint program from 5 years to 7.5 years to address concerns from community members.

2022 HOA Assessment Breakdown

During a previous committee meeting held March 1st, Director Rane-Szostak presented an info graph displaying how Third Mutual HOA monthly assessment fees are allocated. The same graph was presented to address questions from community members.

Future Agenda Items

Forecast

Committee Member Comments

Steve Hormuth thanked the committee members for their participation through out the budget process and looks forward to continuing the year working with all Directors.

Date of Next Meeting

Tuesday, July 5, 2022 at 1:30 p.m.

Recess to Closed Session

The meeting recessed at 2:47 p.m.

DRAFT

Donna Rane-Szostak, Chair

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

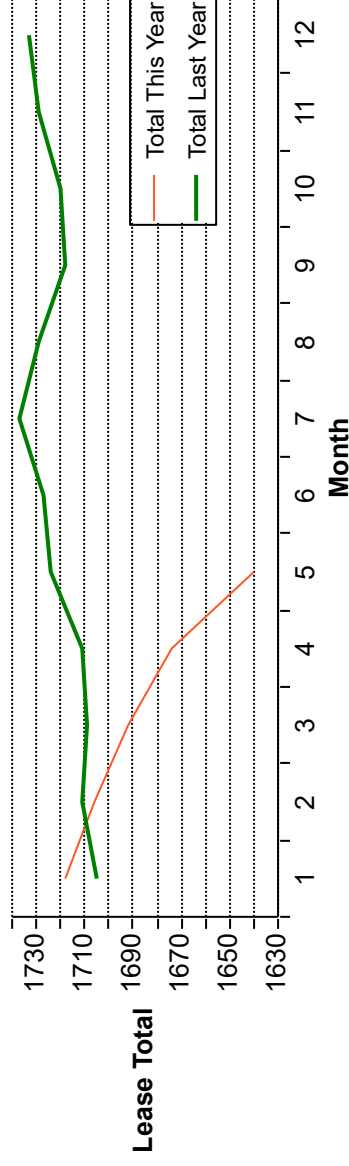
May, 2022

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	51	41	\$22,789,400	\$16,433,725	\$446,851	\$400,823
February	25	30	\$12,688,000	\$11,904,525	\$507,520	\$396,818
March	41	44	\$19,655,200	\$20,903,100	\$479,395	\$475,070
April	43	26	\$27,123,000	\$12,851,400	\$630,767	\$494,285
May	36	40	\$22,732,005	\$18,741,800	\$631,445	\$468,545
June		*		\$25,804,388		\$526,620
July		*		\$17,901,388		\$436,619
August		*		\$18,292,000		\$481,368
September		*		\$20,638,940		\$458,643
October		*		\$22,829,400		\$447,635
November		*		\$23,744,300		\$516,180
December		*		\$20,172,500		\$458,466
TOTAL	196.00	181.00	\$104,987,605	\$80,834,550		
ALL TOTAL	196.00	495.00	\$104,987,605	\$230,217,466		
MON AVG	39.00	36.00	\$20,997,521	\$16,166,910	\$539,196	\$447,108
% CHANGE - YTD	8.3%		29.9%		20.6%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report 2022 Period 5 (Mutual 3)



Year	Month	1 to 3 Month	4 to 6 Month	7 to 12 Month	12+ Month	Total This Year	Total Last Year	% Leased Last Year	% Leased Change	Total Renewals	Total Expirations
2022	January	14	26	280	1,398	1,718	1,705	28.2	27.9	125	40
2022	February	15	24	292	1,375	1,706	1,711	28.0	28.0	123	50
2022	March	16	23	313	1,340	1,692	1,709	27.7	28.0	137	57
2022	April	11	17	338	1,308	1,674	1,711	27.4	28.0	142	65
2022	May	7	12	353	1,268	1,640	1,724	26.9	28.3	113	72
2022	June					1,727					
2022	July					1,737					
2022	August					1,729					
2022	September					1,718					
2022	October					1,720					
2022	November					1,729					
2022	December					1,733					



OPEN MEETING

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

**Monday, May 23, 2022 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637**

MEMBERS PRESENT: Robert Mutchnick – Chair, James Cook, Ralph Engdahl, John Frankel, Craig Wayne

MEMBERS ABSENT: Michael Plean - Advisor

OTHERS PRESENT: **Third:** Mark Laws
Michael Butler - Advisor

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant
Director, Robbi Doncost – Manor Alterations
Manager, Gavin Fogg – Manor Alterations and
Resales Supervisor, Sandra Spencer – Administrative
Assistant

1. Call Meeting to Order and Establish a Quorum

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

2. Acknowledgement of Media

Chair Mutchnick noted that the meeting was broadcasting on Granicus and Zoom.

3. Approval of Agenda

Hearing no objection, the agenda was approved by consensus.

4. Approval of Meeting Report for April 25, 2022

Hearing no objection, the meeting report was approved by consensus.

5. Chair's Remarks

None.

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

None.

7. Division Manager Update

Mr. Mejia announced the recent resignations of Lauryn Varnum and Richard de la Fuente. These, and additional staffing shortages, will prove challenging in the short term and a slight delay in processing mutual consents and variances will likely occur while new staff is hired and trained. The goal to provide a high level of customer service remains.

8. Monthly Mutual Consent Report

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

The Monthly Mutual Consent Report was approved unanimously.

Variance Requests:

A. 2131-H (Monterey, PP08) Retain Non-Compliant Shade Structure Over Patio

Mr. Mejia introduced the variance, and the committee discussed details of the unpermitted shade structure.

- Two members attended the meeting and commented in favor of the variance.
- Two members sent emails commenting in favor of the variance.

The manor owner was requested to provide Manor Alterations with 1) manufacturer's requirements for anchoring the shade to the building, and 2) acknowledgement that any damage that may happen to mutual property would be the responsibility of the owner as conditions for approval of the variance. The owner verbally agreed to the additional conditions.

A motion was made and approved by consensus to allow the non-compliant shade structure over the patio at 2131-H to remain with the mandate that the additional general conditions be added and the verbiage edited.

Items for Discussion:

9. Cardoso & Associates Contract for Design Services on Water Heater Standard

Mr. Mejia updated the committee. The contract has been executed and work has begun. Staff will return to a future meeting with exterior water heater hut designs suggested by Cardoso & Associates after consultation with the city.

10. Revised Alteration Fee Schedule

Mr. Mejia updated the committee on specific questions that were raised at Board and committee levels in the past and the inclusion of those items in the revised alteration fee schedule. Discussion ensued regarding the suggestion that staff review and approve Basic variances and provide the ACSC with a monthly summary of those variances; the difference in the costs between the Basic variance fee and the complex variance fee; the difficulty in developing standards for the many possible alterations; and water heater relocations.

Staff was directed to review the procedure with the city for water heater replacements to potentially add that to list of alterations not requiring a mutual consent

A motion was made and approved by consensus to recommend the board approve Resolution 03-22-XX for the Revised Alteration Fee Schedule.

11. First Inspection Details

Chair Mutchnick commented on Third Mutual performing exterior inspections only while United provides both exterior and interior inspections. Discussion ensued regarding alterations that may have been done without a permit and that those alterations might only be discovered upon inspection for sale; that staff is trained to do both types of inspections and that adding an interior inspection will not be a strain on staff.

Staff was directed to provide an analysis of the difference in cost between Third and United's First Inspection Fees prior to recommending the board approve the Revised Alteration Fee Schedule.

A motion was made and approved by consensus that the First Inspection Fee include both exterior and interior manor inspections.

12. Common Area Use Policy

Chair Mutchnick introduced the previously addressed topic of cathedral ceilings as common area. Discussion ensued regarding potentially changing the General

Conditions regarding cathedral ceilings so that they may be included in the revised fee schedule as a Basic Variance with board approval.

Staff was directed to return to a future meeting with a report addressing the variance requirements to convert common area ceiling space to cathedral ceilings including a review of a 2018 resolution on the subject.

Items for Future Agendas:

- Contractor Violation Policy
- Handrail Policy

Concluding Business:

13. Committee Member Comments

Chair Mutchnick thanked Sandra Spencer for filling in for the previous ACSC Administrative Coordinator and also stated that it was a good and productive meeting. No other committee members had comments.

14. Date of Next Meeting – June 27, 2022

15. Adjournment

The meeting was adjourned at 10:41 a.m.


Robert Mutchnick, Chair

Robert Mutchnick, Chair
Baltazar Mejia, Staff Officer
Telephone: 949-597-4616



OPEN MEETING

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

**Monday, May 2, 2022 at 1:30 PM
24351 El Toro Road, Laguna Woods, California
Board Room and Virtual with Zoom**

MEMBERS PRESENT: Ralph Engdahl - Chair, James Cook, John Frankel, Robert Mutchnick, Craig Wayne

MEMBERS ABSENT: None

OTHERS PRESENT: **Third:** Cush Bhada, Mark Laws, Ira Lewis
Dave Bienek – Advisor

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director,
Bart Mejia – Maintenance & Construction Assistant
Director, Ian Barnette – Maintenance & Construction
Assistant Director, Guy West – Projects Division Manager,
Koh Shida - Maintenance Operations Manager, Scot Wolf -
Project Manager, Erik Schneekluth - Project Manager,
Laurie Chavarria – Sr. Management Analyst, Sandra
Spencer – Administrative Assistant

1. Call to Order

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

2. Acknowledgement of Media

Chair Engdahl noted that the meeting was broadcasting on Granicus and being recorded.

3. Approval of Agenda

Director Mutchnick requested the title of Agenda Item 10 be changed to “Recommendation from Parking and Golf Cart Subcommittee for a Pilot Program for Electrical Engineering Services in CDS 317 (verbal update).”

Hearing no objection, the agenda was approved as amended.

4. Approval of Meeting Report from March 7, 2022

Mr. Gomez noted a correction of the address mentioned in Agenda Item 6 of the March 7, 2022 meeting report. The correct address is 2401 Via Mariposa.

Hearing no objections, the meeting report was approved as amended by unanimous consent.

5. Chair's Remarks

Chair Engdahl had no remarks.

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

- A member commented on the existing laundry facilities for three-story buildings and requested a meeting with staff to discuss potential future options for individual units.
- A member commented that he could not locate the March 2022 meeting report on the website; regarding the water pressure in building 3024; and regarding the termite inspection schedule.
- A member commented that he noted several street light poles were down in the Third area.

Mr. Gomez responded to all member comments. Staff was directed to bring back a report on the feasibility of individual washer/dryer units.

7. Department Head Update

Mr. Gomez updated the committee on SB326 relating to balcony inspections. Proposals are due this week and results will be provided to the committee at the next meeting.

M&C received and approved a request for the addition of a pedestrian walkway light at 3131 Via Serena at a cost of approximately \$2,000. Funding was provided by the board adopted \$25,000 exterior lighting budget for 2022 for lighting upgrades throughout the community.

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.

Hearing no objections, the Consent Calendar was approved by unanimous consent.

8. Project Log

9. Solar Production Report

For Discussion and Consideration:

10. Recommendation from Parking and Golf Cart Subcommittee for a Pilot Program for Electrical Engineering Services in CDS 317 (verbal update)

Mr. Mejia provided an update and answered questions from the committee. Discussion ensued regarding the approval by the subcommittee of the RFP; the origin of the request to upgrade the system to 200-amps to charge up to 10 EVs at any one time utilizing an energy management system; the addition of a 240-volt system to accommodate charging of electric automobiles; and the possibility that other areas of the mutual would request similar upgrades.

Mr. Mejia suggested further discussion of this item in the closed session of this meeting.

11. Lighting Levels on Via Del Faro at Ave. Sosiega (verbal update)

Mr. Gomez provided background on the original light pole and options for a replacement light pole. Mr. Mejia presented results from recent light measurements at this and similarly configured streets. After further discussion, the committee determined no light replacement is necessary.

12. Roofing Material Comparison (presentation)

Mr. Gomez provided background of the roofing material options offered by the consultant in 2008 and based on those recommendations, the PVC Cool Roof option was selected. A PowerPoint presentation showed before and after photos of roofs with PVC and detailed the life-cycle cost comparison.

Committee Advisor, Dave Bienek, shared his 30-year background in the roofing business and suggested spay foam as an alternative roofing material. Mr. Bienek provided samples and articles to support his recommendation of Spray Polyurethane Foam (SPF).

Staff was directed to further research current roofing material options, including SPF, to present at a future committee meeting.

Items for Future Agendas:

- Policy to address reimbursements for MI events when residents pay for work due to delay in response from VMS
- Cost estimate for motion sensor lights to replace photocell controllers in common areas for three-story buildings
- Report on the feasibility of additional solar installations
- Presentation on allowing washer/dryer units in GV 3-story buildings
- Follow up on roofing material options

Concluding Business:

13. Committee Member Comments

- Chair Engdahl and Director Wayne commented that it was a good meeting.
- Directors Frankel and Mutchnick thanked Dave Bienek for his input on the roofing topic and expressed interest in his participation as an advisor on the committee.
- Director Cook suggested that the cost estimate for motion sensors lights be added to the 2023 budget.
- Advisor Bienek thanked the committee for allowing his participation.

14. Date of Next Meeting: July 7, 2022

15. Recess - At this time, the meeting recessed for a short break and reconvened to Closed Session to discuss contractual matters.

The meeting was recessed at 2:38 p.m.

Summary of Previous Closed Session Meeting

During the March 7, 2022, Regular Closed Meeting, the committee:

Approved the Agenda

Discussed and Considered Contractual Matters

16. Adjournment

The meeting was adjourned at 3:34 p.m.


Ralph Engdahl, Chair

Ralph Engdahl, Chair
Manuel Gomez, Staff Officer
Telephone: (949) 268-2380



OPEN MEETING

**REPORT OF THE REGULAR OPEN MEETING OF THE
THIRD LAGUNA HILLS MUTUAL
PARKING AND GOLF CART SUBCOMMITTEE**

**Wednesday, May 25, 2022 – 1:30 p.m.
24351 El Toro Road, Laguna Woods, California
Board Room and Virtual with Zoom**

MEMBERS PRESENT: Cush Bhada - Chair, John Frankel, Mark Laws

MEMBERS ABSENT: None

OTHERS PRESENT: Hal Horne - Advisor

STAFF PRESENT: Baltazar Mejia – Maintenance & Construction
Assistant Director (in for Manuel Gomez), Tom
Siviglia – Security Operations Manager, Laurie
Chavarria – Sr. Management Analyst, Sandra
Spencer - Administrative Assistant

1. Call Meeting to Order and Establish a Quorum

The meeting was called to order at 1:30 p.m.

2. Acknowledgement of the Media

The meeting was broadcast on Granicus and Zoom.

3. Approval of the Agenda

Chair Bhada requested that a discussion regarding Parking Concerns in CDS 33 be added as Item 9c. The agenda was approved as amended.

4. Approval of the Meeting Report for March 23, 2022

The meeting report was approved as written.

5. Chair's Remarks

Chair Bhada had no comments.

6. Member Comments (Items Not on the Agenda)

None.

7. Department Head Update

None.

8. Unfinished Business

a) Update on RFP for Electrical Engineering Services in CDS 317

Mr. Mejia informed the committee that electrical engineering services in CDS 317 will not be pursued.

On the issue of EV charging; Mr. Mejia and SCE visited CH1, CH2, and CH5 to investigate potential sites for ten Level 2 charging spaces at GRF facilities. The committee asked questions and Mr. Mejia explained the costs and terms of the partnership.

Discussion ensued on issuing a potential moratorium on charging permits for electric vehicles in carports; how to increase and improve village amenities; pricing for permits; and enforcement.

Staff was directed to present a report at a future committee meeting with pricing for a Level 3 charger and include information about potential incentives or grants that might be available.

Staff was further directed to prepare a Rough Order of Magnitude for solar panel installation on carports to be used as individual EV charging stations.

b) Additional Golf Cart Parking at 3299 Via Carrizo/CDS 326

Mr. Mejia introduced the topic via a PowerPoint presentation summarizing that adding 4 uncovered car parking spots would cost approximately \$40,000. Discussion among the committee ensued resulting in the decision not to pursue additional parking in CDS 326.

c) Striping for GV Parking Garages

Mr. Mejia and Mr. Siviglia informed the committee that Garden Villa Parking Garages are restriped on an as-needed basis. Discussion ensued about potentially adding this service to the building paint schedule, and whether or not there should be numbers painted on the ground. Ultimately, the committee decided to leave the topic to the GVA Association to address, should that association wish to pursue the matter.

The committee directed staff to remove the item from future agendas.

d) Consideration of Sublease Agreements Between Manor Owners

Mr. Mejia and Mr. Siviglia introduced the topic and potential complications of managing and tracking parking space sublease agreements. Mr. Siviglia answered questions from the committee regarding potential scenarios; whether or not a parking spot is recorded on the property deed; if and why cars are cited; and discussion ensued. Ultimately, the practice is discouraged.

The committee directed staff to remove the item from future agendas.

9. New Business

a) Discuss Defining a Process for Assessing Additional Parking Needs Throughout Third Mutual

The committee discussed various potential methods for assessing additional parking needs and directed staff to add item to the next agenda under Unfinished Business.

b) Discuss Parking Concerns in CDS 344

Tom Siviglia assured the committee that Security and Compliance are both aware of the parking concerns in CDS 344. The committee discussed the policies for courtesy notices, citations, and towing.

Staff was directed to update the committee at the next meeting.

c) Discuss Parking Concerns in CDS 33

A member communicated directly with the Chair their request to have curbs painted red in CDS 33 due to difficulty exiting the parking area, traffic bottlenecks, and an excessive number of cars parked on the street.

Security and Maintenance and Construction staff was directed to investigate the cul-de-sac, and if a safety issue is determined, issue a work order to paint the curbs red. The committee asked that a status update be provided at the next committee meeting.

Items for Future Agendas: *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.*

- Potential Revenue from Tesla for Charging Stations
- Update on CDS 33 Red Curb Request

- Update on CDS 344 Parking Concerns

Concluding Business:

10. Subcommittee Member Comments

None.

11. Date of Next Meeting: July 27, 2022

12. Adjournment

The meeting was adjourned at 3:18 p.m.



Cush Bhada, Chair

Cush Bhada, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380



OPEN MEETING

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

**Thursday, May 26, 2022 – 1:30 PM
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637**

MEMBERS PRESENTS: Lynn Jarrett- Chair, John Frankel

MEMBERS ABSENT: Nathaniel Ira Lewis, Donna Rane-Szostak

ADVISORS PRESENT: Marti Mangan, Sharon Molineri

ADVISORS ABSENT: None

STAFF PRESENT: Moe Bactor- Interim Staff Officer, Chontelle Crite

1. Call to Order

Chair Jarrett called the meeting to order at 1:37 p.m.

2. Acknowledgement of Media

Chair Jarrett noted no members of the media were present.

3. Approval of the Agenda

Chair Jarrett made a motion to approve the agenda. Director Frankel seconded the motion.

By consensus, the motion carried.

4. Approval of Meeting Report for February 23, 2022

Chair Jarrett made a motion to approve the meeting report of February 23, 2022. President Mangan seconded the motion.

By consensus, the motion carried.

5. Chair's Remarks

Chair Jarrett stated she is pleased with the progress of the recreation rooms.

6. Member Comments - *(Items Not on the Agenda)*

No member comments were provided.

Items for Discussion:

7. Garden Villa Recreation Room Budget Reserves Fund

Staff summarized the renovation summary and answered questions from the Subcommittee.

8. 2022 Garden Villa Recreation Room Budget

Chair Jarrett stated a motion to increase the monthly contributions by .25 cents each year for the next five years was passed by majority vote in a previous meeting.

Staff will report in the next Garden Villa Recreation Room Subcommittee meeting of the previous minutes that stated the approval of .25 cent increase to monthly contributions.

9. Water Heater and Epoxy Flooring Budget Summary

Staff reported for 2022 there are no water heaters planned for replacement according to the 10-year lifecycle but there is a \$2,900 contingency fund in case of emergency.

Staff identified there are three kitchens and bathrooms for the Garden Villa Recreation rooms scheduled for epoxy starting July 11th. According to the program that started in 2017, 28 recreation room floors remain to be completed.

10. 2022 Garden Villa Recreation Room Expenditures Summary

Staff summarized the renovation summary and answered questions from the Subcommittee.

11. Recreation Room Component Replacement List

An overview and explanation of the component replacement list was made.

12. Recreation Room Carpeting Color Palette (Oral Discussion)

Staff reported originally there were four carpet color palette options. One option was discontinued leaving residents with three options. Staff presented one sample for replacement.

Staff recommended the subcommittee members to review carpet samples and select a fourth option at the next meeting.

Items for Future Agendas:

TBD

Concluding Business:

- **Subcommittee Member Comments**

Chair Jarrett complemented staff member and appreciate the hard work.

Subcommittee complemented staff on their communication and accommodations made for the members.

- **Date of Next Meeting:** TBD
- **Adjournment**

The meeting was adjourned at 1:52PM



Lynn Jarrett, Chair

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OPEN MEETING

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

**Thursday, June 2, 2022 – 12:00 PM
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center, 24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Lynn Jarrett, Annie McCary, Ralph Engdahl, Ira Lewis, Donna Rane-Szostak

COMMITTEE MEMBERS ABSENT

OTHERS PRESENT: None.

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Eve Morton, Jayanna Abolmoloki

1. Call to Order

Chair Jarrett called the meeting to order at 12:00 p.m.

2. Acknowledgement of Media

No media was present.

3. Approval of the Agenda

Chair Jarrett made a motion to add an item about Landscape irrigation water use to the agenda. Director McCary seconded. The committee was in unanimous support.

4. Approval of the May 5, 2022 Report

Director McCary made a motion to approve the report with a small change. Director Engdahl seconded. The committee was in unanimous support.

5. Committee Chair Remarks

None.

6. Department Head Update

6a. Project Log

Mr. Wiemann reviewed the Project Log and answered some questions.

6b. Tree Work Status Report

Mr. Wiemann reviewed this report with the committee.

7. Member Comments (Items Not on the Agenda)

None.

8. Response to Member Comments

None.

Items for Discussion and Consideration

(This item was added to the agenda)

9. Discussion regarding Landscape Water Restriction Mandates

Mr. Wiemann discussed the Governor's Executive Order N-7-22; Emergency Water Restriction Mandate.

Mr. Wiemann is anticipating a mandate about 30% reduction of outdoor irrigation, and only two days a week allowed for watering of turf.

He asked if the committee wished to recommend to the Board to mandate Third Mutual Landscape water use to include recycled water in that mandate. Director Lewis made a motion to make a recommendation to mandate recycled water use in Third to conform to state and local mandates.

10. Tree Removal Request: 2369-2B Via Mariposa E. – One Rusty Leaf Fig Tree

Director Rane-Szostak made a motion to accept staff recommendation and deny this request. Director McCary seconded. The committee was in unanimous support.

11. Tree Removal Request: 5128 Brazo – One Canary Island Pine Tree

Director McCary made a motion to accept staff recommendation and deny this request. Director Engdahl seconded. The committee was in unanimous support.

Future Agenda Items

Concluding Business:

12. Committee Member Comments

Several comments were made.

13. Date of Next Meeting – Thursday, July 7 2022, at 9:30 a.m.

14. Adjournment at 12:40 p.m.

N. Ira Lewis

[N. Ira Lewis \(Jun 7, 2022 09:57 PDT\)](#)

Nathaniel Ira Lewis, Chair

Kurt Wiemann, Staff Officer

Jayanna Abolmoloki, Landscape Administrative Assistant - 949-268-2565

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OPEN MEETING

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

Thursday, May 12, 2022 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Elsie Addington, Maggie Blackwell, Annie McCary, Diane Casey, Cush Bhada, Dennis Boudreau, Ajit Gidwani

MEMBERS ABSENT: Ryna Rothberg

OTHERS PRESENT: Bunny Carpenter, Joan Milliman, Lynn Jarrett, Juanita Skillman, Cash Achrekar

STAFF PRESENT: Brian Gruner, Jennifer Murphy, Jackie Kupfert

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

Director Blackwell made a motion to amend the agenda as follows: Tennis operating rules will be discussed before Garden Center operating rules.

Director Bhada seconded.

Motion passed unanimously.

Approval of Committee Report for April 14, 2022

This agenda item will be reviewed at the June CAC meeting.

Chair's Remarks

Chair Horton thanked the audience for attending the meeting and stated the Garden Center as well as the Tennis Center is governed by the Golden Rain Foundation and the trust. Most of the operating rules were changed for clarity. We, on this committee, take our jobs as volunteers very seriously. Leadership is tough whether you are a GRF board member, committee member or working for VMS. The Recreation Department has the hardest job of

all as the face of all amenities within Laguna Woods Village. She suggested that each resident member come to the CAC meeting with positive input instead of rhetoric. No outbursts will be tolerated.

Report of the Recreation and Special Events Director

Mr. Gruner stated the following operational updates: actively recruiting part-time staff; staff is continuing to work on the 2023 budget; a club president meeting will be hosted in June with details to follow.

Mr. Gruner stated the following facility updates: a new stainless steel outdoor sink will be installed at the bocce ball courts; a new projector screen is to be installed in the Clubhouse 1 ballroom next Tuesday; the Garden Center volunteer program has begun after training was completed; finalizing camera installation for added security measures at both Garden Centers; the Golf driving range routine maintenance project is underway and should conclude this week; VCF fundraising efforts for the Help the Herd program has raised over \$4,500 in the past month with a goal of \$33, 565; a professional training clinic was held at the Equestrian Center which had 25 attendees; new horse experience classes will begin tomorrow at the Equestrian Center; the Clubhouse 6 volunteer program has been successful; summer pool hours will go into effect Memorial Day weekend including the reopening of Pool 6 to allow for the Children's Swim program to resume; renovation continues at the Performing Arts Center which includes new flooring in both kitchens and billiards room and an HVAC system update.

Mr. Gruner stated Easter at Equestrian event was attended by over 500 people which included many families. The Health and Wellness Expo was hosted at Clubhouse 5 and had over 820 attendees making this the most successful Expo to date. The Fitness Centers hosted the Village Games for the first time since the pandemic. The Mother's Day brunch at Clubhouse 5 is sold out. Staff will conduct a site walk through at the Performing Arts Center to review the needs of a new sound system.

Ms. Murphy announced the following upcoming Recreation events: the new class Contemporary Jazz Dance requires registration of five classes for \$25 and will be held at the Clubhouse 5 fitness room on Wednesdays, 4:30 to 5:30 p.m.; *Coda*, the free movie on Monday, May 16, will be held at the Performing Arts Center at 2 p.m.; the Village Renaissance Faire will be held at the Equestrian Center on Saturday, May 21 from noon to 5 p.m. with a \$5 entry fee and free shuttle service will be available from 11:30 a.m. to 5:30 p.m. from the employee parking lot above the Equestrian Center; the free Memorial Day event will be on Monday, May 31 and will host the All American Boys Choir at 1 p.m. at the Performing Arts Center (tickets are required (up to four per manor) and may be picked up at the Performing Arts Center box office which is open Monday, Wednesday, Friday, 9 a.m. to noon); on June 4, the 8th annual Art Affair will be held at Clubhouse 2, 11 a.m. to 4 p.m. (entry is free); patio concerts return to the Clubhouse 1 back patio on June 9, 6:30 to 8:30 p.m. and tickets may be purchased at the Clubhouse 1 office for \$15 each; Splash Days

return to Pool 2 starting June 10, noon to 4 p.m. and tickets may be purchased at the Recreation office or Clubhouse 2 office for \$5 for those 2 years and older; Clubhouse 5 will host the Father's Day brunch on June 19 at 11 a.m. with tickets sold at the Clubhouse 5 office.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding changes in Pool 1 rules to allow exclusive use during Aquadettes practice in the month of August; Pool 1 maintenance to be scheduled during October to March; billiards room tables in disrepair; limitations on open facilities due to lack of staffing; in favor of Kourts at the tennis facility.

CONSENT

Director Bhada made a motion to approve the consent calendar. Director McCary seconded.

Motion passed unanimously.

REPORTS

Table Tennis Operating Hours – Members were called to speak regarding the extension of the Table Tennis room operating hours.

Mr. Gruner stated the Recreation Department is working with the Security Department to begin recruiting staff.

Operating Rules

Tennis Center – Members were called to speak regarding in favor of Tennis Center operating rules and suggestion of edits.

Director Bhada made a motion to approve the tennis center operating rules. Director Blackwell seconded.

Discussion ensued.

Motion passed unanimously.

Garden Centers – Members were called to speak regarding opposition to the proposed Garden Center operating rules; fencing of tree plots; length of wait list; timers for watering; theft of produce; input from gardeners for operating rules; creation of a community garden; camera installation; operating rules edits; email notifications; wheelbarrow storage; disposal of food waste.

Director Blackwell made a motion to approve the Garden Center operating rules. Director Addington seconded. Director Blackwell rescinded her motion.

Director Blackwell made a motion to receive the Garden Center operating rules as updated, review and present at next CAC meeting. Director Bhada seconded.

Motion passed unanimously.

ITEMS FOR DISCUSSION AND CONSIDERATION

Sponsorship of Miniature Horse at Equestrian – Mr. Gruner stated the staff recommendation to review and recommend a resolution of the donation of \$3,000 for the Laguna Woods Village Equestrian Center to be used for Sebastian's care in accordance with the GRF Donation Policy.

Director Bhada made a motion to accept the sponsorship donation for the miniature horse at the Equestrian Center. Director McCary seconded.

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

Golf Greens Committee Update – Staff was directed to keep this item under Future Agendas.

Club Insurance – Staff was directed to keep this item under Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

None

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, June 9, 2022.

Adjournment

There being no further business, the Chair adjourned the meeting at 4:07 p.m.

____Yvonne Horton____

Yvonne Horton, Chair

REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
EQUESTRIAN AD HOC COMMITTEE

Wednesday, March 30, 2022 – 1 p.m.
Sycamore Rom

MEMBERS PRESENT: Bunny Carpenter, Chair, Yvonne Horton, Pearl Lee, Pat English, Susan Hemberger

MEMBERS ABSENT: Annie McCary, Cush Bhada

OTHERS PRESENT: None

STAFF PRESENT: Jennifer Murphy, Laura Cobarruviaz, Hailey Yocham, Jackie Kupfert

Call to Order

Chair Carpenter called the meeting to order at 1:07 p.m.

A motion was made to approve the agenda.

Motion passed unanimously.

ITEMS FOR DISCUSSION AND CONSIDERATION

Help the Herd Program Update

Ms. Murphy stated we are proposing phase two of the Help the Herd Village Community Fund fundraising. This proposal was pre-approved by VCF and CAC and will be presented to GRF for final approval in April. The focus will be installation of shade structures for remaining turnouts, replacement of the small pen and to raise funds for additional veterinary care for the GRF herd. Ms. Hemberger was instrumental in the first phase and the committee thanked her for her unyielding commitment. New team members will meet with Ms. Hemberger and staff to ensure phase two is successful. Ms. Murphy will represent the program update at future meetings.

Senior Equestrian Supervisor Update

2022 Equestrian Center Events

Ms. Cobarruviaz stated promotional information is out for Easter event at the Equestrian Center which will host Easter egg hunts for all ages, Easter bunny, petting zoo, child activities, horse parade, shuttles for attendees and snacks for purchase to benefit the Equestrian Center. Director Horton inquired as to spectators. Ms. Cobarruviaz stated all are welcome.

The Village Renaissance Faire will be hosted on May 21. A flyer has been given to the Clubhouse 4 Supervisor to disseminate to artisans for booth participation to ensure a Renaissance theme will be adhered. This event will host a fortune teller, Old Pros stage performances, bands/music, horse events, Renaissance Faire performers, Viking food truck, foam axe throwing, hair braiding and more and will be partially wheelchair assessable. Plastic beer mugs with the Laguna Woods Village logo will be for sold for \$5. If all are not sold, these will be offered for sale at the Clubhouse 2 July 4 event. More details are being discussed at weekly staff planning meetings.

Some Equestrian riders will participate in Village Games on April 30. The Equestrian Center will host a horse show in June and the Hoedown will be hosted in the fall.

Director English suggested an entry fee for the Renaissance Faire of \$10 for adults and free for children. Chair Carpenter stated she is happy to hear the community speaking of the Equestrian Center often, especially Sebastian, the miniature horse.

Security Fencing

Ms. Cobarruviaz presented the quotes for the security fencing with one quote as a privacy, built in fence and the other as a standard chain link fence with sheeting for privacy. Ms. Cobarruviaz stated the following concerns that mitigate the installation of security fencing: a gang related shooting near the park near the Equestrian Center last weekend; many homeless visit the center daily; no staff is onsite during the late hours and some boarders must come to take care of their horses; horses may escape to El Toro Road. Chair Carpenter concurred this would be a capital and inquired as to if Security is aware of these incidents. Ms. Cobarruviaz stated Security is in full support of this installation.

The committee directed staff to present the higher quote for the added safety features to the CAC committee then the Finance committee for a supplemental appropriation in 2022.

Horse Sales and Purchases

Ms. Cobarruviaz stated the sale proceeds from Remy were added to the horse purchase budget and another horse may be purchased tomorrow. Patrick may be sold this week. Murphy (purchased last year) has a neuro weakness and degenerative disease in his ligaments. Staff will find him a good home. Ms. Murphy inquired as to the number of GRF horses in the herd. Ms. Cobarruviaz stated we are half leasing Beau, full leasing Nemo and Tonka and own Rascal, Jerry, Belle, Camelia, Patrick and Murphy. Lease horses are very successful as we pay for their care, but we may exit the lease if the horse does not fit the program.

Ms. Cobarruviaz stated a part-time instructor is to be hired to assist with adding more lessons as the program is full at this time with a wait list of approximately 149. Horsemanship classes will be offered to those on the wait list in the interim. She stated currently there are approximately 40 lesson riders per week. In May, staff will offer a horse experience class to those on the waiting list so they may ride and approximate 40 people per month will be accommodated.

Hosting Clinics

Ms. Cobarruviaz stated a Working Actuation and Dressage clinic is planned for May 7 and 8 hosting a trainer from Portugal. The current statewide horse quarantine is about to be lifted which allows outside agencies to rent the arena. The Equestrian Center may host four clinics this summer.

Ms. Hemberger inquired as to if the Equestrian Center will go to paperless invoicing for charges as is done at golf. Ms. Murphy stated ActiveNet will be used at the Equestrian Center to ensure ease of payment, but will require an additional part-time office staff person.

Trail

Ms. Cobarruviaz stated the trails have been improved with added mulch, tree/bush trimming and repaired broken fencing. Staff is researching the removal of trash at the neighboring apartment perimeter, contacted the concrete division to remove concrete/rebar remnants at the trail entrance and sending a trail map to Marketing and PR to disseminate to residents. Residents may enjoy the trails with the understanding that bikes are not allowed and pets must be on leash at all times. The Landscape Department used tree stumps to create a perimeter fencing near the mulch area and will make benches out of tree stumps under shade trees. Ms. Cobarruviaz thanked the Landscape Department, Concrete Division and Marketing and PR Department.

Director Horton stated private property signs must be posted to ensure proper trail usage by residents only.

Personnel

Ms. Murphy stated recruitment for a part-time office person is underway and an additional part-time stable hand position will be requested for the 2023 budget.

Chair Carpenter inquired as to if a log is kept for those who visit the Equestrian Center and stated if so, this number should be included when requesting new staff. Ms. Cobarruviaz stated staff enters those visitor numbers.

Discussion ensued about a community tour for new employees. Chair Carpenter stated she will speak with Media and Communications regarding the staff tours.

Chair Carpenter directed staff to include Equestrian Center utilization in the CAC report and to break out the Equestrian Center in the Financial Statement for CAC.

Quarantine Procedures

Ms. Cobarruviaz stated the new quarantine procedures listed in the packet. The quarantine procedures document will be included in the boarder packet and some of the information will be added in the operating rules. Ms. Murphy presented the updated operating rules including eviction information and stated these will be posted on the Laguna Woods Village website.

Ms. Hemberger inquired as to a separate quarantine area. Ms. Cobarruviaz stated the materials are available and Maintenance is currently working on the hay barn which is expected to be completed by summer.

Director Horton inquired with Ms. Siobhan Foster, CEO, as to the use of Lot 5 near the Equestrian Center for turnouts. Ms. Cobarruviaz stated this would assist with space issue as there are not currently enough turnouts for the entire herd. She stated the pest control supervisor stated additional funding is used to spray the weeds in Lot 5. Director Horton stated a new large pen could be erected by using existing poles.

FUTURE BUSINESS

Equine Assisted Learning Program Update

Ms. Cobarruviaz stated the two possible ways to move forward with this program: use of Audrey Grider who provides workshop learning regarding emotional needs or use of The Shea Center for Therapeutic Riding in San Juan Capistrano. Insurance for Ms. Grider is ready, but she is not willing to do the billing of attendees or promotion of the program. Staff would need to assist.

Staff was instructed to update at next meeting.

Bulk Shavings Initiative

Ms. Cobarruviaz stated bulk shavings may be implemented in the fall or early next year with the addition of the new part-time stable hand as the current lead stable hand does not have time to handle the intake of bulk shavings which includes moving them to individual stalls. The sides on the hay barn must be completed prior to adding bulk shavings deliveries.

Staff was directed to leave this under Future Business.

CONCLUDING BUSINESS

Member Comments

Director Lee stated she is amazed at all that is being planned and that which was accomplished in the past year.

Director Horton stated more staff is needed. Chair Carpenter stated the progress has been so swift which confirms that additional staff is needed. The new services have created more income which allowed for Ms. Yocham to become full-time and filling her open part-time position.

Director English stated staff has done a fantastic job and this is one of the most interesting committees. Ms. Hemberger stated bravo to staff and the committee as all worked together to improve the Equestrian Center.

Chair Carpenter stated staff is doing a great job and thanked all for attending the meeting.

Next meeting

The date of the next meeting will be May 25, 2022 at 1 p.m.

Adjournment

Chair Carpenter adjourned the meeting at 2:24 p.m.



Bunny Carpenter, Chair



FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, April 20, 2022 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Jim Hopkins – Chair, Azar Asgari, Debbie Dotson, Diane Casey, Donna Rane-Szostak, Elsie Addington, Mark Laws, Sue Stephens (Alternate for Al Amado)

DIRECTORS ABSENT: Al Amado

ADVISORS PRESENT: Rosemarie DiLorenzo

STAFF PRESENT: Jose Campos, Kurt Wiemann, Robert Carroll, Erika Hernandez

OTHERS PRESENT: United – Advisor: Dick Rader
GRF – Bunny Carpenter, Yvonne Horton, Egon Garthoffner, Juanita Skillman

Call to Order

Director James Hopkins, Treasurer, chaired the meeting and was called to order at 1:33 p.m.

Acknowledgement of Media

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

Approval of Meeting Agenda

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

Approval of the Regular Meeting Report of February 16, 2022

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

Chair Remarks

Director Hopkins thanked VMS, Inc for bringing forth items to be reviewed by Directors in order to render endorsements on certain projects.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Jose Campos, Assistant Director of Financial Services, commented on the Purchasing Policy, 2023 Business plan development and the 2021 Audit Update issued by KPMG, who issued a favorable opinion.

Review Preliminary Financial Statements dated March 31, 2022

The committee reviewed the financial statements dated March 31, 2021. Questions were addressed.

Endorsement from Standing Committees

Landscape Services – Supplemental Funding for Change Order for Unforeseen Permitting Costs Related to the Replacement of Hydraulic Lifts in Mower Shop. Kurt Wiemann, Director of Landscape Services, presented a staff report requesting approval of a supplemental appropriation fund in the amount of \$22,569 for unforeseen permitting costs related to the replacement of two hydraulic lifts in the mower shop. A motion was made and carried unanimously to accept the recommendation to endorse and present at the next board meeting.

General Services – Moving of Bus Benches to Improve Pedestrian Movement. Robert Carroll, Director of General Services, presented a staff report with various options to prioritize relocation of 40 bus benches to improve pedestrian movement. Option 2 listed on the report included contracted labor to install the current benches and reducing project cost to \$97,625. The endorsement from the finance committee is to recommend a supplemental appropriation of \$97,625 to be funded from the Contingency Fund. A motion was made and carried unanimously to accept the recommendation to endorse and present at the next board meeting.

Future Agenda Items

None.

Committee Member Comments


None.

Date of Next Meeting

Wednesday, June 15, 2022 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 2:33 p.m.


J. W. Hopkins (Apr 25, 2022 13:49 PDT)

James Hopkins, Chair



OPEN MEETING

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
LANDSCAPE COMMITTEE**

Wednesday, March 9, 2022 – 1:30 P.M.

**BOARD ROOM/ VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Juanita Skillman, Lynn Jarrett, Maggie Blackwell (via Zoom); Substitutes: Donna Rane-Szostak and Yvonne Horton

COMMITTEE MEMBERS ABSENT: Ira Lewis, Reza Karimi, Diane Casey

OTHERS PRESENT: Elsie Addington

ADVISORS PRESENT: None

STAFF PRESENT: Kurt Wiemann, Eve Morton, Bob Merget

1. Call to Order

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

2. Acknowledgement of Media

No press was present.

3. Approval of the Agenda

Director Rane-Szostak made a motion to approve the agenda. The committee was in unanimous support.

4. Approval of the Meeting Report for December 8, 2021

The Report was approved without objections.

5. Committee Chair Remarks

Chair Skillman made a recommendation that all those interested in the proposed thinning out of Canary Pines attend the United Landscape Meeting on March 10th to get the real story, not just rumors.

6. Department Head Update

6a. Update on Master Control Irrigation System

Mr. Wiemann stated that the MCIS is almost ready to go out to bid. We are taking our time putting this out, we want to make sure we won't miss anything. It's a huge system with little documentation.

We expect to have it out to bid in mid-April. With the documentation ready for the Committee's review at the next meeting in June.

6b. Information on Different Colored Notification Flags on Ground and What They Mean

Mr. Wiemann reviewed a chart indicating the different colored notification flags in the ground and what each indicates.

The flags seen most often in the Village are the yellow ones which are used after herbicide is sprayed. The herbicide dries in a couple of hours, however, staff will keep the yellow flags there for two days.

Blue flags mean an irrigator is working on the system and will be coming back to complete the repairs.

Purple flags indicate reclaimed water.

Director Jarrett requested that Mr. Wiemann bring examples of the flags to the next meeting.

Reports

7. Update on the Creek

Mr. Wiemann is filing the final paperwork to request an amended agreement which would allow the use of a herbicide to create a channel of free flowing water down the length of the creek to create areas for turtles and fish to grow.

Staff works at the creek in April and August and November/December.

The Village is only allowed to cut cattails to a foot above the water line.

A member inquired as to whether the area down by the bridge be wider? Or will there be minimal channel there? Mr. Wiemann reported that they are focusing upstream from the bridge. Additional areas will be selected by the biologist. Native plants cannot be disturbed. There will be water there you can see flowing.

Items for Discussion and Consideration

8. Member Comments (Items Not on the Agenda)

None.

9. Response to Member Comments

None.

10. Bob Merget; Tree Arborist and Support Landscape Manager

Mr. Merget shared a PowerPoint with the committee to illustrate what he looks at when inspecting trees.

Director Jarrett commented that the Village residents would like to see these slides. Perhaps Mr. Merget could narrate over the slides with Village Television to record for YouTube video for residents.

11. Third Board Director Donna Rane-Szostak; Water Conservation

Director Rane-Szostak presented a PowerPoint to the committee regarding water use and conservation.

Concluding Business:

12. Committee Member Comments

Director Jarrett stated that it was an excellent meeting..

Chair Skillman thanked Director Rane-Szostak for sitting in and for her water use presentation

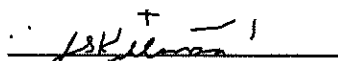
Director Horton stated that she will bring Director Rane-Szostak's idea to install timers on the showers at the swimming pools to a future GRF Community Activities Committee meeting.

Director Blackwell stated that the photo in the presentation of a very low aquifer should be on a cover of any water report.

13. Date of Next Meeting – Wednesday, June 8, 2022 at 1:30 p.m.

Chair Skillman stated that the work which Grounds Maintenance performs will be highlighted at the next meeting.

14. Adjournment at 2:58 p.m.



Juanita Skillman (Mar 22, 2022 15:45 PDT)

Juanita Skillman, Chair

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OPEN MEETING

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

**Wednesday, February 9, 2022 – 9:30 A.M.
Virtual Meeting**

MEMBERS PRESENT: Egon Garthoffner, Gan Mukhopadhyay, Cash Achrekar, Sue Stephens, Lenny Ross, James Cook, Ralph Engdahl

MEMBERS ABSENT: None

OTHERS PRESENT: Bunny Carpenter, Elsie Addington, Juanita Skillman, Debbie Dotson, John Frankel, Advisors Carl Randazzo, Bill Walsh, Steve Leonard

STAFF PRESENT: Guy West – Projects Division Manager, Manuel Gomez – Maintenance & Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette - Maintenance & Construction Assistant Director, Brian Gruner – Recreation and Special Events Director, Robert Carroll – General Services Director, Chuck Holland – Information and Resident Services Director, Carlos Rojas – Director of Operations, Rodger Richter – Project Manager, Azita Badri – Project Manager, Laurie Chavarria – Sr. Management Analyst, Sandra Spencer – Administrative Assistant

1. Call to Order

Chair Garthoffner called the meeting to order at 9:31 a.m. and stated that he didn't see a quorum of members yet but that additional committee members will log in soon so the meeting will continue.

2. Acknowledgement of Media

Chair Garthoffner noted no members of the media were present.

3. Approval of the Agenda

Chair Garthoffner asked that a discussion on the Community Center Third Floor Renovations be added as Item 11a. The agenda was approved as amended.

4. Approval of Meeting Reports

- a. Approval of Meeting Report for October 13, 2021**
- b. Approval of Meeting Report for December 8, 2021**

The meeting reports for October 13, 2021 and December 8, 2021 were approved as written.

5. Chair's Remarks

Chair Garthoffner reminded the committee that all contracts brought to the committee should be given serious consideration and in-depth review. The contracts involve large sums of money and care needs to be shown in the spending of funds.

6. Member Comments (Items Not on the Agenda)

Mr. Gomez requested that it be noted in the record that a quorum was present.

- A member commented about the desire to have the two archery clubs consulted in regard to the improvements being considered at Clubhouse 1.
- A member inquired as to when access would be allowed to the billiards room in Clubhouse 3.

Chair Garthoffner addressed the concern about the archery range and stated that there are no plans to make any changes at this time.

Mr. West verified that the billiards room in Clubhouse 3 is in the process of being beautified and would be completed and open for use in May of 2022.

7. Department Head Update

Mr. West commented that the pickleball court lighting project is scheduled to be complete by February 11, 2022.

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.

8. Project Log

Items for Discussion and Consideration:

9. SCE Charge Ready Application Status

Mr. Mejia presented an SCE Electrical Charging Application Status Update via PowerPoint and answered questions from the committee. Discussion ensued regarding the number of charging ports, the proposed locations and the costs associated with the installations. Committee members made suggestions about considering other locations, reducing the number of ports, and comments were offered regarding ADA Compliance, convenience of locations, funding source for the project, and potential income generation.

Staff was directed to have SCE continue with the review process with the same number of ports originally applied for and work with SCE to conduct site evaluations and develop conceptual designs. SCE would provide those services at no charge to GRF.

10. Moving of Bus Benches to Improve Pedestrian Movement

Mr. Carroll presented a report proposing that in-house staff move twenty bus benches in 2022 and twenty in 2023 at a cost of \$46,200 per year. Discussion ensued regarding the price of each bench and the cost of installation, potential relocation of benches to reduce cost, the need to bring the United Board into the decision, original funding and maintenance responsibility belonging to GRF. For comparison, a bid was obtained from an outside contractor in the amount of \$119,372. Chair Garthoffner suggested that since this is a safety issue, work should be done as quickly as reasonably possible.

Staff was directed to bring an additional quote from another outside contractor to a future committee meeting. The quote should include the cost of installation and a less expensive style of bench, similar to the existing benches in the community. Chair Garthoffner will call a special meeting to expedite the resolution of this matter, if necessary.

11. Resident Services Space Plan – PowerPoint Presentation

Mr. West presented a Call Center Space Planning presentation via PowerPoint. Discussion ensued regarding the proposed floor plan, furniture options, sound mitigation options, and costs to safely and comfortably accommodate 17 employees within the space. Mr. Holland elaborated on the design, answered questions from the committee and endorsed the proposed space plan. Mr. West provided a line-item estimate but stated that bids from contractors after an RFP could be much lower.

Staff was directed to bring a detailed cost estimate for the resident services call center space planning project to a future committee meeting.

11a. Third Floor Community Center Renovations

Chair Garthoffner reminded the committee that in 2018, a plan was approved to renovate the third floor of the community center and \$750,000 was allocated for that project. The gym was subsequently moved to the first floor and now there is a new proposal to renovate the vacant space on the third floor. Chair Garthoffner asked for clarification on how much of the original allocation was spent.

Mr. Gomez presented a Community Center 3rd Floor Renovation presentation via PowerPoint and explained that the renovation is needed to improve efficiencies and facilitate adjacencies for staff in various divisions/departments. He reminded the committee that a contract award for the renovations will be discussed in closed session today.

Chair Garthoffner asked for a comprehensive space planning review of all the locations under consideration, including the table tennis area, to determine how to efficiently use the community center.

Staff was directed to arrange a meeting as soon as possible between staff, this committee, and the Recreation, Landscape, and M&C departments, to address space utilization issues before moving forward with any plan.

12. Building E Feasibility

Mr. West presented a report on the background and description of the current conditions at Building E, including staffing accommodations via PowerPoint. Mr. West reiterated that estimated costs have not

been determined but that space for current and future additional staff would need to be included in the scope of work. Utility locations and the available footprint space would be considered when deciding where the new building would be located.

Staff was directed to wait until after the comprehensive space planning meeting before giving Rengel+co. any further direction on the project.

13. Golf Driving Range Turf

Mr. West updated the committee on the history of the driving range conditions and the challenges that the golf maintenance staff face on a daily and seasonal basis regarding golf ball collection, drainage issues, and fencing. He reminded the committee that a contract for turf renovation will be discussed in closed session today.

Concluding Business:

14. Committee Member Comments

- Discuss Broadband HVAC replacement at the next meeting
- Add MelRok Energy Measurement Efficiency System to next agenda
- All generators should be evaluated to ensure proper maintenance
- All advisors are permitted to attend the closed session if they have signed the Non-Disclosure Agreement
- A workshop meeting will be scheduled for March 9 at 9:30 a.m.

15. Date of Next Meeting: April 13, 2022

16. Recess

The meeting was recessed at 1:40 p.m.



Egon Garthoffner, Chair

Guy West, Staff Officer
Telephone: (949) 268-2380
Egon Garthoffner, Chair



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

**Monday, May 16, 2022 – 1:30 p.m.
Board Room / Virtual Hybrid Meeting**

Members Present: Chair Joan Milliman; Directors Neda Ardani, Maggie Blackwell, James Cook, Annie McCary, Ryna Rothberg, Juanita Skillman; Advisors Theresa Frost, Tom Nash, Carmen Pacella, Lucy Parker

Members Absent: None

Others Present: Elsie Addington, Bunny Carpenter, Egon Garthoffner, Norman Kahn, Richard Rader, Doug Rook

Staff Present: Eileen Paulin, Paul Ortiz, Ellyce Rothrock, Susan Logan-McCracken

1. Call to Order

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

2. Acknowledgement of Media

None present.

3. Approval of Agenda

Approved by unanimous consent.

4. Approval of Report for April 18, 2022

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman gave the floor to Ms. Paulin to discuss the staff response to the Geneva Presbyterian Church shooting incident that occurred on Sunday.

Ms. Paulin discussed the staff's response to the event and expressed condolences to everyone touched by it. She highlighted the importance of everyone in the Village signing up for the CodeRED emergency notification system, as this is the means by which urgent messages are deployed in an emergency, as they were twice on Sunday. She also mentioned Social Services will continue to be available for any counseling needs related to this incident. A discussion ensued.

6. Member Comments

Ms. Rothrock read one written comment about the loud volume of television commercials. Mr. Ortiz said a technician would come to his residence to investigate the cause and fix the issue. For residents with similar issues, Broadband Services technicians can remedy.

Items for Discussion

7. Media and Communications Report – Eileen Paulin

Ms. Paulin stated the Village survey, mailings and signage were all cut from next year's Media and Communications budget. She highlighted from the Media and Communications activities report:

- Traffic on info@lagunawoodsvillage.com email
- The latest Village Breeze
- Strong open rates on email blasts
- Recreation events, including Wellness Expo, Renaissance Faire and more
- Social Services programs
- New Equestrian Center horses Sebbby and Gus
- New resident orientations and docent tours

She commended the TV studio for quickly changing its programming this morning in light of yesterday's incident.

New docent training starts tomorrow. Director Rothberg asked if docent tour participants include residents from the Towers. Ms. Rothrock answered surveys are offered afterward, but that information is not available before the tour.

Director McCary thanked staff for the TV6 slides when presenting board updates.

Director Cook asked what our limitations are with regard to transitioning from cable programming to streaming and about fiber optics to the street. Mr. Ortiz answered that residents currently have fiber to the curb, but the hope is to further that to the home. The oldest components in the current cable system go back to the 1999 rebuild.

Director Blackwell discussed ads other than MemorialCare in the Village Breeze. Ms. Paulin stated the magazine won't accept ads from a competitor, but other categories are accepted, and a discussion ensued.

8. The Broadband Group Report – Eileen Paulin

Ms. Paulin stated that since Broadband Services, Village Television, Media 55 and Internet moved under Media and Communications, Mr. Ortiz has cut costs significantly since his promotion to Broadband Services General Manager in May 2021. That includes significant savings in closed captioning of around \$30,000 a year, reduced franchise tax fees, the acquisition of a studio news desk for substantially less than was budgeted and cutting adult programming that had few subscribers. She stated cable and internet industries are going through significant changes, programming fees are increasing and major advertising is moving away from television toward internet streaming.

She stated the CEO will join the call with The Broadband Group next week. The ad hoc committee will meet in June.

9. Website Ad Hoc Committee – Ellyce Rothrock

Ms. Rothrock stated she received the approved roster at the last GRF board meeting. She read the names of the committee, restated the mission and discussed critical areas of the website that require attention, including site navigation, search function for site content and governing documents, document management, single sign-on, resident portal, interface with Granicus and TeamUp applications, contact forms and club websites.

10. Broadband Services Report – Paul Ortiz

Mr. Ortiz reported on the first quarter financials for the Broadband Services Division, which oversees the community's fiber-optic cable network, Village Television, Media Services 55, cable advertising and high-speed internet services. Highlights from his report include:

- The cable television network finished the first quarter better than budget because operating costs were lowered more than expected.
- Broadband Services accounts for 42% of GRF's non-assessment revenue.
- Programming costs per manor per month are forecasted to increase each year.
- Premium movie channel subscriptions are decreasing while high-speed internet services are increasing as more people move to streaming.
- Monday, Friday and Saturday movies remain popular; Village Television aired "Cyrano" May 2 after receiving requests.
- April saw the highest jump in Village Television subscriber counts from 2,337 in March to 3,180 in April.
- Village Television's YouTube channel received 67,500 views for "Beyond the Red Carpet With Francine Brokaw" and 35,000 views for an interview with Lady Colin Campbell.
- Internet prices have not increased since 2014.
- Non-assessment revenue for first quarter equaled \$468,295.

Mr. Ortiz announced that Village Television will feature its own foreign film festival in June, an idea requested by Director Kahn.

Director McCary asked about the franchise tax fees ending first quarter at "0% percent better" as reported in the cable television network operation report. Mr. Ortiz stated the franchise tax fees are right on budget. A discussion ensued.

Director Addington asked about the \$64.99 fee for YouTube and Mr. Ortiz answered that it's a per-month fee. A discussion ensued about the Lady Colin Campbell interview on Village Television.

Director Skillman thanked Director Kahn for the foreign film festival idea and stated she has received positive feedback from Village residents on this upcoming programming.

Items for Future Agendas

Chair Milliman stated the items listed would likely be on next month's agenda.

Concluding Business

Committee Member Comments

Advisor Nash commended the meeting and stated he was encouraged to see the direction we're going.

Advisor Frost apologized for being late; a work meeting ran late. She asked how to get Village Television once we switch to streaming. Mr. Ortiz discussed possibilities, adding that it would be a slow transition.

Director Ardani commended the meeting.

Advisor Parker stated she was impressed with the staff response to yesterday's emergency.

Advisor Pacella commended the Media and Communications staff for the amount and quality of work they accomplished, especially jumping into action with the incident over the weekend.

Director Rothberg stated the meeting was very informative.

Director Blackwell stated she was happy to be here and to learn so much.

Director Skillman thanked the staff for their work, which is demonstrated in the pages of today's meeting agenda packet.

Director McCary echoed Advisor Parker's and Advisor Pacella's comments about the great job this team does.

Ms. Paulin discussed objectives for the Broadband and website ad hoc committees over the next few months.

Ms. Rothrock stated it was great to see everyone and encouraged all to stay safe.

Mr. Ortiz stated the member who commented about loud television commercials will have a technician at his home on Thursday.

Ms. McCracken thanked everyone for participating in the meeting.

Chair Milliman thanked the staff for the work they do, adding that feeling informed makes us feel safe; people tend to panic when they don't know what's going on.

Date of Next Meeting – Monday, June 20, 2022, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 2:55 p.m.

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



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

The Regular Meeting of the Security and Community Access Committee was held on Monday, April 25, 2022 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Don Tibbetts, Eric Nuñez, Craig Wayne, Annie McCary, Maggie Blackwell, Reza Karimi, Cash Achrekar, Margaret Bennett

OTHERS PRESENT: Grace Stencel, Mike Epstein, Vision Club, Elsie Addington, Bunny Carpenter, Debbie Dotson

STAFF PRESENT: Tom Siviglia, Jayanna Abolmoloki

CALL TO ORDER

Don Tibbetts, Chair, called the meeting to order at 1:30 PM.

ACKNOWLEDGEMENT OF PRESS

Media was not present.

APPROVAL OF AGENDA

By way of consensus, the Committee approved the agenda as presented.

APPROVAL OF MEETING REPORT

By way of consensus, the Committee approved the February 28, 2022 meeting report.

CHAIRMAN'S REMARKS

Chair Tibbetts acknowledged the new faces at the meeting, and he stated that the newest face was Chief Nuñez, who took over from Carlos Rojas. Chair Tibbetts explained that Mr. Rojas is now the Director of Operations for VMS.

MEMBER COMMENTS ON NON-AGENDA ITEMS

A resident asked the committee if there is a Drone policy in place, and where she can find it.

RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS

Chair Tibbetts answered her question, and Jayanna Abolmoloki offered to send the policies to the resident via email.

Eileen Paulin, Director of Media and Communications, entered the meeting and discussed the Drone policy as well.

Members made comments and asked questions.

REPORTS

Disaster Preparedness Task Force Report

Chief Nuñez discussed the meeting report attached to the agenda packet. Chief Nuñez mentioned that the Disaster Preparedness Task Force has items and information on display at the Village Library during the month of April, and he encouraged the committee to view the display.

RV Update

Chief Nuñez discussed the provided RV Lot parking statistics. Nuñez explained that the waiting list is based off of space size. Members made comments and asked questions.

Security Statistics

Chief Nuñez explained the statistics provided within the agenda packet. Members made comments and asked questions.

ITEMS FOR DISCUSSION AND CONSIDERATION

Solar Powered Stop Signs Staff Report

Tom Siviglia paraphrased the staff report. Members made comments and asked questions. A motion was made for the staff report to be escalated to the GRF Board. By unanimous consent, the motion was approved.

“No Bicycle” Signs at Aliso Creek Park Committee Consideration

Chief Nuñez explained the request made by a resident to have signs installed at Aliso Creek Park. A motion was made for the creation of a staff report, which would be presented back to the committee. By unanimous consent, the motion was approved.

ITEMS FOR FUTURE AGENDAS

“No Bicycle” Signs at Aliso Creek Park Staff Report

CONCLUDING BUSINESS

DATE OF THE NEXT MEETING

The next meeting is scheduled for Monday, June 27, at 1:30 p.m. in a hybrid meeting on Zoom, and in the Board Room in the Laguna Woods Village Community Center.

ADJOURNMENT

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 2:38 p.m.

Submitted by:

Don Tibbetts

Don Tibbetts (Apr 27, 2022 16:31 PDT)

Don Tibbetts, Chair

Apr 27, 2022

Date

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

Tuesday, March 29 2022 9:30 AM

VIRTUAL MEETING

MEMBERS PRESENT: Acting Chair: Tom Siviglia, Juanita Skillman, Sandy Benson, Donna Rane-Szostak, John Frankel, Jim Riedel, Bruce Bonbright, Diane Casey, Grace Stencel, James Cook, Sue Stephens

OTHERS PRESENT: Doug Gibson

STAFF PRESENT: Jayanna "JJ" Abolmoloki

THE MEETING WAS CALLED TO ORDER: 9:31 AM

ACKNOWLEDGEMENT OF THE PRESS: None present.

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

APPROVAL OF MEETING REPORT: By consensus, the meeting report was approved.

CHAIRS REMARKS: Chair Tom Siviglia shared that he is standing-in as the Chair for this meeting while VMS is still in the process of hiring a new Security Director. Tom also shared that the Tower's Repeater was supposed to be installed yesterday. However, it was delayed due to the rain.

MEMBER COMMENTS: A Member of the Gate 11 club, reported that their next meeting will be held on April 12th, 2022 from 9:00 AM to Noon. He gave the committee an open invitation to attend. The Member also stated that they are continuing to recruit Good Neighbor Captains as well.

REPORTS

RADIO & COMMUNICATIONS: Bruce Bonbright reported that the radio drill went very well, and that 15 out of 16 participants responded. The one member who did not respond will have her radio examined by Tom Siviglia to ensure it is working properly.

OFFICE MANAGER/ADVISOR: Grace Stencel stated that she is reporting on behalf of Tom Soule for this meeting. Grace reported that the deposits for March

came out to a total of \$300.00. Grace also shared that the sales for March to-date come out to a total of \$351.00. She reported that the most popular items in March were personal survival kits, water heater hoses, and car kits. Grace shared that the Office currently has 5 active volunteers, but they are hoping to have a few more along with some substitutes. Grace shared that the current advertising is working, and that there were 44 walk-ins in March.

Grace shared that she and a neighbor, who is a registered nurse, are visiting each Clubhouse cabinet to ensure uniformity in supplies and set-up, and they are creating a list of what needs to be ordered for each cabinet. Grace encouraged the committee members to view the Disaster Prep display in the Village Library during the month of April. Grace concluded by reminding the committee that Building Damage forms are no longer used by Good Neighbor Captains.

RECRUITMENT / RETENTION / TRAINING: Juanita Skillman shared that she and Sandy Benson will be at the Village Bazaar again on April 2nd, 2022.

GRF BOARD: Gan Mukhopadhyay introduced himself as a new member of the committee, and shared that he did not have anything to report.

UNITED BOARD: No report.

THIRD BOARD: Donna Rane-Szostak stated that she would like to share the Involvement Opportunities Document with the Third Board. James Cook introduced himself as a new member of the committee and shared his professional background.

TOWERS: Sue Stephens reported that the Towers has a total of 56 Floor Captains, and that she will send the roster to Juanita Skillman and JJ Abolmoloki.

PET EVACUATION SUBMIT COMMITTEE: Sandy Benson reported that she will be at the Village Bazaar with Juanita Skillman on April 2nd, 2022 at Clubhouse 5. Sandy also shared that she has 100 File of Life packages to hand-out, 250 "Pet Inside" stickers, and 250 brochures regarding pet preparedness to hand-out at the Bazaar. Sandy thanked JJ Abolmoloki for taking-on the responsibility of maintaining the list of confidential resident information regarding the Pet Evacuation Sub Committee.

DISCUSSIONS AND CONSIDERATIONS

FIRE AVERT PROGRAM UPDATE: Tom Siviglia reported that he has 3 more devices to install. However, they have experienced an issue with the

plugs due to some manors having uncommon insertion types. Tom shared that one current participant experienced the device in action when they accidentally burnt bacon on the stove. The participant stated that the device performed exactly as it should have. Members made comments and asked questions.

INVOLVEMENT OPPORTUNITIES DOCUMENT: Tom Siviglia explained the attached document, which lists 5 different ways residents may participate in the Disaster Preparedness Task Force. Tom shared that this was requested at the last meeting. He thanked JJ Abolmoloki for creating the document.

MEMBER COMMENTS:

Juanita Skillman stated that she believes the Disaster Tas Force needs more publicity. Juanita stated she will bring figures for purchasing branded tablecloths and/or banners to the next meeting.

Diane Casey stated that the Red Cross is typically assigned to specific areas, and that she would check to see if Laguna Woods has anyone assigned to them.

Gan Mukhopadhyay volunteered to assist in assessing building structures.

Tom Siviglia thanked everyone for their participation, and stated that the time spent is very valuable even if most residents don't realize it.

NEXT MEETING: May 31, 2022 at 9:30 AM

ADJOURNMENT: 10:01 AM

Submitted By:

Tom Siviglia

Mar 31, 2022

Tom Siviglia, Acting Committee Chair

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OPEN MEETING

**MINUTES OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
STRATEGIC PLANNING COMMITTEE**

**Monday, May 2, 2022 – 9:30 a.m.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center 24351 El Toro Road**

Director Present: Debbie Dotson, Anthony Liberatore, Ira Lewis, Bunny Carpenter, James Hopkins, Gan Mukhopadhyay and Robert Mutchnick, Ryna Rothberg, Diane Casey

Directors Absent: Cash Achrekar

Staff Present: CEO-Siobhan Foster, Michelle Estrada, Makayla Schwieter

Others Present: Richard Rader (Advisor)
GRF: Elsie Addington, Joan Milliman, Juanita Skillman (left the meeting at 9:51 a.m.)

1. Call to Order—Director Dotson, Chair

Chair Dotson called the meeting to order at 9:39 a.m. and established that a quorum was present.

2. Acknowledgment of Media

Chair Dotson acknowledged the media as present.

3. Approval of the Agenda

Director Mutchnick made a motion to approve the agenda. Director Rothberg seconded the motion.

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

4. Approval of the Minutes

a. GRF Strategic Planning Committee Meeting – March 7, 2022

Chair Dotson requested that the minutes of March 7, 2022 be revised to remove Elsie Addington from attendance.

Hearing no further changes or objections, Chair Dotson declared the minutes of March 7, 2022 were approved unanimously.

5. Members Comments – None

6. Chair's Remarks

Chair Dotson commented on the questionnaire results of the VMS Strategic Planning Meeting. A similar questionnaire will be developed and distributed to the GRF Strategic Planning Committee. Chair Dotson provided an overview of items that reviewed at several committee meetings.

7. CEO Report on VMS Strategic Planning Meeting

CEO Foster provided an overview of the 3-year goals that were reviewed during the VMS Strategic Planning Meeting on March 22, 2022.

CEO Foster answered questions from the committee.

8. Old Business

a. Ideas for Long-Term Planning

Chair Dotson commented on that she will continue to work with the committee on ideas.

9. Future Agenda Items

- a. Questionnaires
- b. Surveys

10. Next Meeting – TBA

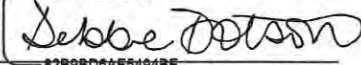
11. Committee Member Comments

- Director Rothberg asked to receive the minutes from the last two meetings.
- Director Mutchnick commented on Third Mutual's review of electric vehicle charging stations.
- Director Liberatore expressed his appreciation for what the committee is doing to improve the community.
- Director Lewis provided a suggestion of placing electric vehicle charging stations at specific locations. Additionally, he asked for a map of open space within the community.
- Director Hopkins commented on the role of the committee.
- Director Mukhopadhyay commented that he agrees with the other committee members and noted that the committee has limited resources and time.
- Director Carpenter commented on obtaining a reserve study.
- Advisor Rader commented on a tabled item from a previous meeting in regards to an additional swimming pool.

Director Casey joined the meeting at 10:10 a.m.

12. Adjournment

There being no further business the meeting was adjourned at 10:20 a.m.

DocuSigned by:

82B9B06AE6494BE...
Debbie Dotson, Chair
GRF Strategic Planning Committee