



REGULAR MEETING OF THE FINANCE COMMITTEE

**Tuesday, April 2, 2019 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

AGENDA

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for March 5, 2019
5. Chair Remarks
6. Member Comments (Items Not on the Agenda)
7. Department Head Update

Reports:

8. Preliminary Financial Statements dated February 28, 2019

Items for Discussion and Consideration:

9. Investment Task Force Update
10. Select Audit Task Force Update
11. Resident Rebate Applications
12. Other Endorsements from Standing Committees
 - a. Golf Cart Fee Violations
 - b. Alteration and Inspection Fees

Concluding Business:

13. Committee Member Comments
14. Date of Next Meeting – Tuesday, May 7, 2019 at 1:30 p.m.
15. Recess to Closed Session

Jack Connelly, Chair
Betty Parker, Staff Officer
Telephone: 949-597-4201

Please review materials prior to the Finance Committee meeting on April 2, and hold questions, comments, et al, until the conclusion of the presentation, where such will be given full attention.



FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Tuesday, March 5, 2019 – 1:30 p.m.
Laguna Woods Village Community Center Board Room, 24351 El Toro Road

MEMBERS PRESENT: Steve Parsons – First Co-Chair, Jack Connelly, Rosemarie diLorenzo, Roy Bruninghaus, Cush Bhada, John Frankel, John Pearlstone, Lynn Jarrett, Bunny Carpenter, Annie McCray
Advisors: Wei-Ming Tao, John Hess

MEMBERS ABSENT: Reza Karimi, Advisor: Michael Cunningham

STAFF PRESENT: Betty Parker, Steve Hormuth, Christopher Swanson, Kurt Weimann

Call to Order

Director Steve Parsons chaired the meeting and called it to order at 1:32 p.m.

Approval of Meeting Agenda

A motion was made and carried unanimously to approve the agenda with the following changes:

- Add President Update
- Remove Supplemental Funding for the 2019 Fumigation Program

Approval of Meeting Report for February 5, 2019

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

Department Head Update

Betty Parker, Chief Financial Officer, commented on the upcoming Special Third Board Finance Workshop on March 22, 2019 at 9:30 a.m. in the Board Room and the hiring of a new financial analyst to fill the collections role.

President Update

Director diLorenzo commented on holding a strategic planning meeting on March 21, 2019 at 1:00 p.m. and special pre-budget meetings (without staff) on April 9 for Maintenance and Construction and April 12 for Landscape.

Preliminary Financial Statements dated January 31, 2019

The Committee reviewed financials and questions were addressed.

Investment Task Force Update

A verbal update was provided to the Committee regarding the Investment Task Force activity. Three vendors have responded to the RFI for investment management services and vendor interviews are being scheduled.

Audit Task Force Update

A verbal update was provided to the Committee for Audit Task Force activity. The KPMG team is onsite and the 2018 financial audit is in progress. The audit report will be presented to all boards at a special meeting on April 1, 2019.

AB 2912 Update

Questions were addressed regarding new statutory requirements for financial management that became effective January 1, 2019.

Alteration and Inspection Fees

The Committee reviewed a staff report proposing increases in certain Alteration and Inspections Fees to recover the costs for services provided by the Alterations Division.

A motion was made and carried unanimously to reject Staff's recommendation to increase fees to recover costs for services and asked for a revised staff report at the March 25, 2019, Architectural Control and Standards Committee, to include proposals for operational efficiencies and a breakeven point.

Future Agenda Items

2019 Reserve Study
2018 Solar Update

Committee Member Comments

None.

Date of Next Meeting

Tuesday, April 2, 2019 at 1:30 p.m. in the Board Room.

Recess to Closed Session

The meeting recessed at 3:15 p.m.



Steve Parsons, First Co-Chair

Third Laguna Hills Mutual
Statement of Revenues & Expenses - Preliminary
2/28/2019
(\$ IN THOUSANDS)

		CURRENT MONTH			YEAR TO DATE			YTD 2018	ANNUAL
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET
Revenues:									
Assessments:									
1	Operating	\$1,564	\$1,564		\$3,128	\$3,128		\$3,147	\$18,767
2	Additions to restricted funds	1,122	1,122		2,243	2,243		2,192	13,460
3	Total assessments	<u>2,686</u>	<u>2,686</u>		<u>5,371</u>	<u>5,371</u>		<u>5,339</u>	<u>32,227</u>
Non-assessment revenues:									
4	Fees and charges for services to residents	61	39	22	122	79	43	100	478
5	Laundry	13	18	(5)	23	37	(14)	17	220
6	Interest income	50	9	41	102	61	41	76	369
7	Miscellaneous	59	50	9	131	100	31	83	601
8	Total non-assessment revenue	<u>183</u>	<u>117</u>	<u>67</u>	<u>378</u>	<u>278</u>	<u>101</u>	<u>276</u>	<u>1,668</u>
9	Total revenue	<u>2,869</u>	<u>2,802</u>	<u>67</u>	<u>5,750</u>	<u>5,649</u>	<u>101</u>	<u>5,615</u>	<u>33,895</u>
Expenses:									
10	Employee compensation and related	974	1,025	50	2,114	2,137	24	2,228	13,088
11	Materials and supplies	101	129	28	191	259	68	199	1,554
12	Utilities and telephone	334	357	23	646	728	82	755	5,299
13	Legal fees	33	18	(15)	58	37	(21)	(16)	220
14	Professional fees	7	11	3	9	21	12		185
15	Equipment rental	2	3	1	3	7	4		40
16	Outside services	217	914	697	258	1,829	1,571	18	10,972
17	Repairs and maintenance	31	28	(3)	57	56	(1)	49	345
18	Other Operating Expense	13	17	4	20	31	11	22	181
19	Insurance	106	109	3	218	219	1	219	1,313
20	Investment expense	12	12		12	12		10	12
21	Uncollectible Accounts	104	12	(93)	96	23	(73)	13	138
22	(Gain)/loss on sale or trade	7	7		7	7			7
23	Depreciation and amortization	12	12		24	24		24	143
24	Net allocation to mutuals	87	94	7	180	197	17	207	1,205
25	Total expenses	<u>2,039</u>	<u>2,748</u>	<u>709</u>	<u>3,892</u>	<u>5,586</u>	<u>1,695</u>	<u>3,729</u>	<u>34,702</u>
26	Excess of revenues over expenses	<u>\$830</u>	<u>\$55</u>	<u>\$775</u>	<u>\$1,858</u>	<u>\$63</u>	<u>\$1,795</u>	<u>\$1,886</u>	<u>(\$808)</u>

**Third Laguna Hills Mutual
Operating Statement
2/28/2019
THIRD LAGUNA HILLS MUTUAL**

	Actual	YEAR TO DATE Budget	VAR\$ B/(W)	VAR% B/(W)	ANNUAL BUDGET
Revenues:					
Assessments:					
Operating					
41001000 - Monthly Assessments	\$3,127,817	\$3,127,772	\$45	0.00%	\$18,766,631
Total Operating	3,127,817	3,127,772	45	0.00%	18,766,631
Additions To Restricted Funds					
41002000 - Monthly Assessments - Disaster Fund	338,051	338,051	0	0.00%	2,028,305
41003000 - Monthly Assessments - Unappropriated Expenditures Fund	97,632	97,632	0	0.00%	585,792
41003500 - Monthly Assessments - Replacement Fund	1,708,560	1,708,560	0	0.00%	10,251,360
41004000 - Monthly Assessments - Elevator Replacement Fund	73,224	73,224	0	0.00%	439,344
41004500 - Monthly Assessments - Laundry Replacement Fund	12,204	12,204	0	0.00%	73,224
41006000 - Monthly Assessments - Garden Villa Recreation Room Fund	13,662	13,662	0	0.00%	81,972
Total Additions To Restricted Funds	2,243,333	2,243,333	0	0.00%	13,459,997
Total Assessments	5,371,150	5,371,105	45	0.00%	32,226,628
Non-Assessment Revenues:					
Fees and Charges for Services to Residents					
46501000 - Permit Fee	17,302	12,098	5,204	43.02%	72,592
46501500 - Inspection Fee	10,554	8,660	1,894	21.87%	51,965
46502000 - Resident Maintenance Fee	94,422	58,674	35,747	60.92%	353,883
Total Fees and Charges for Services to Residents	122,277	79,432	42,845	53.94%	478,440
Laundry					
46005000 - Coin Op Laundry Machine	22,985	36,666	(13,681)	(37.31%)	220,000
Total Laundry	22,985	36,666	(13,681)	(37.31%)	220,000
Interest Income					
49001000 - Interest Income - Treasury Notes	40,471	25,607	14,864	58.04%	153,643
49001500 - Interest Income - Treasury Notes - Discretionary	48,702	28,111	20,591	73.25%	168,667
49002000 - Interest Income - Money Market	867	338	529	156.68%	2,027
49002500 - Interest Income - Gnma Securities - Discretionary	12,445	7,414	5,031	67.86%	44,483
Total Interest Income	102,486	61,470	41,016	66.72%	368,820
Miscellaneous					
46004500 - Resident Violations	38,450	1,666	36,784	2207.92%	10,000
44501510 - Lease Processing Fee - Third	37,565	37,500	65	0.17%	225,000
44502000 - Variance Processing Fee	(150)	0	(150)	0.00%	0
44502500 - Non-Sale Transfer Fee - Third	50	500	(450)	(90.00%)	3,000
44503520 - Resale Processing Fee - Third	26,512	33,332	(6,820)	(20.46%)	200,000
44505500 - Hoa Certification Fee	875	1,500	(625)	(41.67%)	9,000
44507000 - Golf Cart Electric Fee	11,473	11,334	139	1.23%	68,000
44507200 - Electric Vehicle Plug-In Fee	1,619	1,000	619	61.85%	6,000
44507500 - Cartport/Carport Space Rental Fee	1,200	500	700	140.00%	3,000
47001500 - Late Fee Revenue	10,995	10,000	995	9.95%	60,000
47002000 - Collection Administrative Fee	50	0	50	0.00%	0
47002020 - Collection Administrative Fee - Third	500	0	500	0.00%	0
47002500 - Collection Interest Revenue	521	2,000	(1,479)	(73.96%)	12,000
47501000 - Recycling	1,013	834	179	21.49%	5,000
49009000 - Miscellaneous Revenue	14	0	14	0.00%	0
Total Miscellaneous	130,686	100,166	30,520	30.47%	601,000
Total Non-Assessment Revenue	378,434	277,734	100,700	36.26%	1,668,260
Total Revenue	5,749,584	5,648,839	100,745	1.78%	33,894,888
Expenses:					
Employee Compensation					
51011000 - Salaries & Wages - Regular	312,441	393,987	81,546	20.70%	2,484,383
51021000 - Union Wages - Regular	752,035	893,613	141,579	15.84%	5,528,264
51041000 - Wages - Overtime	6,735	4,181	(2,554)	(61.08%)	25,095
51051000 - Union Wages - Overtime	9,582	6,205	(3,377)	(54.42%)	37,244
51061000 - Holiday	211,791	108,729	(103,062)	(94.79%)	676,533

**Third Laguna Hills Mutual
Operating Statement
2/28/2019
THIRD LAGUNA HILLS MUTUAL**

	YEAR TO DATE				ANNUAL
	Actual	Budget	VAR\$ B/(W)	VAR% B/(W)	BUDGET
51071000 - Sick	42,244	44,350	2,106	4.75%	275,954
51091000 - Missed Meal Penalty	127	141	14	10.14%	858
51101000 - Temporary Help	15,679	6,109	(9,570)	(156.64%)	36,664
51981000 - Compensation Accrual	99,147	970	(98,177)	(10121.79%)	5,826
Total Employee Compensation	1,449,780	1,458,286	8,506	0.58%	9,070,822
Compensation Related					
52411000 - F.I.C.A.	100,432	110,212	9,780	8.87%	677,880
52421000 - F.U.I.	6,625	5,004	(1,621)	(32.39%)	13,091
52431000 - S.U.I.	50,781	25,018	(25,762)	(102.97%)	56,129
52441000 - Union Medical	304,134	318,868	14,734	4.62%	1,913,209
52451000 - Workers' Compensation Insurance	98,134	107,609	9,476	8.81%	668,020
52461000 - Non Union Medical & Life Insurance	48,755	44,535	(4,220)	(9.47%)	267,211
52471000 - Union Retirement Plan	56,594	50,540	(6,053)	(11.98%)	312,663
52481000 - Non-Union Retirement Plan	7,531	17,198	9,667	56.21%	108,438
52981000 - Compensation Related Accrual	(9,109)	160	9,269	5789.05%	970
Total Compensation Related	663,875	679,145	15,270	2.25%	4,017,611
Materials and Supplies					
53001000 - Materials & Supplies	62,709	77,676	14,967	19.27%	466,289
53003000 - Materials Direct	128,324	181,278	52,954	29.21%	1,088,103
Total Materials and Supplies	191,033	258,954	67,920	26.23%	1,554,392
Utilities and Telephone					
53301000 - Electricity	66,733	60,345	(6,388)	(10.59%)	325,000
53301500 - Sewer	264,495	283,200	18,705	6.60%	1,716,600
53302000 - Water	221,397	293,000	71,603	24.44%	2,710,627
53302500 - Trash	93,099	91,112	(1,987)	(2.18%)	546,690
Total Utilities and Telephone	645,725	727,657	81,932	11.26%	5,298,917
Legal Fees					
53401500 - Legal Fees	57,707	36,666	(21,041)	(57.38%)	220,000
Total Legal Fees	57,707	36,666	(21,041)	(57.38%)	220,000
Professional Fees					
53402000 - Audit & Tax Preparation Fees	0	0	0	0.00%	57,600
53403500 - Consulting Fees	0	1,008	1,008	100.00%	6,053
53403520 - Consulting Fees - Third	8,680	20,152	11,472	56.93%	120,936
Total Professional Fees	8,680	21,160	12,480	58.98%	184,589
Equipment Rental					
53501500 - Equipment Rental/Lease Fees	2,697	6,822	4,126	60.47%	40,090
Total Equipment Rental	2,697	6,822	4,126	60.47%	40,090
Outside Services					
53601000 - Bank Fees	0	655	655	100.00%	3,929
53604500 - Marketing Expense	900	0	(900)	0.00%	0
54603500 - Outside Services CC	250,890	1,807,717	1,556,826	86.12%	10,846,711
53704000 - Outside Services	6,162	20,239	14,077	69.55%	121,480
Total Outside Services	257,952	1,828,610	1,570,658	85.89%	10,972,120
Repairs and Maintenance					
53701000 - Equipment Repair & Maint	2,211	2,700	489	18.11%	16,240
53703000 - Elevator /Lift Maintenance	54,859	53,420	(1,439)	(2.69%)	328,520
Total Repairs and Maintenance	57,070	56,120	(950)	(1.69%)	344,760
Other Operating Expense					
53801000 - Mileage & Meal Allowance	699	2,537	1,838	72.45%	15,252
53801500 - Travel & Lodging	0	160	160	100.00%	968
53802000 - Uniforms	8,344	15,177	6,833	45.02%	82,843
53802500 - Dues & Memberships	50	302	252	83.39%	1,992
53803000 - Subscriptions & Books	843	334	(510)	(152.64%)	2,004
53803500 - Training & Education	994	2,480	1,486	59.92%	14,902
53901500 - Volunteer Support	0	0	0	0.00%	1,175
53903000 - Safety	0	31	31	100.00%	186
54001000 - Board Relations	532	611	79	12.86%	3,666
54001010 - Board Relations - United	42	0	(42)	0.00%	0

**Third Laguna Hills Mutual
Operating Statement
2/28/2019
THIRD LAGUNA HILLS MUTUAL**

	Actual	YEAR TO DATE Budget	VAR\$ B/(W)	VAR% B/(W)	ANNUAL BUDGET
54001020 - Board Relations - Third	10	1,666	1,656	99.42%	10,000
54002000 - Postage	8,709	7,945	(764)	(9.61%)	47,672
54002500 - Filing Fees / Permits	139	75	(63)	(83.80%)	761
Total Other Operating Expense	20,362	31,317	10,956	34.98%	181,422
Insurance					
54401000 - Hazard & Liability Insurance	67,094	67,532	438	0.65%	405,194
54401500 - D&O Liability	7,772	7,969	197	2.47%	47,818
54402000 - Property Insurance	142,553	142,119	(433)	(0.30%)	852,719
54403000 - General Liability Insurance	743	1,179	436	37.00%	7,072
Total Insurance	218,162	218,800	638	0.29%	1,312,803
Investment Expense					
54201000 - Investment Expense	12,004	12,004	0	0.00%	12,004
Total Investment Expense	12,004	12,004	0	0.00%	12,004
Uncollectible Accounts					
54602000 - Bad Debt Expense	95,824	23,034	(72,790)	(316.01%)	138,200
Total Uncollectible Accounts	95,824	23,034	(72,790)	(316.01%)	138,200
(Gain)/Loss on Sale or Trade					
54101500 - (Gain)/Loss On Investments	6,868	6,868	0	0.00%	6,868
Total (Gain)/Loss on Sale or Trade	6,868	6,868	0	0.00%	6,868
Depreciation and Amortization					
55001000 - Depreciation And Amortization	23,842	23,842	0	0.00%	143,052
Total Depreciation and Amortization	23,842	23,842	0	0.00%	143,052
Net Allocation to Mutuals					
54602500 - Allocated Expenses	180,086	196,947	16,862	8.56%	1,204,782
Total Net Allocation to Mutuals	180,086	196,947	16,862	8.56%	1,204,782
Total Expenses	3,891,667	5,586,232	1,694,565	30.33%	34,702,432
Excess of Revenues Over Expenses	\$1,857,917	\$62,607	\$1,795,310	2867.58%	(\$807,544)

**Third Laguna Hills Mutual
Balance Sheet - Preliminary
2/28/2019**

		<u>Current Month End</u>	<u>Prior Year December 31</u>
	Assets		
1	Cash and cash equivalents	\$7,748,788	\$3,321,543
2	Non-discretionary investments	7,874,164	11,831,351
3	Discretionary investments	16,890,879	16,831,676
4	Receivable/(Payable) from mutuals	1,557,808	1,605,868
5	Accounts receivable and interest receivable	(347,656)	(386,734)
6	Prepaid expenses and deposits	175,842	195,117
7	Property and equipment	141,239	141,239
8	Accumulated depreciation property and equipment	(141,239)	(141,239)
9	Beneficial interest in GRF of Laguna Hills Trust	5,436,900	5,460,742
10	Non-controlling interest in GRF	37,030,124	37,030,124
11	Total Assets	<u>\$76,366,850</u>	<u>\$75,889,686</u>
	Liabilities and Fund Balances		
	Liabilities:		
12	Accounts payable and accrued expenses	\$962,642	\$2,621,461
13	Accrued compensation and related costs	646,315	646,315
14	Deferred income	1,095,442	817,376
15	Total liabilities	<u>\$2,704,399</u>	<u>\$4,085,153</u>
	Fund balances:		
16	Fund balance prior years	71,804,534	70,676,034
17	Change in fund balance - current year	1,857,917	1,128,500
18	Total fund balances	<u>73,662,450</u>	<u>71,804,534</u>
19	Total Liabilities and Fund Balances	<u>\$76,366,850</u>	<u>\$75,889,686</u>

**Third Laguna Hills Mutual
Fund Balance Sheet - Preliminary
2/28/2019**

	<u>Operating Fund</u>	<u>Unappropriated Expenditures Fund</u>	<u>Disaster Fund</u>	<u>Replacement Fund</u>	<u>Elevator Replacement Fund</u>	<u>Laundry Replacement Fund</u>	<u>Garden Villa Rec Room Fund</u>	<u>Total</u>
Assets								
1 Cash and cash equivalents	\$7,748,788							\$7,748,788
2 Non-discretionary investments	7,874,164							7,874,164
3 Discretionary investments	16,890,879							16,890,879
4 Receivable/(Payable) from mutuals	1,557,808							1,557,808
5 Receivable/(Payable) from operating fund	(30,772,495)	3,319,751	9,560,465	15,315,480	1,786,704	716,486	73,608	(347,656)
6 Accounts receivable and interest receivable	(347,656)							(347,656)
7 Prepaid expenses and deposits	175,842							175,842
8 Property and equipment	141,239							141,239
9 Accumulated depreciation property and equipment	(141,239)							(141,239)
10 Beneficial interest in GRF of Laguna Hills Trust	5,436,900							5,436,900
11 Non-controlling interest in GRF	37,030,124							37,030,124
12 Total Assets	<u>\$45,594,355</u>	<u>\$3,319,751</u>	<u>\$9,560,465</u>	<u>\$15,315,480</u>	<u>\$1,786,704</u>	<u>\$716,486</u>	<u>\$73,608</u>	<u>\$76,366,850</u>
Liabilities and Fund Balances								
Liabilities:								
13 Accounts payable and accrued expenses	\$885,115			\$73,872			\$3,656	\$962,643
14 Accrued compensation and related costs	646,315							646,315
15 Deferred income	1,095,442							1,095,442
16 Total liabilities	<u>\$2,626,872</u>			<u>\$73,872</u>			<u>\$3,656</u>	<u>\$2,704,399</u>
Fund balances:								
17 Fund balance prior years	42,544,131	3,212,971	9,216,777	14,346,897	1,708,605	713,855	61,299	71,804,534
18 Change in fund balance - current year	<u>423,353</u>	<u>106,780</u>	<u>343,688</u>	<u>894,711</u>	<u>78,100</u>	<u>2,632</u>	<u>8,653</u>	<u>1,857,917</u>
19 Total fund balances	42,967,484	3,319,751	9,560,465	15,241,608	1,786,704	716,486	69,952	73,662,450
20 Total Liabilities and Fund Balances	<u>\$45,594,355</u>	<u>\$3,319,751</u>	<u>\$9,560,465</u>	<u>\$15,315,480</u>	<u>\$1,786,704</u>	<u>\$716,486</u>	<u>\$73,608</u>	<u>\$76,366,850</u>

**Third Laguna Hills Mutual
Changes in Fund Balances - Preliminary
2/28/2019**

	Operating Fund	Unappropriated Expenditures Fund	Disaster Fund	Replacement Fund	Elevator Replacement Fund	Laundry Replacement Fund	Garden Villa Rec Room Fund	Total
Revenues:								
Assessments:								
1 Operating	\$3,127,817							\$3,127,817
2 Additions to restricted funds		97,632	338,051	1,708,560	73,224	12,204	13,662	2,243,333
3 Total assessments	<u>3,127,817</u>	<u>97,632</u>	<u>338,051</u>	<u>1,708,560</u>	<u>73,224</u>	<u>12,204</u>	<u>13,662</u>	<u>5,371,150</u>
Non-assessment revenues:								
4 Fees and charges for services to residents	122,277							122,277
5 Laundry	22,985							22,985
6 Interest income		11,200	32,157	50,465	5,974	2,469	220	102,486
7 Miscellaneous	130,686							130,686
8 Total non-assessment revenue	<u>275,948</u>	<u>11,200</u>	<u>32,157</u>	<u>50,465</u>	<u>5,974</u>	<u>2,469</u>	<u>220</u>	<u>378,434</u>
9 Total revenue	<u>3,403,765</u>	<u>108,832</u>	<u>370,208</u>	<u>1,759,025</u>	<u>79,198</u>	<u>14,673</u>	<u>13,882</u>	<u>5,749,584</u>
Expenses:								
10 Employee compensation and related	1,540,601		1,938	562,613		4,096	4,408	2,113,655
11 Materials and supplies	107,305		131	75,610		7,381	606	191,033
12 Utilities and telephone	641,727		14	3,984				645,725
13 Legal fees	57,707							57,707
14 Professional fees	8,680							8,680
15 Equipment rental	602		6	2,079			10	2,697
16 Outside services	49,373		18,462	190,095		1	21	257,952
17 Repairs and maintenance	56,542		1	522			5	57,070
18 Other Operating Expense	17,464		8	2,852		15	22	20,362
19 Insurance	218,162							218,162
20 Investment expense		1,305	3,751	5,937	698	285	26	12,004
21 Uncollectible Accounts	95,824							95,824
22 (Gain)/loss on sale or trade		747	2,146	3,397	400	163	15	6,868
23 Depreciation and amortization	23,842							23,842
24 Net allocations to mutuals	162,585		63	17,225		99	114	180,086
25 Total expenses	<u>2,980,413</u>	<u>2,052</u>	<u>26,520</u>	<u>864,314</u>	<u>1,098</u>	<u>12,041</u>	<u>5,229</u>	<u>3,891,667</u>
26 Excess of revenues over expenses	<u>\$423,353</u>	<u>\$106,780</u>	<u>\$343,688</u>	<u>\$894,711</u>	<u>\$78,100</u>	<u>\$2,632</u>	<u>\$8,653</u>	<u>\$1,857,917</u>
27 Excluding depreciation	<u>\$447,195</u>	<u>\$106,780</u>	<u>\$343,688</u>	<u>\$894,711</u>	<u>\$78,100</u>	<u>\$2,632</u>	<u>\$8,653</u>	<u>\$1,881,759</u>

THIRD LAGUNA HILLS MUTUAL
Provision For Doubtful Accounts
As of February 28, 2019

Month	Delinquent Assessments	Assessments Write-Offs	Bad Debt Small Claims	Delinquent Fines, Fees, and Chargeable Services	Chargeable Services Write-Offs	Change in Provision	Total Delinquent Units *
December-18	258,868			84,233			19
January-19	227,406	(26,803)	(2,779)	81,244	(2,087)	(8,341)	18
February-19	192,432	(6,457)	-	213,926	-	104,165	22
March-19	-	-	-	-	-	-	
April-19	-	-	-	-	-	-	
May-19	-	-	-	-	-	-	
June-19	-	-	-	-	-	-	
July-19	-	-	-	-	-	-	
August-19	-	-	-	-	-	-	
September-19	-	-	-	-	-	-	
October-19	-	-	-	-	-	-	
November-19	-	-	-	-	-	-	
December-19	-	-	-	-	-	-	
YTD TOTAL						95,824	

* units reported on the Assessments - Monthly Delinquency Report

**THIRD LAGUNA HILLS MUTUAL
NON-DISCRETIONARY ACCOUNT HELD BY BANK OF AMERICA
SCHEDULE OF INVESTMENTS
2/28/19**

I.D. NO.	DESCRIPTION	STATED RATE	SETTLEMENT DATE	MATURITY DATE	PAR VALUE	EFFECTIVE YIELD	ORIGINAL COST	ANNUALIZED YTD YIELD *
912796QH5	U.S. TREASURY BILL	0.00%	11-30-18	05-23-19	3,000,000.00	2.42%	2,965,693.00	
912796RA9	U.S. TREASURY BILL	0.00%	11-30-18	09-12-19	3,000,000.00	2.47%	2,942,645.08	
912796RA9	U.S. TREASURY BILL	0.00%	12-27-18	09-12-19	2,000,000.00	2.44%	1,965,826.39	
TOTAL FOR NON-DISCRETIONARY INVESTMENTS					\$ 8,000,000.00		\$ 7,874,164.47	2.74%

*Yield is based on all investments held during the year

**THIRD LAGUNA HILLS MUTUAL
DISCRETIONARY ACCOUNT - BLACKROCK/MERRILL LYNCH
SCHEDULE OF INVESTMENTS
2/28/19**

I.D. NO.	DESCRIPTION	STATED RATE	SETTLEMENT DATE	MATURITY DATE	PAR VALUE	EFFECTIVE YIELD	ORIGINAL COST	ANNUALIZED YTD YIELD *
	M.L. MONEY MARKET				\$ 359,402.23		\$ 359,402.23	
912796RC5	U.S. TREASURY BILL	0.00%	02-22-19	03-21-19	650,000.00	2.36%	648,863.39	
94974BFU9	CorpBond-Wells Fargo Company	2.13%	07-09-14	04-22-19	200,000.00	2.15%	199,726.00	
912828KQ2	U.S. TREASURY NOTE	3.13%	06-24-09	05-15-19	769,000.00	3.77%	727,847.11	
912828KQ2	U.S. TREASURY NOTE	3.13%	07-15-10	05-15-19	216,000.00	2.93%	219,181.80	
02665WBE0	CorpBond-American Honda Finance	1.20%	08-01-17	07-12-19	100,000.00	1.57%	99,280.00	
822582AJ1	CorpBond-Shell International Fin	4.30%	08-06-18	09-22-19	150,000.00	2.63%	152,746.50	
9128283N8	U.S. TREASURY NOTE	1.88%	01-02-18	12-31-19	400,000.00	1.90%	399,766.30	
05565QCX4	CorpBond-BP Capital Markets PLC Cor	2.32%	08-21-18	02-13-20	100,000.00	2.84%	99,239.00	
9128284C1	U.S. TREASURY NOTE	2.25%	04-20-18	03-31-20	250,000.00	2.43%	249,141.05	
912828K33	U.S. TIP NOTE	0.13%	03-08-17	04-15-20	300,000.00	0.12%	314,668.58	
912828ND8	U.S. TREASURY NOTE	3.50%	07-15-10	05-15-20	660,000.00	3.02%	686,557.33	
912828XE5	U.S. TREASURY NOTE	1.50%	06-08-15	05-31-20	350,000.00	1.73%	346,117.78	
437076BQ4	CorpBond-Home Depot Inc	1.80%	08-21-18	06-05-20	75,000.00	2.68%	73,851.00	
17275RAX0	CorpBond-Cisco System Inc	2.45%	08-21-17	06-15-20	150,000.00	1.73%	152,925.00	
912828XY1	U.S. TREASURY NOTE	2.50%	08-06-18	06-30-20	300,000.00	2.66%	299,109.88	
912828NT3	U.S. TREASURY NOTE	2.63%	10-28-10	08-15-20	285,000.00	2.68%	283,542.74	
912828NT3	U.S. TREASURY NOTE	2.63%	11-29-11	08-15-20	100,000.00	1.75%	106,996.49	
06406HDD8	CorpBond-Bank of NY Mellon Corp	2.60%	12-08-15	08-17-20	200,000.00	2.39%	201,800.00	
857477AS2	CorpBond-State Street Corp	2.55%	12-31-15	08-18-20	150,000.00	2.26%	151,875.00	
06051GFT1	CorpBond-Bank of America Corp	2.63%	04-23-18	10-19-20	100,000.00	2.95%	99,216.00	
9128285G1	U.S. TREASURY NOTE	2.88%	11-02-18	10-31-20	250,000.00	2.87%	249,990.65	
912828M98	U.S. TREASURY NOTE	1.63%	12-15-15	11-30-20	250,000.00	1.69%	249,199.64	
912828M98	U.S. TREASURY NOTE	1.63%	12-24-15	11-30-20	300,000.00	1.72%	298,559.10	
931142EA7	CorpBond-Wal-Mart Stores Inc	1.90%	08-21-18	12-15-20	75,000.00	2.75%	73,575.75	
05531FAZ6	CorpBond-BB&T Corporation Ser Mtn	2.15%	08-21-18	02-01-21	150,000.00	3.10%	146,644.50	
63946BAE0	CorpBond-BC Universal Media LLC	4.38%	12-08-15	04-01-21	100,000.00	2.50%	109,238.00	
89236TCZ6	CorpBond-Toyota Motor Credit Corp	1.90%	02-19-19	04-08-21	200,000.00	2.79%	196,306.00	
9128284G2	U.S. TREASURY NOTE	2.38%	04-20-18	04-15-21	250,000.00	2.57%	248,594.17	
0258M0EB1	CorpBond-American Express Credit	2.25%	04-23-18	05-05-21	150,000.00	2.25%	146,322.00	
037833AR1	CorpBond-Apple Inc	2.85%	10-23-17	05-06-21	75,000.00	2.06%	76,986.75	
857477AV5	CorpBond-State Street Corp	1.95%	10-23-17	05-19-21	50,000.00	2.06%	49,801.00	
38141GGQ1	CorpBond-Goldman Sachs Group Inc	5.25%	12-27-18	07-27-21	300,000.00	3.80%	310,530.00	
594918BP8	CorpBond-Microsoft Corp	1.55%	11-01-16	08-08-21	100,000.00	1.79%	98,911.00	
912828RC6	U.S. TREASURY NOTE	2.13%	11-09-11	08-15-21	1,000,000.00	2.04%	1,007,269.63	
91324PBT8	CorpBond-Unitedhealth Group Inc	3.38%	01-05-16	11-15-21	150,000.00	2.64%	155,676.00	

**THIRD LAGUNA HILLS MUTUAL
DISCRETIONARY ACCOUNT - BLACKROCK/MERRILL LYNCH
SCHEDULE OF INVESTMENTS
2/28/19**

I.D. NO.	DESCRIPTION	STATED RATE	SETTLEMENT DATE	MATURITY DATE	PAR VALUE	EFFECTIVE YIELD	ORIGINAL COST	ANNUALIZED YTD YIELD *
375558AU7	CorpBond-Gilead Sciences Inc	4.40%	12-29-15	12-01-21	150,000.00	2.85%	162,072.00	
21685WDD6	CorpBond-Rabobank	3.88%	02-19-19	02-08-22	150,000.00	3.13%	153,139.50	
585055BR6	CorpBond-Medtronic Inc	3.15%	12-16-15	03-15-22	150,000.00	3.15%	151,413.00	
585055BR6	CorpBond-Medtronic Inc	3.15%	07-19-16	03-15-22	100,000.00	1.82%	107,149.00	
747525AE3	CorpBond-QualComm Inc	3.00%	08-21-18	05-20-22	150,000.00	3.38%	147,984.00	
20030NBD2	CorpBond-Comcast Corp	3.13%	07-09-14	07-15-22	100,000.00	2.97%	101,063.00	
91159JAA4	CorpBond-US Bancorp	2.95%	12-08-15	07-15-22	200,000.00	1.82%	200,306.00	
91324PCN0	CorpBond-UnitedHealth Group	3.35%	12-04-17	07-15-22	150,000.00	1.82%	154,786.50	
912828L24	U.S. TREASURY NOTE	1.88%	11-06-15	08-31-22	300,000.00	2.08%	296,098.26	
375558BC6	CorpBond-Gilead Sciences Inc	3.25%	07-20-16	09-01-22	100,000.00	2.04%	106,727.00	
375558BC6	CorpBond-Gilead Sciences Inc	3.25%	10-23-17	09-01-22	50,000.00	2.38%	51,901.00	
912828M80	U.S. TREASURY NOTE	2.00%	12-08-15	11-30-22	500,000.00	1.99%	500,215.84	
912828M80	U.S. TREASURY NOTE	2.00%	12-15-15	11-30-22	200,000.00	2.05%	199,258.21	
48128BAB7	CorpBond-JP Morgan Chase & Co	2.97%	10-23-17	01-15-23	50,000.00	2.58%	50,769.00	
912828P38	U.S. TREASURY NOTE	1.75%	02-22-16	01-31-23	250,000.00	1.58%	252,637.22	
037833AK6	CorpBond-Apple Inc	2.40%	01-10-17	05-03-23	200,000.00	2.75%	195,862.00	
912828S35	U.S. TREASURY NOTE	1.38%	07-19-16	06-30-23	200,000.00	1.35%	200,328.53	
68389XBL8	CorpBond-Oracle Corp	2.40%	07-12-16	09-15-23	150,000.00	2.16%	152,296.50	
59156RBH0	CorpBond-Metlife Inc	3.60%	12-04-17	04-10-24	150,000.00	2.82%	156,720.00	
94974BGA2	CorpBond-Wells Fargo Company	3.30%	12-04-17	09-09-24	150,000.00	3.01%	152,575.50	
36290YBU1/P621151	GNMA SECURITIES	5.50%	05-29-07	05-15-22	35,184.37	5.50%	35,184.37	
36296DDR6/P687812	GNMA SECURITIES	5.50%	09-22-08	08-15-23	32,424.91	3.63%	49,082.40	
36202FD78/P004626	GNMA SECURITIES	4.50%	02-24-10	02-20-25	92,461.95	3.11%	133,665.08	
36202FD78/P004626	GNMA SECURITIES	4.50%	09-17-13	02-20-25	102,827.93	3.47%	133,486.94	
36202FJC1/P004759	GNMA SECURITIES	4.00%	02-16-12	08-20-25	85,361.04	2.49%	137,336.67	
36202FJC1/P004759	GNMA SECURITIES	4.00%	03-19-12	08-20-25	35,908.94	2.50%	57,457.91	
3620AS6G9/P738971X	GNMA SECURITIES	3.00%	04-29-15	11-15-26	155,869.68	2.66%	175,922.43	
36202F2H8/P005276M	GNMA SECURITIES	3.00%	11-12-14	01-20-27	73,705.49	2.63%	84,027.43	
36179MAG5/PMA0007M	GNMA SECURITIES	3.00%	08-20-12	04-20-27	153,311.11	2.35%	195,334.07	
36179MGN4/PMA0205M	GNMA SECURITIES	3.00%	07-31-12	07-20-27	165,307.22	2.38%	208,568.94	
36179MP53/PMA0444M	GNMA SECURITIES	3.00%	12-18-12	10-20-27	248,722.63	2.41%	309,655.41	
36179MSB7/PMA0514M	GNMA SECURITIES	3.00%	05-14-14	11-20-27	183,859.91	2.65%	208,274.30	
36179MU32/PMA0602M	GNMA SECURITIES	3.00%	01-17-13	12-20-27	382,010.29	2.45%	467,325.69	
36179MZW3/PMA0757M	GNMA SECURITIES	3.00%	04-16-13	02-20-28	174,753.25	2.47%	211,950.39	
36179NMP0/PMA1266M	GNMA SECURITIES	3.50%	10-21-13	09-20-28	92,543.08	2.93%	110,654.59	
36179TY90/PMA5236M	GNMA SECURITIES	3.50%	06-13-18	06-20-33	294,902.36	3.41%	302,654.31	
36202T7B6/P609390x	GNMA SECURITIES	5.50%	09-22-03	09-15-33	31,745.36	3.68%	47,496.21	
36213CZ52/P550764	GNMA SECURITIES	5.50%	09-19-07	09-15-35	34,945.04	6.79%	28,320.53	
36202EYL7/P004315	GNMA SECURITIES	5.50%	11-18-10	11-18-38	86,685.68	2.35%	203,227.54	
36297F6L1/P711075	GNMA SECURITIES	4.50%	09-21-10	09-15-40	157,130.81	3.38%	209,294.00	
36179QJT9/PMA2074M	GNMA SECURITIES	4.00%	11-13-17	07-20-44	138,803.06	3.72%	149,402.36	
36179QL74/PMA2150M	GNMA SECURITIES	4.50%	09-11-14	08-20-44	64,388.93	3.33%	86,978.29	
36179QT50/PMA2372M	GNMA SECURITIES	4.00%	12-22-14	11-20-44	132,983.47	3.19%	166,944.13	
36179RTA7/PMA3245m	GNMA SECURITIES	4.00%	12-17-15	11-20-45	166,250.36	3.47%	191,873.32	
36179SUV7/PMA4196m	GNMA SECURITIES	3.50%	02-28-17	01-20-47	193,013.86	3.31%	204,002.02	
TOTAL FOR DISCRETIONARY INVESTMENTS					16,029,502.96		16,890,878.76	1.78%
TOTAL INVESTMENTS					\$ 24,029,502.96		\$ 24,765,043.23	2.11%

*Yield is based on all investments held during the year

**Third Laguna Hills Mutual
Supplemental Appropriation Schedule
Period Ending: 2/28/2019**

ITEM	RESOLUTION #	BUDGET	EXPENDITURES		
		TOTAL Appropriations	I,T,D*	REMAINING Encumbrance	CURRENT STATUS

Replacement Fund

Ridge Route Perimeter Wall Improvements	03-18-84	\$330,000	78,893	\$251,107	In Progress
Tree Trimming	03-18-147	\$150,000	103,166	\$0	Closed
	Totals	\$755,000	\$455,219	\$251,107	

Laundry Replacement Fund

Coin-Operated Dryers and Laundry Pedestals	03-18-171	\$377,000	97,353	\$279,647	Open
	Totals	\$377,000	\$97,353	\$279,647	

Unappropriated Expenditures Fund

3-Story Building Trash Chute Repairs	03-18-36	336,680	227,208	109,472	In Progress
OCFA Fire Fuel Risk Reduction	03-18-96	200,000	98,820	101,180	Payment Pending
		\$536,680	\$326,028	\$210,652	

*Incurred To Date

**THIRD LAGUNA HILLS MUTUAL
FUND EXPENDITURES REPORT
AS OF FEBRUARY 28, 2019**

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		TOTAL BUDGET	% EXPENDED	VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET			\$	%
REPLACEMENT FUND								
ALARM SYSTEMS	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
BUILDING NUMBERS	0	2,830	0	5,660	33,970	0%	5,660	100%
BUILDING STRUCTURES	72,578	226,018	144,054	454,462	2,732,992	5%	310,408	68%
ELECTRICAL SYSTEMS	0	4,883	0	9,766	58,610	0%	9,766	100%
ENERGY PROJECTS	1,676	4,166	1,676	8,332	50,000	3%	6,656	80%
EXTERIOR LIGHTING	0	66,666	0	133,332	800,000	0%	133,332	100%
FENCING	52,386	10,883	52,386	22,494	136,817	38%	(29,892)	(133%)
GARDEN VILLA LOBBY	0	9,963	0	19,926	119,560	0%	19,926	100%
GARDEN VILLA MAILROOM	0	5,613	0	11,556	70,173	0%	11,556	100%
GARDEN VILLA RECESSED AREA	0	20,870	0	41,740	250,440	0%	41,740	100%
GV REC ROOM WATER HEATER/HEAT PUMP	146	1,622	265	3,248	19,505	1%	2,983	92%
GUTTER REPLACEMENTS	1,973	3,083	3,982	6,166	37,000	11%	2,184	35%
LANDSCAPE MODERNIZATION	6,112	91,297	13,386	183,082	1,099,890	1%	169,697	93%
MAILBOXES	0	2,975	0	6,035	36,483	0%	6,035	100%
PAINT PROGRAM - EXTERIOR	172,952	159,875	352,250	330,478	2,008,631	18%	(21,772)	(7%)
PRIOR TO PAINT	73,451	101,743	171,880	210,047	1,277,033	13%	38,167	18%
PAVING	2,480	69,869	3,969	140,400	844,499	0%	136,431	97%
ROOF REPLACEMENTS	58,266	109,326	60,556	218,652	1,311,937	5%	158,096	72%
SUPPLEMENTAL APPROPRIATIONS	0	0	(5,507)	(5,507)	(5,507)	100%	0	0%
TREE MAINTENANCE	10,423	16,979	17,180	35,137	213,630	8%	17,957	51%
WALL REPLACEMENTS	0	16,666	0	33,332	200,000	0%	33,332	100%
WASTE LINE REMEDIATION	37,805	62,500	38,694	125,000	750,000	5%	86,306	69%
WATER LINES - COPPER PIPE REMEDIATION	0	16,666	0	33,332	200,000	0%	33,332	100%
OTHER - INVESTMENT EXPENSE	9,543	9,543	9,543	9,543	9,543	100%	0	0%
TOTAL REPLACEMENT FUND	\$499,792	\$1,014,036	\$864,314	\$2,036,214	\$12,255,207	7%	\$1,171,900	58%
ELEVATOR REPLACEMENT FUND								
ELEVATOR REPLACEMENT	\$0	\$28,891	\$0	\$57,782	\$346,698	0%	\$57,782	100%
OTHER - INVESTMENT EXPENSE	1,098	1,098	1,098	1,098	1,098	100%	0	0%
TOTAL ELEVATOR REPLACEMENT FUND	\$1,098	\$29,989	\$1,098	\$58,880	\$347,796	0%	\$57,782	98%
LAUNDRY REPLACEMENT FUND								
LAUNDRY APPLIANCES	\$1,864	\$809	\$8,086	\$1,633	\$9,844	82%	(\$6,453)	(395%)
LAUNDRY COUNTERTOP/FLOOR/TILE REPAIRS	2,908	4,477	3,507	9,067	54,697	6%	5,561	61%
OTHER - INVESTMENT EXPENSE	449	449	449	449	449	100%	0	0%
TOTAL LAUNDRY REPLACEMENT FUND	\$5,220	\$5,735	\$12,041	\$11,149	\$64,990	19%	(\$893)	(8%)
GARDEN VILLA RECREATION ROOM FUND								
GARDEN VILLA RECREATION ROOMS	\$3,009	\$8,003	\$5,188	\$16,181	\$97,580	5%	\$10,993	68%
OTHER - INVESTMENT EXPENSE	41	41	41	41	41	100%	0	0%
TOTAL GARDEN VILLA REC ROOMS FUND	\$3,051	\$8,045	\$5,229	\$16,222	\$97,621	5%	\$10,993	68%

**THIRD LAGUNA HILLS MUTUAL
FUND EXPENDITURES REPORT
AS OF FEBRUARY 28, 2019**

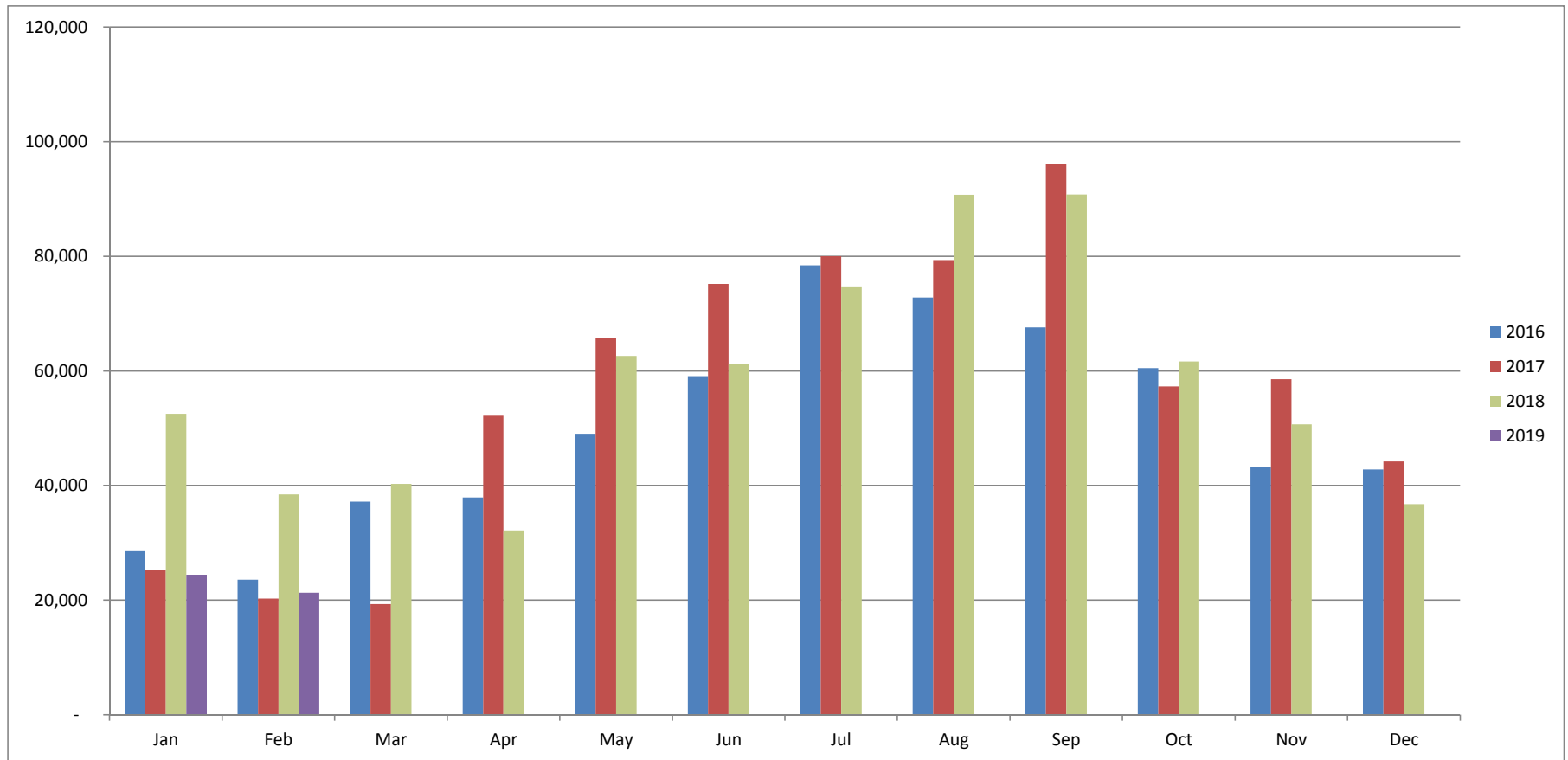
DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		TOTAL BUDGET	% EXPENDED	VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET			\$	%
OPERATING FUND								
APPLIANCE REPAIRS	\$12,198	\$6,770	\$25,908	\$14,020	\$85,379	30%	(\$11,888)	(85%)
CARPENTRY SERVICE	27,351	30,694	70,355	63,423	385,731	18%	(6,932)	(11%)
CONCRETE REPAIR/REPLACEMENT	9,302	30,034	39,384	61,688	375,171	10%	22,304	36%
CURB CUT/SIDEWALK RAMPS	0	833	0	1,667	10,000	0%	1,667	100%
ELECTRICAL SERVICE	6,038	9,595	14,281	19,943	121,615	12%	5,661	28%
FIRE PROTECTION	129	14,626	2,850	29,252	175,556	2%	26,402	90%
GUTTER CLEANING	11,804	12,580	19,729	25,224	151,554	13%	5,496	22%
JANITORIAL SERVICE	68,046	79,044	147,328	163,661	996,545	15%	16,333	10%
MISC REPAIRS BY OUTSIDE SERVICE	15,398	4,838	15,598	9,675	58,050	27%	(5,923)	(61%)
PEST CONTROL	1,975	21,699	2,975	43,398	260,405	1%	40,423	93%
PLUMBING SERVICE	63,178	53,745	123,704	110,923	674,483	18%	(12,781)	(12%)
SOLAR MAINTENANCE	1,554	2,083	1,554	4,166	25,000	6%	2,612	63%
TRAFFIC CONTROL	1,459	2,449	1,754	5,003	30,359	6%	3,249	65%
WELDING	11,622	6,776	17,994	13,989	85,307	21%	(4,004)	(29%)
TOTAL MAINTENANCE PROGRAMS	\$230,053	\$275,765	\$483,413	\$566,032	\$3,435,153	14%	\$82,619	15%
DISASTER FUND								
MOISTURE INTRUSION - RAIN LEAKS	(\$4,784)	\$39,585	(\$2,647)	\$79,170	\$475,025	-1%	\$81,817	103%
MOISTURE INTRUSION - PLUMBING LEAKS	6,731	54,143	9,023	108,286	649,726	1%	99,263	92%
MOISTURE INTRUSION - PLUMBING STOPPAGES	5,627	10,512	10,307	21,024	126,155	8%	10,717	51%
MOISTURE INTRUSION - MISCELLANEOUS	0	7,757	0	15,514	93,095	0%	15,514	100%
DAMAGE RESTORATION SERVICES	1,159	30,615	3,939	61,587	370,445	1%	57,648	94%
SUPPELMENTAL APPROPRIATIONS	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
OTHER - INVESTMENT EXPENSE	5,898	5,898	5,898	5,898	5,898	100%	0	0%
TOTAL DISASTER FUND	\$14,631	\$148,509	\$26,520	\$291,479	\$1,720,344	2%	\$264,959	91%
UNAPPROPRIATED EXPENDITURES FUND								
SUPPELMENTAL APPROPRIATIONS	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
OTHER - INVESTMENT EXPENSES	2,052	2,052	2,052	2,052	2,052	100%	0	0%
TOTAL UNAPPROPRIATED EXPENDITURES FL	\$2,052	\$2,052	\$2,052	\$2,052	\$2,052	100%	\$0	0%

**THIRD LAGUNA HILLS MUTUAL
MAINTENANCE PROGRAMS EXPENDITURES REPORT
AS OF FEBRUARY 28, 2019**

YTD ACTUAL				
DESCRIPTION	TOTAL EXPENDITURES	LABOR	MATERIALS	OUTSIDE SERVICES
R ALARM SYSTEM	\$0	\$0	\$0	\$0
R BUILDING NUMBERS	0	0	0	0
R BUILDING STRUCTURES	144,054	43,199	5,320	95,535
R ELECTRICAL SYSTEMS	0	0	0	0
R ENERGY PROJECTS	1,676	0	0	1,676
R EXTERIOR LIGHTING	0	0	0	0
R FENCING	52,386	46,012	6,374	0
R GARDEN VILLA LOBBY	0	0	0	0
R GARDEN VILLA MAILROOM	0	0	0	0
R GARDEN VILLA RECESSED AREA	0	0	0	0
R GV REC ROOM WATER HEATER/HEAT PUMP	265	265	0	0
R GUTTER REPLACEMENTS	3,982	3,608	374	0
R LANDSCAPE MODERNIZATION	13,385	13,515	(130)	0
R MAILBOXES	0	0	0	0
R PAINT PROGRAM - EXTERIOR	352,250	321,598	30,652	0
R PRIOR TO PAINT	171,880	153,911	17,969	0
R PAVING	3,969	3,969	0	0
R ROOF REPLACEMENTS	60,556	0	0	60,556
R TREE MAINTENANCE	17,180	17,180	0	0
R WALL REPLACEMENTS	0	0	0	0
R WASTE LINE REMEDIATION	38,694	868	21	37,805
R WATER LINES - COPPER PIPE REMEDIATION	0	0	0	0
R SUPPL. APPROPRIATIONS	(5,507)	0	0	(5,507)
R OTHER - INVESTMENTS EXPENDITURES	9,543	0	0	9,543
TOTAL RESERVE FUND	\$864,314	\$604,126	\$60,579	\$199,609
E ELEVATOR REPLACEMENT	\$0	\$0	\$0	\$0
E OTHER - INVESTMENTS EXPENDITURES	1,098	0	0	1,098
TOTAL ELEVATOR FUND	\$1,098	\$0	\$0	\$1,098
L LAUNDRY APPLIANCES	\$8,086	\$932	\$7,154	\$0
L LAUNDRY COUNTERTOP/FLOOR/TILE REPAIRS	3,507	\$3,507	\$0	\$0
L SUPPL. APPROPRIATIONS	0	0	0	0
L OTHER - INVESTMENTS EXPENDITURES	449	0	0	449
TOTAL LAUNDRY FUND	\$12,041	\$4,438	\$7,154	\$449
G GARDEN VILLA RECREATION ROOMS	\$5,188	\$4,738	\$449	\$0
G OTHER - INVESTMENTS EXPENDITURES	41	0	0	41
TOTAL GARDEN VILLA REC ROOMS FUND	\$5,229	\$4,738	\$449	\$41
O APPLIANCE REPAIRS	25,908	22,599	3,309	0
O CARPENTRY SERVICE	70,355	53,391	12,440	4,525
O CONCRETE REPAIR/REPLACEMENT	39,384	36,726	2,658	0
O CURB CUT/SIDEWALK RAMPS	0	0	0	0
O ELECTRICAL SERVICE	14,281	11,709	1,479	1,094
O FIRE PROTECTION	2,850	0	0	2,850
O GUTTER CLEANING	19,729	20,614	0	(885)
O JANITORIAL SERVICE	147,328	144,868	2,460	0
O MISC REPAIRS BY OUTSIDE SERVICE	15,598	0	0	15,598
O PEST CONTROL	2,975	0	0	2,975
O PLUMBING SERVICE	123,704	103,149	3,387	17,168
O SOLAR MAINTENANCE	1,554	0	0	1,554
O TRAFFIC CONTROL	1,754	1,754	0	0
O WELDING	17,994	17,922	72	0
TOTAL OPERATING FUND	\$483,413	\$412,731	\$25,804	\$44,879
D MOISTURE INTRUSION - RAIN LEAKS	(\$2,647)	\$0	\$0	(\$2,647)
D MOISTURE INTRUSION - PLUMBING LEAKS	9,023	0	0	\$9,023
D MOISTURE INTRUSION - PLUMBING STOPPAGES	10,307	0	0	\$10,307
D MOISTURE INTRUSION - MISCELLANEOUS	0	0	0	\$0
D DAMAGE RESTORATION SERVICES	3,939	2,079	81	1,779
D SUPPL. APPROPRIATIONS	0	0	0	0
D OTHER - INVESTMENTS EXPENDITURES	5,898	0	0	5,898
TOTAL DISASTER FUND	\$26,520	\$2,079	\$81	\$24,360
U SUPPL. APPROPRIATIONS	0	0	0	0
U OTHER - INVESTMENTS EXPENDITURES	2,052	0	0	2,052
TOTAL UNAPPROPRIATED EXPENDITURES FUND	\$2,052	\$0	\$0	\$2,052

Third Mutual Water Usage in 100 cubic feet units

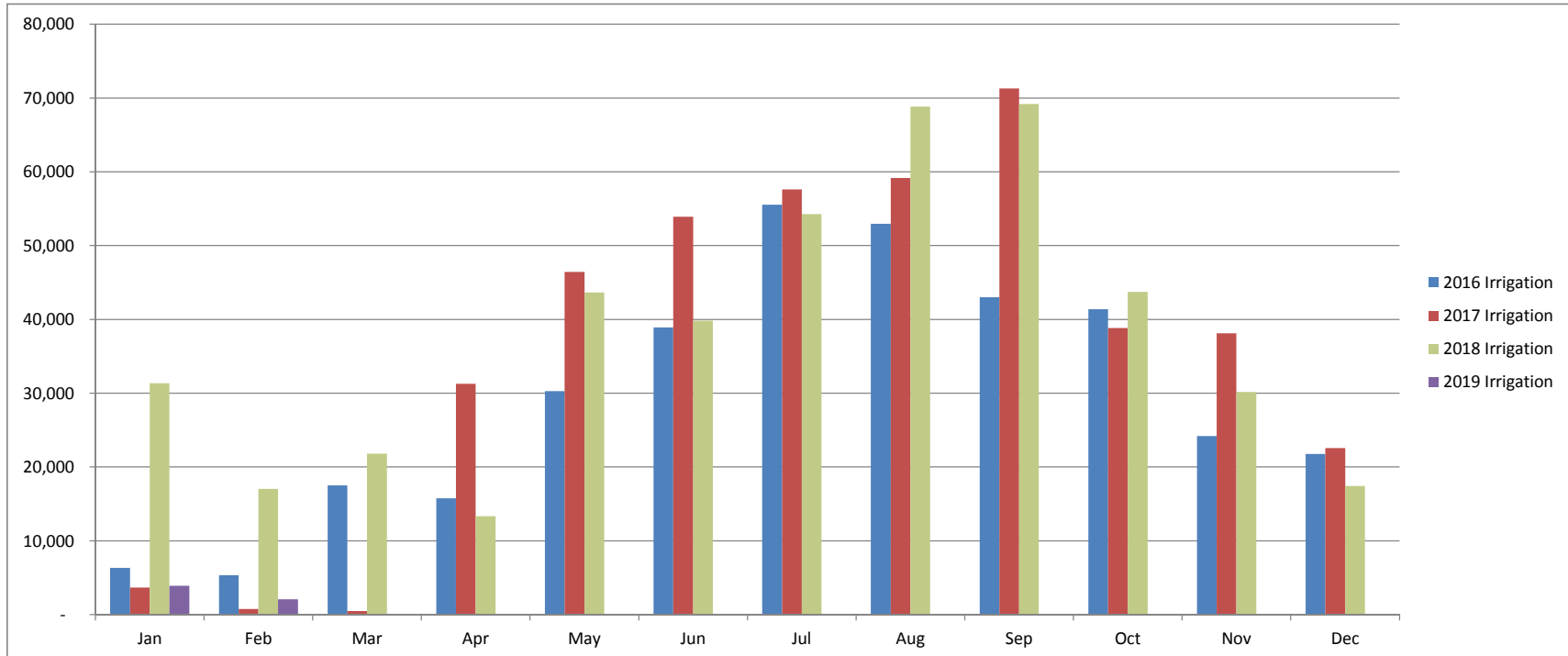
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2016	28,692	23,565	37,198	37,935	49,039	59,069	78,415	72,805	67,591	60,506	43,261	42,786	52,257	600,862
2017	25,226	20,286	19,299	52,174	65,796	75,181	79,992	79,315	96,121	57,296	58,557	44,191	45,512	673,434
2018	52,495	38,446	40,263	32,183	62,631	61,214	74,756	90,767	90,776	61,661	50,693	36,777	90,941	692,662
2019	24,432	21,298	-	-	-	-	-	-	-	-	-	-	45,730	45,730



Third Mutual

Irrigation Water Usage in 100 cubic feet units

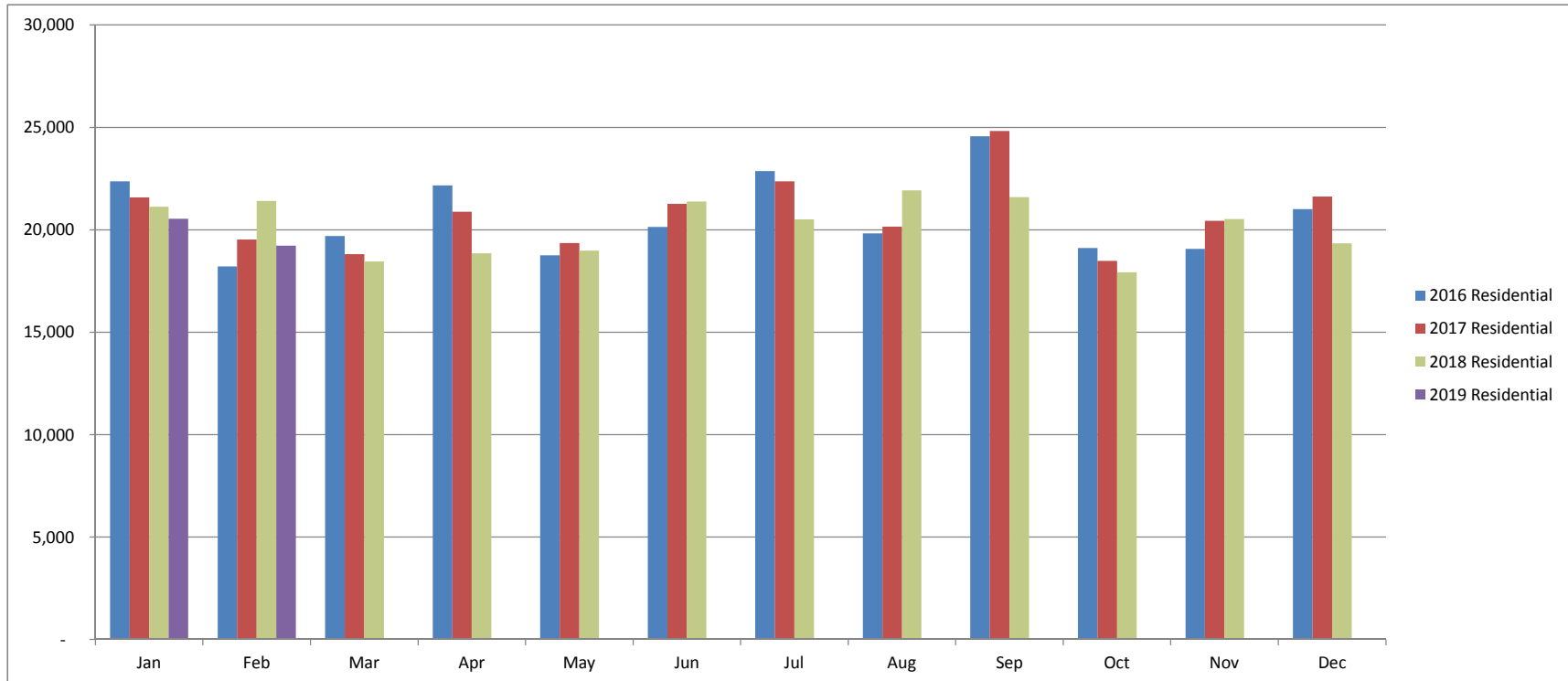
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2016 Irrigation	6,329	5,349	17,506	15,776	30,280	38,926	55,543	52,976	43,024	41,402	24,192	21,779	11,678	353,082
2017 Irrigation	3,646	766	494	31,291	46,437	53,911	57,625	59,166	71,293	38,819	38,114	22,567	4,412	424,129
2018 Irrigation	31,368	17,039	21,814	13,332	43,653	39,833	54,254	68,843	69,176	43,741	30,171	17,434	48,407	450,658
2019 Irrigation	3,892	2,081	-	-	-	-	-	-	-	-	-	-	5,973	5,973



Third Mutual

Residential Water Usage in 100 cubic feet units

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2016 Residential	22,363	18,216	19,692	22,159	18,759	20,143	22,872	19,829	24,567	19,104	19,069	21,007	40,579	247,780
2017 Residential	21,580	19,520	18,805	20,883	19,359	21,270	22,367	20,149	24,828	18,477	20,443	21,624	41,100	249,305
2018 Residential	21,127	21,407	18,449	18,851	18,978	21,381	20,502	21,924	21,600	17,920	20,522	19,343	42,534	242,004
2019 Residential	20,540	19,217	-	-	-	-	-	-	-	-	-	-	39,757	39,757





STAFF REPORT

DATE: March 19, 2019
FOR: Board of Directors
SUBJECT: Golf Cart Violation Fine

RECOMMENDATIONS

Staff recommends that the Board approve the proposed amendment to the Golf Cart Policies and Procedures to include a separate fine for golf carts cited using Mutual electricity without an Annual Electric Golf Cart decal.

BACKGROUND

On December 19, 2017, Third Laguna Hills Mutual (Third) approved revisions to the Golf Cart Policies and Procedures, adopted by Resolution 03-17-151. One provision in the policy allows golf cart plug in vehicles to charge batteries using common area electricity for a fee. When properly registered, golf carts are issued a rectangular orange decal to indicate that they have paid the annual Electric Golf Cart fee, currently set at \$155 per cart, per year.

Included in the policies and procedures is the ability for Third Mutual to impose a Notice of Violation and other enforcement actions when a golf cart is connected to common area electricity without proper permits. Currently, golf carts without a permit are charged \$240 for the first offense and increasing up to \$480 thereafter, as indicated on the Schedule of Traffic and Monetary Penalties schedule for Parking Violation 714: Unpermitted Plug-In Using Mutual Electricity.

DISCUSSION

While the parking violation fine of \$240/\$480 is deemed appropriate for electric vehicles, the Board may consider a lower fine for electric golf carts. As the proposed change will provide greater consistency and promote a fine schedule that is fair and objective.

Staff recommends amending the Schedule of Traffic and Monetary Penalties to include a separate fine for unpermitted golf carts using common-area electricity, starting at \$100 for the first violation with increments of \$50 for subsequent occurrences, capping the fine at \$250. In addition, the Member must obtain the Annual Electric Golf Cart charging decal within 10 days of the violation.

#	Type of Violation	1st	2nd	3rd	4th
	Unpermitted Golf Cart Using Mutual Electricity	\$100	\$150	\$200	\$250

FINANCIAL ANALYSIS

Monetary penalties are imposed in accordance with Civil Code §5850 for violations. Fines are designed primarily as a deterrent to help enforce community rules and regulations. The revenue collected is used to partially offset the administrative costs associated with a citation

such as patrolling, filing, data entry, correspondence with the driver/owner, and scheduling traffic hearings.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Tim Moy, Chief of Security
Siobhan Foster, Chief Operating Officer
Betty Parker, Chief Financial Officer

ATTACHMENT(S)

Attachment 1: Schedule of Traffic Monetary Penalties

Attachment 2: Resolution

Security Division				
SCHEDULE OF TRAFFIC MONETARY PENALTIES				
Moving Violations	1st	2nd	3rd	4th (or more)
600 - Speeding (6 - 10 MPH)	\$25.00	\$50.00		
601 - Speeding (11 - 15 MPH)	\$50.00	\$100.00		
602 - Speeding (16 MPH and Over)	\$100.00	\$200.00		
610 - Failure to Stop	\$50.00	\$100.00	\$200.00	
620 - Right of Way	\$25.00	\$50.00		
630 - Turn Signal	\$25.00	\$50.00		
640 - Left of Center	\$25.00	\$50.00		
650 - Hit and Run	\$200.00	\$400.00		
660 - Valid Driver's License Not Produced	\$200.00	\$400.00		
680 - Reckless	\$150.00	\$300.00	\$300.00	\$300.00
690 - Headlight Violation	\$25.00	\$25.00	\$25.00	\$25.00
691 - Riding a Bicycle on Sidewalk	\$25.00	\$25.00	\$50.00	\$50.00
695 - Other Moving	\$25.00	\$50.00		
Parking Violations	1st	2nd	3rd	4th (or more)
010 - Abandoned Vehicle	\$25.00	\$25.00	\$50.00	\$50.00
700 - No Parking Zone	\$25.00	\$50.00	\$75.00	\$100.00
714 - Unpermitted Plug-In Using Mutual Electricity	\$240.00	\$480.00	\$480.00	\$480.00
716 - Unattended Extension Cords & Battery Charger	\$50.00	\$100.00	\$150.00	\$150.00
720 - Limited Time Parking	\$25.00	\$25.00	\$50.00	\$75.00
721 - Recreational Vehicle Parked over 6 Hr. Limit	\$25.00	\$25.00	\$50.00	\$75.00
722 - Advertising on Vehicle Parked Overnight	\$25.00	\$25.00	\$50.00	\$75.00
723 - Vehicle Used for Storage	\$50.00	\$100.00	\$150.00	\$200.00
724 - Parked on sidewalk or Grass	\$25.00	\$25.00	\$50.00	\$75.00
725 - Expired Vehicle Registration	\$50.00	\$100.00	\$150.00	\$150.00
726 - Parked Obstructing Access	\$25.00	\$25.00	\$50.00	\$75.00
727 - No Valid GRF Vehicle Decal or Parking Permit Displayed	\$25.00	\$25.00	\$50.00	\$50.00
800 - Fire Hydrant	\$25.00	\$50.00	\$50.00	\$50.00
730 - Other Parking Violations	\$25.00	\$25.00	\$50.00	\$50.00
Handicap Parking Violations	1st	2nd	3rd	4th (or more)
810 - Handicapped Parking				
With Placard & Handicap I.D. verification	\$0.00	\$25.00	\$50.00	\$75.00
811 - Handicapped Parking				
No Placard or Handicap I.D. Displayed	\$150.00	\$200.00	\$250.00	\$275.00
Pedestrian Violations	1st	2nd	3rd	4th (or more)
750 -Pedestrian Violations	\$25.00	\$25.00	\$50.00	\$50.00
RV Parking Violations	1st	2nd	3rd	4th (or more)
820 - Hazardous Material	\$75.00	\$100.00	\$150.00	
830 - Wheel Block	\$25.00	\$50.00	\$75.00	\$100.00
840 - Jack Support (R & R Section "W" Violation)	\$25.00	\$50.00	\$75.00	\$100.00
850 - Maintenance or Repair	\$25.00	\$50.00	\$75.00	\$100.00
860 - Miscellaneous (Minor)	\$25.00	\$50.00	\$75.00	
870 - Miscellaneous (Major)	\$50.00	\$100.00	\$150.00	
RV Lot Parking Violations				
Miscellaneous (Minor)	Miscellaneous (Major)		Miscellaneous (Major)	
Flat Tires	Expired Registration		Unauthorized vehicle in space	
Failure to provide Registration paperwork	Utilizing RV vehicle as living quarters		Vehicle utilized for storage	
	Clutter		Generator running unattended	
	Storage outside of vehicle		Portable sheds or tents erected outside of vehicle	
	Wash-rack violation		Illegal Jack (R & R Section "X" Violation)	

Checks Payable to "GRF" w/ reference# in memo box
Pay in person by leaving check in "Payment box"
or mailing to:

Attention: Security Division
24351 El Toro Road
Laguna Woods, CA 92637



RESOLUTION 03-19-XX

Golf Cart Policy and Procedures

WHEREAS, The Third Laguna Hills Mutual (TLHM) Board adopted Resolution 03-17-151 Golf Cart Policies and Procedures to include fines for unpermitted golf carts using mutual electricity;

WHEREAS, the current Schedule of Traffic and Monetary Penalties do not have a specific fine for unpermitted golf carts using TLHM electricity; and

WHEREAS, the Residency Policy and Compliance Task Force has recommended amendments to the Schedule of Traffic and Monetary Penalties to include fines for unpermitted golf cart using TLHM electricity; and

NOW THEREFORE BE IT RESOLVED, on March 19, 2019, the Board of Directors of this Corporation hereby approves the revisions to the Schedule of Traffic and Monetary Penalties, as attached to the official minutes of this meeting;

FEES AND FINES

Refer to the TLHM Fee Sheet and the Schedule of Traffic and Monetary Penalties.

RESOLVED FURTHER, that Resolution 03-17-151 approved on December 19, 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 this resolution as written.



STAFF REPORT

DATE: March 5, 2019
FOR: Finance Committee
SUBJECT: Alteration and Inspection Fees

RECOMMENDATION

Staff recommends increases in certain fees to partially recover the cost for the services provided by the Alterations Division.

BACKGROUND

The Architectural Controls and Standards Committee reviewed this report and proposal on December 17, 2018, and unanimously voted to send this on to the Board for final approval. However, the Board requested that it first be reviewed by the Finance Committee.

The alterations processing fees were introduced in 1977 via Resolution 770, to establish a base fee of \$10 for standard Alteration requests and an additional fee schedule based on valuation for the proposed alterations. In February 2009, the Board adopted a Variance Processing Fee of \$50 to partially offset administrative costs associated with Variance requests. In September 2011, the Board increased the Variance Processing Fee to \$100 to include costs associated with appeals of the Board's decisions related to Variance request applications.

The Alteration fees were last revised in 2017 via Resolution 03-17-120; the base processing fees for Mutual Consents and Variance Requests were raised to \$35 and \$150 respectively. The fees shown in the inspection fee schedule were not raised.

DISCUSSION

Since alterations are an elective chosen by some Members, it is reasonable that the cost for processing the applications and inspecting the work should be borne by those electing to alter their manors. Over the past year, several new processes and services, along with improvements to customer service, have been implemented in the Alterations Division. Contractor parking passes, Demolition Mutual Consents, and Conformance Deposits have all brought significant improvements to the services offered and have increase safety within the Village. After a careful review of the processes and administrative requirements involved, Staff has determined that it is necessary to update the Mutual Consent Processing Fee and the inspection fees to reflect the increased administrative costs.

The existing schedule (Attachment 2) contains two columns of alterations, along with adjacent columns that clarify if the proposed alteration will need an additional permit with the City of Laguna Woods. The first list of alterations contains those which meet Mutual Standards and

can be performed with an over-the-counter Mutual Consent. Staff processes an average of 2,032 Mutual Consent applications annually for United and Third. The existing flat fee is \$35 for a standard Mutual Consent. Staff costs to review and process the requests exceed that significantly; Staff recommends increasing the flat fee to \$50.

The second column contains a list of alterations which require more in-depth plan checking and inspections; these items are charged an inspection fee. The fee is a sliding scale which is based on the estimated value of the alteration. The existing fee is based upon 5.6 percent of the mean in the cost range for the alteration (Attachment 3). To make the fees more consistent with the alterations typically being performed within the Village, Staff proposes to maintain the fee at 5.6 percent and increase the value range. Increasing the value range will increase the average inspection fee and better reflect the alteration trends in the Village. Higher valued alterations generally require more detailed plans, which in turn, increases administrative, plan check, and inspection time. This adjustment will better align the fees with the processing task time.

Additionally, based on a review of the requirements of the City of Laguna Woods, Staff has moved several items into the second column to align with City requirements and better reflect the administrative time necessary for those items.

In June 2018, Staff began implementing the Demolition Mutual Consent with a flat processing fee of \$35 to partially offset administrative costs associated with processing of the required detailed documentation. Staff recommends increasing this fee to \$50 to better offset the costs and align with the proposed Mutual Consent fee.

Although Variance Requests and the preparation of accompanying committee staff reports require significant staff time for proper processing, Staff has performed a thorough review of administrative time involved and recommends the variance processing fee remain at \$150.

Additionally, with the implementation of the Conformance Deposit program, administrative costs related to the processing of deposits and a refund of the funds held has increased administrative costs to the Division.

The estimated revenue from fees for 2018 is \$220,768, which is below the actual operational costs for the Division. Assuming no change in volume, the proposed fee increases will raise the estimated revenue for 2019 to \$292,231. (Attachment 4)

The revised fee schedule has been attached (Attachment 5) for review and consideration.

FINANCIAL ANALYSIS

Additional fee revenue will partially offset existing administrative costs in Operations, as outlined above.

Prepared By: Kurt Wiemann, Permits, Inspections and Restoration Manager

Reviewed By: Eve Morton, Alterations Coordinator

Betty Parker, Chief Financial Officer

ATTACHMENT(S)

Attachment 1:	Resolution
Attachment 2:	Current Fee Schedule
Attachment 3:	Valuation Fee Comparison
Attachment 4:	Revenue Analysis
Attachment 5:	Revised Fee Schedule

ATTACHMENT 1

RESOLUTION 03-19-XXX

Revisions To Alteration and Inspection Fees

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

WHEREAS, in order to offset administrative costs associated with processing alteration requests, which is often followed by an appeal of the Board's decision as mandated in accordance with Resolution 03-13-105; and

WHEREAS, the Mutual currently charges a \$35 fee for a Mutual Consent and a \$150 fee for a Variance to offset administrative costs associated with processing these requests;

WHEREAS, the Mutual currently charges a fee on a sliding scale for alterations meeting certain criteria; and

WHEREAS, the Board determined the fees should be non-refundable;

NOW THEREFORE BE IT RESOLVED, March 12, 2019, to partially offset administrative costs associated with processing alteration requests, the Board of Directors of this Corporation hereby sets the alteration and inspection fees as attached to the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 03-17-120 adopted October 20, 2017, is hereby superseded and cancelled; and

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

MARCH Initial Notification

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

Alteration Fee Schedule

(Existing)



Mutual Consent for Alteration(s) Fee Schedule

For Items not listed, please check with Alterations Department **949-597-4616**

alterations@vmsinc.org

Go to www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

All items require **HOA** Mutual Consent for Manor Alteration; City Permit Required as Shown

All construction, with a value of \$500 or greater, will be subject to a refundable \$250 Conformance Deposit

MUTUAL CONSENT PROCESSING FEE	
Alteration Type	City Permit Required
Acoustic Ceiling Removal	Yes
Awnings (<i>standard, less than 54"</i>)	No
Awnings (<i>powered</i>)	Yes
Air Conditioner (<i>through the wall</i>)	Yes
Air Conditioner Central (<i>replacement</i>)	Yes
Balcony Modesty Panels	No
Bath Tub Replacement	Yes
Block Walls (<i>under 4 feet high</i>)	No
Block Walls (<i>over 4 feet high</i>)	Yes
Planter Wall	No
Dishwasher	Yes
Doors Revisions (<i>Exterior</i>)	Yes
Electrical	Yes
Exhaust Fan	Yes
Fences & Gates	No
Floor Coverings-exterior	No
Flooring (Vinyl)	Yes
Gutters & Downspouts	Yes
Heat Pumps (<i>Through the wall</i>)	Yes
Metal Drop Shades	No
Modesty Panels	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing (Minor)	No
Plumbing (New or Relocation)	Yes
Shower to Shower	Yes
Sliding Glass Door (<i>retrofit</i>)	Yes
Soft Water System	Yes
Soft Water System	
<i>If connected to Water Heater</i>	Yes
Storage Cabinets (<i>Carport</i>)	No
Shades Roll-up	No
Tub to Shower	Yes
Washer and Dryer	Yes
Water Heater Relocation	Yes
Windows (<i>retrofit</i>)	Yes

ALTERATION FEES BASED ON VALUATION			
Alteration Type			City Permit Required
Bathroom Addition, Split			Yes
Central Heating & Air-new			Yes
Covers (<i>atrium, balcony, patio</i>)			Yes
<i>Replace or New</i>			
Doors (New)			Yes
Sliding Glass Doors-New			Yes
French Doors (New)			Yes
Man Doors (New)			Yes
Enclosures Atrium/Balcony/Patio			Yes
Garden Room/ Solarium			Yes
Room Addition			Yes
Skylights			Yes
Solatubes			Yes
Solar Panels			Yes
Wall Revisions			Yes
Windows (<i>New Construction</i>)			Yes
Unauthorized Alteration Fee			\$300
\$150 VARIANCE PROCESSING FEE			
INSPECTION FEES			
ESTIMATED VALUE OF ALTERATION			FEE
\$750 or Less			\$35
\$751	To	\$1,000	\$49
\$1,001	To	\$1,250	\$63
\$1,251	To	\$1,500	\$77
\$1,501	To	\$1,750	\$91
\$1,751	To	\$2,000	\$105
\$2,001	To	\$2,500	\$126
\$2,501	To	\$3,000	\$154
\$3,001	To	\$4,000	\$196
\$4,001	To	\$5,000	\$252
\$5,001	To	\$6,000	\$308
Over \$6,000			\$392

ATTACHMENT 3

2018 Existing Fee Schedule		
VALUATION	FEE	% of Mean
Under 750	\$35	n/a
751 to 1000	\$49	5.6%
1001 to 1250	\$63	5.6%
1251 to 1500	\$77	5.6%
1501 to 1750	\$91	5.6%
1750 to 2000	\$105	5.6%
2001 to 2500	\$126	5.6%
2501 to 3000	\$154	5.6%
3001 to 4000	\$196	5.6%
4001 to 5000	\$252	5.6%
5001 to 6000	\$308	5.6%
Over 6000	\$392	n/a

Average \$154

Proposed Inspection Fee Schedule			
VALUATION		FEE	% of Mean
Under	\$750	\$50	
\$751	\$2,000	\$77	5.6%
\$2,001	\$4,000	\$168	5.6%
\$4,001	\$6,000	\$280	5.6%
\$6,001	\$8,000	\$392	5.6%
\$8,001	\$10,000	\$504	5.6%
Above	\$10,001	\$700	n/a

Average \$310

ATTACHMENT 4

Proposed Processing Fee Increase Analyses								
Proposed \$15.00 Increase	Mutual Consent Processing Fee	Avg. # Annual Mutual Consent Applications	Projected # Annual Demo Permits	Total	Proposed \$50 Increase	Processing Fee	Avg. # Annual Variance Applications	Total
Current	\$35	2032	355	\$83,531.00	Current	\$150.00	70	\$ 10,500
Proposed	\$50	2032	578	\$130,494.72	Proposed	\$150.00	70	\$ 10,500
Sub-Total Revenue Increase				\$46,963.72	Sub-Total Revenue Increase			\$ -

	Avg. Inspection Fee	Estimated Avg # Inspection Fees Charged	Total Inspection Fee Revenue
Current Average Inspection Fee	\$215	488	\$ 126,737
Proposed Average Inspection Fee	\$310	488	\$ 151,234

2018 Total Estimated Revenue	\$	220,768
2018 Total Estimated Administrative Costs	\$	414,428
2018 Net Expense	\$	(193,660)
2019 Total Estimated Proposed Revenue	\$	292,229
2019 Total Estimated Administrative Costs	\$	423,133
2019 Net Expense	\$	(130,904)
Total Projected Revenue Increase	\$	71,461
Revenue Increase		32%
Administrative Cost Increase		\$8,705.55
		2.1%



Laguna Woods Village®

Alteration Fee Schedule

(PROPOSED)

Mutual Consent for alteration(s) fee schedule

For items not listed, please call the Alterations Department at 949-597-4616

alterations@vmsinc.org

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

All items require HOA Mutual Consent for manor alterations; city permit required as shown.

All construction, with a value of \$500 or greater, is subject to a refundable \$250 conformance deposit.

Unauthorized Alteration Fee	\$300
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Variance Processing Fee	\$150
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\$50 alteration processing fee	
Alteration Type	City Permit Required
Acoustic ceiling removal	Yes
Awnings (standard, less than 54")	No
Awnings (powered)	Yes
Air conditioner, central (replacement)	Yes
Bath tub replacement	Yes
Block walls (less than 4 feet high)	No
Block walls (more than 4 feet high)	Yes
Planter wall	No
Dishwasher	Yes
Doors revisions (exterior)	Yes
Electrical	Yes
Exhaust fan	Yes
Fences and gates	No
Floor coverings (exterior)	No
Flooring (vinyl)	Yes
Gutters and downspouts	Yes
Metal drop shades	No
Modesty panels (balcony)	No
Patio slab revision	No
Patio wall revision	No
Plumbing (Minor)	No
Soft water system	Yes
Soft water system (connected to water heater)	Yes
Storage cabinets (carport)	No
Shades (roll-up)	No

Inspection fees based on value	
Alteration Type	City Permit Required
Air conditioner (through the wall)	Yes
Bathroom addition (split)	Yes
Central heating & air (new)	Yes
Covers (atrium, balcony, patio) Replace or New	Yes
Doors (new)	Yes
Enclosures atrium/balcony/patio	Yes
French doors (new)	Yes
Garden room/solarium	Yes
Heat pumps (through the wall)	Yes
Man doors (new)	Yes
Plumbing (new or relocation)	Yes
Room addition	Yes
Shower to shower	Yes
Skylights	Yes
Sliding glass doors (new)	Yes
Sliding glass door (retrofit)	Yes
Solatubes	Yes
Solar panels	Yes
Tub to shower	Yes
Wall revisions	Yes
Washer and dryer	Yes
Water heater (relocation)	Yes
Windows (new construction)	Yes
Windows (retrofit)	Yes

Inspection fee schedule	
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