



OPEN SESSION

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

**Tuesday, October 15, 2024 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

NOTICE AND AGENDA

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

- 1. Call Meeting to Order / Establish Quorum – President Park**
- 2. Pledge of Allegiance – Director Karimi**
- 3. Approval of the Agenda**
- 4. Approval of the Minutes**
 - a. March 27, 2024 – Third Board Special Maintenance & Construction, Landscape, & General Services Workshop
 - b. May 23, 2024 – Third Budget Report M&C and General Services Review
 - c. June 3, 2024 – Third Board Budget Landscape Review
 - d. July 15, 2024 – Third Business Plan Review Version 2
 - e. August 19, 2024 – Third Board Budget 2024 Business Plan Review Version 3
 - f. September 17, 2024 – Regular Board Meeting
 - g. September 27, 2024 – Special Open Meeting
 - h. October 3, 2024 – Annual Meeting
 - i. October 3, 2024 – Organizational Meeting
 - j. October 4, 2024 – Agenda Prep Meeting
- 5. Report of the Chair**
- 6. Open Forum (Three Minutes per Speaker) -** *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/94899806730> or call 1-(669) 900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.*
- 7. Responses to Open Forum Speakers**

8. CEO Report

9. Consent Calendar - *All matters listed under the Consent Calendar are recommended for action by Committees and will be enacted by the Board by one motion. In the event an item is removed from the Consent Calendar by members of the Board, such item(s) shall be the subject of further discussion and action by the Board.*

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of August 2024, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.

b. Recommendations from the Finance Committee

- (1) Recommendation to Approve a Resolution for Recording a Lien Against Member # ID 931-681-19

c. Recommendations from the Landscape Committee - None

d. Recommendation from the Architectural Controls and Standards Committee – None

10. Unfinished Business

- a. Entertain a Motion to Approve Rescission of Standard 39: Balcony **(September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**
- b. Entertain a Motion to Approve the Amended Rules for Board Meetings **(September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

11. New Business

- a. Entertain a Motion to Approve Updated Committee Assignments
- b. Discussion to Extend a Monthly Invitation to a Laguna Woods City Council Member to Present at Meetings (Oral Discussion)

12. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Wayne. The committee met on October 1, 2024; next meeting December 3, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer's Report
 - (2) Third Finance Committee Report
- b. Report of the Architectural Controls and Standards Committee – Director Rinehart. The committee met September 9, 2024; next meeting November 8, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.

- c. Report of the Maintenance and Construction Committee – Director Rinehart. The committee met on September 9, 2024; next meeting November 4, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Park. The committee met on October 10, 2024; next meeting November 7, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. Report of the Water Conservation Committee – Director Zalon. The committee met on April 25, 2024; next meeting is October 31, 2024 at 2:00 p.m. in the Board Room.
- f. Report of the Resident Policy and Compliance Committee – Director Karimi. The committee met on August 27, 2024; next meeting October 22, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.

13. GRF Committee Highlights

- a. GRF Community Activities Committee – Director Park. This committee met on October 10, 2024; the next meeting is November 7, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the Laguna Woods Village Traffic Hearings – Director Park. The closed hearings were held on September 18, 2024; next meeting October 16, 2024 at 9:00 a.m. in the Board Room.
- c. Disaster Preparedness Task Force – Director Park. The task force met on September 24, 2024; the next meeting is November 26, 2024, at 9:30 a.m. in the Board Room.
- d. GRF Maintenance & Construction Committee – Director Rinehart. The committee met on September 19, 2024; next meeting December 11, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. GRF Finance Committee – Director Wayne. The committee met on September 18, 2024; next meeting October 16, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. GRF Mobility and Vehicles Committee – Director Park. This committee met on August 7, 2024; the next meeting is November 6, 2024 at 1:30 p.m. in the Board Room.
- g. GRF Landscape Committee – Director Park. This committee met on August 14, 2024; the next meeting is November 13, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- h. GRF Media and Communications Committee – Director Yun. The committee met on July 15, 2024; the next meeting is October 30, 2024 at 1:30 p.m. in the Board Room.

- i. Space Planning Ad Hoc Committee – Director Karimi. This Ad Hoc committee last met on May 1, 2024; the next meeting TBA.
 - j. Information Technology Advisory Committee – Director Park. This closed committee last met on August 30, 2024; next meeting is October 18, 2024 at 1:30 p.m. virtually.
 - k. GRF Broadband Ad Hoc Committee – Director Karimi. This closed committee last met on August 27, September 11 and September 12, 2024; the next meeting TBD.
 - l. GRF Security and Community Access Committee – Director Park. The committee last met on August 28, 2024, and the next meeting is October 23, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- 14. Future Agenda Items--** *All matters listed under Future Agenda Items are Resolutions that may be on 28-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*
- 15. Directors' Comments**
- 16. Recess -** *At this time the Meeting will recess for lunch and reconvene to Executive Session with the Executive Committee to discuss the following matters per California Civil Code §4935.*

Closed Executive Committee Session Agenda

Approval of Agenda

Approval of the Minutes

(a) September 17, 2024 – Regular Closed Executive Committee Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

17. Adjourn



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

**Wednesday, March 27, 2024 – 1:30 p.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

DIRECTORS PRESENT: Mark Laws – President, Andy Ginocchio, S.K. Park, Moon Yun, Reza Karimi, Brad Rinehart

DIRECTORS ABSENT: Jim Cook, Jules Zalon

STAFF PRESENT: Carlos Rojas, Jose Campos, Steve Hormuth, Manuel Gomez, Ian Barnette, Robert Carroll, Kurt Wiemann, Erika Hernandez

OTHERS PRESENT: None.

Call Meeting to Order – Andy Ginocchio, Treasurer

Director Ginocchio, Treasurer, called the meeting to order at 1:30pm

State Purpose of the Meeting

Director Ginocchio stated that the purpose of the meeting is to take a look at the current budget being presented by three (3) VMS functional areas.

Approval of Agenda

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

Chair Remarks

None.

Open Forum (Three Minutes per Speaker)

None.

Review of the 2024 Service Levels

Jose Campos, Assistant Director of Financial Services, shared that the purpose of the Department Review is to provide a 2024 baseline of services budgeted in each department specific to Third. Additionally, Steve Hormuth, Director of Finance Services, provided an overview on the budget development process.

General Services – Robert Carroll, Director of General Services, presented the United Mutual Department Budget Review discussing the type of services they provide and 2025 budget considerations.

Landscape Services – Kurt Wiemann, Director of Landscape Services, presented the United Mutual Department Budget Review discussing the type of services they provide and 2025 budget considerations.

Maintenance & Construction – Manuel Gomez, Director of Maintenance and Construction, presented the United Mutual Department Budget Review discussing the type of services they provide and 2025 budget considerations.

Multiple comments and questions were made by members. Staff addressed members and noted follow up items, if any. No action was taken.

Director's Comments

None.

Adjournment

The meeting was adjourned at 4:35 p.m.

Mark W. Laws

Mark W. Laws (Sep 27, 2024 19:38 PDT)

Mark Laws, President

Third Laguna Hills Mutual Board of Directors



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

**Thursday, May 23, 2024 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

DIRECTORS PRESENT: Andy Ginocchio – Chair, Brad Rinehart, Moon Yun, S. K. Park, David Veeneman, Cris Prince, Nathaniel Lewis, Jim Cook

DIRECTORS ABSENT: Reza Karimi, Jules Zalon, Mark Laws

ADVISORS PRESENT: None.

STAFF PRESENT: Siobhan Foster, Carlos Rojas, Steve Hormuth, Jose Campos, Manuel Gomez, Ian Barnette, Baltazar Mejia, Robert Carroll, Erika Hernandez, Karina Vargas, Blake Lefante, Ada Sigler, Joana Rocha, Laurie Chavarria

Call Meeting to Order/Establish Quorum – Treasurer Andy Ginocchio

Director Andy Ginocchio, called the meeting to order at 9:31 a.m. and established quorum.

State Purpose of Meeting – Treasurer Andy Ginocchio

Purpose of this meeting is to review all the components of the proposed operating and reserve expenditures budgets pertaining to the Maintenance & Construction and General Services to determine future versions of the business plans.

Approval of Agenda

Director Park made a motion to approve the agenda as presented, Director Veeneman seconded, hearing no objections the agenda was approved.

Chair Remarks

Director Ginocchio briefly highlighted the importance of the first version of the budget plans as it assists in creating a base as well as an opportunity to incorporate new ideas.

Open Forum (Three Minutes per Speaker)

A member expressed his concern over the Garden Villas cleaning services being potentially reduced for the upcoming year.

Report of Third Laguna Hills Mutual Special Board Meeting – Proposed 2025 Business Plan –Maintenance and General Services Review

May 23, 2024

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Responses to Open Forum Speakers

None.

Review of the Proposed 2025 Business Plan – Version 1 – Maintenance and General Services Review

Jose Campos, Assistant Director of Financial Services reminded staff of the budget Calendar schedule and provided a brief overview of the purpose of the budget meetings. Further explaining the intentions are to provide a detailed report of what services are planned program to program to assist in determining what to incorporate in the following version.

Maintenance & Construction – Ian Barnette, Assistant Director of Maintenance and Construction, presented Third Mutual Department Budget Review specific to Maintenance and Construction discussing the type of services provided and 2025 budget considerations.

General Services –Robert Carroll, Director of General Services, presented the first version of 2025 General Services Review. Questions were addressed and noted by staff.

Adjournment

The meeting adjourned at 12:12 p.m.

S. K. Park

S. K. Park (Oct 7, 2024 16:58 PDT)

S. K. Park, Second Vice President
Third Laguna Hills Mutual Board of Directors



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

**Monday, June 3, 2024 – 1:30 p.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

DIRECTORS PRESENT: Andy Ginocchio – Chair, Brad Rinehart, Moon Yun, S. K. Park, David Veeneman, Nathaniel Lewis, Jim Cook, Reza Karimi, Mark Laws

DIRECTORS ABSENT: Cris Prince, Jules Zalon

ADVISORS PRESENT: None.

STAFF PRESENT: Siobhan Foster, Carlos Rojas, Steve Hormuth, Jose Campos, Kurt Wiemann, Megan Feliz, Blake Lefante, Ada Sigler, Sandra Spencer, Karina Vargas

OTHERS PRESENT: United – Sue Quam

Call Meeting to Order/Establish Quorum – Treasurer Andy Ginocchio

Director Ginocchio chaired and called the meeting to order at 1:30 p.m. after establishing quorum.

State Purpose of Meeting – Treasurer Andy Ginocchio

The purpose of this meeting is to review Version 1 of the 2025 Landscape Budget.

Approval of Agenda

Director Karimi made a motion to approved the agenda as presented. President Laws seconded. Hearing no objections, the agenda was approved unanimously.

Chair Remarks

Director Ginocchio informed all members this is the time to be specific of all changes needed for the upcoming year.

Open Forum (Three Minutes per Speaker)

A member inquired whether the Grants are pursued rather than raising fees for members.

Responses to Open Forum Speakers

Staff informed that VMS is subscribed to a service that provides new Grant updates, the Grants are regularly reviewed by Department Heads to determine what to pursue. Staff further explained that active rebates are also accepted.

Review of the Proposed 2025 Business Plan – Version 1 Landscape Review

Jose Campos, Assistant Director of Financial Services, shared the 2024 Budget Calendar, restated the purpose of the meeting and highlighted that all recommendations be submitted to staff by June 24th to be incorporated into Version 2.

Kurt Wiemann presented an overview of the proposed Version 1 2025 Business Plan for Landscape Services to gain direction and make any necessary changes for the following version. Questions were addressed and noted by staff. No further action taken.

Adjournment

The meeting was adjourned at 3:28 p.m.

Mark W. Laws

Mark W. Laws (Sep 27, 2024 19:40 PDT)

Mark Laws, President
Third Laguna Hills Mutual Board of Directors



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

**Monday, July 15, 2024 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

DIRECTORS PRESENT: Mark Laws – Chair, Brad Rinehart, Moon Yun, S. K. Park, David Veeneman, Cris Prince, Nathaniel Lewis, Jim Cook, Reza Karimi, Jules Zalon

DIRECTORS ABSENT: None.

ADVISORS PRESENT: None.

STAFF PRESENT: Siobhan Foster, Carlos Rojas, Steve Hormuth, Jose Campos, Manuel Gomez, Eric Nunez, Ian Barnette, Baltazar Mejia, Robert Carroll, Guy West, Kurt Wiemann, Erika Hernandez, Karina Vargas, Blake Lefante, Ada Sigler, Laurie Chavarria, Mathew Aldaz, Sandra Spencer

Call Meeting to Order/Establish Quorum – President Mark Laws

Director Mark Laws, called the meeting to order at 9:30 a.m. and established quorum.

State Purpose of Meeting – President Mark Laws

The purpose of this meeting is to review Version 2 of the proposed 2025 Budget, incorporating previous board feedback, with the expectations of further revisions leading to final approval in September.

Acknowledgement of the Media

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

Approval of Agenda

Director Park made a motion to approve the agenda as presented. Director Lewis seconded, hearing no objections the agenda was approved by consent.

Chair Remarks

None.

Open Forum (Three Minutes per Speaker)

A member expressed his concerns over the wastelining program study scheduled for 2025, the concern is centered on all work being paused, potentially delaying building completions. While the program may seem inconvenient, it is crucial. The program is assisting in uncovering clogs and broken pipes that could lead to costly issues if not addressed now, making the temporary disruption worthwhile.

A member expressed his concern over the rising cost of rec. room expenditures in Garden Villas.

Responses to Open Forum Speakers

None.

Review of the Proposed 2025 Third Business Plan – Version 2

Steve Hormuth, Director of Financial Services outlined the budget program schedule emphasizing that all recommendation be submitted to staff by July 24th so as to provide sufficient time to incorporate into the final version to be adopted by the board on September 17.

Siobhan Foster, CEO, briefly explained that the budget process involves reviewing staffing and efficiencies from February to April, conducting departmental and executive reviews in May leading to Version 1. Version 2 as presented, highlights a reduction in the operating budget by 500K and 300K in reserves.

Jose Campos, Assistant Director of Financial Services provided an overview of Version 2 further highlighting the adjustments from the recommendations provided to staff from Version 1 to Version 2. Questions were addressed and noted by staff. No further action.

Director's Comments

Director Yun expressed his concern for members that cannot make their assessments in Third and would like staff to consider all options to keep cost low for members. Director Mark requested staff provide a presentation for wasteline remediation.

Adjournment

The meeting adjourned at 11:53 p.m.

Mark W. Laws

Mark W. Laws (Sep 27, 2024 19:41 PDT)

Mark Laws, President
Third Laguna Hills Mutual Board of Directors



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

**Thursday, August 19, 2024 – 1:30 p.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

DIRECTORS PRESENT: Mark Laws – Chair, Moon Yun, S. K. Park, David Veeneman, Cris Prince, Nathaniel Lewis, Jim Cook, Reza Karimi

DIRECTORS ABSENT: Brad Rinehart, Jules Zalon

ADVISORS PRESENT: None.

STAFF PRESENT: Siobhan Foster, Carlos Rojas, Steve Hormuth, Jose Campos, Manuel Gomez, Ian Barnette, Baltazar Mejia, Robert Carroll, Kurt Wiemann, Karina Vargas, Blake Lefante, Ada Sigler, Laurie Chavarria, Mathew Aldaz, Megan Feliz

OTHERS PRESENT: VMS – Ruth Johnson, Rosemarie DiLorenzo

Call Meeting to Order/Establish Quorum – President Mark Laws

Director Laws called the meeting to order at 1:30 p.m. and confirmed there was a quorum.

State Purpose of Meeting – President Mark Laws

Director Laws shared that the purpose of the meeting is to review Version 3 of the Business Plan for 2025, inviting the board and members to make any recommendations.

Acknowledgement of the Media

The meeting was made available on television 6, and streamed on Granicus and Zoom for members to participate.

Approval of Agenda

Director Park made a motion to approve the agenda as presented. Director Veeneman seconded. Hearing no objections, the meeting was approved by consent.

Chair Remarks

None.

Open Forum (Three Minutes per Speaker)

None.

Responses to Open Forum Speakers

Review of the 2025 Third Business Plan – Version 3

Steve Hormuth, Director of the Finance Department, presented a brief overview of key factors impacting the 2025 Budget such as inflation, rising utilities costs, workers compensation, insurance increases and wage adjustments.

Siobhan Foster, CEO explained that the Budget developmental process involved a series of reviews and adjustments from February to August, leading to substantial reductions in both operating and non-operating budgets.

Jose Campos, Assistant Director of Financial Services, presented an overview of the 2025 Business Plan Version 3, highlighting the reduction in the budget of \$740K from Version 2. The presentation sought board direction, with questions from board members addressed and noted by staff. No further actions taken.

Director's Comments

Director Veeneman expressed his concerns over the Prior to Paint program fifteen percent reserve increase, and requested staff provide a net present value analysis to determine if the savings justify the cost, as well as an alternate slide showing reserve contributions without PTP. Director Park recommend staff increase the life expectancy of components and inspects each part before full replacement specific to Garden villa Rec Rooms. This approach ensures that only necessary replacements are made avoiding unnecessary costs and waste. Directors Yun, Karimi and Park thanked staff for putting together the budget and answering questions.

Adjournment

The meeting was adjourned at 4:46 p.m.

Mark W. Laws

Mark W. Laws (Sep 27, 2024 19:41 PDT)

Mark Laws, President

Third Laguna Hills Mutual Board of Directors



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, September 17, 2024 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

Directors Present: Mark Laws, S.K. Park, Jim Cook, N. Cris Prince, Moon G. Yun, Reza Karimi, Jules Zalon (left meeting at 11:06 a.m.), David Veeneman, Nathaniel Ira Lewis, Brad Rinehart

Directors Absent: None

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

Others Present: VMS – Ruth Johnson, Jim Glassman
GRF – None
United – None

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

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

2. Pledge of Allegiance

Director Cook led the Pledge of Allegiance.

3. Approval of Agenda

Chair Laws asked for a motion to approve the Agenda.

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

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

4. Approval of Minutes

a. August 20, 2024 – Regular Open Meeting

b. September 6, 2024 – Agenda Prep Meeting

Director Karimi made a motion to approve the meeting minutes. Director Lewis seconded.

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

5. Report of the Chair

Chair Laws commented on the following:

- Reminder for those who have not voted yet, to fill out their ballots
- Vote for the candidates you feel will best represent you
- To learn more about the candidates, read their statements on the ballots, replays are on TV 6 and can also be viewed on YouTube
- The Board is planning on voting on 2025 Business Plan at today's meeting
- For those interested, the GRF Board will be holding its Annual Election and that there are five open Board seats
- Thank everyone for their support of the past couple of years as Board President

6. Open Forum (Three Minutes per Speaker)

- A member commented on the work of the Foundation of Laguna Woods Village
- Multiple Members commented on an ongoing nuisance neighbor
- A member commented on a work bench and working to grandfather it
- A member commented on medical alert devices being more accessible

7. Responses to Open Forum Speakers

- Director Lewis commented on alternatives to medical alert devices such as a speed dial set up on mobile phones
- Director Zalon commented on the nuisance matter
- Eric Nunez, Security Director, discussed the compliance and security process. Additionally, Director Nunez gave a non-descriptive update on the nuisance matter

8. CEO Report

CEO Siobhan Foster reported on:

- VMS Benchmarking Report
- Research and Comparisons
- Read the Full VMS Benchmarking Report
- General Administration
- What Report Results Say About VMS
- General Administration
- Bicycle Theft Update
- Bicycle Theft Prevention
- Save These DPTF Dates
 - Tuesday, October 8, Department of Security Services and Disaster Preparedness Task Force Expo in Clubhouse 5
 - Thursday, October 17, at 10:17 a.m.: Participate in annual statewide Great ShakeOut earthquake drill and prepare for disaster

CEO Foster answered questions from the Board.

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

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

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

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

- a. **Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of July 2024, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.**
- b. **Recommendations from the Finance Committee – None**
- c. **Recommendations from the Landscape Committee**
(1) Recommendation to Deny the Request for the Removal of One Cinnamon Camphor Tree Located at 5450 Calle Pico

RESOLUTION 03-24-106

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

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

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

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

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

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

WHEREAS, the concrete cracks were reported in 2018 to 936 WC and were repaired at that time; root pruning was deemed unnecessary at that time; and

WHEREAS, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Cinnamon Camphor tree located at 5450 Calle Pico;

NOW THEREFORE BE IT RESOLVED, September 17, 2024, the Board of Directors denies the request for the removal of one Cinnamon Camphor Tree located at 5450; and

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

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

RESOLUTION 03-24-107

**Approve the Request for Removal of One Carob Tree
Approve Replanting of a New Tree in Its Place
3200-B Via Buena Vista**

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

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

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

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

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

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

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

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

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

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

d. Recommendations from the Architectural Controls and Standards Committee

(1) Recommendation to Approve the Variance Request to Install Pavers on rear Common Area Behind Garage at Manor 5471-A Paseo Del Lago East

RESOLUTION 03-24-108

Variance Request

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

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on September 09, 2024; and

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

NOW THEREFORE BE IT RESOLVED, on September 17, 2024, the Third Laguna Hills Mutual Board hereby approves the request to install pavers on rear Common Area behind garage; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 5471-A Paseo Del Lago East and all future Mutual Members at 5471-A Paseo Del Lago East; and

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

(2) Recommendation to Approve the Variance Request to Install Storage Solution in Parking Garage at Manor 3243-1H San Amadeo

RESOLUTION 03-24-109

Variance Request

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

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on September 09, 2024; and

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

NOW THEREFORE BE IT RESOLVED, on September 17, 2024, the Third Laguna Hills Mutual Board hereby approves the request to install storage solution in parking garage; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 3243-1H San Amadeo and all future Mutual Members at 3243-1H San Amadeo; and

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

10. Unfinished Business

- a. **Entertain a Motion to Approve Artificial Turf Guideline & Standard (August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Board Secretary read the following resolution:

RESOLUTION 03-24-110

Artificial Turf Guidelines

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

WHEREAS, the Mutual recognized the need to create guidelines for artificial turf; and

WHEREAS, the Landscape Committee will review all requests for artificial turf and refer their recommendation to the Third Mutual Board; and

WHEREAS, all artificial turf requests and installation will need to follow the guidelines; and

NOW THEREFORE BE IT RESOLVED, September 17, 2024, the Board of Directors approves the Artificial Turf Guidelines as attached to the official minutes of this meeting; and

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

Director Prince made a motion to approve the artificial turf guidelines. Director Lewis seconded.

Staff was directed to make minor changes to the guidelines and resolution.

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

- b. **Entertain a Motion to Approve the Revision to Standard 22: Patio and Balcony Coverings (August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Board Secretary read the following resolution:

RESOLUTION 03-24-111

Revise Standard 22: Patio and Balcony Coverings

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

WHEREAS, the Mutual recognized the need to revise Standard 22: Patio and Balcony Covers; Aluminum, Vinyl, and other approved equal;

NOW THEREFORE BE IT RESOLVED, September 17, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 22: Patio and Balcony Coverings Attachments as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-19-114 adopted November 19, 2019, is hereby superseded and canceled; and

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

Director Cook made a motion to approve the revised standard 22: patio and balcony coverings. Director Lewis seconded.

Staff was directed to make minor changes to the standards and resolution.

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

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

Board Secretary read the following resolution:

RESOLUTION 03-24-112

Rescind Standard 29: Solariums

WHEREAS, the Third Laguna Hills Mutual recognizes the need to review standards as necessary; and

WHEREAS, the Mutual recently revised the language in Standard 22: Patio and Balcony Coverings to incorporate the processes currently contained in Standard 29 Solariums; and

WHEREAS, the aforementioned integration of procedures would create a duplication of information. The Mutual recognizes the need to rescind Standard: 29 Solariums;

NOW THEREFORE BE IT RESOLVED, September 17, 2024, the Board of Directors of this Corporation hereby rescinds Standard 29: Solariums as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-06-42 adopted September 19, 2006, is hereby canceled; and

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

Director Veeneman made a motion to rescind standard 29: solariums. Director Cook seconded.

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

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

Board Secretary read the following resolution:

RESOLUTION 03-24-113

Rescind Standard 37: Patio and Balcony Awnings & Covers

WHEREAS, the Third Laguna Hills Mutual recognizes the need to review standards as necessary; and

WHEREAS, the Mutual recently revised the language in Standard 22: Patio and Balcony Coverings to incorporate processes currently contained in Standard: 37 Patio and Balcony Awnings & Covers; and

WHEREAS, the aforementioned integration of procedures would create a duplication of information. The Mutual recognizes the need to rescind Standard: 37 Patio and Balcony Awnings & Covers;

NOW THEREFORE BE IT RESOLVED, September 17, 2024, the Board of Directors of this Corporation hereby rescinds Standard 37: Patio and Balcony Awnings and Covers as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-24-47 adopted May 21, 2024, is hereby canceled; and

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

Director Cook made a motion to rescind standard 37: patio and balcony awnings and covers. Director Lewis seconded.

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

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

Board Secretary read the following resolution:

RESOLUTION 03-24-114

Rescind Standard 38: Patio Enclosures

WHEREAS, the Third Laguna Hills Mutual recognizes the need to review standards as necessary; and

WHEREAS, the Mutual recently revised the language in Standard 22: Patio and Balcony Coverings to incorporate the processes currently contained in Standard 38: Patio Enclosures; and

WHEREAS, the aforementioned integration of procedures would create a duplication of information. The Mutual recognizes the need to rescind Standard 38: Patio Enclosures;

NOW THEREFORE BE IT RESOLVED, September 17, 2024, the Board of Directors of this Corporation hereby rescinds Standard 38: Patio Enclosures as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-19-82 adopted August 20, 2019, is hereby canceled; and

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

Director Veeneman made a motion to rescind standard 38: patio enclosures.
Director Lewis seconded.

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

11. New Business

- a. **Entertain a Motion to Approve the Rescission of Standard 39: Balcony (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

RESOLUTION 03-24-XX

Rescind Standard 39: Balcony Enclosures

WHEREAS, the Third Laguna Hills Mutual recognizes the need to review standards as necessary; and

WHEREAS, the Mutual recently revised the language in Standard 22: Patio and Balcony Coverings to incorporate the processes currently contained in Standard 39: Balcony Enclosures; and

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

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

RESOLVED FURTHER, that Resolution 03-06-44 adopted September 19, 2006, is hereby canceled; and

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

Director Lewis made a motion to approve the resolution to rescind standard 39: balcony enclosures for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Cook seconded.

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

- b. Entertain a Motion to Approve the Amended Rules for Board Meetings (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

RESOLUTION 03-24-XX

Rules for Board Meetings

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

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

WHEREAS, the Board of Directors address changes to the distribution of Executive Session agenda packets;

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

RESOLVED FURTHER, that Resolution 03-24-76 adopted July 16, 2024 is hereby superseded and cancelled; and

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

Director Prince made a motion to approve the resolution to amend the rules for board meetings for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Veeneman seconded.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed 7-2-1. Directors Zalon and Yun opposed and Director Park abstained.

- c. 2025 Business Plan**

- **Entertain a Motion to Approve 2025 Third Business Plan**

The Corporate Secretary read the following resolution:

RESOLUTION 03-24-115

2025 Business Plan Resolution

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

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

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

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

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

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

Director Veeneman made a motion to approve the 2025 business plan. Director Cook seconded.

Discussion ensued among the Board.

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

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

The Corporate Secretary read the following resolution:

RESOLUTION 03-24-116

2025 Reserve Funding Plan

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

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

NOW THEREFORE BE IT RESOLVED, September 17, 2024, that pursuant to Civil Code § 5570 the Board hereby adopts the 30-Year Alternate Reserve Funding Plan (attached) for fiscal year 2025; and

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

Director Veeneman made a motion to approve the 2025 reserve funding plan. Director Lewis seconded.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed 6-2-1. Directors Karimi and Yun opposed and Director Park abstained. Director Zalon was not present for the vote.

d. Entertain a Motion to Approve a Resolution to Request a Corporate Members vote on Building E

Board Secretary read the following resolution:

RESOLUTION 03-24-117

Request A Special Corporate Members Meeting of Golden Rain Foundation of Laguna Woods

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

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

WHEREAS, Section 2.4.16 of the GRF Bylaws provides the definition of Mutual, as

follows, "The housing Mutual Corporations, which are Corporate Members of this Corporation."; and

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

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

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

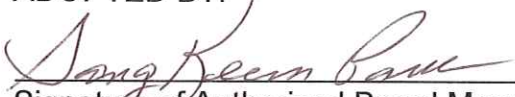
WHEREAS, a majority of the directors of the Third Mutual Board of Directors have approved the calling of a special meeting of the Corporate Members of the GRF to vote on the GRF Board-approved proposal for Building E;

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

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

This resolution was adopted by the Board in open session.

ADOPTED BY:


Signature of Authorized Board Member

PARK, SANG KEUN
Print Name of Authorized Board Member

Title President

Date 10/3/2024

DocuSigned by:
N. Cris Prince
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Signature of Authorized Board Member
N. Cris Prince
Print Name of Authorized Board Member
Title Secretary
Date 9/23/2024

Director Veeneman made a motion to approve the resolution to request a corporate member vote on Building E. Director Prince seconded.

Hearing no changes, the motion was called to a vote and passed unanimously. Directors Yun and Zalon were not present.

12. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Veeneman. The committee met on September 6, 2024; next meeting October 1, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer's Report
 - (2) Third Finance Committee Report
- b. Report of the Architectural Controls and Standards Committee – Director Rinehart. The committee met September 9 2024; next meeting October 7, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Rinehart. The committee met on September 9, 2024; next meeting November 4, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Laws. The committee met on September 5, 2024; next meeting October 10, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. Report of the Water Conservation Committee – Director Zalon left the meeting; therefore, this report was not presented. The committee met on April 25, 2024; next meeting is October 31, 2024 at 2:00 p.m. in the Board Room.
- f. Report of the Resident Policy and Compliance Committee – Director Laws. The committee met on August 27, 2024; next meeting September 25, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.

13. GRF Committee Highlights

- a. GRF Community Activities Committee – Director Laws. This committee met on September 12, 2024; the next meeting is October 10, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the Laguna Woods Village Traffic Hearings – Director Laws. The closed hearings were held on August 21, 2024; next meeting September 18, 2024 at 9:00 a.m. in the Board Room.
- c. Information Technology Advisory Committee – Director Laws. This closed committee last met on August 30, 2024; next meeting is September 27, 2024 at 1:30 p.m. virtually.
- d. GRF Broadband Ad Hoc Committee – Director Cook. This closed committee last met on August 27, September 11, September 12 and September 16, 2024; the next meeting TBD.
- e. GRF Finance Committee – Director Veeneman. The committee met on August 21, 2024; next meeting September 18, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. GRF Security and Community Access Committee – Director Karimi. The committee last met on August 28, 2024, and the next meeting is October 23, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. The following GRF Committees have not met since the last Third Board Meeting of August 20, 2024:
 - i. Disaster Preparedness Task Force. The task force met on July 30, 2024; the next meeting is September 24, 2024, at 9:30 a.m. in the Board Room.
 - ii. GRF Mobility and Vehicles Committee. This committee met on August 7, 2024; the next meeting is November 6, 2024 at 1:30 p.m. in the Board Room.
 - iii. GRF Landscape Committee. This committee met on August 14, 2024; the next meeting is November 13, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - iv. GRF Maintenance & Construction Committee. The committee met on August 14, 2024; next meeting October 9, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - v. GRF Media and Communications Committee. The committee met on July 15, 2024; the next meeting is October 21, 2024 at 1:30 p.m. in the Board Room.
 - vi. Space Planning Ad Hoc Committee. This Ad Hoc committee last met on May 1, 2024; the next meeting TBA.

14. Future Agenda Items-- *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will act on these items at a future Board Meeting.*

- Rescission of Standard 39: Balcony
- Amended Rules for Board Meetings

15. Directors' Comments

- Multiple Directors thanked the President Laws and the other outgoing Directors
- Director Lewis commented that he hopes the changes over the years he has made has benefited the community
- Director Cook acknowledge his committee along with staff for helping him along the way in accomplishing his tasks
- President Laws thanked the Board that he has worked with

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

The meeting was recessed into closed session at 11:57 a.m.

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) August 14, 2024 – Special Closed Executive Committee Meeting

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

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

17. Adjournment

The meeting was adjourned 2:50 p.m.

DocuSigned by:

N. Cris Prince

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

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OPEN 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, September 27, 2024, at 9:30 a.m.
24351 El Toro Road, Laguna Woods, California**

The purpose of this meeting is to tabulate the ballots for the Third Annual Election to elect three board members: three terms ending in 2027 at the annual election in accordance with Civil Code §5110

Directors Present: S.K. Park, Jim Cook, N. Cris Prince, Reza Karimi, David Veeneman, Nathaniel Ira Lewis, Brad Rinehart

Directors Absent: Mark Laws (noticed), Moon G. Yun (not noticed), Jules Zalon (not noticed)

Staff Present: Carlos Rojas, Makayla Schwietert, and Paul Nguyen

Others Present: Catherine and Andrew Burkhardt, Inspectors of Election
United Director – None
GRF Director – None
VMS Director – Ruth Johnson

Candidates Present: Ruth Johnson

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

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

2. State Purpose of Meeting – First Vice President Cook

First Vice President Cook indicated the purpose of the meeting is to qualify and tabulate the ballot for the Third Annual Election to elect three director positions: Three 3-year terms ending in 2027.

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

First Vice President Cook introduced Catherine Burkhardt of UniLect Election Services. Ms. Burkhardt provided an overview of the tabulation process.

Ms. Burkhart announced that 5,950 ballots were mailed to Third Mutual residents. Of the ballots mailed, 1,826 ballots were returned and signed. A total of 14 secret ballots only were dropped off into the community ballot box. There were 24 ballots that were returned unsigned and were therefore ineligible. Additionally, there were 0 duplicates for Third Mutual.

At 11:09 a.m., Ms. Burkhart stated they will be going through the ballots quickly and fixing the ones with the issues.

At 11:14 a.m., Mr. Andrew Burkhart performed a Logic and Accuracy Test and described the process.

4. Counting of the 2024 Ballots for the Third Board Openings (Three 3-year terms ending in 2027)

At 11:25 a.m. the Inspector of Elections started counting the ballots for Third Mutual. The counting of the ballot process was televised live on the Laguna Woods Village television, Granicus, and Zoom webinar.

From 11:30 a.m. to 12:07 p.m., the Inspector of Elections announced ballots were not filled in correctly and ballots that were damaged. These ballots were recreated so they can be counted by the ballot counting machine. Ms. Burkhart additionally displayed the ballots that had light markings and filled them in properly.

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

At 12:15 p.m. Ms. Burkhart announced the winners of the Third Board of Directors election:

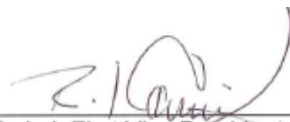
Egon Garthoffner	997	20.57%
David Hauptman	632	13.04%
Ruth Johnson	1025	21.14%
Robert Mutchnick	1072	22.11%
Craig Wayne	1122	23.14%

1,823 ballots counted, expecting 1826 (3 were voided)

6. Member Comments - None

7. Adjournment

The meeting was adjourned at 12:18 p.m.


Reza Karimi, First Vice President of the Board
Third Laguna Hills Mutual



OPEN SESSION

**MINUTES OF THE 54th ANNUAL MEETING OF THE THIRD LAGUNA HILLS MUTUAL
BOARD OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT
CORPORATION**

**Thursday, October 3, 2024 - 9:30 a.m.
Laguna Woods Village
24351 El Toro Road
Laguna Woods, California**

Directors Present:	Mark Laws, Jim Cook, Reza Karimi, Nathaniel Ira Lewis, Jules Zalon, S.K. Park, Moon G. Yun
Directors Absent:	Brad Rinehart
Staff Present:	CEO- Siobhan Foster, Makayla Schwieter, Paul Nguyen, Ian Barnette, Alan Grimshaw
Others Present:	Ruth Johnson – Third Elected Director, Craig Wayne – Third Elected Director, Robert Mutchnick – Third Elected Director, Joan Milliman – GRF, Rosemarie diLorenzo – VMS, Cush Bhada - GRF

1. Call meeting to Order / Establish Quorum – 2nd Vice President Park

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

2. Pledge of Allegiance

Director Cook led the membership in the Pledge of Allegiance.

3. Approval of the Agenda

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

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

4. Chair's Remarks - Second Vice President Park

Second Vice President Park commented on the following:

- Job well done to the outgoing Directors
- Warm welcome to the new Directors
- Will be selecting officers at today's organizational meeting

5. Acknowledge Directors with Expiring Term – Second Vice President Park

Second Vice President Park thanked the Directors with expiring terms and who resigned:

- Mark Laws
- Jim Cook
- Nathaniel Ira Lewis
- Cris Prince
- David Veeneman

Second Vice President Park thanked the board members for their service on the board and the outgoing directors exited the meeting at 9:35 a.m.

6. Introduction of Continuing Directors – Second Vice President Park

- S.K. Park (term expires 2025)
- Reza Karimi (term expires 2025)
- Moon G. Yun (term expires 2026)
- Brad Rinehart (term expires 2026)
- Jules Zalon (term expires 2026)
- Vacant (term expires 2025)
- Vacant (term expires 2025)
- Vacant (term expires 2026)

7. Introduction of Newly Elected Directors for Three-year Term- S e c o n d V i c e President Park

Second Vice President Park congratulated the newly elected board members:

- Ruth Johnson (term expires 2027)
- Robert Mutchnick (term expires 2027)
- Craig Wayne (term expires 2027)

The new Directors made their way over to the DIAS to be seated.

8. Member Comments - None

9. Responses to Members Comments - None

10. Adjournment

There being no further business, the meeting was adjourned at 9:38 a.m.

ORGANIZATIONAL MEETING: Immediately following the Annual Meeting

Signed by:

Ruth Johnson

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Ruth Johnson, Secretary of the Board
Third Laguna Hills Mutual

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OPEN SESSION

**MINUTES OF THE 54th ORGANIZATIONAL MEETING
OF THE THIRD LAGUNA HILLS MUTUAL BOARD OF DIRECTORS
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Thursday, October 3, 2024
Immediately Following the Annual Meeting
Laguna Woods Village
24351 El Toro Road
Laguna Woods, California**

Directors Present	Jules Zalon, Reza Karimi, S.K. Park, Ruth Johnson, Robert Mutchnick, Craig Wayne, Moon G. Yun, Brad Rinehart
Directors Absent	None
Staff Present	Siobhan Foster, Makayla Schwietert, Paul Nguyen, Ian Barnette, Alan Grimshaw
Others Present	Rosemarie diLorenzo – VMS, Cush Bhada – GRF, Joan Milliman - GRF

1. Call meeting to Order / Establish Quorum – S.K. Park, Chair

Second Vice President Park called the meeting to order at 9:43 a.m. and established that a quorum was present.

2. Approval of the Agenda

Director Mutchnick made a motion to approve the agenda as presented. Director Yun seconded.

Hearing no changes, the motion was called to a vote and was approved by consent.

3. Members' Comments – None

4. Election of Officers - Entertain a Motion to Open Nominations, Close

Nominations and Vote for President, First Vice President, Second Vice President, Treasurer and Secretary

Second Vice President Park made a motion to open nominations for board officers.

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

PRESIDENT

Second Vice President Park opened the floor for nomination of President.

Director Zalon nominated S.K. Park for the position of President. Director Park accepted the nomination.

Hearing no other nominations, the board elected Director Park President.

FIRST VICE PRESIDENT

President Park opened the floor for First Vice President.

Director Park nominated Reza Karimi for the position of First Vice President. Director Karimi accepted the nomination.

Hearing no other nominations, the board elected Director Karimi First Vice President.

SECOND VICE PRESIDENT

President Park opened the floor for nominations for Second Vice President.

Director Wayne nominated Robert Mutchnick for the position of Second Vice President. Director Mutchnick accepted the nomination.

Director Yun nominated Brad Rinehart for the position of Second Vice President. Director Rinehart accepted the nomination.

Hearing no other nominations, the board voted by secret ballot. Corporate Secretary, Makayla Schwietert, tallied the vote and announced that Director Rinehart was elected Second Vice President of the Board by a vote of 5-3

TREASURER

President Park opened the floor for nominations for Treasurer.

Director Mutchnick nominated Craig Wayne for the position of Treasurer. Director Wayne accepted the nomination.

Hearing no other nominations, the board elected Director Wayne Treasurer.

SECRETARY

President Park opened the floor for nominations for Secretary.

Director Zalon nominated Ruth Johnson for the position of Secretary. Director Johnson accepted the nomination.

Director Karimi nominated Moon Yun for the position of Secretary. Director Yun did not accept the nomination.

Hearing no other nominations, the board elected Director Johnson Secretary.

5. Entertain a Motion to Close Nominations

Director Johnson made a motion to close the nomination. Director Zalon seconded.

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

6. Entertain a Motion to Approve a Resolution for the Appointment of Officers

RESOLUTION 03-24-119

APPOINTMENT OF OFFICERS

RESOLVED, on October 3, 2024, 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:

S.K. Park	President
Reza Karimi	1 st Vice President
Brad Rinehart	2 nd Vice President
Craig Wayne	Treasurer
Ruth Johnson	Secretary

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

Siobhan Foster	Vice President ex Officio
Carlos Rojas	Assistant Secretary ex Officio
Steve Hormuth	Assistant Treasurer ex Officio

RESOLVED FURTHER, that Resolution 03-23-117, adopted October 5, 2023, 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 Mutchnick made a motion to approve the resolution for appointment of officers. Director Zalon seconded.

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

- Multiple Directors commented that they look forward to working with one another
- President Park thanked the Board for electing him President and that he will execute his duties with being fair and using common sense. Additionally, President park commented on the budget and asked that his fellow Board members work on that issue.

8. **Adjournment**

There being no further business, the meeting was adjourned at 10:12 a.m.

Signed by:

Ruth Johnson

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Ruth Johnson, Secretary of the Board
Third Laguna Hills Mutual



OPEN SESSION

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

**Friday, October 4, 2024 – 9:30 a.m.
Willow Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

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

Directors present: S.K. Park, Robert Mutchnick, Craig Wayne, Ruth Johnson, Reza Karimi, Brad Rinehart, Jules Zalon (entered meeting at 9:37 a.m.)

Directors absent: Moon G. Yun (not noticed)

Staff present: Siobhan Foster, Catherine Laster, Paul Nguyen

Others present: None

1. Call Meeting to Order / Establish Quorum

Chair Park called the meeting to order at 9:32 a.m. and established that a quorum was present.

2. Approval of the Agenda

Chair Park asked for a motion to approve the Agenda.

Director Mutchnick made a motion to approve the Agenda. Director Johnson seconded.

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

3. Discuss and Consider Items to be placed on the Third Board Regular Meeting Agenda (open & closed session) on October 15, 2024

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

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

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

Hearing no objections, the October 4, 2024 amended Open and Closed Meeting Agenda were approved by consent.

4. Discussion of Selecting a Date to fill Three (3) Third Laguna Hills Mutual Board of Directors Vacancies

Catherine Laster, Service Manager, discussed selecting a date to fill three (3) Third Laguna Hills Mutual Board of Directors vacancies.

Director Mutchnick selected October 29, 2024, at 9:30 a.m. as the date of the Special Open Meeting.

Hearing no objections, staff was given the directive to create the meeting for the 29th of October.

5. Directors' Comments

- Multiple Directors welcomed the new Directors
- Multiple Directors commented on this new group starting fresh and working together as a cohesive Board
- Director Mutchnick stated that he will be away from November 13 to 18

6. Adjournment

The meeting was adjourned at 10:42 a.m.

Signed by:

Ruth Johnson

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Ruth Johnson, Secretary of the Board
Third Laguna Hills Mutual



RESOLUTION 03-24-XX

Recording of a Lien

WHEREAS, Member ID 931-681-19; 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, October 15, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-681-19 and;

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

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ENDORSEMENT (to Board)

Rescind Standard No. 39 – Balcony Enclosures

Alan Grimshaw, Manor Alterations Manager, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend that the Board of Directors approve rescinding Standard No. 39 – Balcony Enclosures.

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STAFF REPORT

DATE: October 15, 2024
FOR: Board of Directors
SUBJECT: Rescind Standard 39: Balcony Enclosures

RECOMMENDATION

Approve a resolution to rescind Standard 39: Balcony Enclosures.

BACKGROUND

The ACSC initiated a review of the current Standard 39: Balcony Enclosures. (Attachment 1). Standard 39 was last revised in September 2006, via Resolution 03-06-44 (Attachment 2).

DISCUSSION

The guidelines and requirements reflected in this standard have been reviewed and are now included in Standard 22 Patio and Balcony Coverings. In order not to create confusion, it is recommended that this standard – Standard 39: Balcony Enclosures – be rescinded.

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

FINANCIAL ANALYSIS

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

Prepared By: Alan Grimshaw, Manor Alterations Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director

ATTACHMENT(S)

Attachment 1 – Current Standard 39: Balcony Enclosures

Attachment 2 – Current Resolution 03-06-44

Attachment 3 – Proposed Resolution 03-24-XX

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THIRD LAGUNA HILLS MUTUAL

SECTION 39 Balcony Enclosures

ADOPTED SEPTEMBER 2006, RESOLUTION 03-06-44

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

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m – 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.**

Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.

- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.0 **SPECIFICATIONS/ APPLICATIONS**

- 2.1 A balcony is a platform that projects from the wall of a manor and is surrounded by a parapet or railing.
- 2.2 Glass enclosures may encompass the entire footprint of a balcony except when such enclosure would include exhaust from an air conditioner. Air conditioners cannot exhaust into an enclosure per the Uniform Building Code. Plans and specifications shall be submitted to the Permits and Inspections office at the time of application.
- 2.3 Balconies may be partially enclosed with the exception of 3-story buildings. Balcony enclosures shall encompass the entire footprint in 3-story buildings.
- 2.4 In no case shall additional plumbing, heating fixtures or air conditioning units be added as part of such an enclosure.
- 2.5 Plastic panels as produced by the manufacturer of patio covers or enclosures may be installed per International Conference of Building Officials (I.C.B.O.) approved specifications outlined by the manufacturer. No corrugated, non-structural panels will be allowed.
- 2.6 All changes to the existing structure to allow for glass track or framework must be approved in writing prior to issuance of a permit.
- 2.7 All work and material required to complete balcony enclosures shall conform to all applicable City codes and/or state ordinances not included herein. Plans and specifications shall be submitted to Permits and Inspections at time of application for permit.

3.0 **SURFACE PREPARATION**

- 3.1 Prior to any installation, existing balcony surfaces shall be checked for any defects or irregularities which might affect such installation or cause any future damages to the building.
- 3.2 All attachments to the balcony surface must be directly to the surface, and not applied over any type of material applied over the balcony surface.

4.0 FRAME OR TRACK

- 4.1 Frames and/or tracks are to be of aluminum only. The dimensions shall be kept to a minimum to optimize the area of screen glass firmly in place. All aluminum shall be anodized bronze when attached to a dark painted surface; aluminum or white powder coated color when attached to a light surface. Pre-existing enclosures on the building shall set color precedence on the same elevation.
- 4.2 All screen or glass must be readily removable by lifting out of a track without the use of tools.
- 4.3 All frames must be inside of existing handrails as indicated on approved drawing details and provide sufficient clearance for future maintenance of the handrail.

5.0 TYPE OF GLASS

- 5.1 All glass used must be clear in nature and be of tempered-type safety glass; no less than 1/8" thick. Installation of a structure with glass that is thicker than 1/8" could be considered a habitable room addition and Uniform Building Code specifications for engineering would be required for the structure, and may require Board approval, to be determined by the Permits and Inspections office.
- 5.2 Glass shall be single-pane type.
- 5.3 Frosted, bottle-type, stained, or louvered-glass type shall not be allowed.
- 5.4 Solar glass, tinted glass, smoke-type glass or film that is applied to glass at the time of manufacture shall be accepted provided it conforms to Sec. 5.5.
- 5.5 Reflective tints or films applied to glass after manufacture may be applied to glass providing it does not have a reflectivity factor of more than **15%**. Documentation of such material must be on hand and approved before such application.

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RESOLUTION 03-06-44

WHEREAS, the Board of Directors of this corporation adopted Resolution M3-96-28 on May 21, 1996, which approved the Third Laguna Hills Mutual Standards; and

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

NOW THEREFORE BE IT RESOLVED, September 19, 2006, that the Board of Directors of this Corporation hereby adopts a policy on Balcony Enclosures - Section 39, as attached to the official minutes of this meeting; and

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

RESOLVED FURTHER, that Resolution M3-96-28, adopted May 21, 1996 is hereby amended.

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RESOLUTION 03-24-XX

RESCIND STANDARD 39: BALCONY ENCLOSURES

WHEREAS, the Third Laguna Hills Mutual recognizes the need to review standards as necessary; and

WHEREAS, the Mutual recently revised the language in Standard 22: Patio and Balcony Coverings to incorporate the processes currently contained in Standard 39: Balcony Enclosures; and

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

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

RESOLVED FURTHER, that Resolution 03-06-44 adopted September 19, 2006, is hereby canceled; and

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

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

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ENDORSEMENT (to Board)

Entertain a Motion to Approve the Amended Rules for Board Meetings

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

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

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

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

By unanimous consent, the motion passed.

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STAFF REPORT

DATE: October 15, 2024
FOR: Board of Directors
SUBJECT: Rules for Board Meetings

RECOMMENDATION

Staff recommends amending the Rules for Board Meetings.

BACKGROUND

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

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

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

DISCUSSION

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

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Rules for Board Meetings – Redline

Attachment 2: Rules for Board Meetings - Clean

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

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RULES FOR BOARD MEETINGS

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

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

I. INTRODUCTION

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

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

II. BOARD MEETINGS

A. Regular Board Meetings

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

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

B. Special Meeting or Altering Location, Date or Time

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

C. Attendance

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

D. Agendas

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

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

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

Sample agenda. The following is a typical Agenda:

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

18. Adjournment

E. Committees: Reports, Meetings

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

F. Open Forum

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

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

agenda.

2. **Member's Right to Speak.** Open Forum is a valuable and legally required portion of every open Board meeting. Open Forum is the opportunity for the Member to inform the Board of matters which may not be known.
 - a) During Open Forum, a Member may speak to the Board on any topic not on the agenda. The purpose of Open Forum is to inform the Board of viewpoints or information of which the Board may not be aware regarding Third. Therefore, although a Member may use their time to speak upon any topic of interest to the Member, Members are advised that the Board may not be as attentive to comments on matters outside the Board's jurisdiction.
 - b) At the time designated on the agenda for Open Forum, the Chair shall ask the Members present to raise their hand if they wish to speak in Open Forum or fill out a speaker card. In order to give all Members an opportunity to speak at meetings, and to control meeting length, each Member may speak for a maximum of three minutes. In the event more than ten Members indicate a desire to speak, the time limit per speaker shall be shortened to two minutes per speaker.
 - c) Open Forum is the time for Members to speak and provide additional opinions and viewpoints to the Board, and is not a time for the Board to speak. Directors will listen and not respond or otherwise interrupt a speaker at Open Forum, so long as the speaker is within these Rules and time limits. A response, if any, by a Director or staff to an Open Forum remark or question shall be after the close of Open Forum. The Chair may appoint a Director or Staff-person as timekeeper.
 - d) So long as the Open Forum comments comply with these Rules, neither staff, the Chair, nor other Director shall interrupt the speaker.
 - e) The statements made by Members in Open Forum are not the position of Third, and Third takes no responsibility as to the content of Open Forum comments. At the beginning of Open Forum, the Chair shall remind all attending as to these Rules regarding Open Forum.
3. **Open Forum During Agenda Item Discussions.**
 - a) During the Board deliberations of a matter, and when the Chair at the Chair's sole discretion determines there has been sufficient discussion to inform the attendees in the audience of the issue, the Chair will inquire if any Members in the audience wish to speak to the motion at hand.
 - b) If the Chair sees any hands raised indicating a desire to speak or fill out a speaker card, Open Forum will be reopened on the issue, and the Members indicating a desire to speak to the topic may speak for up to three (3) minutes on the specific agenda item.
 - c) Off-topic commentary will not be permitted, but so long as the speaker

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

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

G. Meeting Conduct

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

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

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

Directors will also refrain from making comments which:

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

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

H. Violation of Rules

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

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

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

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

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

I. Parliamentary Procedure

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

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

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

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

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K. Board Deliberations

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

² Emergency Defined. An emergency is defined as "circumstances that could not have been reasonably foreseen by the board, that require immediate attention and possible action by the board, and that, of necessity, make it impracticable to provide notice." (Civ. Code §4930(d)(1).)

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

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

L. Board Comments During Meetings

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

M. Chair

1. The Chair shall be the President of Third, if present at the meeting, unless the Chair passes the gavel temporarily to the First Vice President. If the First Vice President is unavailable, then the Second Vice President may serve as Chair. If neither the President, First or Second Vice President are in attendance, then the Secretary or Treasurer may serve as Chair.
2. The Chair may discuss and vote on any motion, unless the Chair recuses itself.
3. If the Chair wishes to make a motion, the Chair shall pass the gavel to the First Vice President or next Officer in succession until deliberation of the motion is concluded by a vote on the motion.
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5. The relationship between the Board and Chair should be one of mutual respect. The Board should give respect and deference to the Chair’s leadership in moving deliberations forward, while the Chair should give respect and not request a conclusion to deliberations of a matter if the Board majority wishes to continue deliberation of a topic.
6. Any Director also may move the previous question, which is not debatable, and requires a two-thirds vote to conclude deliberations so that the matter being deliberated may be voted upon.

III. EXECUTIVE SESSION

A. Purpose of Executive Session

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

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

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

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

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

D. Agenda Packets

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

IV. CLOSED SESSION HEARINGS

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

A. Notification

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

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

B. Attendance

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

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

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

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

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

D. The Board's Decision

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



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

I. INTRODUCTION

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

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

II. BOARD MEETINGS

A. Regular Board Meetings

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

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

B. Special Meeting or Altering Location, Date or Time

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

C. Attendance

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

Member.

D. Agendas

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

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

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

Sample agenda. The following is a typical Agenda:

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

E. Committees: Reports. Meetings

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

F. Open Forum

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

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

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

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

3. Open Forum During Agenda Item Discussions.

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

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

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

G. Meeting Conduct

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

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

Directors will also refrain from making comments which:

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

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

H. Violation of Rules

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

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

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

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

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

I. Parliamentary Procedure

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

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

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

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

D. The Board's Decision

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



RESOLUTION 03-24-XX

Rules for Board Meetings

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

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

WHEREAS, the Board of Directors address changes to the distribution of Executive Session agenda packets;

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

RESOLVED FURTHER, that Resolution 03-24-76 adopted July 16, 2024 is hereby superseded and cancelled; and

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

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

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Resolution 03-24-XX

Third Mutual Committee Appointments

RESOLVED, October 15, 2024, that the following persons are hereby appointed to serve on the committees and services of this Corporation;

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

Finance Committee (meets every other month)

~~David Veeneman, Chair~~

Craig Wayne, Chair

Robert Mutchnick

Moon Yun

SK Park

~~Nathaniel Ira Lewis~~

Reza Karimi, Alternate

Architectural Control and Standards Committee (meets monthly)

Moon Yun, Chair

Brad Rinehart

Ruth Johnson

~~Nathaniel Ira Lewis~~

Reza Karimi

~~David Veeneman~~

Non-Voting Advisors: Mike Butler, Mike Plean, Lisa Mills

Landscape Committee (meets monthly)

SK Park, Chair

Reza Karimi

Ruth Johnson

~~David Veeneman~~

Moon Yun

Non-Voting Advisors: Patricia Bailey, Diane Bonar, Mark Brenner, Krystal Meier

Maintenance and Construction Committee (meets every other month)

Brad Rinehart, Chair

~~James Cook~~

Moon Yun

SK Park

Reza Karimi

Robert Mutchnick

Resident Policy and Compliance Committee (meets monthly)

~~Mark Laws, Chair~~

~~Cris Prince~~

SK Park, Alternate Chair

Ruth Johnson

Robert Mutchnick

Moon Yun

~~Nathaniel Ira Lewis~~

Reza Karimi

Craig Wayne, Alternate

Non-Voting Advisors: Stuart Hack, Theresa Keegan

Executive Hearings Committee (meets monthly)

~~Mark Laws, Chair~~

~~Jim Cook~~

~~Cris Prince~~

~~David Veeneman, Alternate~~

SK Park, Chair

Reza Karimi

Ruth Johnson

Craig Wayne, Alternate

Brad Rinehart, Alternate

~~SK Park, Alternate~~

Water Conservation Committee (meets quarterly)

Jules Zalon, Chair

~~Reza Karimi~~

Brad Rinehart

Craig Wayne

~~Nathaniel Ira Lewis~~

~~David Veeneman~~

Garden Villa Recreation Room Committee (meets thrice yearly)

SK Park, ~~Chair~~

Moon Yun, Chair

Ruth Johnson

~~David Veeneman~~

Voting Advisors: Stuart Hack, Lynn Jarrett

Non-Voting Advisors: Lorna Seung

Executive Committee (can attend Closed Meetings / Executive Sessions)

~~Mark Laws~~

~~Jim Cook~~

~~Cris Prince~~

Craig Wayne

Robert Mutchnick

Ruth Johnson

Reza Karimi

~~Nathaniel Ira Lewis~~

Moon Yun

SK Park

Brad Rinehart

~~David Veeneman~~

RESOLVED FURTHER, that Resolution 03-24-105, adopted August 20, 2024, is hereby superseded and canceled; and

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

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Resolution 03-24-XX

GRF Committee Appointments

RESOLVED, October 15, 2024, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Community Activities Committee (meets monthly)

~~SK Park (Third)~~

Robert Mutchnick (Third)

Moon Yun, ~~Alternate~~ (Third)

Reza Karimi, ~~Alternate~~ (Third)

Finance Committee (meets every other month)

~~David Veeneman (Third)~~

~~Nathaniel Ira Lewis (Third)~~

Craig Wayne (Third)

Moon Yun, ~~Alternate~~ (Third)

Robert Mutchnick, ~~Alternate~~ (Third)

Landscape Committee (meets every three months)

SK Park (Third)

Reza Karimi, ~~Alternate~~ (Third)

Craig Wayne, ~~Alternate~~ (Third)

Maintenance & Construction Committee (meets every other month)

~~SK Park (Third)~~

Brad Rinehart (Third)

Reza Karimi, ~~Alternate~~ (Third)

Robert Mutchnick, ~~Alternate~~ (Third)

Media and Communications (meets every other month)

~~Cris Prince, (Third)~~

Ruth Johnson (Third)

Craig Wayne (Third)

Moon Yun, ~~Alternate~~ (Third)

Broadband Ad Hoc Committee (meets every month)

~~Cris Prince (Third)~~
~~Jim Cook (Third)~~
Reza Karimi, (Third)
Robert Mutchnick (Third)
Moon Yun, Alternate (Third)

Mobility & Vehicles Committee (meets as scheduled)

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

Security and Community Access Committee (meets every other month)

~~SK Park (Third)~~
Reza Karimi (Third)
~~Craig Wayne (Third)~~
Ruth Johnson, Alternate (Third)
~~David Veeneman, Alternate (Third)~~

Disaster Preparedness Task Force (meets every other month)

~~SK Park (Third)~~
Moon Yun (Third)
Jules Zalon, (Third)
~~David Veeneman, Alternate (Third)~~
Craig Wayne, Alternate (Third)

Laguna Woods Village Traffic Hearings (meets every month)

SK Park (Third)
~~David Veeneman, Alternate (Third)~~
Robert Mutchnick, Alternate (Third)

Information Technology Advisory Committee (ITAC) (meets monthly)

~~Mark Laws (Third)~~
SK Park (Third)
Reza Karimi (Third)

Space Planning Ad Hoc Committee (meets as scheduled)

~~Reza Karimi (Third)~~
SK Park (Third)
Moon Yun (Third)

Select Audit Committee (meets as scheduled)

~~David Veeneman (Third)~~
Craig Wayne (Third)

RESOLVED FURTHER, that Resolution 03-24-79, adopted July 16, 2024, is hereby superseded and canceled; and

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

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Treasurer's Report for October 15, 2024 Board Meeting

SLIDE 1 – Through the reporting period of **August 31, 2024**, total revenue for Third was \$32M compared to expenses of \$28.9M, resulting in a net revenue of \$3.1M.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a surplus of \$88K through the reporting period. This table shows how much of our revenue went into operations, with \$18.5M coming in from assessments and \$2M coming from non-assessment revenue. This is compared to operating expenditures of \$20.4M (without Depreciation).

SLIDE 3 – This next table takes the full income statement and compares those results to budget. We can see that Third ended the period better than budget by \$1.3M when combining both operating and reserve revenues and expenses.

SLIDE 4 – On this slide, we show the most significant variances from budget. Starting from the top of the graph;

- **Employee Compensation and Related** was favorable by \$667K primarily in the Landscape and M&C departments due to open positions. Impacted areas include grounds maintenance, irrigation, paint, and manor alterations. Recruitment is in progress to fill open positions. Grounds maintenance contracted shrub-bed maintenance to outside vendors for the pruning/weeding cycle as they continue to fill open positions.
- **Insurance** was favorable by \$571K primarily in Property Insurance as a result of a new joint policy with United that began on June 1, 2024. This merge lowers Third's premium for property insurance by sharing coverage.
- **Investment Income** was favorable by \$560K due to treasury bills yielding a higher return than anticipated. Investments averaged a 4.9% return compared to a budgeted return of 2.5%.
- **Outside Services** were favorable by \$526K primarily due to timing of program expenditures within Landscape and M&C compared to the budget spread. The most significant areas include prior-to-paint, paving, roofs, and waste line remediation. For the favorable programs, work began later than the budget anticipated but is expected to be completed by the end of the year.



Treasurer's Report for October 15, 2024 Board Meeting

- **Legal Fees** were unfavorable by (\$167K) due to more resident related legal fees than anticipated.
- **Fees and Charges to Residents** were unfavorable by (\$910K) primarily due to less revenue than anticipated for backlogged damage restoration cases. The anticipated revenue in Third's 2024 budget was based on a sample of open damage restoration cases that represented an average cost of \$4,000 per incident; the actual cost per incident was lower than the sample data represented. Hearings for backlogged damage restoration charges have been taking place and are anticipated to conclude by year-end.

SLIDE 5 – In this table, we present our non-assessment revenues earned to date by category and compare them to the current year's budget and the prior year's YTD actuals. Our largest revenue generating categories as of August 31, 2024 were Resident Maintenance Fees, Investment Income and Sales and Leasing Fees. Non-assessment revenues totaled \$3M through the reporting period.

SLIDE 6 – In this table, we present our expenses to date by category and compare them to the current year's budget and the prior year's YTD actuals. Our largest expense categories as of August 31, 2024 were Employee Compensation & Related, Outside Services, and Insurance. Expenses totaled \$28.9M through the reporting period.

SLIDE 7 – The non-operating fund balance on August 31, 2024 was \$36.5M. YTD contributions and interest were \$12M while YTD expenditures were \$8.4M.

SLIDE 8 – We compare the non-operating fund balances to historical fund balances for the past five years on this chart, which has averaged \$31.7M. Third Laguna Hills Mutual has been committed to supporting reserve requirements and having more contingency funds for unexpected events.

SLIDE 9 – We have a slide here to show resale history from 2022 - 2024. Through August 31, 2024, Third resales totaled 246, which is 7 more resales than the prior year for the same time period. The average YTD resale price for a Third Mutual was \$617K, which is \$81K higher than the prior year for the same time period.

Financial Report

As of August 31, 2024



INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$28,983
Non-assessment Revenue		\$3,019
Total Revenue		\$32,002
Total Expense		\$28,918
Net Revenue/(Expense)		\$3,084

Financial Report

As of August 31, 2024



OPERATING INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$18,497
Non-assessment Revenue		\$2,020
Total Revenue		\$20,517
Total Expense ¹		\$20,429
Operating Surplus		\$88

1) excludes depreciation

Financial Report

As of August 31, 2024



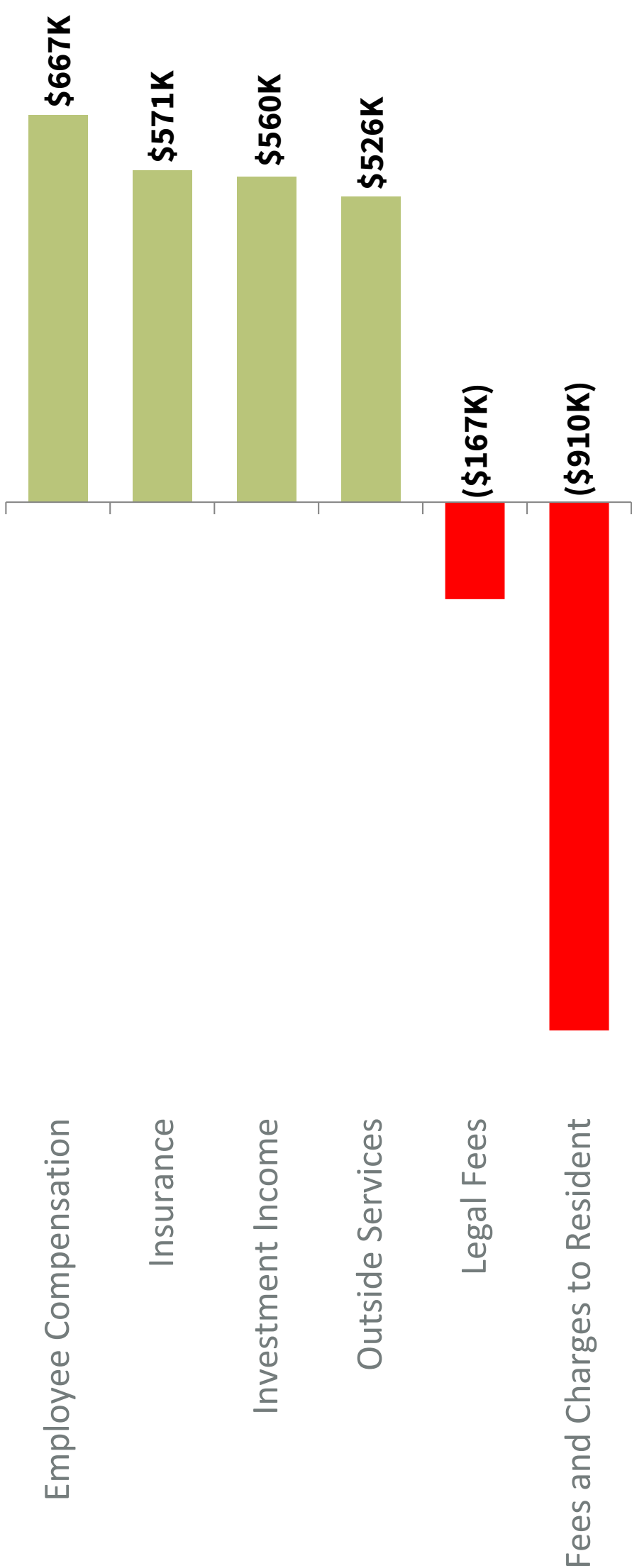
INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$28,983	\$28,983	\$0
Non-assessment Revenue	\$3,019	\$3,419	(\$400)
Total Revenue	\$32,002	\$32,402	(\$400)
Total Expense	\$28,918	\$30,605	\$1,687
Net Revenue/(Expense)	\$3,084	\$1,797	\$1,287

Financial Report

As of August 31, 2024



Year to Date Variances



■ Unfavorable ■ Favorable

Financial Report

As of August 31, 2024



Category (in Thousands)	2023 YTD Actual	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	2024 Total Budget
Resident Maintenance Fee*	\$576	\$1,248	\$2,077	(\$829)	\$3,116
Investment Income	\$712	\$999	\$440	\$559	\$660
Sales and Leasing Fees**	\$325	\$349	\$332	\$18	\$498
All Other Revenues	\$478	\$423	\$570	(\$147)	\$856
Total Non-Assessment Revenues	\$2,091	\$3,019	\$3,419	(\$399)	\$5,130

*Includes damage restoration backlog revenue

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

Financial Report

As of August 31, 2024



Category (in Thousands)	2023 YTD Actual	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	2024 Total Budget
Employee Comp & Related	\$8,621	\$9,214	\$9,880	\$666	\$14,816
Outside Services*	\$6,435	\$7,086	\$7,668	\$582	\$12,999
Insurance	\$5,780	\$5,364	\$5,935	\$571	\$9,167
All Other Expenses	\$6,298	\$7,254	\$7,121	(\$132)	\$10,897
Total Expenses	\$27,134	\$28,918	\$30,605	\$1,687	\$47,879

*Includes professional fees

Financial Report

As of August 31, 2024



NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Garden Villa Fund	Disaster Fund	Unappropriated Expenditures Fund	TOTAL
Beginning Balances: 1/1/24	\$23,703	\$114	\$5,439	\$3,650	\$32,906
Contributions & Interest**	\$8,784	\$67	\$1,357	\$1,807	\$12,015
Expenditures	\$7,030	\$98	\$1,294	\$3	\$8,425
Current Balances: 8/31/24	\$25,457	\$83	\$5,502	\$5,454	\$36,496

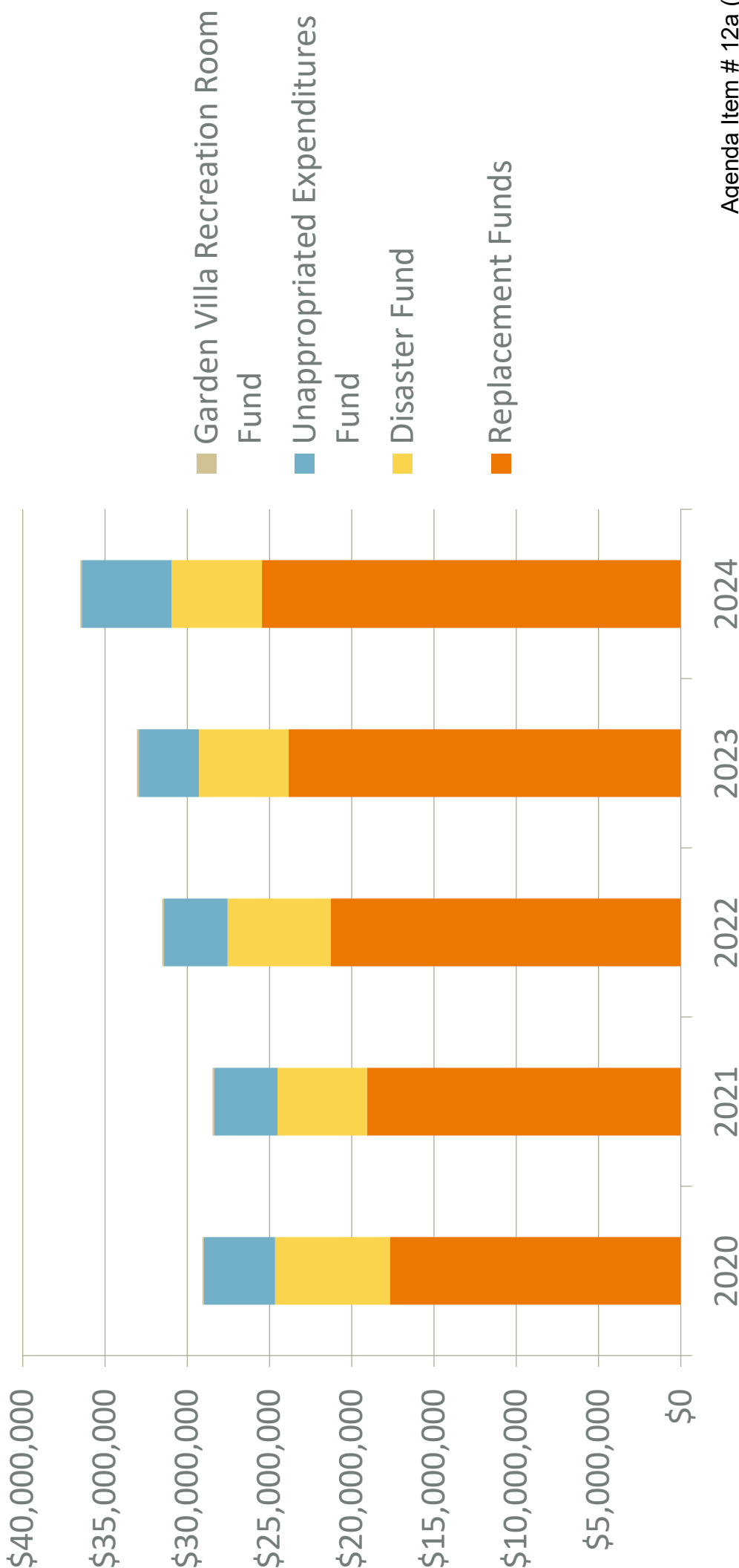
*Includes Elevator and Laundry Funds

**Includes 2023 operating surplus transfer of \$531,282 from the Operating Fund to the Unappropriated Expenditures Fund

Financial Report

As of August 31, 2024

FUND BALANCES – Third Mutual

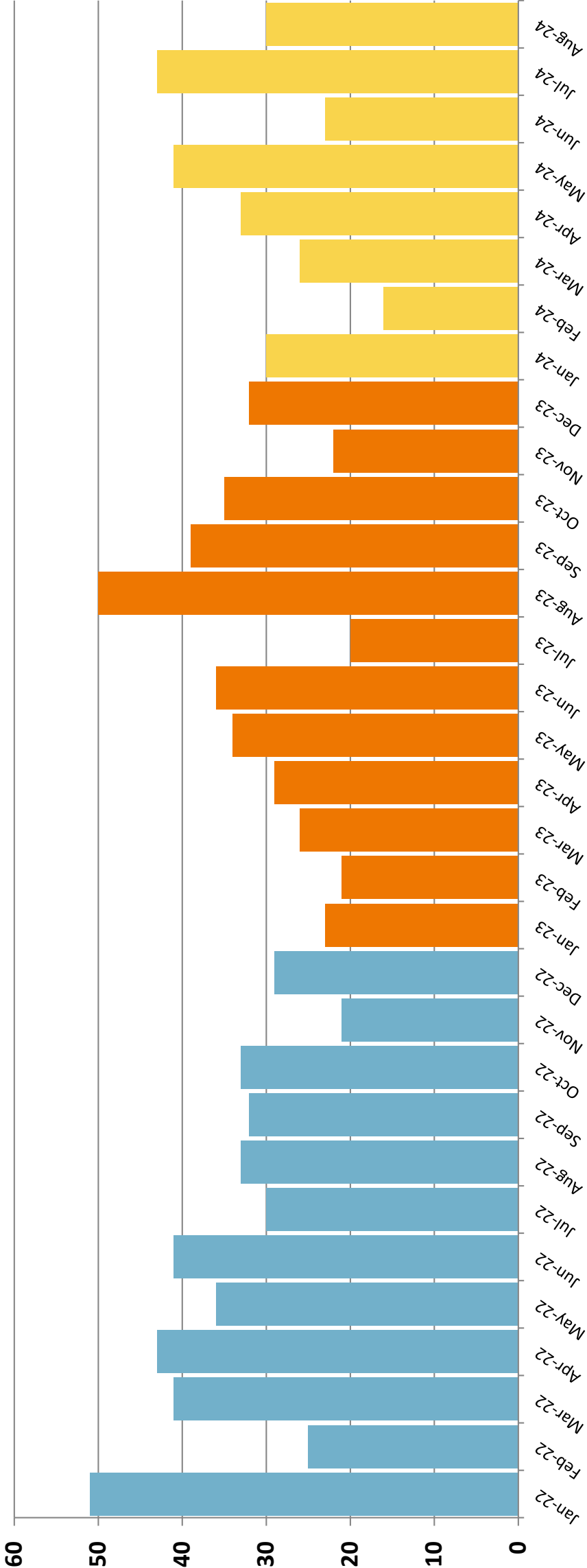


Financial Report

As of August 31, 2024

RESALE HISTORY – Third Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2022	300	\$531,679
YTD 2023	239	\$536,790
YTD 2024	246	\$617,381



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**FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION**

Tuesday, October 1, 2024 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: David Veeneman- Chair, Moon Yun, Nathaniel Lewis,
S. K. Park
DIRECTORS ABSENT: None.
ADVISORS PRESENT: None.
STAFF PRESENT: Steve Hormuth, Jose Campos, Pam Jensen, Ian Barnette,
Blake Lefante, Ada Sigler, Erika Hernandez, Karina Vargas,
OTHERS PRESENT: VMS – Ruth Johnson
Third - Cris Prince, Reza Karimi

Call Meeting to Order

Director David Veeneman, Treasurer, chaired and called the meeting to order at 1:30 p.m.

Acknowledgement of Media

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

Approval of the Agenda

Director Lewis made a motion to approve the Agenda as presented, Director Yun seconded, hearing no objections the motion passed.

Approval of Meeting Report for September 6, 2024

Director Park made a motion to approve the meeting report as presented. Director Yun seconded. The report was approved by consent.

Remarks of the Chair

None.

Member Comments (Items Not on the Agenda)

None.

Response to Member Comments

None.

Department Head Update

Steve Hormuth, Director of Financial Services, reported that Third Board adopted the budget for 2025 during their September meeting with an increase of 4.8 percent. The annual notifications are scheduled to be sent to owners in late November. Staff further clarified that members whom opted out of receiving mailed notifications will be receiving an email notification instead.

Preliminary Financial Statements dated August 31, 2024

Jose Campos, Assistant Director of Financial Services, presented the Preliminary Financial Statements dated August 31, 2024. Questions and comments were noted by staff.

Damage Restoration Backlog

Steve Hormuth, Director of Financial Services, presented a staff report providing an update on the damage restoration backlog further stating that of the 712 backlogged cases approximately 600 have been completed with an anticipated completion date by the end of 2024.

Update on Taxable Offsets

Steve Hormuth, Director of Financial Services informed members that income taxes are in the process of being filed and are due the 15th of October. Tax prep is scheduled for October 7th, preliminary numbers are showing a healthy reduction of taxable expenses.

Future Agenda Items

- Unused Landscape Water

Committee Member

Director Veeneman wanted to thank Director Lewis for all his efforts and participation in the Finance Committee.

Action Items

- None

Date of Next Meeting

Tuesday, December 3, 2024 at 1:30 p.m.

Recess to Closed Session

The meeting recessed at 2:38 p.m.

DRAFT

David Veeneman, Chair



OPEN MEETING

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

**Monday, September 09, 2024 – 1:30 p.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

REPORT

COMMITTEE MEMBERS PRESENT: Brad Rinehart – Chair, Jim Cook, Nathaniel Ira Lewis,
Advisors: Mike Butler, Lisa Mills, Mike Plean

COMMITTEE MEMBERS ABSENT: Reza Karimi, David Veeneman

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant
Director, Alan Grimshaw – Manor Alterations
Manager, Gavin Fogg – Manor Alterations Supervisor,
Laurie Chavarria – Senior Management Analyst, David
Rudge – Inspector II, Josh Monroy – Administrative
Assistant, Manor Alterations

1. Call Meeting to Order

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

2. Approval of the Agenda

Chair Rinehart asked for approval of the agenda.

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

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

3. Approval of the Meeting Report for August 12, 2024

Chair Rinehart asked for approval of the meeting report.

Director Cook made a motion to approve the meeting report. Director Lewis seconded.

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

4. Remarks of the Chair

Chair Rinehart expressed his gratitude for Director Cook's time on the committee.

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

None.

6. Response to Member Comments

None.

7. Department Head Update

Manor Alterations Manager Alan Grimshaw welcomed Chair Rinehart, and expressed his gratitude for Director Cook's time on the committee. Additionally, Mr. Grimshaw provided an overview for how standards get chosen for review.

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

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

5471-A: Request to Install Pavers on Rear Common Area Behind Garage

9. Variance Requests

- a. 3243-1H: Variance to Install Storage Solution in Parking Garage

Chair Rinehart asked for approval of the variance.

Director Cook made a motion to approve the variance. Director Lewis seconded.

Hearing no objection, the variance to install storage solution in parking garage was approved by unanimous consent.

10. Items for Discussion and Consideration

- a. Rescind Standard 39: Balcony Enclosures

Chair Rinehart asked for approval to rescind the standard.

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

Hearing no objection, the motion to recommend rescinding Standard 39: Balcony Enclosures

was approved by unanimous consent.

11. Items for Future Agendas

- Revision to Standard 41: Solar Energy Systems to meet current codes, regulations and standards.
- Revision to Standard 11A: Interior Hard-Surface Flooring
- Rescind Third Laguna Hills Mutual Interior Hard-Surface Flooring Complaint Rules
- Revision to Interior Hard-Surface Flooring Policy

12. Committee Member Comments

- Director Cook commented on the progress made during his term and thanked staff for their collaboration.

13. Date of Next Meeting: Monday, October 14, 2024 at 9:30 a.m.

14. Adjournment

The meeting was adjourned at 2:00 p.m.


Brad Rinehart (Sep 11, 2024 13:25 PDT)
Brad Rinehart, Chair

Brad Rinehart, Chair
Alan Grimshaw, Manor Alterations Manager
Telephone: 949-597-4616

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OPEN MEETING

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

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

REPORT

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

MEMBERS ABSENT: Reza Karimi, Moon Yun

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

1. Call Meeting to Order

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

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report from July 1, 2024

Hearing no objection, the meeting report was unanimously approved.

4. Remarks of the Chair

None.

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

None.

6. Response to Member Comments

None.

7. Department Head Update

- Gate 11 Seepage

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

- Rain Gutter Screens

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

- Fence Repairs Along Calle Sonora (Gate 14)

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

- Pilot program for Washer/Dryer Replacement Program

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

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

a. Project Log

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

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

9. Items for Discussion and Consideration

a. Building 3101 Walkway Realignment

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

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

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

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

c. Water Pressure Valve RFP

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

d. External Paint RFP

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

e. Miscellaneous Concrete Repair RFP

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

f. M&C Budget Update

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

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

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

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

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

11. Committee Member Comments

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

Third Laguna Hills Mutual
Maintenance & Construction Committee
Report of the Regular Open Session
September 9, 2024
Page 5 of 5

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

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

Brad Rinehart

Brad Rinehart, Chair

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

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

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OPEN MEETING

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

**Thursday, September 5, 2024, at 9:30 a.m.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center, 24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- S.K. Park, Reza Karimi, David Veeneman, Moon Yun

ADVISORS PRESENT: Diane Bonar, Mark Brenner, Krystal Meier

ADVISORS ABSENT: Patricia Bailey

STAFF PRESENT: Kurt Wiemann, Megan Feliz

1. Call Meeting to Order

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

2. Approval of Agenda

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

3. Approval of the August 1, 2024 Report

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

4. Remarks of the Chair

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

5. Member Comments

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

6. Response to Member Comments

Mr. Wiemann responded to member comments.

7. Department Head Update

a. Project Log

Mr. Wiemann went over the project log for each section in detail. Questions were asked and answered.

b. Tree Work Status Report

Mr. Wiemann explained this report was for Committee information.

c. Greenius Training Update

None

d. Quality Control Monthly Report

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

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

a. 5450 Tree Removal Request

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

9. Items for Discussion and Consideration

a. 3200-B Tree Removal Request

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

b. Design Concepts for B4001-B4009

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

c. Follow-up up previous design reviews

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

d. PPRP Communication Plan

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

10. Items for Future Agendas

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

11. Committee Member Comments

None

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

13. Recess at 11:20 a.m.

S.K. Park

S.K. Park (Sep 11, 2024 09:16 PDT)

S.K. Park, Chair

Kurt Wiemann, Staff Officer

Megan Feliz, Landscape Administrative Assistant

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OPEN MEETING

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

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

REPORT

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

COMMITTEE MEMBERS ABSENT: Brad Rinehart

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

ADVISORS PRESENT: None

STAFF PRESENT: Carlos Rojas, John Cox, Megan Feliz

1. Call Meeting to Order

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

2. Approval of the Agenda

The meeting agenda was approved by unanimous consent.

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

The meeting report was approved by unanimous consent.

4. Committee Chair Remarks

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

5. Member Comments

None

6. Response to Member Comments

None.

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

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

8. Items for Discussion and Consideration

8a. Water Consumption Chart

None

9. Items for Future Agendas

Director Lewis suggested looking into sub-metering each manor.

10. Committee Member Comments

Various comments were made.

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

12. Adjournment at 2:56 p.m.

Jules Zalon

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

Jules Zalon, Chair



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

Tuesday, August 27, 2024 at 9:30 A.M.
Board Room/Virtual Meeting
Laguna Woods Village Community Center
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Mark Laws – Chair, Cris Prince, Reza Karimi, Nathaniel “Ira” Lewis and S.K. Park (Alternate)

MEMBERS ABSENT: Moon Yun (Per prior notification)

ADVISORS PRESENT: Stuart Hack and Theresa Keegan

ADVISORS ABSENT: None.

STAFF PRESENT: Francis Gomez, Ruby Rojas and Jeff Spies

OTHERS PRESENT: None

1. Call to Order

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

2. Approval of Agenda

Director Karimi made a motion to approve the Agenda as presented. Director Park seconded the motion.

By unanimous consent, the motion passed.

3. Approval of Meeting Report

Director Lewis made a motion to approve the July 23, 2024 Meeting Report. Director Karimi seconded the motion.

By unanimous consent, the motion passed.

4. Remarks of the Chair

None.

5. Members Comments (Items Not on Agenda)

A member made a comment regarding the Lease Limit, requiring lessors to replace water heaters after 10 years in order to continue leasing, and prevention of negligence at rental units by absentee owners.

6. Response to Members Comments

Director Karimi advised the Committee will address her concerns per the agenda items
Agenda Item # 12f

presented. Advisor Hack agreed that a clause should be acknowledged by owners

leasing units.

7. Department Head Update

Ms. Francis Gomez, Compliance Operations Manager, advised the Committee that she will be the Staff Officer as Ms. Blessilda Wright, Compliance Supervisor, takes maternity leave.

8. Items for Discussion and Consideration

a. Lease Limit Waitlist Policy

Mr. Jeff Spies, Community Services Manager, presented the Lease Limit Waitlist Policy for discussion. The Committee discussed the matter and asked questions.

By consensus the Committee tabled the matter and requested staff provide an overview of staff's processes for managing leases and bring it back to the committee so that the committee can better understand where the Waitlist Process fits into the overall process.

Mr. Spies left the meeting at 10:26 a.m.

b. Rules for Board Meetings

Ms. Gomez presented the Rules for Board Meetings for discussion. The Committee discussed the matter and asked questions. Some minor changes were suggested.

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

By unanimous consent, the motion passed.

9. Items for Future Agendas

- a.** Caregiver Policy
- b.** Impacts of Implementing a New Lease Limit in Third Mutual to 25%
- c.** Vehicle, Parking and Traffic Rules
- d.** Financial Qualifications

10. Committee Member Comments

None.

11. Date of Next Meeting

Wednesday, September 25, 2024 at 9:30 a.m.

12. Adjournment

With no further business before the Committee, the meeting was adjourned at 10:44 a.m.

Mark W. Laws

Mark W. Laws (Sep 4, 2024 10:58 PDT)

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

Agenda Item # 12f

Page 2 of 2

OPEN MEETING

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

Thursday, September 12, 2024 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Cush Bhada, Acting Chair, Joan Milliman, Reza Karimi, Sue Quam, Ellen Leonard, S.K. Park, Dennis Boudreau, Elsie Addington

MEMBERS ABSENT: Ajit Gidwani, Peter Sanborn

OTHERS PRESENT: Juanita Skillman, Martin Roza

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Tom McCray, Jackie Chioni, Laura Cooley, Ada Sigler, Jose Campos, Blake Lefante

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Karimi made a motion to approve the agenda. Director Park seconded.

Motion passed unanimously.

Approval of Committee Report for August 8, 2024

Director Karimi made a motion to approve the report. Director Park seconded.

Motion passed unanimously.

Chair's Remarks

Acting Chair Bhada wished all well after the very hot weather and to those experiencing loss from the Airport fire. He acknowledged the previous CAC chair, Yvonne Horton, for her hard work and achievements and would like to keep the wheels in motion. Acting Chair Bhada attended the 60th anniversary event and thanked staff for their hard work and Memorial Care for their support of the event both of which made the event very successful.

Report of the Recreation and Special Events Director

Ms. Giglio stated the request from the Table Tennis Club to donate funding to install id card readers on the third floor was determined not feasible after presenting with the actual amount it would cost to the Table Tennis Club president, thus the Table Tennis Club requested to remove the item from the agenda; the installation of the id card readers for the table tennis room will be added to the 2026 capital reserve items for consideration.

Ms. Giglio reported the following Clubhouse 1 renovation update: staff is excited to announce the opening of Clubhouse 1 on Monday, September 16; Recreation staff has been contacting all rental and user groups to discuss details of transitioning back to Clubhouse 1 but due to the number of groups, please wait to be contacted by staff; the following amenities are expected to be open on September 16: Pool 1, Clubhouse 1 Fitness Center, drop-in lounge and game room; Transportation will move the hub back to the normal location in front of the clubhouse; gymnasium, archery and shuffleboard groups will be contacted directly regarding scheduled hours of use and operating hours; please note that all amenities are subject to intermittent closures and delays as projects are completed and staff works through new technology and equipment.

Ms. Giglio reported the following Recreation Department highlights: Clubhouse 2 hosted the 60th anniversary event with over 500 in attendance visiting many community service tables and included Memorial Care sponsoring with free ice cream, giveaways and free yoga classes; the new ceramic tech at Clubhouse 4 started on September 4; new fitness room signage was posted at Clubhouse 5 to better describe room use; Clubhouse 5 received a fresh coat of paint; the Italian Buffet had 137 attendees; the HVAC at Clubhouse 7 is not operational and staff is working diligently to keep the facility cool while repairs and full replacement are being completed; misters were installed to keep the horse stalls cool and were well appreciated during the extreme heat wave this past week; two equine evacuees from the Airport fire were received on September 9 and were able to return to their homes on September 11; the Equestrian Center may take up to four evacuated horses safely without impacting our resident boarded horses; Library volunteers worked 780 hours to support 2,296 visitors in August which is more visitors expected during the parking lot construction and building painting that did not interfere with patrons' ability to enjoy the library.

Ms. Giglio reported the following GRF board meeting update: approval of a share cost percentage of 65/35 percent for golf costs recovery through an increase of golf fees will go on 28-day hold to be reviewed at GRF next month; the resident request to have a 90th birthday party in the Community Center third floor room in December was approved.

Ms. Murphy stated the following: the free Monday movie at the Performing Arts Center, *The Boys in the Boat*, will be held on September 16 at 2 and 7 p.m.; the AARP Smart Drivers course refresher will be held at Clubhouse 2 on September 21 at 8:30 a.m.; Clubhouse 5

will host the steak dinner on September 23 at 5 p.m.; the Equestrian Center will host A Taste of Country on October 5, 4 to 7 p.m.; the Performing Arts Center will host Micky Dolenz of the Monkees on October 11 at 7:30 p.m.; the fall Village Bazaar will be hosted at Clubhouse 5 on October 26, 10 a.m. to 2 p.m. in the main lounge; the annual Arts & Crafts Bonanza will be held at Clubhouse 4 on November 2, 9 a.m. to 4 p.m. and November 3, 10 a.m. to 3 p.m.

Mr. McCray stated the following: fall aerification is underway to ensure golf greens remain healthy; rotating closures to minimize interruption of play will occur to complete general maintenance; the golf orientation program is ongoing and is very productive; staff is inquiring with Village TV to record the golf orientation program so those that cannot attend remain informed; fitting days are going well, but sales are slowing so staff is reviewing marketing to boost sales; the Par 3 course will have migratory water fowl returning so staff is looking at innovative ways to mitigate the influx of these birds; the Garden Center compliance system is working well; staff is contacting those on wait list for the three unkept plots available; the Garden Center maintenance vendor is doing well, but the Landscape Department will assist with Garden Center general and emergency maintenance going forward in 2025; staff is discussing the use of feral cats in the Garden Centers; Mr. Quan and Mr. McCray are meeting with Clubhouse 1 mini-gym users to create a balanced schedule.

Discussion ensued.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding the following: California Club rollover exception request; id card readers in all facilities to ensure more accurate utilization; change in television programming in the Community Center Fitness Center; inquiry if badminton and volleyball will return to gym on Monday and tennis court resurfacing scheduling; signs stated Laguna Woods Fitness and should be Laguna Woods Village Fitness; tennis facility operations, budget and utilization; staff time allowed for response to resident inquiries.

Discussion ensued.

Staff was directed to present the California Club request as a staff report at the next CAC meeting on October 10, 2024.

Staff was directed to review the Community Center Fitness Center television programming. Staff was directed to assist the resident with process of obtaining utilization for tennis.

CONSENT

Director Milliman made a motion to approve the consent calendar. Director Karimi seconded.

Ms. Sigler stated the quarterly review of the financial statement.

Discussion ensued.

Motion passed unanimously.

REPORTS

Recreation Supervisor Introduction– Laura Cooley, Performing Arts Center Supervisor, introduced herself while stating her Laguna Woods Village work history and celebrating 35 years of being a staff member.

ITEMS FOR DISCUSSION AND CONSIDERATION

Review of Pool 5 Extended Operating Hour for October 2024 – Ms. Giglio stated the staff recommendation to review and recommend extending Pool 5 operating hours from 6 p.m. to 7 p.m. in October.

Director Leonard made a motion to recommend extending Pool 5 operating hours from 6 p.m. to 7 p.m. in October. Director Milliman seconded.

Discussion ensued.

Motion passed 4-1-1. Director Quam opposed and Director Karimi abstained.

ITEMS FOR FUTURE AGENDAS

Discussion ensued regarding exceptions and Recreation policy review which was directed to be continued when the Recreation Policy Review item will be brought forth.

Reservation System Review – Staff was directed to keep this item under Items for Future Agendas.

Recreation Policy Review – Staff was directed to keep this item under Items for Future Agendas.

Aquadettes Show – Staff was directed to bring this item to the next CAC meeting.

CONCLUDING BUSINESS

Committee Member Comments

Director Leonard stated good job.

Director Quam stated thanked Acting Chair Bhada you for stepping in and doing a good job.

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, October 10, 2024.

Adjournment

There being no further business, the Acting Chair adjourned the meeting at 3:13 p.m.

Cush Bhada
Cush Bhada, Acting Chair

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OPEN MEETING

**REPORT OF THE REGULAR MEETING OF THE
GOLDEN RAIN FOUNDATION
DISASTER PREPAREDNESS TASK FORCE**

**Tuesday, September 24, 2024 - 9:30 A.M.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room/Virtual Meeting**

Directors Present: S.K. Park, Juanita Skillman, Sue Stephens, Donna Rane-Szostak, Anthony Liberatore

Directors Absent: Georgina Willis, Gan Mukhopadhyay, Moon Yun

Staff Present: Chair: Eric R. Nuñez, Aaron Kennedy, Carmen Aguilar, Alycia Magnuson

Others Present: None

1. Call to Order

Chair Eric Nuñez called the meeting to order at 9:31 a.m. and proceeded to recognize and thank Director Juanita Skillman for her 14 years serving as a director.

2. Acknowledgment of Press

There was no media present.

3. Approval of the Agenda

Chair Eric Nuñez requested an approval of the agenda. Future date for Meeting for November was corrected from "Wednesday" to the correct day Tuesday, November 26, 2024.

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

4. Approval of the Meeting Report

There being no objections, the meeting minutes of July 30, 2024, were approved by unanimous consent.

5. Co-Chair's Remarks

Co-Chair Director Skillman mentioned this will be her last DPTF meeting since her term is ending next month in October. She is pleased to know things that she initiated are moving forward.

6. Members' Comments

- A member stated Juanita Skillman is fantastic and she will be missed as director.
- A member requested clubhouse coordinators be involved in the functionality testing of the Radios.

Reports

7. GRF Board- None

8. United Board- None

9. Third Board- Juanita will be missed. Thank you

10. Towers Board- President Sue Stephens said, there are so many good things about Juanita.

11. Pet Evacuation Sub Committee- Sandy Benson mentioned, she will be attending gate 11 meeting and she will be having a booth at the Quake Heroes Expo on October, 8, 2024 at clubhouse five.

Items for Discussion and Consideration

12. Antenna Project

Aaron Kennedy presented work status report on the Emergency Radio Equipment Installation. The Emergency Radio Equipment Installation project aims to enhance communication capabilities during disasters, ensuring rapid and effective response by the Laguna Woods Village Security Department, task force and local emergency services.

- As of today, 75% of the radio equipment has been installed at pre-determined key locations. Clubhouses 1, 2, 3, 4, 5, and 7 have been completed, with Clubhouse 6 and the Par 3 Golf Course to be completed in the near future.
- Testing of installed units is in the scheduling process, with preliminary checks indicating successful connectivity and functionality.

Final Testing and Verification:

- Full-scale testing of all units will be scheduled in the near future, in collaboration with the Amateur Radio Club. This will include scenario-based drills to ensure readiness.

13.DPTF Expo info

The event is scheduled for Tuesday, October 8, 2024 at clubhouse 5 from 10:00 a.m.- 1:00 p.m., Quake Heroes movie will be shown at 10:15 a.m. residents will be able to ride an earthquake simulator. We are drill and excited that the event is coming along and we have confirmation of various vendors confirming their participation.

14. Jacob Green and Associates

William Simmons was not able to attend the DPTF meeting however, he submitted the final version of the GAP Analysis. He introduced Planning Organization, Equipment, Training Exercising (POETE)

- ☐ The current plans currently overpromise the community involvement during an emergency.
- ☐ The goal is not to duplicate City's efforts and responsibility when an emergency is presented.

ITEMS FOR FUTURE AGENDAS:

15.To Be Determined

- ☐ GAP timeline

Concluding Business

16.Committee Member Comments

- Director S.K. Park- expressed is contentment for the antenna project being up and running.
- Director Anthony Liberatore mentioned, it's critically important that Laguna Woods Village EOP is seamless.
- Director Juanita Skillman expressed, there should be a city liaison from DPTF to continuously work with the city, to coordinate and plan training for Laguna Woods Village Residents.

17.Date of Next Meeting will be held both in the board room and virtually via the zoom platform at 9:30 A.M. Tuesday, November 26, 2024.

18.Adjournment 10:06 a.m.


Eric R. Nuñez 2024 09-35 PDF

Eric R. Nuñez, Chair
Security and Community Access
Committee

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SPECIAL OPEN SESSION

**REPORT OF THE SPECIAL MEETING OF THE
GOLDEN RAIN FOUNDATION
MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Wednesday, September 19, 2024 – 3:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Juanita Skillman – Chair, Gan Mukhopadhyay, Steve Leonard, Thomas Tuning, Reza Karimi, Sue Stephens

MEMBERS ABSENT: Mickie Choi Hoe, Brad Rinehart

OTHERS PRESENT: **GRF:** Martin Roza, Joan Milliman, Donna Rane-Szostak, Steve Leonard
United: Georgiana Willis
Advisors: Bill Walsh, Ajit Gidwani

STAFF PRESENT: Guy West – Staff Officer & Projects Division Manager, Manuel Gomez – Maintenance & Construction Director, Drew Anastasio – Senior Clubhouse Technician, Heather Ziemba – Projects Administrative Coordinator

1. Call to Order

Chair Skillman called the meeting to order at 3:32 p.m.

2. Acknowledgement of Media

Chair Skillman noted that no media was present.

3. Approval of the Agenda

A motion was made and duly seconded to approve the agenda as written.

4. Chair's Remarks

Chair Skillman commented on the information to be presented in the meeting.

5. Department Head Update

None.

6. Member Comments

A member commented on the potential closure dates of the PAC Theater.

Consent:

None

Items for Discussion and Consideration:

7. PAC Sound System

Mr. West discussed the staff report and provided a presentation to show the scope of work for this project. Discussion ensued. Mr. West and Mr. Gomez answered questions from the committee. Mr. Anastasio answered technical questions from staff and the committee. Member comments were heard.

Concluding Business:

8. Committee Member Comments

No committee member comments.

9. Date of Next Meeting: Wednesday, October 9, 2024 at 9:30 a.m.

10. Recess – The meeting was recessed at 4:31 p.m.

DRAFT

Juanita Skillman, Chair

Juanita Skillman, Chair
Guy West, Staff Officer
Telephone: 949-597-4625



FINANCE COMMITTEE MEETING
REPORT OF THE SPECIAL OPEN SESSION

Wednesday, September 18, 2024 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: William Cowen – Chair, Mickie Choi Hoe, Thomas Tuning, Nathaniel Ira Lewis, David Veeneman, Sue Stephens (Alternate), Donna Rane-Szostak

DIRECTORS ABSENT: None.

ADVISORS PRESENT: None.

STAFF PRESENT: Siobhan Foster, Steve Hormuth, Jose Campos, Jennifer Murphy, Alison Giglio, Laura Cobarruviaz, Blake Lefante, Ada Sigler, Karina Vargas

OTHERS PRESENT: VMS – Kathryn Bravata, Cynthia Rupert,
GRF – Juanita Skillman, Steven Leonard, Martin Roza
United – Alison Bok, Georgiana Willis, Ellen Leonard, Nancy Carlson, Maggie Blackwell, Sue Quam

Third – Jim Cook, Reza Karimi, Cris Prince

Call to Order

Director William Cowen, chaired and called the meeting to order at 1:32 p.m.

Acknowledgement of Media

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

Approval of the Agenda

A motion was made and carried unanimously to approve the committee report with the following change:

- Add Undeveloped Property/ Rezoning under items for discussion

Hearing no objections, the motion was approved.

Approval of Meeting Report for August 21, 2024

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

Chair's Remarks

None.

Member Comments (Items Not on the Agenda)

A member recommended the drop-in lounge doors both front and back be automatic for accessibility. She also suggested that an evaluation be performed for the replacement of all the chairs/tables at the drop-in lounge as the amount spent seemed expensive. She further requested staff look into purchasing clocks for the drop-in lounge and other common areas.

A member suggested VMS transition into using smart card readers throughout the community to better track data of users and quantity of users using the facilities such as the bus, the pools, the recreation centers, and the equestrian center among other facilities.

A member extended their gratitude to the Recreation Department staff for doing a job well done in keeping within the budget for the Clubhouse 1 Renovation, the items that were replaced will be appreciated by residents and members.

A member expressed her concerns over the price for storing a horse trailer and suggested the price be raised as it does not equal to the yearly RV storage fee.

A member wanted to remind the committee that there are exceptions to the shared cost concept as described in resolution 90-12-132 as of November 6th 2012.

Equestrian Fee Recommendation

Steve Hormuth, Director of Financial Services presented a staff report informing members of the proposed changes to the Schedule of Equestrian Fees as recommended to be sent back to the CAC approving an 82% shared cost and 18% cost recovery with an effective date of January 1, 2025 and that the resolution 90-20-20 rescind the portion of the resolution that calls for the 70/30 split substitute in its place.

Director Tuning made a motion that the recommendation to the GRF Board for the equestrian center cost recovery be approved with the following modification that the committee rescind the portion of the of Resolution 90-20-20 that calls for a 70/30 split and substitute in its place a 60/40 split in 2025, a 40/60 split in 2026 and a 30/70 split

in 2027. Director Lewis seconded. Discussion ensued. Hearing no objections, the motion passed unanimously to be brought to the following CAC meeting.

Undeveloped Property/Rezoning

Director Stephens informed members that the city council was going to follow the states recommendation to rezone properties that are currently not used and rezone them for residential housing; 17 properties in Laguna Woods Village would be affected for a total of 18 parcels to allow housing developments. Director Stephens proposes they identify what these properties are valued at.

A member clarified that out of the 17 parcels only 3 were in Laguna Woods Village and were recommended to go from residential to recreation with no recommendation to add more residential in the proposal for Laguna woods Village. The member further informed that the resolution does not affect the community.

A member suggested they hire an appraiser to value the undeveloped property between Clubhouse 7 and the administration building.

Director Stephens made a motion that they obtain a professional valuation of undeveloped property. Director Tuning seconded, discussion ensued. Director Cowen proposed an amendment to the motion that staff provide a report identifying the undeveloped property and their assessment of its value and if needed hire out a professional appraiser. Director Tuning suggested an amendment to Director Cowen's amendment, to only move forth with the first portion of the suggested as staff does not have the certifications to assess the property. Director Cowen accepted the additional amendment. Director Veeneman seconded the amendment. The motion passed by unanimous decision to be brought to the following CAC Meeting.

Future Agenda Items

- RV Fee Recommendations
- Class Fees
- Bridge Room Guest Fees

Committee Member Comments

None.

Date of Next Meeting

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

Adjournment

The meeting recessed to closed session at 3:34 p.m.

DRAFT

William Cowen, Chair

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

Wednesday, August 07, 2024 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Steve Leonard Chair, Cush Bhada, Alison Bok,
Nancy Carlson, SK Park, Juanita Skillman,
Sue Stephens, Moon Yun, Vashti Williams (Advisor)

OTHERS PRESENT:

STAFF PRESENT: Robert Carroll, Francisco Perez, Miguel Camarena,
Joana Rocha

1. Call to Order

Chair Skillman called the meeting to order at 11:00 a.m.

2. Acknowledgment of Media

None present.

3. Approval of the Agenda

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

4. Approval of Meeting Report for May 15, 2024

The meeting report for May 15, 2024, was unanimously approved as written.

5. Chair's Remarks

Chair Steve Leonard introduced himself as the new chair of the Mobility and Vehicles Committee. He thanked everyone for the opportunity and gave a short background on the many committees he has worked with.

6. Member Comments (Items Not on the Agenda)

- No member comments.

7. Response to Member Comments

- No response to member comments.

8. Director's Report

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

Mr. Carroll provided dates and locations for the upcoming Transportation pop-up booth.

- Director Bok asked about the definition of trips by route, the cost per user and per trip for the fixed route service, and whether the paratransit program is subsidized. Mr. Carroll explained and promised to address these topics in the following agenda item. Director Bok also inquired about potential subsidies for the paratransit program.
- Director Carlson said that the program being mentioned is an advantage program for people who get Medicare; it is delivered through insurance companies
- Director Skillman inquired about whether an individual had applied for transportation coverage. Do we need to keep track of the ridership to bill Medicare? Director Carlson mentioned that this is solely between the individual and the insurance. This is nothing the village has to do from an accounting standpoint

A brief discussion followed between the committee.

Items for Discussion

9. Transportation Budget by Program – Presentation

Mr. Carroll gave a presentation on the transportation budget by program. He reviewed the cost per program per manor per month and covered the benefits of our Transportation system. A discussion followed about other transportation possibilities.

Items for Future Agendas

None

Concluding Business:

Committee Member Comments - None

Date of Next Meeting – Wednesday, November 6, 2024, at 1:30 p.m.

Adjournment - The meeting was adjourned at 2:58 p.m.

DRAFT

Steve Leonard, Chair

Steve Leonard, Chair
Robert Carroll, Staff Officer
Telephone: 949-597-4242



OPEN MEETING

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
LANDSCAPE COMMITTEE
WEDNESDAY, August 14, 2024 – 1:30 P.M.
BOARD ROOM / VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Cush Bhada, Donna Rane-Szostak, S.K. Park, Reza Karimi, Anthony Liberatore, Glenn Miller, Maggie Blackwell (substitute)

COMMITTEE MEMBERS ABSENT: Sue Quam

OTHERS PRESENT: Juanita Skillman (zoom)

STAFF PRESENT: Kurt Wiemann, Megan Feliz

1. Call Meeting to Order

Chair Bhada called the meeting to order at 1:33 p.m.

2. Acknowledgment of Media

No formal press was present.

3. Approval of the Agenda

Director Szostak moved to approve the agenda, and Director Liberatore seconded it. The agenda was approved without objection.

4. Approval of the Meeting Report for February 14, 2024

Director Miller moved to approve the agenda, and Director Liberatore seconded it. The report was approved without objection.

5. Chair Remarks

Chair Bhada acknowledged it was a lovely day. He passed his time over to Director Szostak; she updated everyone on the ETWD Community Advisory Group meeting she attended.

6. Guest Speaker- Matt Davenport, Monarch Environmental Inc.

Mr. Wiemann introduced Mr. Davenport and explained how the landscape performance review started. Mr. Davenport gave a brief overview of his background and the review he is conducting. Questions were asked and answered.

7. Department Head Update

a. CH 6 Update

Mr. Wiemann informed the committee that the staff had begun turf reduction on the slope by CH 6. It is a steep slope that the mower slides down when being mowed. This project is being completed for safety, it will be going full force over the next few weeks. Mr. Wiemann let the committee know they are refurbishing the front as well, to present a new look.

b. Aliso Creek Report

Mr. Wiemann notified everyone that the creek permit was expiring. The staff has already stated that they are working on a new license, which is pending. The clean-up was completed on Friday, and Mr. Wiemann will bring the report to the next meeting.

c. Charging Wall Update

Mr. Wiemann presented a PowerPoint presentation on the finished charging station. Questions were asked and answered.

8. Member Comments (Items Not on the Agenda)

- Member commented about moving the Willow trees by Aliso Creek and meeting report reflecting member comments.
- A member commented about the Willow trees blocking the creek view, the change in the material of the Aliso Creek bridge, and the creek needing heavier clean-up.
- A member commented on east end of the bridge and Weeping Willow, how the grass has become dead, the weeds are overgrowing, and how often the creek is cleaned up.
- A member commented on who is responsible for the landscape at the post office annex in the CH3 parking lot, asked the committee if they check the building, and asked the committee to give the landscape a grade for quality.
- A member commented that the landscape is dying at CH 1 and asked who is feeding the koi fish.
- A member commented, asking questions about Aliso Creek supervision period and the recurrence of the permits.

9. Response to Member's Comments

Mr. Wiemann responded to the member's comments.

Items for Discussion and Consideration

10. Concept Entry Gate Design

Mr. Wiemann presented the concept drawing to the committee and apologized as some arrived late yesterday. He asked the committee to take them home and review them. If they have any comments or suggestions, please email Mrs. Feliz no later than Monday, August 19, 2024. Mr. Wiemann stated that the staff has already rejected the lantana, and the designer will go with a different plant.

Future Agenda Items:

- Aliso Creek Summary

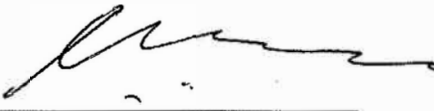
Concluding Business:

11. Committee Member Comments

Various committee comments made.

12. Date of Next Meeting – Wednesday, November 13 at 2:30 p.m.

13. Adjournment at 3:00 p.m.



Cush Bhada, Chair

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

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OPEN MEETING

REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION MEDIA AND COMMUNICATIONS COMMITTEE

**Monday, July 15, 2024 – 1:30 p.m.
Board Room / Virtual Hybrid Meeting**

REPORT

Members Present: Chair Joan Milliman; Directors Maggie Blackwell, Cris Prince, Peter Sanborn, Juanita Skillman, Georgiana Willis (arrived 1:37 p.m.); Alternates Donna Rane-Szostak, Moon Yun; Advisors Catherine Brians, Carmen Pacella (left 2:27 p.m.), Lucy Parker

Members Absent: Director James Cook (excused), Advisors Theresa Frost (excused), Tom Nash (excused)

Others Present: Third - Mark Laws; Richard Rader, William Hite; Urban Insight - Project Lead Ben Upham, Project Manager Nikita Aidasani, Creative Director Nick Dota

Staff Present: Jennings Lai, Catherine Laster, Susan Logan-McCracken, Ellyce Rothrock, Chuck Holland

1. Call to Order

The meeting was called to order at 1:32 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 15, 2024

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman welcomed the committee and recommended reading the May/June and July/August editions of the Village Breeze.

6. Member Comments

There were no member comments.

Items for Discussion

7. Urban Insight Website Presentation – Chuck Holland

Mr. Holland introduced a presentation by representatives from Urban Insight, the contractor developing the new community website.

Mr. Upham introduced himself and the other Urban Insight presenters.

Ms. Aidasani discussed insights gained from interviewing residents and potential residents for the user experience and usability evaluation summaries.

Mr. Dota showed wireframes, designs and color palettes for the website homepage and landing pages and demonstrated prototypes of how the website will look on a laptop and a mobile device.

Mr. Upham discussed development updates, content migration and search function improvements, and gave a tour of the website. He stated that the website is built in WordPress and hosted by Pantheon.

Mr. Holland discussed single sign-on technology for document access.

Committee questions and discussions that ensued included:

- Searching documents using filtered searches
- Requesting archived records dated prior to 2017
- Searching for real estate listings on the Sales and Leasing landing page
- Linking to the Towers website
- ADA compliance
- Homepage photography and videos
- Budget that had been previously allocated for website development
- Single sign-on feature
- Language translation
- Defining the difference between a condo and co-op
- Estimated completion date of early October

Director Laws further discussed resident log-in and records requests, and volunteered to be a tester for the website.

Mr. Rader commended the work done and suggested the website be used for communication between the boards and the community, including resolutions on 28-day notice. Discussion ensued.

8. Media and Communications Report – Ellyce Rothrock

Ms. Rothrock highlighted from the Media and Communications Activities Report:

- Daily website and Facebook updates
- Jobs tracked through Trello
- The Village Breeze adding cover blurbs for the first time
- Two employee newsletters distributed
- Weekly “What’s Up in the Village” email blasts
- Weekly press releases sent to the Globe
- GRF and mutual presidents’ email messages
- Connections and Pathways flyer
- Resident Services trifold brochure
- Lowest and highest open rates above standard across all industries
- Attendance for the new resident orientations
- Surveys for VMS and United boards
- Tasking for Village 60th-anniversary event

Ms. Rothrock also discussed working with the former docents on a new presentation format for prospective, new and existing residents.

Director Blackwell asked what the Contacts column on the iContact Report represents. Ms. Rothrock explained that column represents our various email subscriber lists maintained in iContact.

Mr. Rader highlighted the Connections and Pathways flyer listing 15 ways to get in touch with Village boards and management.

Director Yun asked whether iContact is used for email addresses only. Ms. Rothrock confirmed. Discussion ensued about the subscriber lists.

Mr. Hite offered a suggestion for grandparents to enjoy a Saturday matinee with their grandchildren and offered to print out a list of DVD movies in his possession. He also asked about a MeTV cartoon channel. Ms. Rothrock said she would forward his information to Village Television for follow-up. Discussion ensued.

Items for Future Agendas

None

Concluding Business

Committee Member Comments

Advisor Brians and Advisor Parker said it was a very good meeting.

Director Sanborn suggested a website update meeting before the next regular meeting date. Chair Milliman agreed the committee might need to call a special meeting.

Director Blackwell suggested announcing that children's movies are available on DVD at the Village Library for residents to check out.

Director Milliman reminded the committee about a suggestion to include GRF in the new resident orientations. She asked about updating the website and commended the Village Breeze and all the work the staff does. She discussed getting the word out about the Village Library, which offers materials in nine different languages.

Ms. Rothrock said she would be happy to work up an announcement for "What's Up in the Village." The Village Library brochure is included in the handouts at the new resident orientations. Discussion ensued.

Ms. McCracken thanked everyone for their input.

Director Rand-Szostak thanked Chuck Holland, the team and Urban Insight for their work on the website.

Chair Milliman thanked everyone for their efforts.

Date of Next Meeting – Monday, October 21, 2024, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 3:24 p.m.


Joan Milliman, Chair
Media and Communications Committee



OPEN MEETING

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

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

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

Directors Absent: Donna Rane- Szotak

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

Others Present: None

1. Call to Order

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

2. Acknowledgment of Press

There was no media present.

3. Approval of the Agenda

Chair Skillman requested an approval of the agenda August 28, 2024

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

4. Approval of the Meeting Report

There being no objections, the meeting minutes of June 26, 2024, were approved with pending correction by unanimous consent.

5. Chair's Remarks

Chair Skillman spoke on the following items:

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

6. Members' Comments

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

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

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

Reports:

7. Update on Jacob and Green and Associates

Chief Nuñez commented on the following:

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

8. Security Statistics Update

The following security statistics updates were discussed:

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

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

9. Bike Thefts

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

10. Noteworthy incidents-

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

Items for Discussion and Consideration

11. Smart I.D.

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

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

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

13. Traffic Fees Recommendation-

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

violations.

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

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

14. Vehicle, Traffic and Parking Rules-

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

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

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

Items for Future Agendas:

15. To Be Determined


Items for Future Agendas:

16. Committee Member Comments

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

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

18. Adjournment 4:04 p.m.


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

Juanita Skillman, Chair
Security and Community Access
Committee