

OPEN MEETING

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

Tuesday, January 24, 2017 – 9:30 A.M.
Laguna Woods Village Community Center Board Room - 24351 El Toro Road

NOTICE AND AGENDA

Votes taken at Third Mutual Board Meetings are the result of numerous committee meetings where most of the discussion takes place. Residents are encouraged to attend committee meetings. A list of the committees and their meeting dates is available in the Globe, in the lobby of the Community Center, and on the Channel Six message board.

Please silence your cell phones.

1. Establish Quorum/Call meeting to order – Rosemarie diLorenzo Dickins, President
2. Pledge of Allegiance – Director Burt Baum
3. Acknowledge Media
4. Approval of Agenda
5. Chair's Report – Rosemarie diLorenzo Dickins, President
6. Approval of the Minutes

(a) December 20, 2016 – Regular Open Meeting

7. Consent Calendar

All matters listed under the Consent Calendar are considered routine and will be enacted by the Board by one motion in the form listed below. In the event that 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) Maintenance & Construction Committee Recommendations:
None

(b) Architectural Control and Standard Recommendations - Common Area:
3393-A approve the request to install concrete slab on previously approved dog run

(c) Finance Committee Recommendations:
Small Claims Court Filing for Member: 934-500-45
Small Claims Court Filing for Member: 932-121-08

Hearing loop technology is available in the Board room for attendees who have hearing aids with a t-coil.

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(d) Landscape Committee Recommendations:

- 3363-3E Approve request for tree removal at the Mutual's Expense (Item # 15 pages 1 and 2)
- 3249-Q Deny request for tree removal (Item #15 page 2)
- 4014-3C Deny request for tree removal (Item#15 page 2)

- 8. Update from VMS – Director Marcy Sheinwold
- 9. Report of the CEO – Bradley Hudson
- 10. Third Mutual Resident Comments and Public Forum

At this time the Mutual residents may address the Board of Directors regarding any item not on the agenda, but within the jurisdiction of the Board of Directors of the Third Laguna Hills Mutual. There is a maximum time limit of three (3) minutes per resident and a resident may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Mutual Resident Comments and Public Forum. Please refrain from using individual names when addressing the Board.

- 11. The Chair Directs Responses to Mutual Resident Comments (Time Limit of 3 Minutes per Director)
- 12. Unfinished Business

- (a) Entertain Motion to Approve the Third Mutual Care Provider Policy and Forms – **Resolution (the 30 day notification requirement has been satisfied)**
- (b) Entertain Motion to Change the Plug in Electrical Vehicle (PEV) to a Flat Fee of \$240 – **Resolution (the 30 day notification requirement has been satisfied)**
- (c) Entertain Motion to Approve the Third Mutual Non-Smoking Policy – **Resolution (the 30 day notification requirement has been satisfied)**
- (d) Entertain Motion to Approve Revisions to the Third Mutual Committee Appointments – **Resolution**
- (e) Entertain Motion to Approve Revisions to the GRF Committee Appointments – **Resolution**

13. New Business

- (a) Entertain Motion to Approve Catherine Laster to Replace Kim Taylor as Authorized Agent to Sign on behalf of the Corporation; Lease Permits, Lease Extensions and Lease Addendums – **Resolution**

- 14. Report of the Finance Committee – Steve Parsons

- (a) Financial Update
- (b) Report on Resale and Lease Activity
- (c) Entertain Motion to Approve Revisions to Deactivation of Cable Service at a Delinquent Member's Unit – **Resolution (initial notification – must postpone to February to conform to the 30 day notification requirement)**
- 15. Report of the Landscape Committee – James Tung
- 16. Report of the Water Committee – James Tung
- 17. Report of the Maintenance & Construction Committee – Bert Moldow
 - (a) Entertain Motion to Approve Instituting a Red Curb Reset per the Parking Assessment guidelines created by Bill Larson of Urban Crossroads
- 18. Report of the Architectural Control and Standards Committee – Bert Moldow
- 19. Report of the Energy and Technology Committee – Bert Moldow
- 20. Report of Resident Problem Resolution Services – Burt Baum
- 21. Report of the Laguna Woods Village Traffic Hearings – John Frankel
- 22. Report of the Communications Committee – Burt Baum
- 23. Report of the Resident Policy and Compliance Task Force – Burt Baum
- 24. GRF Committee Highlights
- 25. Directors' Comments
- 26. Additional Mutual Resident Comments (if time permits)
- 27. Recess

CLOSED EXECUTIVE SESSION AGENDA

At this time the Meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.

- 1. Approval of Agenda
- 2. Approval of Minutes of Meeting
 - (a) December 20, 2016 – Regular Executive Session
- 3. Hold Disciplinary Hearings and Discuss Member Disciplinary Matters
- 4. Discuss and Consider Member Matters
- 5. Discuss Personnel Matters
- 6. Discuss and Consider Contractual Matters

January 24, 2017

7. Discuss and Consider Litigation Matters

Board Member	Email Address	Telephone
Burt Baum	bsqrd54@gmail.com	949-597-4265
Susan Caine	suzcaine@mac.com	
Bunny Carpenter	hnybny871@yahoo.com	714-329-4202
R. di Lorenzo Dickins	rdd0128@gmail.com	949-943-7430
John Frankel	jfrankel@prodigy.net	949-581-2377
Bert Moldow	bmoldow@gmail.com	949-587-9776
Steve Parsons		949-597-4265
Annette Soule		949-380-7715
James Tung	Tungjp88@gmail.com	626-839-3376
Bill Walsh	email4billw@gmail.com	949-587-0672

Please address your letter to a Director by name to:

Third Mutual Board of Directors
Community Center
24351 El Toro Road
Laguna Woods, CA 92637

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

December 20, 2016

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, December 20, 2016, at 9:30 AM, at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Rosemarie diLorenzo Dickins, Burt Baum, Bill Walsh, Steve Parsons, James Tung, John Frankel, Bert Moldow, Bunny Carpenter and Susan Caine

Directors Absent: Annette Sabol-Soule and Gayan Inayat-Khan

Staff Present: Open Session: Brad Hudson, Lori Moss, Kim Taylor, and Francis Rangel
Executive Session: Brad Hudson, Lori Moss, Kim Taylor, and Francis Rangel

Others Present: VMS Directors Dennis O'Connor and Denver Andrews Jr. Esq.,
Law Offices of Denver R. Andrews, Jr.

CALL TO ORDER

Rosemarie diLorenzo Dickins, President of the Corporation, chaired and opened the meeting, and stated that it was a Regular Meeting held pursuant to notice duly given. A quorum was established, and the meeting was called to order at 9:30 A.M.

PLEDGE OF ALLEGIANCE

Director Steve Parsons led the Membership in the Pledge of Allegiance.

ACKNOWLEDGEMENT OF MEDIA

The Globe and the Channel 6 Camera Crew, by way of remote cameras, were acknowledged as present.

APPROVAL OF AGENDA

Without objection, the agenda was approved as written.

CHAIR'S REMARKS

President diLorenzo Dickins provided an overview of the past year with VMS Inc. and commented on changes with the Management and stated that the Third Board is still very much looking forward to the year to come. President diLorenzo Dickins wished everyone Happy Holidays.

APPROVAL OF THE MINUTES

Director Parsons moved to approve the November 15, 2016, Regular Open Board meeting minutes and the November 18, 2016 Special Open meeting as amended on page 2 change "United" to "Third". Director Frankel seconded the motion. By a vote of 6-0-0 the motion carried.

APPOINTMENT TO THIRD BOARD TO FILL TWO (2) VACANCIES (TERMS ENDING 2018 and 2019)

Applicant Susan Caine provided a brief summary of her qualifications. Gayan Inayat-Khan was not present for the appointment.

Director Baum moved to appoint Susan Caine to the 2019 term and to appoint Gayan Inayat-Khan to the 2018 term. Director Frankel seconded the motion. By a vote of 7-0-0 the motion carried.

Director Susan Caine was seated with the rest of the Board.

CONSENT CALENDAR

Without objection, the Board approved the Consent Calendar as written, and the Board took the following actions:

Maintenance and Construction Common Area - Variance Request Resolutions:

RESOLUTION 03-16-119

Common Area - Variance Request

WHEREAS, Michael Cunningham of 3374-B, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

WHEREAS, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Common Area Use Policy as approved by the Board via Resolution 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015;

NOW THEREFORE BE IT RESOLVED, on December 20, 2016, the Board of Directors hereby approves the request for a variance to grant exclusive use of the subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

1. Compliance with Community Standards.
2. Neighbor Awareness Forms were submitted from affected neighbors.
3. The area of the proposed alteration is located at least partially in Common Area.
4. The alteration would relieve the Mutual of the burden of management and maintenance of an area which is generally inaccessible and not of general use to the other members of Third.
5. The member is required to complete the Agreement Regarding Permitted Alteration of Common Area (the "Common Area Agreement").

December 20, 2016

RESOLVED FURTHER, the member is required to comply with all of the contingencies as presented in the report and approved by the Board; and

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

RESOLUTION 03-16-120

Common Area - Variance Request

WHEREAS, Lawrence and Rosalind Marino of 5494-A, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

WHEREAS, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Common Area Use Policy as approved by the Board via Resolution 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015;

NOW THEREFORE BE IT RESOLVED, on December 20, 2016, the Board of Directors hereby approves the request for a variance to grant exclusive use of the subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

1. Compliance with Community Standards.
2. Neighbor Awareness Forms were submitted from affected neighbors.
3. The area of the proposed alteration is located at least partially in Common Area.
4. The alteration would relieve the Mutual of the burden of management and maintenance of an area which is generally inaccessible and not of general use to the other members of Third.
5. The member is required to complete the Agreement Regarding Permitted Alteration of Common Area (the "Common Area Agreement").

RESOLVED FURTHER, the member is required to comply with all of the contingencies as presented in the report and approved by the Board; and

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

RESOLUTION 03-16-121

Common Area - Variance Request

December 20, 2016

WHEREAS, Steven Bayne and Diana Faulkner of 5588-A, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

WHEREAS, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Common Area Use Policy as approved by the Board via Resolution 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015;

NOW THEREFORE BE IT RESOLVED, on December 20, 2016, the Board of Directors hereby approves the request for a variance to grant exclusive use of the subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

1. Compliance with Community Standards.
2. Neighbor Awareness Forms were submitted from affected neighbors.
3. The area of the proposed alteration is located at least partially in Common Area.
4. The alteration would relieve the Mutual of the burden of management and maintenance of an area which is generally inaccessible and not of general use to the other members of Third.
5. The member is required to complete the Agreement Regarding Permitted Alteration of Common Area (the "Common Area Agreement").

RESOLVED FURTHER, the member is required to comply with all of the contingencies as presented in the report and approved by the Board; and

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

RESOLUTION 03-16-122

Recording of a Lien

WHEREAS, Member ID 933-050-07 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;

December 20, 2016

NOW THEREFORE BE IT RESOLVED, December 20, 2016, that the Board of Directors hereby approves the recording of a Lien for Member ID 933-050-07; 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.

RESOLUTION 03-16-123

Recording of a Lien

WHEREAS, Member ID 932-951-07 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, December 20, 2016, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-951-07; 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.

RESOLUTION 03-16-124

Recording of a Lien

WHEREAS, Member ID 932-200-07 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, December 20, 2016, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-200-07; and

December 20, 2016

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.

RESOLUTION 03-16-125

Recording of a Lien

WHEREAS, Member ID 931-510-33 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, December 20, 2016, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-510-33; 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.

RESOLUTION 03-16-126

Recording of a Lien

WHEREAS, Member ID 931-580-41 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, December 20, 2016, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-580-41; 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.

Landscape Committee Recommendations:
3498-1C Deny request for tree removal

UPDATE FROM VMS – DIRECTOR DENNIS O’CONNOR

President diLorenzo Dickins introduced Director Dennis O’Connor of Village Management Services, Inc. (VMS). Director O’Connor provided an update on the work done by PayScale which presented a Compensation Base Pay Plan to VMS at the beginning of December. Some of the items discussed were share market results, introduction of base pay structure, and proved implementation options for Compensation pay. Director O’Connor answered questions from the Board.

REPORT OF THE CEO – BRAD HUDSON

Mr. Brad Hudson, CEO/General Manager, welcomed the new Third Mutual Board Director Susan Caine. Mr. Hudson stated that he has enjoyed the past year working with the Board and everyone in the Community and wished everyone a Happy Holiday. Mr. Hudson stated that during the holidays staff will be in the building taking Resident Services calls on December 24, 2016 and December 26, 2016 and during the New Year week as well.

Mr. Hudson introduced the new interim Director of General Services, Bruce Hartley. Mr. Hartley provided a brief overview of his background and stated that he is currently working on addressing the priority issues and thanked the Board.

Mr. Hudson commented on the changes with the bus system. He stated that issues are being addressed and that many issues are a result of a resident getting on the wrong bus. Mr. Hudson stated that the bus trip to the Spectrum was a great success and announced that in the near future there will be busses going to many places outside the Community, museums, theatres, etc. Mr. Hudson commented on the new Gate arms which were tested last week at Gate 6 and issues were noted. The pilot will continue next week for a few hours at a time and implementation is underway throughout the community. Remodeling of gate houses is underway and it is anticipated that most of the gate houses will be complete this coming year. The fitness center at Clubhouse 5 is scheduled to open this Friday.

MEMBER COMMENTS

Third Mutual Members were given the opportunity to speak to items that are not on the agenda.

- Marvin Rawitch (5510-3B) asked about moving away from leaf blowing in the Mutual.
- Mareka Raima-Montegnies (5519-3C) wished everyone a happy holiday season and a happy 2017.
- Katherine Baum (3276-A) thanked Brad Hudson for bringing fairness to the Community, commented on staffing at Clubhouse 5, asked if the bus excursions could go to LA and wished everyone a happy New Year.
- Marcy Sheinwold (5155), President of the Laguna Woods Foundation Board, thanked everyone for their generous contributions and talked about what the contributions do to help the community.

DIRECTORS' RESPONSES TO MEMBER COMMENTS

The Directors briefly responded to Member Comments.

UNFINISHED BUSINESS

Discuss Contractor List – Lori Moss

Ms. Lori Moss, Community Manager, provided an overview of the updated Third Contractor list. Ms. Moss stated that a Third Mutual Contractor list has been available to residents for more than 10 years. The Third Task Force met and recommended that staff write to all of the contractors on the list and inform them that the document was being updated. The update required those on the existing list to provide two referrals from current Laguna Woods's residents. The list is now complete and available to residents. Ms. Moss answered questions from the Board.

NEW BUSINESS

Discuss and Consider Appointing Donna Dwaileebe to the VMS Board, Effective 2016 VMS Annual Meeting, Term Ending 2019

Director Moldow moved to appoint Donna Dwaileebe to the VMS Board, Effective 2016 VMS Annual Meeting, term ending 2019. Director Walsh seconded the motion.

Donna Dwaileebe provided a brief summary of the past year and thanked the Board for the opportunity to be on the VMS Board.

By a vote of 8-0-0 the motion carried.

Discuss and Consider Changing the Date of the Third Regular Board Meeting in January, From January 17, 2017 to January 24, 2017

Director Parsons moved to change the Date of the Third Regular Board Meeting in January, From January 17, 2017 to January 24, 2017. Director Tung seconded the motion. By a vote of 8-0-0 the motion carried

Entertain Motion to Approve the Third Mutual Care Provider Policy and Forms – Resolution (initial notification – must postpone to January to conform to the 30 day notification requirement)

Director Burt Baum, Secretary of the Corporation, read a proposed resolution approving the Third Mutual Care Provider Policy and Forms:

RESOLUTION 03-17-XX

WHEREAS, the Residency Policies and Compliance Task Force has recommended revising the *Care Provider Policy*, to fairly and reasonably address part-time, long-term, and terminal health care providers; and

WHEREAS, the current Permitted Health Care Provider policy addresses live-in care providers only:

December 20, 2016

NOW THEREFORE BE IT RESOLVED, January 24, 2017, that the Board of Directors of this Corporation hereby amends the "Permitted Health Care Provider Policy," and renames it to "Care Provider Policy," as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-05-37 adopted November 15, 2005 is hereby superseded and canceled; and

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

Director Baum moved to amend the policy, change the name to "Permitted Health Care Provider Policy" and approve postponement of the resolution for no less than 30 days to comply with Civil Code §4360. Director Parsons seconded the motion. Discussion ensued.

By a vote of 8-0-0 (Director Carpenter was absent for the vote) the motion carried and the Board postponed the revisions to the **January 24, 2017** meeting to comply with Civil Code §4360.

Entertain Motion to Change the Plug in Electrical Vehicle (PEV) to a Flat Fee of \$240 – Resolution (initial notification – must postpone to January to conform to the 30 day notification requirement)

Director Burt Baum, Secretary of the Corporation, read a proposed resolution approving Change the Plug in Electrical Vehicle (PEV) to a Flat Fee of \$240:

RESOLUTION 03-17-xx

PEV Vehicles Permitted to Utilize 120 Volt Outlets in the Common Areas

WHEREAS, the State of California and the US Government offer significant financial incentives to buyers to encourage their purchase of PEVs (Plug-In Electric Vehicles) due to reduced greenhouse gases, Laguna Woods should do what it can to support the government's environment objectives; and

WHEREAS, all PEVs support charging using a 120 volt circuit; it places a charging load similar to that of a golf cart and in some cases actually requires lower power demand than some golf carts; and

WHEREAS, no data is available to ascertain the circuit capacity utilized on the 120 volt circuits, and it would be costly to hire a consultant to identify all 120 volt circuits and the existing power demand on those circuits, it is deemed more reasonable to take any corrective action at the time an excessive loading condition occurs; and

WHEREAS, on September 15, 2015 the Board authorized resident owned or leased PEVs to utilize 120 Volt outlets in the common areas at a fee; and

WHEREAS, a recommendation has been made to lower the fee and eliminate the tracking of mileage and calculated usage;

NOW THEREFORE BE IT RESOLVED, on January 24, 2017 that the following amendment is made to the Third Laguna Hills Mutual VEHICLE, TRAFFIC, AND PARKING RULES:

7.13 PLUG IN ELECTRIC VEHICLES (PEV)

NON-RESIDENT PEVs are prohibited from connecting to common area outlets, except for self-contained, fee-per-use charging stations.

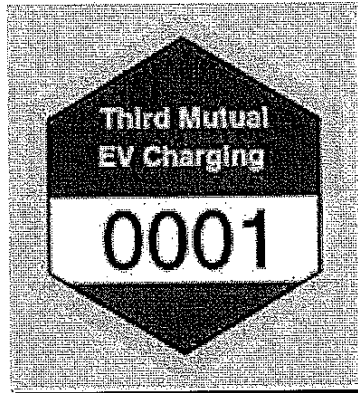
Any PEV connected to a common area outlet without authorization may be disconnected by Security staff, in addition to the other enforcement actions allowed in these rules.

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

RESIDENT VEHICLES that are battery electric powered GOLF CARTS may connect to Mutual common area electricity upon payment of the electrical use fee set by the BOARD. A GRF decal is not authorized on any GOLF CART when the electrical use fee is not paid.

RESIDENT PEVs of other types (e.g. battery electric and plug-in hybrid vehicles) are allowed to connect to Mutual electricity upon payment of the electrical use deposit and fee set by the BOARD, and properly display on the vehicle a Third Mutual issued Electric Vehicle decal.

- An electricity usage flat fee of \$240 is required for every PEV registered to any MANOR that does not have a private garage, or a private charging station per the requirements of the BOARD-approved Alteration Standard Section 44 Electric Vehicle Charging Stations.
- Participating PEVs will be issued a Mutual authorized decal, affixed by staff to the exterior of the rearmost window in the lower corner furthest from the driver.
 - The decal is the property of Third Mutual and may be revoked upon expiration, withdrawal or termination from program, or non-compliance with these rules.



- The decal signifies the PEV is authorized to connect to outlets in the Third Mutual common area.
 - Connection to outlets controlled by GRF, United, or Mutual Fifty is prohibited, except for self-contained, fee-per-use charging stations.
 - Connection to an outlet metered at any individual MANOR is prohibited without the controlling RESIDENT'S express permission.

7.14 EXTENSION CORDS

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

7.15 FINES

Fines for violation of §7.13 – 7.14 are as follows:

- First Offense: \$0
- Second Offense: \$25
- Each Subsequent Offense: \$50

RESOLVED FURTHER, that Resolution 03-15-129 approved September 15, 2016 is hereby superseded and cancelled; and

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

Director Baum moved to approve postponement of the resolution for no less than 30 days to comply with Civil Code §4360. Director Moldow seconded the motion. Discussion ensued.

December 20, 2016

By a vote of 9-0-0 the motion carried and the Board postponed the revisions to the **January 24, 2017** meeting to comply with Civil Code §4360.

COMMITTEE REPORTS

Director Steve Parsons reported from the Finance Committee, he gave the Third Mutual Financial Report, and commented on the Resale Activities Report.

Discuss and Consider Merrill Lynch Certification of Authority

Director Parsons moved to approve updating the names on the Merrill Lynch Certification of Authority to Betty Parker, Brad Hudson, and Solange Backes. Director Moldow seconded the motion. Discussion ensued.

By a vote of 9-0-0 the motion carried.

Discuss and Consider Maintenance Operating Expenditures Variance

Director Steve Parsons updated the Board on Maintenance Operating Expenditures Variances. Director Parsons stated that on September 15, 2015, the Board approved the 2016 Business Plan, of which \$3,919,142 was assessed for Maintenance Operating programs. Based on conservative projections provided by Staff, an unfavorable year-end variance of approximately (\$195,960) or (5%) is currently anticipated for Maintenance Programs. Although the Maintenance Operation expenses are anticipated to come in over the total budget of \$3.9 Million, savings in other areas of Mutual operations provide an offset and additional funding is not required.

Director James Tung reported from the Landscape Committee.

Entertain Motion to Approve Revisions to the Landscape Committee Charter – Resolution

Director Burt Baum, Secretary of the Corporation, read a proposed resolution approving revisions to the Landscape Committee Charter. Director Baum moved to approve the resolution. Director Tung seconded the motion.

By a vote of 9-0-0 the motion carried and the Board approved the following resolution:

RESOLUTION 03-16-127

Landscape Committee Charter

WHEREAS, the Landscape Committee has been established pursuant to Article VII, Section 1 of the bylaws of this Corporation;

NOW THEREFORE BE IT RESOLVED, December 20, 2016, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee as follows:

December 20, 2016

1. Ensure that the level of service provided by the Landscaping Division, and the funds needed to accomplish this, are adequate to maintain Third Mutual landscaping in an aesthetically pleasing, environmentally appropriate and cost-effective manner.
2. Determine service levels and capital and operating budget requirements for the Community and to review annual landscape budgets prepared by the managing agent and make recommendations to the Board of Directors.
3. Ensure that the rules and regulations as listed in the Landscape Maintenance Manual are enforced uniformly throughout Third Laguna Hills Mutual.
4. Work with the Golden Rain Foundation (GRF) Landscape Committee to:
 - a. Help them determine (as accurately as possible) the water needed for varying types of landscape developments that would maintain the beauty of the grounds throughout the Community and to help them set up some long range plans for future landscape developments and practices that would work best with the anticipated future water supplies available for irrigation uses in the Community.
 - b. Promote the optimum and most efficient use of water in the Third Laguna Hills Mutual.
5. Work with the United Laguna Woods Mutual Landscape Committee, the Golden Rain Foundation Landscape Committee and our managing agent to:
 - a. Update the rules and regulations in the Community's Landscape Manual.
 - b. Develop policies with regard to control of pests such as ants, rodents, etc.
 - c. ~~Promote and oversee recycling programs and provide for optimum trash pickup and disposal services at reasonable and customary costs.~~
6. Review each petition for a change in landscape and visit those sites (1) for which clarification is deemed necessary and (2) for which a denial is being considered. Based upon information supplied by a qualified staff member, a petition may be granted without an on-site visit.
7. Perform such tasks as may be assigned or referred to this committee by the Third Laguna Hills Mutual Board of Directors.

RESOLVED FURTHER, that Resolution 03-12-146, adopted December 18, 2012 is hereby superseded and cancelled.

Director James Tung reported from the Water Committee.

December 20, 2016

Director Bert Moldow reported from the Maintenance and Construction Committee.

Director Bert Moldow reported from the Architectural Control and Standards Committee.

Entertain Motion to Approve the Architectural Control and Standards Committee Charter

Director Burt Baum, Secretary of the Corporation, read a proposed resolution approving the Architectural Control and Standards Committee Charter. Discussion ensued.

Director Walsh moved to approve the Architectural Control and Standards Committee Charter. Director Baum seconded the motion. By a vote of 9-0-0 the motion carried and the Board approved the following resolution:

**THIRD LAGUNA HILLS MUTUAL
ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE CHARTER**

RESOLUTION 03-16-128

Third Mutual Architectural Control and Standards Committee Charter

RESOLVED, that pursuant to Article 7, of the Bylaws and Article X of the Amended and Restated Declaration of Covenants, Conditions and Restrictions, the Architectural Control and Standards Committee is hereby established as a standing committee of this Corporation; and

RESOLVED FURTHER, December 20, 2016, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of the Architectural Control and Standards Committee of the Corporation as follows:

1. The Architectural Control and Standards Committee shall have the responsibility to recommend approval or denial of all requests for nonstandard alterations and modifications, or alterations that have generated neighbor objection. Final recommendations shall be noted on the Mutual's monthly Board meeting Agenda Consent Calendar.
2. In their decision, the Committee shall consider the following criteria:
 - Compliance with existing standards
 - Aesthetic effect
 - Cost impact on the Mutual
 - Conformity with Local and State Building Codes
 - Compliance with applicable law
 - Value impact
3. The Mutual Board may choose to become involved in a Member's appeal of the Committee's decision. Should the Board become involved, prior to the review of the appeal, the Committee will document

justification of their decision. If necessary, the Committee has the authority to consult with the Mutual Legal Counsel for advice.

4. The Committee shall have the authority to recommend new Architectural Standards or any revisions of all Mutual Architectural Standards. Final approval will rest with the Mutual Board.
5. The Committee shall require Neighbor Awareness and Approval forms for all alteration requests including requests that appear to conform to standards.
6. The Committee shall review advancements in technology and methods that could result in increased efficiencies and/or cost savings to the Mutual.
7. The Committee may impose contingencies upon approvals to ensure the structural, architectural, or common area integrity of the Members' request.
8. The Committee shall insure that all structural alterations, including any internal and external physical changes, performed or caused to be performed by a Member, shall not be performed without prior written consent of the Mutual. Consent is given either by proper processing of approved alteration standard, or use of the variance request process. The Committee will recommend a Disciplinary Hearing for all alterations preceding approval or deviation from approved changes.
9. The intended activities of the Committee may include but may not be limited to meeting when necessary, meeting on a monthly basis, reviewing staff recommendations regarding compliance with architectural standards or variance requests, conducting tours, and providing communications to the Community.
10. This committee shall exist and function in accordance with bylaws and CC&Rs.
11. This Committee shall be comprised of no more than five Directors.
12. This committee may appoint up to three voting advisors, subject to the approval of the Board.

Director Bill Walsh reported from the Energy and Technology Committee.

Director Burt Baum reported from Resident Problem Resolution Services.

Director John Frankel reported from the Laguna Woods Village Traffic Hearings.

December 20, 2016

Director Burt Baum reported from the Communications Committee.

Director Burt Baum reported from the Resident Policy and Compliance Task Force.

Entertain Motion to Approve the Third Mutual Non-Smoking Policy – Resolution (initial notification – must postpone to January to conform to the 30 day notification requirement)

Director Burt Baum, Secretary of the Corporation, read a proposed resolution approving the Third Mutual Non-Smoking Policy:

RESOLUTION 03-17-XX

WHEREAS, the Residency Policies and Compliance Task Force has recommended adopting a Non-Smoking Policy, to fairly and reasonably address smoking in Laguna Woods Village; and

WHEREAS, Third Laguna Hills Mutual has received numerous complaints from various residents concerning odors and annoyance in and around manors caused from residents second-hand smoke and smoke infiltration;

NOW THEREFORE BE IT RESOLVED, January 24, 2017, that the Board of Directors of this Corporation hereby adopts the "Non-Smoking Policy," 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 as written.

Director Baum moved to approve postponement of the resolution for no less than 30 days to comply with Civil Code §4360. Director Moldow seconded the motion. Discussion ensued.

By a vote of 9-0-0 the motion carried and the Board postponed the revisions to the **January 24, 2017** meeting to comply with Civil Code §4360.

Director Bunny Carpenter reported from the Purchasing Task Force.

GRF COMMITTEE HIGHLIGHTS

The Directors provided brief overviews of GRF Committee highlights.

DIRECTORS' COMMENTS

The Directors made their final comments.

ADDITIONAL MEMBER COMMENTS

No additional Member Comments were made.

December 20, 2016

The Board recessed at 12:35 PM and reconvened into Executive Session at 1:20 PM.

ADJOURNMENT

With no further business before the Board of Directors, the meeting was adjourned at 5:00 PM.

Summary of Previous Closed Session Meetings per Civil Code Section §4935

During the November 15, 2016, - Regular Executive Session Board Meeting, the Board approved the minutes of the October 18, 2016 - Special Executive Session, October 25, 2016 - Special Executive Hearing Committee Session, and the October 21, 2016 - Special Executive Session; heard two (2) Disciplinary Hearings and imposed \$1,000 in Fines for Violations of the Mutual's Rules and Regulations; discussed other Member Disciplinary matters; discussed Occupancy matters; discussed Member Delinquency matters; discussed two (2) recording notice of sales; discussed Personnel matters; discussed and considered Contractual matters; and discussed Litigation matters.

During the November 8, 2016, Special Executive Hearing Committee Board meeting the Board held fourteen (14) member Disciplinary Hearings; and held four (4) Common Area Damage Reimbursement Hearings.

During the November 11, 2016, Special Executive Session meeting the Board discussed and considered personnel matters.

During the November 18, 2016, Special Executive Session Workshop the Board held a Resale Membership Application Workshop.


Burt Baum, Secretary
Third Laguna Hills Mutual

Care Provider Policy
Adopted Month, Day, 2017
Resolution 03-17-XX

I. Purpose

The purpose of this document is to define the policies of Third Laguna Hills Mutual (TLHM) regarding individuals who provide care to residents.

II. Definitions

For the purposes of this policy:

- a. Care Provider, also known as Caregiver and Home Care Aide, is a person who has been approved by TLHM in writing on the basis of being a provider of primary support to the Resident. Care Provider services include, but are not limited to, assistance with the following:
 - bathing
 - dressing
 - feeding
 - exercising
 - positioning
 - transferring
 - ambulating
 - personal hygiene and grooming
 - toileting and incontinence care
 - housekeeping
 - assisting with medication
 - meal planning and preparation
 - laundry
 - transportation
 - correspondence
 - making telephone calls
 - shopping for personal care items or groceries
 - companionship
- b. Resident is defined as any person who has been approved by the Board of Directors for occupancy.
- c. Community Facilities are defined as the facilities and services operated by the Golden Rain Foundation (GRF).
- d. Community Rules are defined as the Bylaws, Covenants, Conditions, and Restrictions (CC&R's), Articles of Incorporation, or any rules and regulations of TLHM and of GRF.

III. Conditions

- a. All Care Provider(s) must be Board approved in writing **prior** to commencing support.
- b. A licensed medical physician must certify that the Resident has a need for care.
- c. The Care Provider must be 18 years old or older.
- d. The Care Provider must provide part-time, live-in, long-term or terminal health care for daily activities, medical treatment, or both to the Resident.
- e. The Care Provider must be registered with the California Department of Social Services Home Care Registry.

December 20, 2016

- f. The Care Provider must provide a copy of a government issued photo ID with the application.
- g. The Care Provider must provide a copy of their driver's license, vehicle registration, and proof of vehicle insurance with the application if he/she will be operating a vehicle within Laguna Woods Village.
- h. The Care Provider permit is approved for a period of up to one year. Residents are required to re-apply and obtain a new certification statement from a licensed medical physician annually.
- i. The total number of persons residing in a unit shall not exceed the number of bedrooms, plus one (i.e. no more than two persons in a one-bedroom unit; no more than three persons in a two-bedroom unit). Fees for third and fourth parties will be assessed.
- j. Each Care Provider shall not have been convicted of a felony or a misdemeanor involving moral turpitude (e.g., fraud, perjury, criminal threats).
- k. The Resident and/or Mutual Member is responsible for the conduct of the Care Provider, and shall ensure that he/she complies with all community rules, regulations, and policies.
- l. Upon approval by the Board of Directors, a one year renewable pass shall be issued to the Care Provider that will permit gate access into the community, if needed.
- m. The Care Provider must wear in clear sight the Laguna Woods Village ID at all times. If a gate pass is supplied, it must be displayed on their car dashboard at all times.
- n. The Care Provider ID and gate pass may not be transferred or lent to anyone.
- o. The Care Provider is authorized to use the Community Facilities **only** as necessarily incidental to provide support to the Resident.
- p. Part-time Care Providers may only use the laundry facilities for the Resident's use. Full-time Care Providers may use the laundry facilities for their personal use and the Residents use.
- q. The live-in Care Provider requires written permission from the Board of Directors to remain in the unit without the Resident only if both of the following are applicable:
 - i. The Resident is absent from the unit due to hospitalization or other necessary medical treatment and expects to return to the unit within 90 days from the date the absence began; and
 - ii. The Resident submits a written request desiring the Care Provider be allowed to remain in order to be present when the Resident returns to reside in the unit. [Civil Code §51.11.b.7]
- r. Care Providers may not bring family members, pets or guests into the Community.
- s. The Resident must surrender the Care Provider ID and vehicle pass to the Resident Services Department at the conclusion of the care service.
- t. The Care Provider shall meet all applicable GRF requirements relating to operating a motor vehicle within the community.

IV. Procedures

Agenda Item #6a
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December 20, 2016

- a. The Resident must complete and submit "Application for Care Provider Permit" for Board review.
- b. The Resident must complete and submit "Physician's Certification of Need for Care Provider"
- c. Application and Physician Certification can be submitted to the Resident Services Department located in the Laguna Woods Village Community Center.
- d. The Board will review the application and approve or deny request.
- e. The Resident Services Department will notify the Resident of the results within 5 – 7 business days. Special circumstances may be granted.
- f. Upon request for renewal, the Community Services Department will check if the Resident has received notices of rules violations.

December 20, 2016

Physician's Certification of Need for a Care Provider Permit

Return completed certification to: Resident Services Department, 24351 El Toro Road,
Laguna Woods, CA 92637; Phone: 949-597-4600, E-mail: residentservices@vmsinc.org

Name:	
Address:	
Telephone:	Cell Phone:
E-mail:	
<p>I authorize the physician named below to release information about me to a representative of Laguna Woods Village only for the purpose of confirming my request for a Care Provider Permit. I understand that my authorization will remain effective for one year from the date of my signature, and that the information will be handled confidentially in compliance with all applicable laws. I understand that I may revoke the authorization at any time by written, dated communication.</p>	
Residents Signature:	Date:
Name:	Office Stamp:
Address:	
Telephone:	
License#:	
<p>The person named above is a resident of an active senior Community. The Community is age-restricted. The information you provide is used for approval of an application for a Care Provider. Please refer to the back of this certification for definitions and further information.</p>	
<p>Are you the applicant's treating physician? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If yes, length of time you've been treating the patient: _____</p>	
<p>Does the applicant have a mental or physical disability? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Does the applicant need the services of a care provider? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If yes, please answer the following:</p>	
<p>What is the recommended expected duration of the Care Provider?</p>	
<p><input type="checkbox"/> Temporary <input type="checkbox"/> Permanent <input type="checkbox"/> Terminal Health Care</p>	
<p>What is the recommended schedule of the Care Provider?</p>	
<p><input type="checkbox"/> Part-Time/Day Only <input type="checkbox"/> Part-Time/Night Only <input type="checkbox"/> Full-Time/24 hours/day</p>	
<p>When is care expected to end?</p>	
<p>I certify that the information provided herein is true and accurate to the best of my knowledge.</p>	
<p>Physician's Signature (required): _____ Date: _____</p>	

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The person named is a resident of an age-restricted community. The information that you provide is used for approval of a permit for a care provider. Please refer to these definitions from **CAL. GOV. CODE Sections 12926 and 12926.1:**

Medical Condition means either of the following:

1. Any health impairment related to or associated with a diagnosis of **cancer**, or a record or history of cancer.
2. Genetic characteristics, including (a) Any scientifically or medically identifiable gene or chromosome, or combination or alteration thereof, that is **known to be a cause** of a disease or disorder in a person or his or her offspring, or that is determined to be associated with a statistically increased risk of development of a disease or disorder, and that is presently not associated with any symptoms of any disease or disorder. (b) **Inherited characteristics** that may derive from the individual or family member, that are known to be a cause of a disease or disorder in a person or his or her offspring, or that are determined to be associated with a **statistically increased risk** of development of a disease or disorder, and that are presently not associated with any symptoms of any disease or disorder.

Mental Disability includes, but is not limited to, all of the following:

1. Having any mental or **psychological disorder or condition**, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disability, **that limits a major life activity**. For purposes of this section: (a) **Limits**" shall be determined **without regard to mitigating measures**, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity. (b) **A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult**. (c) **Major life activities**" shall be broadly construed and shall include physical, mental, and social activities and working.

Mental Disability also includes:

1. Any other mental or psychological disorder or condition not described in paragraph (1) that **requires special education or related services**.
2. Having a record or **history** of a mental or psychological disorder or condition.
3. Being regarded or treated as having, or having had, any mental condition that **makes achievement of a major life activity difficult**.
4. Being regarded or treated as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that **may become a mental disability** as described in paragraph (1) or (2).

Physical Disability includes, but is not limited to, all of the following:

1. Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following: (a) **Affects** one or more of the following **body systems**: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine. (b) **Limits a major life activity**.
2. Being regarded or treated as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but **may become a physical disability** as described in paragraph (1).

Mental Disability and Physical Disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

If the definition of "disability" used in the Americans with Disabilities Act, or in Cal. Gov. Code Section 12926.1 would result in broader protection of the civil rights of individuals with a mental disability or physical disability, or would include any medical condition not included within those definitions, then that broader protection or coverage shall prevail.

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Application for Care Provider Permit

Return completed application to: Resident Services Department, 24351 El Toro Road,
Laguna Woods, CA 92637; Phone: 949-597-4600, E-mail: residentservices@vmsinc.org

Name:		<input type="checkbox"/> Member <input type="checkbox"/> Occupant	
Address:			
Telephone:		Cell Phone:	
E-mail:			
What is the expected duration of the Care Provider?			
<input type="checkbox"/> <u>Temporary</u> <input type="checkbox"/> Permanent <input type="checkbox"/> Terminal Health Care			
What is the expected schedule of the Care Provider?			
<input type="checkbox"/> <u>Part-Time/Day Only</u> <input type="checkbox"/> Part-Time/Night Only <input type="checkbox"/> Full-Time/24 hours/day			
When is the Care Provider service expected to end?			
What is the service the Care Provider is expected to provide? (check all that apply)			
<input type="checkbox"/> bathing <input type="checkbox"/> housekeeping			
<input type="checkbox"/> dressing <input type="checkbox"/> assisting with medication			
<input type="checkbox"/> feeding <input type="checkbox"/> meal planning and preparation			
<input type="checkbox"/> exercising <input type="checkbox"/> laundry			
<input type="checkbox"/> positioning <input type="checkbox"/> transportation			
<input type="checkbox"/> transferring <input type="checkbox"/> correspondence			
<input type="checkbox"/> ambulating <input type="checkbox"/> making telephone calls			
<input type="checkbox"/> personal hygiene and grooming <input type="checkbox"/> shopping for personal care items or groceries			
<input type="checkbox"/> toileting and incontinence care <input type="checkbox"/> companionship			
<input type="checkbox"/> Other: _____			
Name:			
Address:			
Telephone:		Cell Phone:	
Relationship to Resident:			
<input type="checkbox"/> Employee; Name of Agency (if any) _____			
<input type="checkbox"/> Family Member; Relationship _____			
Driver License No:		Expiration Date:	
Vehicle Color:	Make:	Model:	License:
Insurance Company:		Expiration Date:	
What is the Care Provider's state registration ID number?			
Has the Care Provider been convicted of a felony? <input type="checkbox"/> <u>Yes</u> <input type="checkbox"/> <u>No</u>			
Has the Care Provider been convicted of a misdemeanor involving moral turpitude? <input type="checkbox"/> <u>Yes</u> <input type="checkbox"/> <u>No</u>			

The undersigned acknowledges that the issuance of a Care Provider Permit does not constitute

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approval of the Care Provider nor does it represent any direct or indirect liability on behalf of United Laguna Woods Mutual, a California non-profit mutual benefit corporation, and the Golden Rain Foundation of Laguna Woods, a California non-profit mutual benefit corporation, and Village Management Services, Inc. a California corporation, and each of their respective directors, officers, employees, and agents. Further, I/we have read and received a copy of the Care Provider Policy and agree to wear the ID and display the pass at all times while in this Community. I/we also understand that falsification of any information related to this application is subject to disciplinary action.

Resident Signature: _____ Date: _____
Members Signature: _____ Date: _____
Care Provider Signature: _____ Date: _____

Received By: _____		WO#: _____	
Reviewed By: _____		<input type="checkbox"/> WO Updated	
Requirements <input type="checkbox"/> ID <input type="checkbox"/> Gate Pass <input type="checkbox"/> Other _____			
Will approval cause the unit to exceed the no. of occupants permitted?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is state registration active for the Care Provider?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was Physician's Certification verified?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the resident received notices of rules violation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does staff recommend approval of this application?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>If No, state reason:</u>			

Application DENIED	Application APPROVED
The Board of Directors of this Mutual Corporation has reviewed this application. Based on the information provided, the application is denied .	The Board of Directors of this Mutual Corporation has reviewed this application. Based on the information provided, the application is approved .
SIGNATURE _____	SIGNATURE _____
SIGNATURE _____	SIGNATURE _____
SIGNATURE _____	SIGNATURE _____

Resident Notified By: _____	
<input type="checkbox"/> WO Updated/Closed	<input type="checkbox"/> Documents Scanned

Non-Smoking Policy
Adopted Month, Day, 2017
Resolution 03-17-XX

V. Purpose

The purpose of this document is to define the policies of Third Laguna Hills Mutual (TLHM) regarding smoking in private units and common area.

VI. Definitions

For the purposes of this policy:

- a. Common area means the area which is available for use by more than one person.
- b. Community Rules are defined as the Bylaws, Covenants, Conditions, and Restrictions (CC&R's), Articles of Incorporation, or any rules and regulations of TLHM.
- c. Enclosed is defined as an area closed in by a roof and contiguous walls or windows, connected floor to ceiling with appropriate opening for ingress and egress.
- d. Member is defined as any person entitled to membership in TLHM.
- e. Multi-unit residential facility means a building or portion thereof that contains more than one dwelling unit.
- f. Private residence is defined as that portion of any Condominium which is not owned in common with other owners.
- g. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, e-cigarette, pipe, cannabis, or other substances in any manner or in any form.
- h. Smoking products are defined as Tobacco and marijuana.

VII. Condition

Smoking is prohibited in the following areas:

- a. Enclosed areas of all public places, including lobbies, elevators, hallways and other areas used by members of the public.
- b. Elevators, hallways, recreation rooms, laundry rooms, stairs, and other common areas in multi-unit residential facilities.
- c. Unenclosed hallways, entryways, breezeways, stairways and other common areas accessible and useable by more than one residence.
- d. Balconies and patios in residential facilities. For the purpose of this policy, balconies and patios shall include unenclosed and screened patios and

balconies as well as enclosed patios and balconies unless windows and doors are closed to prevent the escape of smoke.

- e. Carports and underground parking areas.
- f. In an enclosed vehicle.
- g. Any common area within 20 feet from any building so long as smoke does not enter any enclosed area in which smoking is prohibited.
- h. Private residence with open windows and/or doors.
- i. Smoking marijuana is only permitted inside a residence.

VIII. Enforcement

TLHM is authorized to take disciplinary action against a Member found to be in violation of the Non-Smoking Policy. When a violation occurs the Board is obligated to evaluate and impose if appropriate, member-discipline as set forth in the governing documents. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action.

The Member is entirely responsible for ensuring that the rules, regulations, and policies are following by anyone they allow into the community. This includes any Co-occupant, lessee, guest, care provider, vendor, invitee or contactor.

Furthermore, the following guidelines define the responsibility for remediation costs associated with second-hand smoke infiltration:

- a. Remediation costs considered reasonable would be paid for by the Member responsible for the second-hand smoke.
- b. Remediation costs due to defects or damages to property which is TLHM responsibility would be paid for by TLHM.
- c. Remediation costs beyond those which would be construed as reasonable would be borne by the reporting party.

A complaint may be registered with the Compliance Department by calling 949-268-CALL or by calling the Security Department at 949-580-1400.

ENDORSEMENT

Ms. Susan Kramer of 3393-A Punta Alta- Install 12'6" X 19'3" Concrete Slab on Previously Approved Dog Run Area

By unanimous vote, the Committee recommends the Board approve the request to install concrete slab on previously approved dog run with the following contingencies:

1. Mutual Member(s) at 3393-A Punta Alta must sign and submit to Third Laguna Hills Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services Manager, the "Recordable Common Area Agreement" for the subject expansion utilizing Common Area.
2. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 3393-A Punta Alta.
3. A required Mutual Consent for Manor Alterations must be obtained through the Manor Alterations Department Office located in the Laguna Woods Village Community Center. A City permit must be obtained from The City of Laguna Woods.
4. All City finals must be submitted to the Laguna Woods Village Manor Alterations Department post City inspection.
5. All landscape, irrigation, and drainage modifications associated with the alterations are to be completed by the Landscape Division at the expense of the Mutual member(s) at Manor 3393-A Punta Alta. Both permits must be finalized within the prescribed timeframe for permits.
6. The concrete slab must be installed in accordance to *California State Building Code*.
7. Neighbor Awareness Form(s) must be obtained from the neighbor at 3394-A. No construction may proceed prior to receiving this executed form and approval by the Alterations Division and the City of Laguna Woods.

RESOLUTION 03-17-XX

Common Area - Variance Request

WHEREAS, Ms. Susan Kramer of 3393-A Punta Alta, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

WHEREAS, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Common Area Use Policy as approved by the Board via Resolution 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015;

NOW THEREFORE BE IT RESOLVED, on January 24, 2017 the Board of Directors hereby approves the request for a variance to grant exclusive use of the subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

1. Compliance with Community Standards.
2. Neighbor Awareness Forms were submitted from affected neighbors.
3. The area of the proposed alteration is located at least partially in Common Area.
4. The alteration would relieve the Mutual of the burden of management and maintenance of an area which is generally inaccessible and not of general use to the other members of Third.
5. The member is required to complete the Agreement Regarding Permitted Alteration of Common Area (the "Common Area Agreement").

RESOLVED FURTHER, the member is required to comply with all of the contingencies as presented in the report and approved by the Board; and

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



STAFF REPORT

DATE: January 24, 2017
FOR: Board of Directors
SUBJECT: Care Provider Policy

RECOMMENDATION

Staff recommends approval of the amended Care Provider Policy.

BACKGROUND

The Board created a Residency Policy and Compliance Task Force to review policies and processes for consistency. The committee and staff have identified areas of improvement including, but not limited to, the need to revise the Care Provider Policy.

The Community does not offer caregiver services however; Social Workers from the Social Services Department can connect a resident with a licensed full-service home care organization. Residents seek assistance from family members and friends who traditionally are not licensed.

On October 16, 2013, the Board adopted a Permitted Health Care Provider Policy (Resolution 01-13-176). The policy is to establish guidelines for an applicant wishing to reside in the unit as a permitted health care provider.

On January 1, 2016, California passed a new law, Home Care Consumer Protection Act, which requires any home care organization and independent home care aid to be registered with the Home Care Services Bureau. The registration process includes a criminal background check for the protection of individuals requiring aid.

On November 16, 2016, the Resident Policy and Compliance Task Force reviewed and discussed the proposed policy. By unanimous vote, the committee approved the policy with some edits. The edits were for clarification purposes.

On November 18, 2016, the Board of Directors reviewed and moved to table approving revisions to the amended policy to the December regular meeting.

On December 20, 2016, the Board of Directors reviewed and approved the policy. The policy is postponed until the January 24, 2017 regular meeting to conform to the 30 days notification requirement. During Member comment's, a concern was raised regarding residents caring for other residents. The focus of this policy is to address non-resident Care Providers in the Village.

The Community Services and Resident Services Departments coordinate the health care applications and gate passes. For the current year, there are approximately 103 registered live-in care providers.

DISCUSSION

The purpose of the amendment (Attachment 1) is to fairly and reasonably address home care aids who provide part-time, long-term, and terminal health services to residents. The current policy addresses live-in care providers only. The recommended revisions add standards to verify that all individuals in the Community are authorized and ultimately registered. The amendment is in compliance with new legislation.

The proposed amendment was reviewed by home care agencies that work in the Village. Additionally, legal counsel reviewed the proposed policy. Comments were incorporated in the amendment.

FINANCIAL ANALYSIS

There is no financial impact.

Prepared By: Francis Rangel, Compliance Supervisor

Reviewed By: Pamela Bashline, Community Services Manager
Betty Curley, Social Services Manager
Tim Moy, Chief of Security
Lori Moss, Community Manager

ATTACHMENT(S)

Attachment 1: Proposed Care Provider Policy
Attachment 2: Application for Care Provider Permit
Attachment 3: Physician's Certification of Need for a Care Provider Permit
Attachment 4: Proposed Resolution



Care Provider Policy
Adopted January 24, 2017
Resolution 03-17-XX

I. Purpose

The purpose of this document is to define the policies of Third Laguna Hills Mutual (TLHM) regarding individuals who provide care to residents.

II. Definitions

For the purposes of this policy:

- a. Care Provider, also known as Caregiver and Home Care Aide, is a person who has been approved by TLHM in writing on the basis of being a provider of primary support to the Resident. Care Provider services include, but are not limited to, assistance with the following:
 - bathing
 - dressing
 - feeding
 - exercising
 - positioning
 - transferring
 - ambulating
 - personal hygiene and grooming
 - toileting and incontinence care
 - housekeeping
 - assisting with medication
 - meal planning and preparation
 - laundry
 - transportation
 - correspondence
 - making telephone calls
 - shopping for personal care items or groceries
 - companionship
- b. Resident is defined as any person who has been approved by the Board of Directors for occupancy.
- c. Community Facilities are defined as the facilities and services operated by the Golden Rain Foundation (GRF).
- d. Community Rules are defined as the Bylaws, Covenants, Conditions, and Restrictions (CC&R's), Articles of Incorporation, or any rules and regulations of TLHM and of GRF.

III. Conditions

- a. All Care Provider(s) must be Board approved in writing **prior** to commencing support.
- b. A licensed medical physician must certify that the Resident has a need for care.
- c. The Care Provider must be 18 years old or older.

- d. The Care Provider must provide part-time, live-in, long-term or terminal health care for daily activities, medical treatment, or both to the Resident.
- e. The Care Provider must be registered with the California Department of Social Services Home Care Registry.
- f. The Care Provider must provide a copy of a government issued photo ID with the application.
- g. The Care Provider must provide a copy of their driver's license, vehicle registration, and proof of vehicle insurance with the application if he/she will be operating a vehicle within Laguna Woods Village.
- h. The Care Provider permit is approved for a period of up to one year. Residents are required to re-apply and obtain a new certification statement from a licensed medical physician annually.
- i. The total number of persons residing in a unit shall not exceed the number of bedrooms, plus one or no more than two persons in a one-bedroom unit; no more than three persons in a two-bedroom unit etc. Fees for third and fourth parties will be assessed.
- j. Each Care Provider shall not have been convicted of a felony or a misdemeanor involving moral turpitude (e.g., fraud, perjury, criminal threats).
- k. The Resident and/or Mutual Member is responsible for the conduct of the Care Provider, and shall ensure that he/she complies with all community rules, regulations, and policies.
- l. Upon approval by the Board of Directors, a one year renewable pass shall be issued to the Care Provider that will permit gate access into the community, if needed.
- m. The Care Provider must wear in clear sight the Laguna Woods Village ID at all times. If a gate pass is supplied, it must be displayed on their car dashboard at all times.
- n. The Care Provider ID and gate pass may not be transferred or lent to anyone.
- o. The Care Provider is authorized to use the Community Facilities **only** as necessarily incidental to provide support to the Resident.
- p. Part-time Care Providers may only use the laundry facilities for the Resident's use. Full-time Care Providers may use the laundry facilities for their limited personal use and the Residents use.
- q. The live-in Care Provider requires written permission from the Board of Directors to remain in the unit without the Resident only if both of the following are applicable:
 - i. The Resident is absent from the unit due to hospitalization or other necessary medical treatment and expects to return to the unit within 90 days from the date the absence began; and
 - ii. The Resident submits a written request desiring the Care Provider be allowed to remain in order to be present when

the Resident returns to reside in the unit. [Civil Code §51.11.b.7]

- r. Care Providers may not bring family members, pets or guests into the Community.
- s. The Resident must surrender the Care Provider ID and vehicle pass to the Resident Services Department at the conclusion of the care service or be subject to charges.
- t. The Care Provider shall meet all applicable GRF requirements relating to operating a motor vehicle within the community.

IV. Procedures

- a. The Resident must complete and submit "Application for Care Provider Permit" for Board review.
- b. The Resident must complete and submit "Physician's Certification of Need for Care Provider"
- c. Application and Physician Certification can be submitted to the Resident Services Department located in the Laguna Woods Village Community Center.
- d. The Board will review the application and approve or deny request.
- e. The Resident Services Department will notify the Resident of the results within 5 – 7 business days. Special circumstances may be granted.
- f. Upon request for renewal, the Community Services Department will check if the Resident has received notices of rules violations.



Application for Care Provider Permit

☐ ULWM
☐ TLHM
☐ Mutual 50
Unit: _____

Return completed application to: Resident Services Department, 24351 El Toro Road, Laguna Woods, CA 92637; Phone: 949-597-4600, E-mail: residentservices@vmsinc.org

Resident Information

Name:	<input type="checkbox"/> Member <input type="checkbox"/> Occupant																				
Address:																					
Telephone:	Cell Phone:																				
E-mail:																					
What is the expected duration of the Care Provider? <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent <input type="checkbox"/> Terminal Health Care																					
What is the expected schedule of the Care Provider? <input type="checkbox"/> Part-Time/Day Only <input type="checkbox"/> Part-Time/Night Only <input type="checkbox"/> Full-Time/24 hours/day																					
When is the Care Provider service expected to end?																					
What is the service the Care Provider is expected to provide? (check all that apply) <table border="0"><tr><td><input type="checkbox"/> bathing</td><td><input type="checkbox"/> housekeeping</td></tr><tr><td><input type="checkbox"/> dressing</td><td><input type="checkbox"/> assisting with medication</td></tr><tr><td><input type="checkbox"/> feeding</td><td><input type="checkbox"/> meal planning and preparation</td></tr><tr><td><input type="checkbox"/> exercising</td><td><input type="checkbox"/> laundry</td></tr><tr><td><input type="checkbox"/> positioning</td><td><input type="checkbox"/> transportation</td></tr><tr><td><input type="checkbox"/> transferring</td><td><input type="checkbox"/> correspondence</td></tr><tr><td><input type="checkbox"/> ambulating</td><td><input type="checkbox"/> making telephone calls</td></tr><tr><td><input type="checkbox"/> personal hygiene and grooming</td><td><input type="checkbox"/> shopping for personal care items or groceries</td></tr><tr><td><input type="checkbox"/> toileting and incontinence care</td><td><input type="checkbox"/> companionship</td></tr><tr><td><input type="checkbox"/> Other: _____</td><td></td></tr></table>		<input type="checkbox"/> bathing	<input type="checkbox"/> housekeeping	<input type="checkbox"/> dressing	<input type="checkbox"/> assisting with medication	<input type="checkbox"/> feeding	<input type="checkbox"/> meal planning and preparation	<input type="checkbox"/> exercising	<input type="checkbox"/> laundry	<input type="checkbox"/> positioning	<input type="checkbox"/> transportation	<input type="checkbox"/> transferring	<input type="checkbox"/> correspondence	<input type="checkbox"/> ambulating	<input type="checkbox"/> making telephone calls	<input type="checkbox"/> personal hygiene and grooming	<input type="checkbox"/> shopping for personal care items or groceries	<input type="checkbox"/> toileting and incontinence care	<input type="checkbox"/> companionship	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> bathing	<input type="checkbox"/> housekeeping																				
<input type="checkbox"/> dressing	<input type="checkbox"/> assisting with medication																				
<input type="checkbox"/> feeding	<input type="checkbox"/> meal planning and preparation																				
<input type="checkbox"/> exercising	<input type="checkbox"/> laundry																				
<input type="checkbox"/> positioning	<input type="checkbox"/> transportation																				
<input type="checkbox"/> transferring	<input type="checkbox"/> correspondence																				
<input type="checkbox"/> ambulating	<input type="checkbox"/> making telephone calls																				
<input type="checkbox"/> personal hygiene and grooming	<input type="checkbox"/> shopping for personal care items or groceries																				
<input type="checkbox"/> toileting and incontinence care	<input type="checkbox"/> companionship																				
<input type="checkbox"/> Other: _____																					

Care Provider Information

Name:			
Address:			
Telephone:		Cell Phone:	
E-mail:			
Relationship to Resident: <input type="checkbox"/> Employee; Name of Agency (if any) _____ <input type="checkbox"/> Family Member; Relationship _____			
Driver License No:		Expiration Date:	
Vehicle Color:	Make:	Model:	License:
Insurance Company:		Expiration Date:	
What is the Care Provider's state registration ID number?			
Has the Care Provider been convicted of a felony?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the Care Provider been convicted of a misdemeanor involving moral turpitude?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Care Provider Permit Agreement

The undersigned acknowledges that the issuance of a Care Provider Permit does not constitute approval of the Care Provider nor does it represent any direct or indirect liability on behalf of United Laguna Woods Mutual, a California non-profit mutual benefit corporation, Third Laguna Hills Mutual (TLHM), Mutual 50, a California non-profit mutual benefit corporation, the Golden Rain Foundation of Laguna Woods, a California non-profit mutual benefit corporation, and Village Management Services, Inc. a California corporation, and each of their respective directors, officers, employees, and agents. Further, I/we have read and received a copy of the Care Provider Policy and agree to wear the ID and display the pass at all times while in this Community. I/we also understand that falsification of any information related to this application is subject to disciplinary action.

Resident Signature: _____ Date: _____
Members Signature: _____ Date: _____
Care Provider Signature: _____ Date: _____

For Office Use Only

Received By: _____	WO#: _____
Reviewed By: _____	<input type="checkbox"/> WO Updated
Requirements: <input type="checkbox"/> ID <input type="checkbox"/> Gate Pass <input type="checkbox"/> Other _____	
Will approval cause the unit to exceed the no. of occupants permitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is state registration active for the Care Provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was Physician's Certification verified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the resident received notices of rules violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does staff recommend approval of this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, state reason: _____	

For Board of Directors Use Only

Application DENIED	Application APPROVED
The Board of Directors of this Mutual Corporation has reviewed this application. Based on the information provided, the application is denied .	The Board of Directors of this Mutual Corporation has reviewed this application. Based on the information provided, the application is approved .
SIGNATURE _____	SIGNATURE _____
SIGNATURE _____	SIGNATURE _____
SIGNATURE _____	SIGNATURE _____

For Office Use Only

Resident Notified By: _____
☐ WO Updated/Closed ☐ Documents Scanned

Agenda Item # 12a
Page 7 of 10



Physician's Certification of Need for a Care Provider Permit

☐ ULWM
☐ TLHM
☐ Mutual 50
Unit: _____

Return completed certification to: Resident Services Department, 24351 El Toro Road, Laguna Woods, CA 92637; Phone: 949-597-4600, E-mail: residentservices@vmsinc.org

Resident/Patients Information (To be Completed by Resident)

Name: _____

Address: _____

Telephone: _____

Cell Phone: _____

E-mail: _____

Authorization to Release Information (To be Completed by the Resident)

I authorize the physician named below to release information about me to a representative of Laguna Woods Village only for the purpose of confirming my request for a Care Provider Permit. I understand that my authorization will remain effective for one year from the date of my signature, and that the information will be handled confidentially in compliance with all applicable laws. I understand that I may revoke the authorization at any time by written, dated communication.

Residents Signature: _____ Date: _____

Physician's Information (To be Completed by Physician)

Name: _____

Office Stamp: _____

Address: _____

Telephone: _____

License#: _____

The person named above is a resident of an active senior Community. The Community is age-restricted. The information you provide is used for approval of an application for a Care Provider. Please refer to the back of this certification for definitions and further information.

Are you the applicant's treating physician? ☐ Yes ☐ No

If yes, length of time you've been treating the patient: _____

Does the applicant have a mental or physical disability: ☐ Yes ☐ No

Does the applicant need the services of a care provider: ☐ Yes ☐ No

If yes, please answer the following:

What is the recommended expected duration of the Care Provider?

☐ Temporary

☐ Permanent

☐ Terminal Health Care

What is the recommended schedule of the Care Provider?

☐ Part-Time/Day Only

☐ Part-Time/Night Only

☐ Full-Time/24 hours/day

When is care expected to end? _____

I certify that the information provided herein is true and accurate to the best of my knowledge.

Physician's Signature (required): _____ Date: _____

The person named is a resident of an age-restricted community. The information that you provide is used for approval of a permit for a care provider. Please refer to these definitions from **CAL. GOV. CODE Sections 12926 and 12926.1**:

Medical Condition means either of the following:

1. Any health impairment related to or associated with a diagnosis of **cancer**, or a record or history of cancer.
2. Genetic characteristics, including (a) Any scientifically or medically identifiable gene or chromosome, or combination or alteration thereof, that is **known to be a cause** of a disease or disorder in a person or his or her offspring, or that is determined to be associated with a statistically increased risk of development of a disease or disorder, and that is presently not associated with any symptoms of any disease or disorder. (b) **Inherited characteristics** that may derive from the individual or family member, that are known to be a cause of a disease or disorder in a person or his or her offspring, or that are determined to be associated with a **statistically increased risk** of development of a disease or disorder, and that are presently not associated with any symptoms of any disease or disorder.

Mental Disability includes, but is not limited to, all of the following:

1. Having any mental or **psychological disorder or condition**, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disability, **that limits a major life activity**. For purposes of this section: (a) **Limits**" shall be determined **without regard to mitigating measures**, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity. (b) **A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult**. (c) **Major life activities**" shall be broadly construed and shall include physical, mental, and social activities and working.

Mental Disability also includes:

1. Any other mental or psychological disorder or condition not described in paragraph (1) that **requires special education or related services**.
2. Having a record or **history** of a mental or psychological disorder or condition.
3. Being regarded or treated as having, or having had, any mental condition that **makes achievement of a major life activity difficult**.
4. Being regarded or treated as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that **may become a mental disability** as described in paragraph (1) or (2).

Physical Disability includes, but is not limited to, all of the following:

1. Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following: (a) **Affects** one or more of the following **body systems**: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine. (b) **Limits a major life activity**.
2. Being regarded or treated as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but **may become a physical disability** as described in paragraph (1).

Mental Disability and Physical Disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

If the definition of "disability" used in the Americans with Disabilities Act, or in Cal. Gov. Code Section 12926.1 would result in broader protection of the civil rights of individuals with a mental disability or physical disability, or would include any medical condition not included within those definitions, then that broader protection or coverage shall prevail.

ENDORSEMENT

Care Provider Policy

By way of consensus, the Committee approved the proposed Care Provider Policy with minor edits and directed Ms. Rangel to send the edits to legal counsel for review and approval and bring to the Special Open Board Meeting scheduled for November 18, 2016 for further discussion.

RESOLUTION 03-17-XXX

WHEREAS, the Residency Policies and Compliance Task Force has recommended revising the *Care Provider Policy*, to fairly and reasonably address part-time, long-term, and terminal health care providers; and

WHEREAS, the current Permitted Health Care Provider policy addresses live-in care providers only:

NOW THEREFORE BE IT RESOLVED, January 24, 2016, that the Board of Directors of this Corporation hereby amends the "Permitted Health Care Provider Policy," and renames it to "Care Provider Policy," as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-05-37 adopted November 15, 2005 is hereby superseded and canceled; and

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

December initial Notification

The 30-day postponement to comply with Civil Code §4360 has been satisfied.

RESOLUTION 03-17

PEV Vehicles Permitted to Utilize 120 Volt Outlets in the Common Areas

WHEREAS, the State of California and the US Government offer significant financial incentives to buyers to encourage their purchase of PEVs (Plug-In Electric Vehicles) due to reduced greenhouse gases, Laguna Woods should do what it can to support the government's environment objectives; and

WHEREAS, all PEVs support charging using a 120 volt circuit; it places a charging load similar to that of a golf cart and in some cases actually requires lower power demand than some golf carts; and

WHEREAS, no data is available to ascertain the circuit capacity utilized on the 120 volt circuits, and it would be costly to hire a consultant to identify all 120 volt circuits and the existing power demand on those circuits, it is deemed more reasonable to take any corrective action at the time an excessive loading condition occurs; and

WHEREAS, on September 15, 2015 the Board authorized resident owned or leased PEVs to utilize 120 Volt outlets in the common areas at a fee; and

WHEREAS, a recommendation has been made to lower the fee and eliminate the tracking of mileage and calculated usage;

NOW THEREFORE BE IT RESOLVED, on January 24, 2017 that the following amendment is made to the Third Laguna Hills Mutual VEHICLE, TRAFFIC, AND PARKING RULES:

7.13 PLUG IN ELECTRIC VEHICLES (PEV)

NON-RESIDENT PEVs are prohibited from connecting to common area outlets, except for self-contained, fee-per-use charging stations.

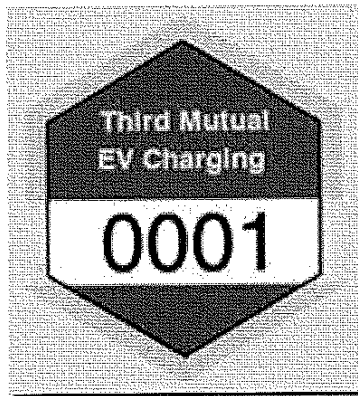
Any PEV connected to a common area outlet without authorization may be disconnected by Security staff, in addition to the other enforcement actions allowed in these rules.

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

RESIDENT VEHICLES that are battery electric powered GOLF CARTS may connect to Mutual common area electricity upon payment of the electrical use fee set by the BOARD. A GRF decal is not authorized on any GOLF CART when the electrical use fee is not paid.

RESIDENT PEVs of other types (e.g. battery electric and plug-in hybrid vehicles) are allowed to connect to Mutual electricity upon payment of the electrical use deposit and fee set by the BOARD, and properly display on the vehicle a Third Mutual issued Electric Vehicle decal.

- An electricity usage flat fee of \$240 is required for every PEV registered to any MANOR that does not have a private garage, or a private charging station per the requirements of the BOARD-approved Alteration Standard Section 44 Electric Vehicle Charging Stations.
- Participating PEVs will be issued a Mutual authorized decal, affixed by staff to the exterior of the rearmost window in the lower corner furthest from the driver.
 - The decal is the property of Third Mutual and may be revoked upon expiration, withdrawal or termination from program, or non-compliance with these rules.



- The decal signifies the PEV is authorized to connect to outlets in the Third Mutual common area.
 - Connection to outlets controlled by GRF, United, or Mutual Fifty is prohibited, except for self-contained, fee-per-use charging stations.
 - Connection to an outlet metered at any individual MANOR is prohibited without the controlling RESIDENT'S express permission.
-

7.14 EXTENSION CORDS

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

7.15 FINES

Fines for violation of §7.13 – 7.14 are as follows:

- First Offense: \$0
- Second Offense: \$25
- Each Subsequent Offense: \$50

RESOLVED FURTHER, that Resolution 03-15-129 approved September 15, 2016 is hereby superseded and cancelled; and

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

December initial Notification

The 30-day postponement to comply with Civil Code §4360 has been satisfied.



STAFF REPORT

DATE: January 24, 2017
FOR: Board of Directors
SUBJECT: Non-Smoking Policy

RECOMMENDATION

Staff recommends adoption of a Non-Smoking Policy.

BACKGROUND

The Board created a Residency Policy and Compliance Task Force to review policies and processes for consistency. The committee and staff have identified areas of improvement including, but not limited to, the need to adopt a Non-Smoking Policy.

The Community does not have a non-smoking policy however; Article III, Use Restrictions, of the Covenants, Conditions, and Restrictions (CC&R's) contains nuisance restrictions that declare "...no Owner or Resident shall... obstruct or interfere with the rights of other persons..." Additionally, the City of Laguna Woods has adopted an ordinance regulating smoking in public places and places of employment (Ord. No. 11-03, § 2, 3-16-2011).

On November 8, 2016, The State of California passed Proposition 64 legalizing the recreational use of marijuana for adults age 21 years and older. The Proposition permits smoking in private homes but does not permit smoking in public.

On December 13, 2016, the Residency Policy and Compliance Task Force review and discussed the proposed policy. By way of consensus, the committee approved the policy with edits for clarification purposes.

DISCUSSION

There is a recent increase in reports of smoking nuisance violations in Laguna Woods Village. Several residents have experienced second hand smoke infiltration as a cause of other residents smoking outside their private units and/or in common areas.

The purpose of the Non-Smoking Policy (Attachment 1) is to fairly and reasonably address smoking in Laguna Woods Village. The policy defines the areas where smoking is prohibited and the responsibility for remediation costs associated with second-hand smoke infiltration.

The current process of remediation is the sealing of the unit. Sealing of the unit includes the caulking of cracks in the drywall, baseboards, and outlets where smoke can seep through. The areas for sealing are determined by a staff member who inspects the unit. The sealing of units is performed by the Carpentry Department. This mitigation is used when directed by the Board as a form of disciplinary action.

Non-Smoking Policy

January 24, 2017

Page 2

Additionally, Members have requested that the Board designate buildings in which their Manors are located as a "smoke-free" building, to reduce exposure to second hand smoke. This matter is currently with legal counsel for review and recommendations. A separate policy outlining the procedure and requirements will be made available at a later time.

FINANCIAL ANALYSIS

There is no financial impact.

Prepared By: Francis Rangel, Compliance Supervisor

Reviewed By: Tim Moy, Chief of Security
Lori Moss, Community Manager

ATTACHMENT(S)

Attachment 1: Proposed Non-Smoking Policy

Attachment 2: Proposed Resolution



Non-Smoking Policy

Adopted January 24, 2017

Resolution 03-17-XX

I. Purpose

The purpose of this document is to define the policies of Third Laguna Hills Mutual (TLHM) regarding smoking in private units and common area.

II. Definitions

For the purposes of this policy:

- a. Common area means the area which is available for use by more than one person.
- b. Community Rules are defined as the Bylaws, Covenants, Conditions, and Restrictions (CC&R's), Articles of Incorporation, or any rules and regulations of TLHM.
- c. Enclosed is defined as an area closed in by a roof and contiguous walls or windows, connected floor to ceiling with appropriate opening for ingress and egress.
- d. Member is defined as any person entitled to membership in TLHM.
- e. Multi-unit residential facility means a building or portion thereof that contains more than one dwelling unit.
- f. Private residence is defined as that portion of any Condominium which is not owned in common with other owners.
- g. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, e-cigarette, pipe, cannabis, or other substances in any manner or in any form.
- h. Smoking products are defined as Tobacco and marijuana.

III. Condition

Smoking is prohibited in the following areas:

- a. Enclosed areas of all public places, including lobbies, elevators, hallways and other areas used by members of the public.
- b. Elevators, hallways, recreation rooms, laundry rooms, stairs, and other common areas in multi-unit residential facilities.
- c. Unenclosed hallways, entryways, breezeways, stairways and other common areas accessible and useable by more than one residence.

- d. Balconies and patios in residential facilities. For the purpose of this policy, balconies and patios shall include unenclosed and screened patios and balconies as well as enclosed patios and balconies unless windows and doors are closed to prevent the escape of smoke.
- e. Carports and underground parking areas.
- f. In an enclosed vehicle.
- g. Any common area within 20 feet from any building so long as smoke does not enter any enclosed area in which smoking is prohibited.
- h. Private residence which create a nuisance to adjacent residents. If smoking in private residence, adequate ventilation devices, such as air-purifiers, etc. must be used.
- i. Smoking marijuana is only permitted inside a residence.

IV. Enforcement

TLHM is authorized to take disciplinary action against a Member found to be in violation of the Non-Smoking Policy. When a violation occurs the Board is obligated to evaluate and impose if appropriate, member-discipline as set forth in the governing documents. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action.

The Member is entirely responsible for ensuring that the rules, regulations, and policies are following by anyone they allow into the community. This includes any Co-occupant, lessee, guest, care provider, vendor, invitee or contactor.

Furthermore, the following guidelines define the responsibility for remediation costs associated with second-hand smoke infiltration:

- a. Remediation costs considered reasonable would be paid for by the Member responsible for the second-hand smoke.
- b. Remediation costs due to defects or damages to property which is TLHM responsibility would be paid for by TLHM.
- c. Remediation costs beyond those which would be construed as reasonable would be borne by the reporting party.

A complaint may be registered with the Compliance Department by calling 949-268-CALL or by calling the Security Department at 949-580-1400.

ENDORSEMENT

Non-Smoking Policy

On December 13, 2016, the Residency Policy and Compliance Task Force review and discussed the proposed policy.

By way of consensus, the committee approved the policy with edits for clarification purposes.

RESOLUTION 03-17-XX

WHEREAS, the Residency Policies and Compliance Task Force has recommended adopting a Non-Smoking Policy, to fairly and reasonably address smoking in Laguna Woods Village; and

WHEREAS, Third Laguna Hills Mutual has received numerous complaints from various residents concerning odors and annoyance in and around manors caused from residents second-hand smoke and smoke infiltration;

NOW THEREFORE BE IT RESOLVED, January 24, 2017, that the Board of Directors of this Corporation hereby adopts the "Non-Smoking Policy," 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 as written.

December initial Notification

The 30-day postponement to comply with Civil Code §4360 has been satisfied.

RESOLUTION 03-17-xx

Mutual Committee Appointments

RESOLVED, January 24, 2017 that the following persons are hereby appointed to serve on the committees and services of this Corporation; and

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

Architectural Standards and Control Committee

Bert Moldow, Chair

Joe Camera

Burt Baum

John Frankel

Bill Walsh

Steve Parsons

Rosemarie diLorenzo Dickins, Alternate

Susan Caine, Alternate

Governance Committee

Rosemarie diLorenzo Dickins, Chair

James Tung

Burt Baum

Bert Moldow

Non-Voting Advisor: Kathleen Baum

Communications Committee

Burt Baum, Chair

Bert Moldow

Annette Sabol-Soule

Bill Walsh

Bunny Carpenter

Non-Voting Advisors: Carol St. Hillaire

Energy and Technology Committee

Bill Walsh, Chair

Bert Moldow, Co-Chair

Joe Camera

Burt Baum

Susan Caine

John Frankel

Non-Voting Advisors: Steven Leonard, Leon St. Hillaire

Executive Hearing Committee

Rosemarie diLorenzo Dickins, Chair
James Tung, Co-Chair
~~David Finley~~
Bunny Carpenter
John Frankel
Steve Parsons, Alternate
Susan Caine, Alternate

Finance (Committee of the Whole)

Steve Parsons, Chair
Rosemarie diLorenzo Dickins, Vice Chair
Non-Voting Advisors: Colin Johnston, John Hess, Wei-Ming Tao

Garden Villa Recreation Room Subcommittee

~~Joe Camera, Chair~~
Bert Moldow, ***Chair***
Bunny Carpenter
Rosemarie diLorenzo Dickins, Alternate
Voting Advisors: Lenta Jarrett, Sharon Molineri, Stewart Hack

Laguna Woods Village Traffic Hearings

John Frankel
Annette Sabol-Soule

Landscape

James Tung, Chair
Bunny Carpenter – Vice Chair
John Frankel
Annette Sabol-Soule
~~Bill Walsh, Alternate~~
Non-Voting Advisors: John Dudley, Bob Figeira

Maintenance and Construction (Committee of the Whole)

Bert Moldow, Chair
John Frankel, 2nd Vice Chair
~~Joe Camera, Vice Chair~~
~~David Finley~~
Bunny Carpenter
Bill Walsh
Non-Voting Advisors: ~~Robert Sherinian~~ ***Jules Zalon***

Meet and Confer & Resident Problem Resolution

Rosemarie diLorenzo Dickins
James Tung

Burt Baum

New Resident Orientation
Per Rotation List

Water Conservation Committee
James Tung, Chair
Joe Camera
Annette Sabol-Soule

RESOLVED FURTHER, that Resolution 03-16-115, adopted November 15, 2016 is hereby superseded and canceled; and

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

RESOLUTION 03-17-xx

GRF Committee Appointments

RESOLVED, January 24, 2017, 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:

Business Planning Committee

Rosemarie diLorenzo Dickins
Steve Parsons

Community Activities Committee

Burt Baum
Joe Camera
Annette Sabol-Soule

Finance Committee

Steve Parsons
Rosemarie di Lorenzo Dickins
Annette Sabol-Soule, Alternate

Landscape Committee

James Tung
Bunny Carpenter
John Frankel, Alternate

Maintenance and Construction Committee

John Frankel
Bert Moldow
David Finley, Alternate
Joe Camera, Alternate
Bill Walsh, Alternate
Susan Caine, Alternate

Media and Communication Committee

Bunny Carpenter
Burt Baum
Bill Walsh, Alternate
Annette Sabol-Soule, Alternate

Mobility and Vehicles Committee

Steve Parsons
John Frankel

Security and Community Access Committee

Steve Parsons

James Tung

Susan Caine, Alternate

RESOLVED FURTHER, that Resolution 03-16-116, adopted November 15, 2016 is hereby superseded and canceled.

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.



STAFF REPORT

DATE: January 24, 2017
FOR: Board of Directors
SUBJECT: Designation of Authorized Signers
Lease Authorization Applications

RECOMMENDATION

Staff recommends appointment of Catherine Laster and Pamela Bashline as authorized signers of Lease Authorization Applications.

BACKGROUND

Article IV, Section 5 of the Covenants, Conditions and Restrictions (CC&Rs) provide that the Corporation may delegate any of its duties, powers or functions. Third Laguna Hills Mutual (TLHM) has engaged Village Management Services, Inc. to assist with administrative duties necessary to day-to-day business needs. By practice, TLHM appoints certain employees of the management company to sign documents on behalf of the Board of Directors.

DISCUSSION

Catherine Laster and Pamela Bashline are employed by Village Management Services, Inc. They are familiar with established Board procedures and governance of TLHM. Their authorization to sign Lease Authorization Applications is supportive of the Board's objectives and operating rules.

FINANCIAL ANALYSIS

None.

Prepared By: Pamela Bashline, Community Services Manager

Reviewed By: Lori Moss, Community Manager

ATTACHMENT(S)

ATT - 1 Application Signature Page

APPLICATION FOR PERMIT TO LEASE PREMISES

- 7c. Lessor and Lessee further acknowledge and agree that the Mutual shall be entitled to directly receive the rent by delivering to the Lessee at the Manor a notice in the form attached hereto as "Exhibit "A". Upon receipt of such notice, the Lessee shall directly forward all payments of rent required under the Lease to the Mutual at the address set forth in the notice until the Lessee shall receive a second notice to the effect that the Lessee may again resume making rental payments directly to the Lessor.
- 7d. Such payments of rent paid directly to the Mutual shall continue until the delinquent Monthly Assessments or GRF Charges and any late fees, attorneys' fees, or other collection costs and expenses incurred by the Lessor are paid in full. In the event that the payment of rent received by the Mutual is in excess of the amounts owed by the Lessor, then the Mutual shall refund the difference to the Lessor within thirty (30) business days of receipt of such rental payment.
- 7e. Lessor acknowledges and agrees that the Lessee shall not be in breach of the Lease solely as a result of making rental payments directly to the Mutual, and further that the Lessor shall not take any other action or avail itself of any other remedies against the Lessee under the Lease or otherwise based on the Lessee's direct payment of rent to the Mutual following receipt of a notice therefrom.
- 7f. Both Lessor and Lessee acknowledge and agree that the Mutual shall not have any obligation either to the Lessor or the Lessee to fulfill the duties of the Lessor or the Lessee under their Lease, nor shall the Mutual have any obligations to any other third party based on its direct receipt of the rent hereunder to cover delinquent Monthly Assessments or GRF Charges, and associated costs and expenses as set forth above. It is specifically agreed that the Mutual is not nor will be assuming any of the responsibility of the Lessor or the Lessee to fulfill any of the terms, conditions and covenants between the Lessor or the Lessee.
8. Lessee ID Cards shall be issued for a period no longer than the duration of the lease or a 12 month period, whichever is shorter; and may be renewed upon extension or renewal of the Permit. At the expiration of the lease term, Lessor shall return Lessee ID Cards, guest passes, and vehicle decals to the Leasing Assistant or a charge will be billed to the Mutual Member.
9. Lessor acknowledges and agrees that the privileges of membership in GRF are granted to Lessee for the duration of the Permit; and Lessor hereby surrenders his Resident ID Card and the right to such privileges while the Permit is in effect.
10. LESSOR AND LESSEE AGREE THAT GOLDEN RAIN FOUNDATION ("GRF"), VILLAGE MANAGEMENT SERVICES, INC. ("VMS"), MANAGING AGENT FOR THE CORPORATIONS, AND THIRD LAGUNA HILLS MUTUAL ARE NOT, JOINTLY OR SEVERALLY, PARTIES TO THE PROPOSED LEASE; AND THAT ALL LEASE TERMS PERTAINING TO RENT AMOUNTS, PAYMENT OF RENTS (OTHER THAN THE ASSIGNMENT OF RENTS AS NOTED ABOVE), FEES, REPAIR COSTS AND COMMISSIONS, OR ANY OTHER LEASE STIPULATIONS ARE A MATTER OF CONCERN FOR THE LESSOR AND LESSEE, AND NEITHER THIRD MUTUAL, GRF NOR VMS SHALL BE RESPONSIBLE FOR ANY TERMS THEREIN.

Lessee Name (PRINT)	Lessor Name (PRINT)
Lessee Signature	Lessor Signature
Lessee Email	Lessor Email
Lessee Name (PRINT)	Lessor Name (PRINT)
Lessee Signature	Lessor Signature
Lessee Email	Lessor Email
Date	Date

CORPORATION APPROVAL OF APPLICATION - PERMIT TO LEASE PREMISES

The undersigned, a California nonprofit mutual benefit corporation, hereby issues this Permit to Lease the Premises.
FOR THIRD LAGUNA HILLS MUTUAL

Date _____ By _____
Title: Authorized Agent

AGENT, AGENCY, OWNER EXECUTING PERMIT APPLICATION	NAME & EMAIL	TELEPHONE NO.
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RESOLUTION 03-16-XX

**Appoint Pamela Bashline and Catherine Laster as Authorized Agents
for the Purpose of Signing Specific Documents**

WHEREAS, the Lease Permits, Extensions and Addendums are signed on a daily basis on behalf of the Corporation;

NOW THEREFORE BE IT RESOLVED, January 24, 2017 that the Board of Directors of this Corporation hereby authorizes Pamela Bashline and Catherine Laster as Authorized Agents to sign on behalf of the Corporation; Lease Permits, Lease Extensions and Lease Addendums, effective immediately; and

RESOLVED FURTHER, that resolution 03-16-83, approved August 16, 2016 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.

REPORT OF THE REGULAR OPEN MEETING OF THE THIRD LAGUNA HILLS MUTUAL FINANCE COMMITTEE

Tuesday, January 10, 2017 – 1:30 p.m.
Laguna Woods Village Community Center Sycamore Room, 24351 El Toro Road

MEMBERS PRESENT: Steve Parsons, Rosemarie di Lorenzo Dickins, Bunny Carpenter, Burt Baum, Annette Soule, John Frankel, James Tung, Bert Moldow; Advisors – Colin Johnston, John Hess, and Weiming Tao

MEMBERS ABSENT: Bill Walsh, Susan Caine, Gayan Inayat-Khan

STAFF PRESENT: Betty Parker, Solange Backes

Call to Order

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

Approve Meeting Agenda

The agenda was approved unanimously. Staff was asked to schedule a financial training for Third Mutual board members.

Approval of the Regular Meeting Report for December 14, 2016

A motion was made and carried unanimously to approve the meeting report, with one correction of the meeting date to "Wednesday".

Chair Remarks

Director Parsons commented on areas of focus and asked committee members to bring their business plans (Greenbooks) to each meeting.

Member Comments (Items Not on the Agenda)

Member Allen Cohen was introduced, a former advisor to the Third Finance Committee.

Review Preliminary Financial Statements dated November 30, 2016

Betty Parker, Financial Services Director, presented the Preliminary Financial Statements and discussion ensued.

Staff was asked to provide additional information on the following items: chargeable services offered and trends for usage, operating vs. reserve delineation for maintenance programs, depreciation, consulting fees, and reclass of professional fees for dry rot work paid from reserves.

Financial Requirements

The committee reviewed a current policy for financial requirements, noting several changes made in the prior year.

A motion was made, seconded and passed unanimously to table this item for discussion with legal counsel at the upcoming board meeting in closed session.

Additional Occupancy Fee

The committee discussed options for implementing an additional occupant fee.

Chair Parsons was asked to form a task force to review further and bring back a recommendation to the committee.

A motion was made, seconded and carried unanimously to have the Residency Policy and Compliance Task Force review the additional occupant fee options at their meeting on Wednesday, January 18, 2017.

Member Comments

Director Tung commented on member applications being denied based on credit scores.

Date of Next Meeting

Tuesday, February 14, 2017 at 1:30 p.m.

Adjournment

The meeting recessed to closed session at 3:30 p.m.



Steve Parsons, Chair

THIRD LAGUNA HILLS MUTUAL
Treasurer's Report for January 24, 2017 Board Meeting

SLIDE 1 – Total revenue for Third through November 30 was \$30,647K compared to expenses of \$25,916K, resulting in more revenue than expenses by \$4,731K.

SLIDE 2 – Now we look at those same results with a distinction between operating and funds. This chart shows how much of our revenue went into operations, with \$17,228K coming in from assessments and \$907K coming in from other sources such as chargeable services and resale/lease processing fees. This is compared to operating expenditures of \$17,409. After backing out depreciation, which is not funded through operations, we can see that bottom line we had a surplus of \$860K through November 30.

SLIDE 3 - This chart shows how much of our revenue went into our reserve funds and the amount expended to date.

SLIDE 4 – With a favorable bottom line of \$4,730K, compared to a budget of \$2,829K through October, Third was better than budget by \$1,901K primarily due to:

- More revenue received than planned
 - Favorable variance in Miscellaneous revenue of \$228K resulted from insurance reimbursement to the Disaster Fund, recovering fire related damages.
- Overall, expenses are running lower than budgeted
 - Favorable variance in Materials and Supplies of \$219K resulted from direct materials for reserve programs. Increased dry rot identification slowed the exterior paint program and fewer washing machines replacements occurred due to change in life expectancy from 12 to 15 years.
 - Favorable variance in Utilities and Telephone of \$393K resulted primarily from electricity due to fewer kilowatts consumed, running 10% lower than budgeted, and a lower rate than planned. The variance was furthered by lower fixed rates and lower consumption for water than anticipated in the Mutual. Third has kept 94% of its consumption within the efficient tiers. Additionally, ETWD has removed the allocation penalty and increased the drought tolerance factor from .50 to .75 resulting in lower tier 3 & 4 consumption.
 - We also had an elimination of the Management Fee. The favorable variance of \$140K offsets United's portion of unbudgeted compensation and related costs for the CEO and Community Manager.
 - Favorable variance of \$311K in outside services resulted from reserve expenditures. Paving work was completed under budget due to a lower cost per square foot than anticipated. Also, fewer buildings were identified as needing wastelines replacements than budgeted. 44 buildings were lined compared to an estimated 61.

THIRD LAGUNA HILLS MUTUAL
Treasurer's Report for January 24, 2017 Board Meeting

SLIDE 5 – On this pie chart, we show the Operating expenses to date of \$17.4 Million by category, showing that our largest categories of expense are for compensation, utilities and Outside Services.

SLIDE 6 – The reserve balances on November 30, 2016 were \$24.6 Million

- YTD contributions and interest to reserves were \$12.5 Million
- YTD expenditures were \$6.2 Million
- YTD average yield on investments was 1.82%

[No slide] – In closed session, we reviewed delinquencies for unpaid assessments totaling \$370,041, which represents just 1.1% of the annual assessment budget. We are able to maintain such a relatively low level of delinquencies by following prescribed collection policies to pursue payment on these accounts, either through the non-judicial foreclosure process or by obtaining personal judgments in small claims court.

**Third Treasurers Report
as of November 30, 2016 (in Thousands)**

INCOME STATEMENT	ACTUAL
-------------------------	---------------

TOTAL REVENUE	\$30,647
----------------------	-----------------

TOTAL EXPENSE	<u>25,916</u>
----------------------	----------------------

Revenue over Expense	\$4,731
-----------------------------	----------------

Third Treasurers Report

as of November 30, 2016 (in Thousands)

OPERATING INCOME STATEMENT OPERATING

Assessment Revenue \$17,228

Non-assessment Revenue 907

Total Revenue \$18,135

Total Expense \$17,409

Revenue Over Expense \$726

Plus Non-Operating 134

Revenue Over Expense \$860

Third Treasurers Report

as of November 30, 2016 (in Thousands)

FUNDS INCOME STATEMENT

RESERVES

Assessment Revenue

\$11,996

Non-assessment Revenue

516

Total Revenue

\$12,512

Total Expense

\$8,508

Revenue Over Expense

\$4,004

Third Treasurers Report

as of November 30, 2016 (in Thousands)

With a favorable bottom line of \$4,730K, compared to a budget of \$2,829K through November, Third was better than budget by \$1,901K primarily due to:

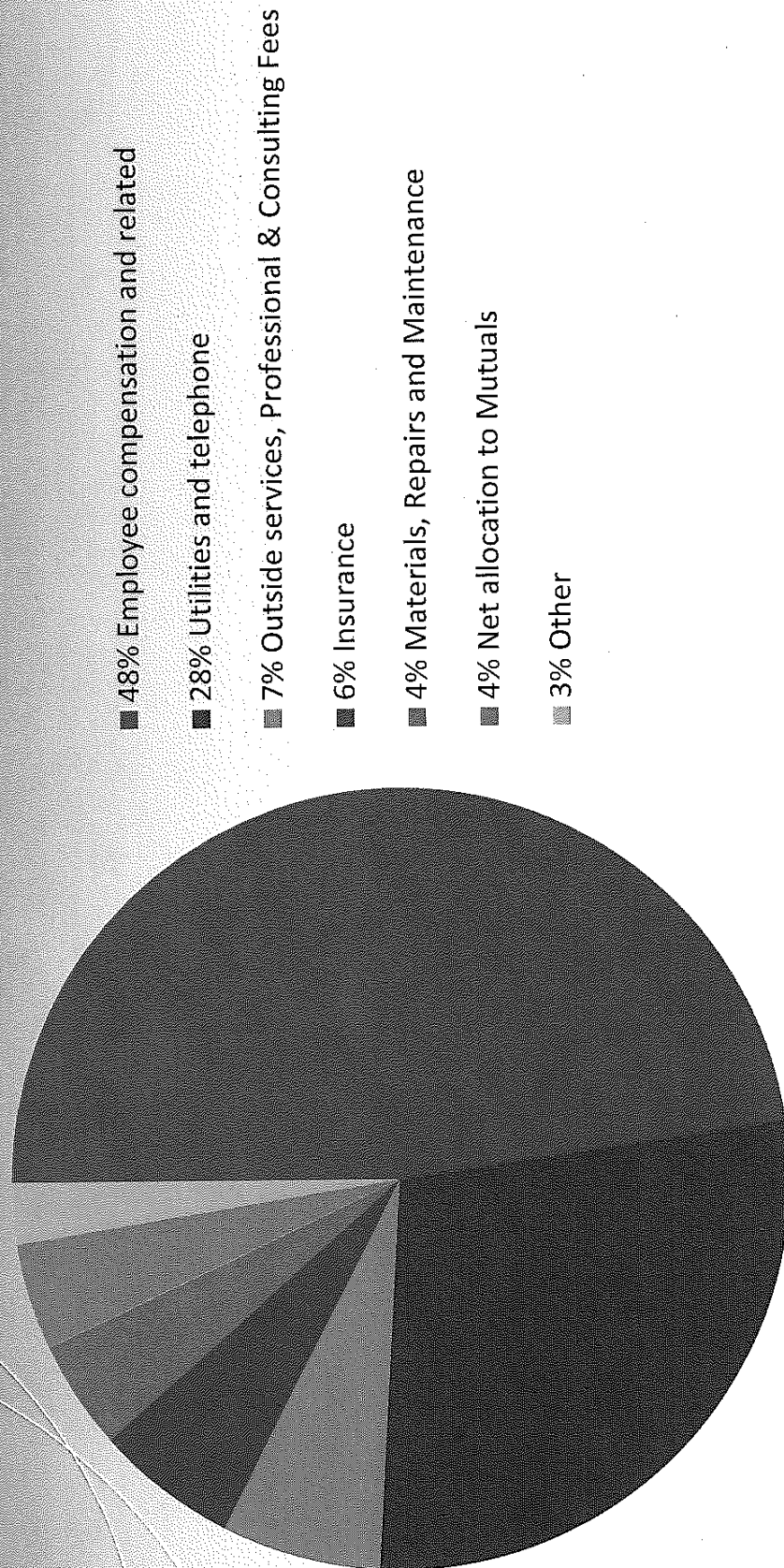
More Revenue

- **Insurance reimbursement to the Disaster Fund.**

Lower Expenses

- **Material purchases for reserves (Paint, Washers, Dry Rot)**
- **Fewer kilowatts of electricity consumed**
- **Lower fixed rates and consumption for water**
- **Elimination of management fee**
- **Reserve expenditures (Paving, Wastelines)**

Total Operating Expenses \$17,408,650 as of November 30, 2016



Slide 5

Third Treasurers Report
as of November 30, 2016 (in Thousands)

FUND BALANCES	ACTUAL
BEGINNING BALANCES: 1/1/16	\$18,322

Contributions & Interest 12,512

Expenditures (6,173)

Current Balances: 11/30/16 \$24,661

Monthly Resale Report

PREPARED BY
Community Services Department

MUTUAL
All Mutuals

REPORT PERIOD
December, 2016

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$		AVG. RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	78	72	\$20,660,350	\$17,986,050	\$264,876	\$249,806
February	70	64	\$20,379,400	\$15,177,490	\$291,134	\$237,148
March	89	100	\$22,910,361	\$28,704,700	\$257,420	\$287,047
April	97	98	\$28,616,128	\$24,545,555	\$295,012	\$250,465
May	91	90	\$24,537,100	\$22,981,950	\$269,638	\$255,355
June	86	102	\$22,067,900	\$27,723,788	\$256,603	\$271,802
July	91	108	\$27,013,400	\$29,242,999	\$296,851	\$270,769
August	104	78	\$32,699,074	\$19,762,310	\$314,414	\$253,363
September	83	89	\$23,485,500	\$24,803,660	\$282,958	\$278,693
October	76	94	\$21,449,050	\$22,100,507	\$282,224	\$235,112
November	88	72	\$27,762,000	\$19,543,500	\$315,477	\$271,438
December	70	76	\$20,628,100	\$21,041,388	\$294,687	\$276,860
TOTAL	1023.00	1043.00	\$292,208,363	\$273,613,897		
MON. AVG.	85.00	86.00	\$24,350,697	\$22,801,158	\$285,108	\$261,488

* Amount is excluded from percent calculation

Agenda Item # 146
Page 1 of 6

Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

United

REPORT PERIOD

December, 2016

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$		AVG. RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	46	29	\$9,883,000	\$5,823,300	\$214,848	\$200,803
February	38	35	\$9,023,400	\$7,335,490	\$237,458	\$209,585
March	45	54	\$8,501,500	\$11,956,600	\$188,922	\$221,419
April	48	45	\$10,445,600	\$9,835,750	\$217,617	\$218,572
May	47	45	\$10,833,200	\$9,738,200	\$230,494	\$216,404
June	44	54	\$9,229,600	\$12,229,900	\$209,764	\$226,480
July	45	56	\$10,900,900	\$12,699,699	\$242,242	\$226,780
August	48	36	\$11,613,874	\$7,469,240	\$241,956	\$207,479
September	42	44	\$10,834,000	\$9,291,160	\$257,952	\$211,163
October	36	45	\$8,062,550	\$8,962,720	\$223,960	\$199,172
November	45	33	\$11,308,800	\$7,156,500	\$251,307	\$216,864
December	34	42	\$8,099,300	\$9,456,588	\$238,215	\$225,157

TOTAL	518.00	518.00	\$118,735,724	\$111,955,147		
MON AVG	43.00	43.00	\$9,894,644	\$9,329,596	\$229,561	\$214,990
% CHANGE YTD	0.0%		.61%		6.8%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Agenda Item #146
Page 2 of 6

Monthly Resale Report

PREPARED BY
Community Services Department

MUTUAL
Third

REPORT PERIOD
December, 2016

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	30	39	\$10,663,350	\$11,735,750	\$355,445	\$300,917
February	31	27	\$11,354,000	\$7,690,000	\$366,258	\$284,815
March	44	41	\$14,408,861	\$16,302,100	\$327,474	\$397,612
April	49	51	\$18,170,528	\$14,509,805	\$370,827	\$284,506
May	44	43	\$13,703,900	\$12,983,750	\$311,452	\$301,948
June	42	45	\$12,838,300	\$15,321,388	\$305,674	\$340,475
July	46	50	\$16,112,500	\$16,392,300	\$350,272	\$327,846
August	56	41	\$21,085,200	\$12,231,250	\$376,521	\$298,323
September	41	43	\$12,651,500	\$15,332,500	\$308,573	\$356,570
October	40	44	\$13,386,500	\$12,924,787	\$334,663	\$293,745
November	43	38	\$16,453,200	\$12,332,000	\$382,633	\$324,526
December	36	33	\$12,528,800	\$11,532,800	\$348,022	\$349,479

TOTAL	502.00	495.00	\$173,356,639	\$159,288,430		
MON AVG	41.00	41.00	\$14,446,387	\$13,274,036	\$344,818	\$321,730
% CHANGE YTD	1.4%		8.8%		7.2%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Agenda Item # 146
Page 3 of 6

Monthly Resale Report

PREPARED BY
Community Services Department

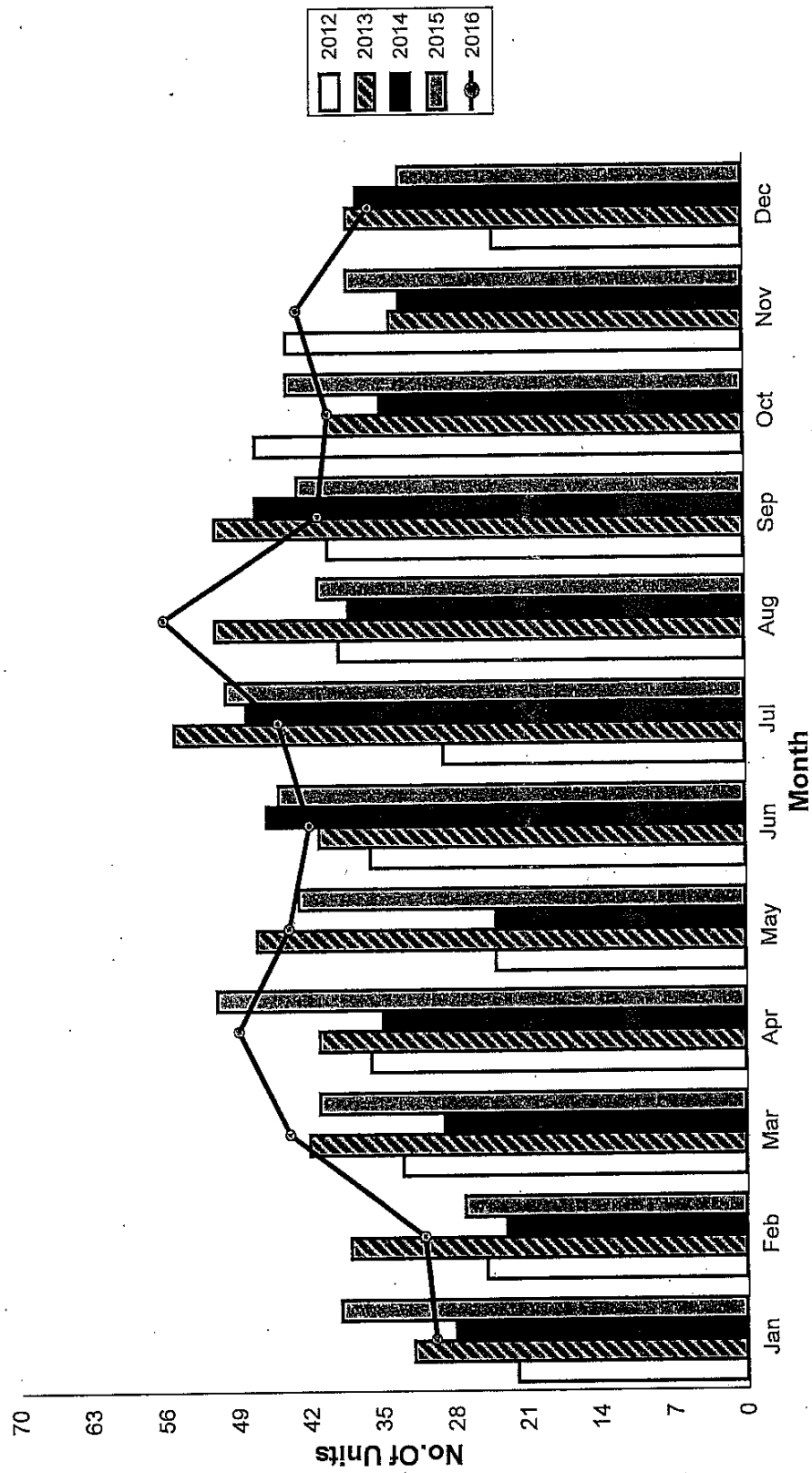
MUTUAL
Third

December 2016

Month	NO. OF RESALES				TOTAL SALES VOLUMES				AVG RESALE PRICE			
	2016	2015	2014	2013	2016	2015	2014	2013	2016	2015	2014	2013
January	30	39	28	32	\$10,663,350	\$11,735,750	\$7,497,490	\$8,493,000	\$355,445	\$300,917	\$267,768	\$265,406
February	31	27	23	38	\$11,354,000	\$7,690,000	\$7,379,500	\$8,958,500	\$366,258	\$284,815	\$320,848	\$235,750
March	44	41	29	42	\$14,408,861	\$16,302,100	\$10,944,500	\$11,855,704	\$327,474	\$397,612	\$377,397	\$282,279
April	49	51	36	41	\$18,170,528	\$14,509,805	\$10,730,050	\$11,286,025	\$370,827	\$284,506	\$298,057	\$275,268
May	44	43	24	47	\$13,703,900	\$12,983,750	\$8,432,500	\$14,861,995	\$311,452	\$301,948	\$351,354	\$316,213
June	42	45	46	41	\$12,838,300	\$15,321,388	\$15,101,560	\$11,911,950	\$305,674	\$340,475	\$328,295	\$290,535
July	46	50	48	55	\$16,112,500	\$16,392,300	\$17,105,688	\$17,028,500	\$350,272	\$327,846	\$356,369	\$309,609
August	56	41	38	51	\$21,085,200	\$12,231,250	\$13,420,800	\$15,063,200	\$376,521	\$298,323	\$353,179	\$295,357
September	41	43	47	51	\$12,651,500	\$15,332,500	\$14,638,626	\$15,355,650	\$308,573	\$356,570	\$311,460	\$301,091
October	40	44	35	40	\$13,386,500	\$12,924,787	\$10,859,700	\$13,778,228	\$334,663	\$293,745	\$310,277	\$344,456
November	43	38	33	35	\$16,453,200	\$12,332,000	\$9,560,400	\$10,943,650	\$382,633	\$324,526	\$289,709	\$312,676
December	36	33	37	38	\$12,528,800	\$11,532,800	\$10,848,108	\$12,865,400	\$348,022	\$349,479	\$293,192	\$338,563
TOTAL	502	495	424	511	\$173,356,639	\$159,288,430	\$136,518,922	\$152,401,802				
MON AVG	41.8	41.3	35.3	42.6	\$14,446,387	\$13,274,036	\$11,376,577	\$12,700,150	\$344,818	\$321,730	\$321,492	\$297,267
% CHANGE YTD	1.4%	16.7%	-17.0%		8.8%	16.7%	-10.4%		7.2%	0.1%	8.1%	

% Change calculated (This Year - Last Year)/Last Year
Percent calculation only includes YTD figures in black.

Resales - 5 Year Comparison



THIRD LAGUNA HILLS MUTUAL

MONTHLY LEASING REPORT

Report Period:
Dec-16

MONTH	LEASES IN EFFECT				Total this year	Total last year	Total Expirations	New Monthly Transactions		
	1 Month	3 Months	6 Months	12 Months				Leases	Renewals	Extensions
JAN.	0	10	28	272	1658	1726	38	52	38	57
FEB.	0	17	27	271	1659	1731	30	28	25	67
MARCH	0	12	23	273	1646	1699	64	56	65	91
APRIL	0	15	23	280	1655	1685	47	56	29	75
MAY	0	22	23	278	1662	1698	57	61	88	84
JUNE	0	21	23	290	1676	1692	60	60	70	88
JULY	0	22	22	294	1664	1689	52	37	22	56
AUGUST	0	19	27	301	1680	1666	54	51	17	78
SEPT.	0	11	29	299	1670	1658	60	40	24	73
OCT.	0	11	26	300	1661	1655	52	41	26	58
NOV.	0	13	30	302	1658	1642	55	40	28	65
DEC.	0	18	28	305	1675	1648	43	58	41	66
Monthly Average	0	15.9	25.8	288.8	1663.7	1682	51	48.3	37.8	71.5

1663.7 / 6102 = 27.26 % Monthly Average
1675.0 / 6102 = 27.45 % December Average

Endorsement

Revision to Deactivation of Cable Service at a Delinquent Member's Unit, *when a Member becomes 75 – Days Delinquent*

The Finance Committee was informed of a recent change by United Mutual to deactivate cable television service once a member becomes 60 days delinquent in assessment payment, rather than waiting for the filing of a lien (current policy). By consensus, the Committee agreed to present a similar change to the Third Board for approval.

RESOLUTION 03-15-100

Revision to Deactivation of Cable Service at a Delinquent Member's Unit, *when a Member becomes ~~75~~60-Days Delinquent*

WHEREAS, Third Laguna Hills Mutual desires to strengthen delinquency collection procedures; and

WHEREAS, the Collection and Lien Enforcement Policy And Procedures For Assessment Delinquencies states "Failure to pay the assessments or failure to pay interest, a late fee, and/or the Administrative Collection Fee may also result in suspension of Membership in and the ability to use the facilities or services provided by the Golden Rain Foundation of Laguna Woods or by this Mutual"; and

WHEREAS, the GRF Board adopted Resolution 90-15-09 which authorizes GRF, at the request of the Mutual, to take disciplinary or suspension action against a Mutual Member which includes, but is not limited to, the suspension of the Mutual Member's right to use the cable TV system; and

NOW THEREFORE BE IT RESOLVED, on March 21, 2017 that the Board of Directors hereby approves deactivation of cable service at a delinquent member's unit, when a Member becomes ~~75~~60-days delinquent, currently or hereafter, except when a member's payment plan is approved by the Board and remains current; and

RESOLVED FURTHER, that Resolution 03-15-100 adopted July 21, 2015 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.

January initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

OPEN MEETING

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

Thursday, January 5, 2017 -- 9:00 a.m.
Laguna Woods Village Community Center Spruce Room -- 24351 El Toro Road

MEMBERS PRESENT: James Tung, Chairman; Bunny Carpenter, John Frankel, Annette Sabol-Soule

MEMBERS ABSENT: Bob Figeira, Advisor

OTHER DIRECTORS: Steve Parsons, Andre Torng (United)

STAFF PRESENT: Kurt Rahn, Bob Merget

Call to Order

Director Tung called the meeting to order at 9:03 a.m.

Acknowledgement of the Press

The press was not represented.

Approval of the Agenda

The agenda was approved as written.

Approval of Committee Report of December 1, 2016

The committee report was approved by consensus without objection.

Resident Comments (Items Not on the Agenda)

Linda Fransen (3338-1A) addressed the Committee regarding an appeal she would like to make. In May 2016, Mrs. Fransen received approval to remove, at her expense, a Eucalyptus globulus located at the rear of her manor. Mrs. Fransen requests that the Mutual pay for the removal. At the time of the decision, Mrs. Fransen was to be out of town for several months, but did receive approval from the Committee to postpone making her appeal until her return. The Committee agreed to place her appeal on the next agenda.

Jae Lee addressed the Committee regarding several unreturned phone calls he has made to Resident Services. Bob Merget will follow up with Mr. Lee after the meeting.

Chairman's Remarks

Chair Tung welcomed new board member Annette Sabol-Soule to the Committee.

ACTION ITEMS

The Committee tour followed the meeting, and was attended by Directors Tung, Carpenter, Frankel, and Sabol-Soule.

3363-3E Monte Hermoso (Mangan) – Request for Tree Removal – Eucalyptus robusta

The Committee found the tree to be located too closely to the building. There is no structural damage being caused by the roots of the tree; however the canopy significantly overhangs the roof of the building and requires a higher degree of maintenance to minimize the debris that drops onto the roof and that could potentially compromise the rain gutter.

Recommendation: By a vote of 2 – 1 (Frankel), the board representatives of this corporation recommend approval of the request to remove the tree at the Mutual's expense.

3249-Q San Amadeo (Shen) – Request for Tree Removal – *Melaleuca linariifolia*

The Committee found the tree to be suitably located and in good condition. The tree does lean toward the adjacent guest parking stall, however the tree is well rooted and the canopy has been properly maintained to minimize its weight. There is no evidence that the tree is moving or poses a significant hazard.

Recommendation: The board representatives of this corporation unanimously recommend denying the request to remove this tree.

4014-3C Calle Sonora Oeste (LaBelle) – Request for Tree Removal – *Pinus canariensis*

The Committee found the tree to be suitably located and in good condition. Further, the Committee did not agree that the view blockage was significant enough to warrant removal of the tree.

Recommendation: The board representatives of this corporation unanimously recommend denying the request to remove this tree.

ITEMS FOR DISCUSSION AND CONSIDERATION

There were none.

STATUS REPORTS

Turf Replacement Update

The Committee reviewed the staff report, and discussed the subject. Pictures of various examples of the ground covers and small shrubs used for turf replacement will be added to the website.

Soil Moisture Sensor Irrigation Pilot Project

Staff informed the Committee that the vendor is not willing to commit their equipment and labor to a lengthy time period without some opportunity to share in any savings generated by their system. They have offered language changes to the draft contract for consideration. Those changes will be evaluated in the next week or two by the Purchasing Department, with updates to follow. The majority of irrigation takes place between April and October; therefore it would be ideal to run the pilot study during that timeframe.

Slope Maintenance Update

Staff updated the Committee regarding slope maintenance, and discussed the prioritization of work. Community maps were used to show the areas of highest priority, based on the work requested by OCFA to reduce the height and density of many plantings to lower the potential fuel load. These areas are in proximity to the western side of the Community, bordering the open space in Laguna Canyon. Work will begin in mid-January within the Gate 11 area and

then proceed across Santa Maria into the Gate 10 area. The work is anticipated to take several months and will be performed in conjunction with the routine servicing of each area.

The Gate 14 slopes were also discussed and have been given a high priority due to aesthetics and poor performance of some of the existing material. Work began this week and is anticipated to continue for several more weeks.

The added benefit of all of this work will be the disruption to coyote activities and their paths of travel. Reducing plant height and the use of lower growing plant replacements will reduce their ability to hide and feel protected, which will encourage them to go elsewhere.

CONCLUDING BUSINESS

Committee Member Comments

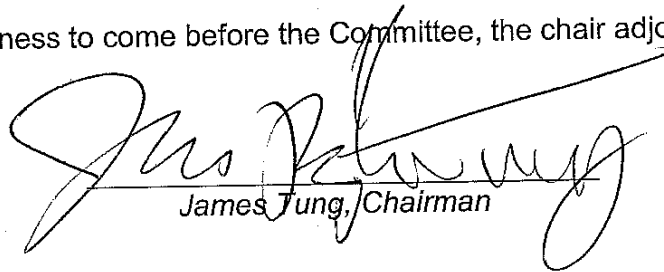
Director Sabol-Soule commented that the meeting was very informative and had a question regarding whether residents can purchase and use rain barrels in the Community (they can).

Date of the Next Meeting

The date of the next meeting of the Third Laguna Hills Mutual Landscape Committee is scheduled for Thursday, February 2, 2017 at 9:00 a.m. in the Sycamore Room of the Corporation's principal offices, 24351 El Toro Road, Laguna Woods, California.

Adjournment

There being no further business to come before the Committee, the chair adjourned the meeting at 10:45 a.m.



James Tung, Chairman

OPEN MEETING

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

**Monday, January 9, 2017 – 9:00 AM
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

MEMBERS PRESENT:

Bert Moldow – Chair, Rosemarie di Lorenzo-Dickens,
Bunny Carpenter, John Frankel, James Tung, Burt
Baum, Steve Parsons, Annette Sabol Soule

Advisors: None

MEMBERS ABSENT:

Bill Walsh

STAFF PRESENT:

Ernesto Munoz – Staff Officer, Patrick Cleary, Mark
Stal, Guy West and Laurie Chavarria

1. Call to Order

Chair Moldow called the meeting to order at 9:02 AM stated that the meeting is being held pursuant to notice duly given and established that a quorum of the Committee was present.

2. Acknowledgement of Press

The Press was not present for the meeting.

3. Approval of the Agenda

Approval of the Agenda and Committee Member Comments were added as agenda items 3 and 7. Consent topics, items 7, 8 and 9 were moved to Items for Discussion and Consideration as items 11, 12 & 13. A verbal discussion of the Copper Pipe Epoxy Lining was also added to the agenda as item 14.

4. Approval of Committee Report for December 5, 2016

Without objection, the Committee approved the meeting report of December 5, 2016.

5. Chairman's Remarks

Chair Moldow commented about the Third M&C being permanently moved to 1:00pm on the first Monday of every month.

6. Member Comments

There were no member comments.

7. Committee Member Comments

President Rosemarie di Lorenzo-Dickins commented on the Architectural Control and Standards Committee and questioned if residents have been notified of this new committee for their variance requests.

8. Parking Assessment Presentation

The Parking Assessment Presentation was provided by Bill Lawson of Urban Crossroads. Mr. Lawson answered questions from the Committee. Discussion ensued regarding red curb resets, guest parking elimination, slurry sealing sidewalks, reduction of vehicle decal limits and possible physical improvements.

- Joe Bergeon (5372-1D) commented on the struggle to find parking when vendors park in guest parking. Suggests that we take 24 guest parking spaces and make 20 spaces for residents and only utilize 4 spaces for guests/vendors. Directors di Lorenzo-Dickens, Sabol Soule and Carpenter responded to the guest parking issue.

A motion was made and carried unanimously to accept staff's recommendation to institute a red curb reset, per the Parking Assessment.

Chair Moldow made a motion that was seconded by John Frankel, to create a task force to review the parking assessment recommendations made by Bill Lawson of Urban Crossroads to determine what options should be sent to the Board for approval.

Task Force members include: John Frankel as Chair, Steve Parsons, Annette Sabol Soule, Bunny Carpenter, Burt Baum and Bert Moldow as an alternate.

CONSENT CALENDAR - *All matters listed under the Consent Calendar are considered to be routine and will be acted upon in one motion. There will be no separate discussion of these items unless Committee Members, staff or residents request specific items to be discussed and/or removed from the Consent Calendar for discussion.*

CONSENT

Consent items 7, 8 and 9 (Programs Report, Maintenance Expenditures Report and Project Log) were move to Items for Discussion and Consideration as items 11, 12 and 13.

REPORTS

9. Water Heater Element Chargeable Service Cost

Maintenance Services Manager, Mark Stal recommended adding water heater element replacement as a chargeable service. Discussion ensued regarding service intervals, life expectancy and service charge fees.

By consensus, staff was directed to bring a revised report to the next M&C meeting with updated member costs.

ITEMS FOR DISCUSSION AND CONSIDERATION

10. Appointment of Advisor

Chair Moldow announced Jules Zalon as a non-voting advisor to the M&C Committee.

Mr. Zalon addressed the Committee and provided a summary of his legal background and conservation interests.

11. Programs Report (November 30, 2016)

The Committee reviewed the report. Discussion ensued.

Director di Lorenzo-Dickens questioned the number of buildings completed on the Paint Program.

Staff will present a report at the next Committee meeting with paint program recommendations and a schedule for completing the 2016 buildings in 2017.

Staff was directed to bring a report to a future committee meeting regarding the size, shape and location of the Lexan building signage. Lexan building signs may need to be redesigned (larger size and placed strategically) for GV and LH-21 buildings only.

12. Maintenance Expenditures Report (November 30, 2016)

The Committee reviewed the report. Discussion ensued.

Staff was directed to add variance explanations to the report on Operating Expenditures if the variance is 10% or greater.

13. Project Log

The Committee reviewed the Project Log. Discussion ensued.

Director di Lorenzo-Dickens commented that not all of the GV lobby renovations scheduled for 2015 and 2016 were completed.

Staff was instructed that all GV buildings in need of a lobby renovation be discussed with Lenta (Lynn) Jarrett so she can provide recommendations on which buildings should be completed this year.

14. Copper Pipe Epoxy Lining (verbal discussion)

This topic will be added to Items for Future Committee Meetings and a report will be brought back to the Committee which will include the total cost of damages to the Mutual (dry down services, repairs, etc.) versus pipe replacement costs.

ITEMS FOR FUTURE COMMITTEE MEETINGS

March 2017

- 15. Southern California Edison Street Light Acquisition Program
- 16. Watts Device and Water Heater Code
- 17. Lexan Building Signs
- 18. Copper Pipe Epoxy Lining (Total Repair Costs vs. Replacement Costs)
- 19. Request for Curb Cuts (3482-A– Salzberg plus 4 others)

2017

- 20. Mailbox Replacement Program with Bus Tour
- 21. GV Inspection and Replacement of Receptacles in Garages
- 22. Garden Villa Breezeway Recessed Areas

CONCLUDING BUSINESS

- 23. Date of Next Meeting – February 6, 2017

24. Adjournment

The meeting was adjourned at 11:43 PM.

DRAFT

Bert Moldow, Chair

ENDORSEMENT (to Third)

Parking Assessment Presentation

A Parking Assessment Presentation was provided by Bill Lawson of Urban Crossroads. Mr. Lawson answered questions from the Committee. Discussion ensued regarding recommendations for red curb resets, guest parking elimination, slurry sealing sidewalks, reduction of vehicle decal limits and physical improvements.

A motion was made and carried unanimously to accept staff's recommendation and institute a red curb reset, per the Parking Assessment guidelines created by Bill Lawson of Urban Crossroads.

Parking Assessment Task Force

Chair Moldow made a motion and carried unanimously to create a task force for review of the parking assessment recommendations made by Bill Lawson of Urban Crossroads and see what options should be presented to the Board for approval.

Task Force members include: John Frankel as Chair, Steve Parsons, Annette Sabol Soule, Bunny Carpenter, Burt Baum and Bert Moldow as an alternate.

JANUARY 2017

LAGUNA WOODS VILLAGE THIRD MUTUAL PARKING ASSESSMENT PRESENTATION

FEEDBACK & DIRECTION

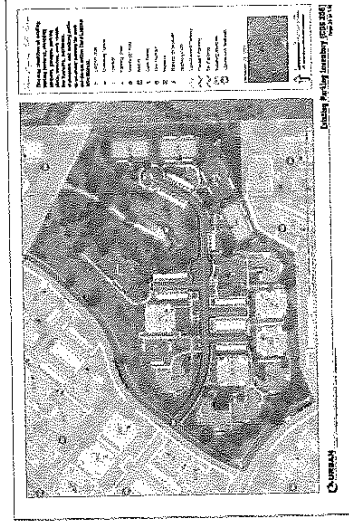


2

At the September 12, 2016 meeting we received valuable feedback and clear direction from the Maintenance & Construction Committee (MNC) to focus our efforts on increasing the parking supply in Third Mutual. Based on this input we have:

- › Developed a complete map-based inventory of all existing parking, including carports, garages, guest spaces, on-street parking as well as Clubhouses 4, 5 and 6.
- › Performed a focused review of parking conditions, constraints and opportunities to increase supply for all Cul-de-Sacs (CDS) within Third Mutual.

Agenda Item # 1
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PARKING PRIORITIES



3

To improve the parking supply for Third Mutual, we recommend the following parking priorities:

1. Reset the red curb no parking restrictions.
2. Eliminate all guest parking restrictions.
3. Slurry seal concrete sidewalk areas.
4. Reduce the vehicle decal limits for new residents.
5. Physical improvements (replace landscape areas with additional parking)



1. RED CURB RESET



4

Recover existing no parking areas by resetting all on-street parking restrictions based on the following considerations:

- Consolidate bus bench and fire hydrant red curb
- Limit parking within 20 feet of street intersections
- Retain all existing no parking fire lanes
- Restrict parking within 15 feet of fire hydrants (CVC 22514)
- Eliminate red curb parking restrictions for mailbox locations
- Parking should not be arbitrarily eliminated.



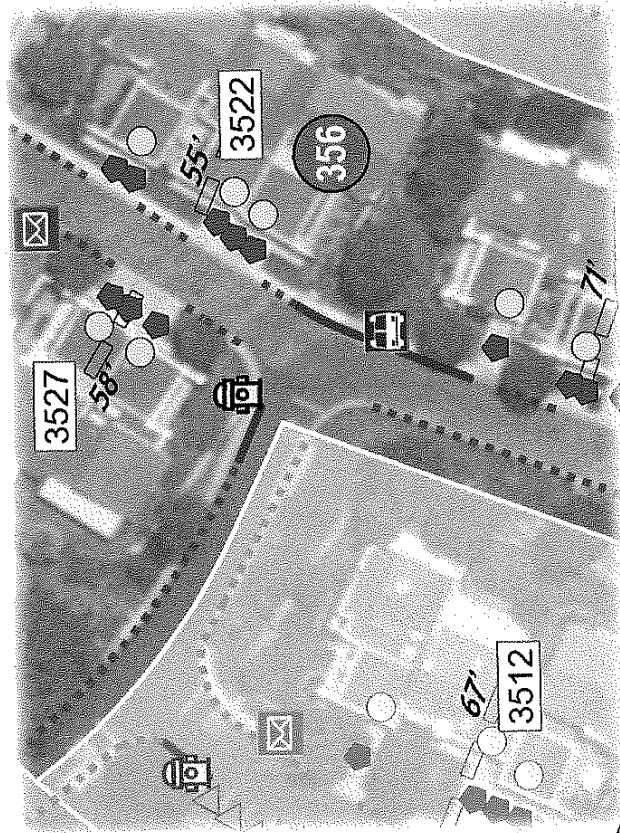
The red curb reset is a simple low-cost solution that can be accomplished with paint.

1. RED CURB RESET – BUS BENCH

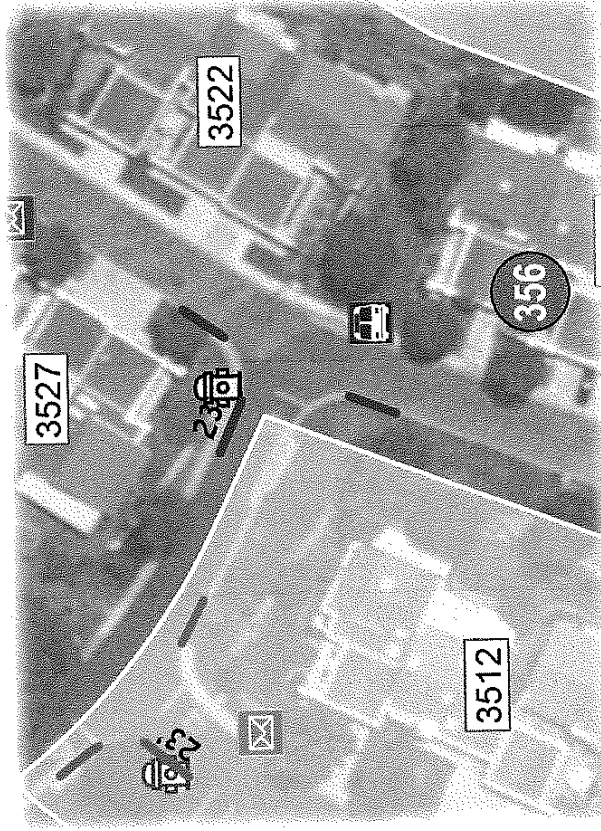


5

268 Potential On-Street Parking Spaces Recovered



Existing



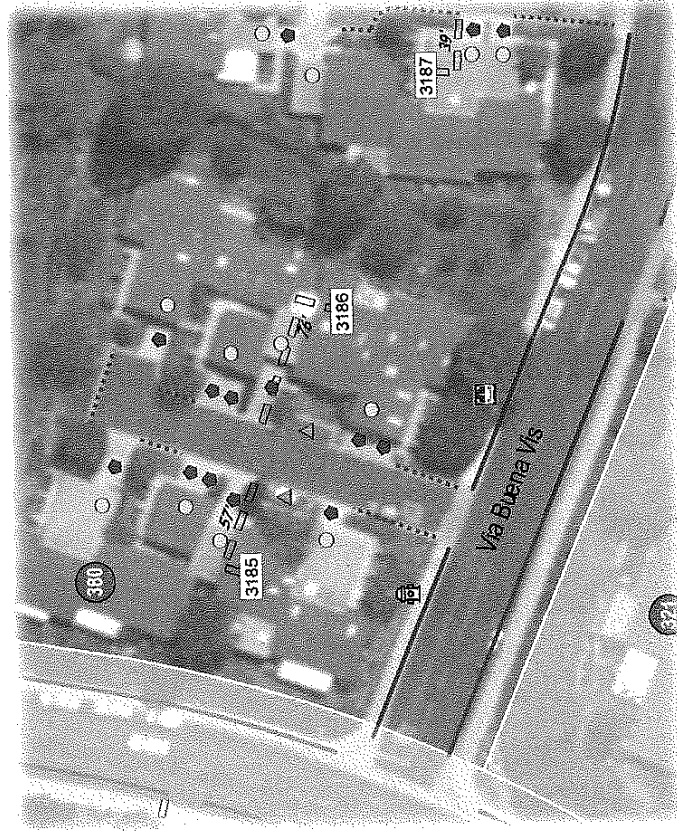
Proposed

1. RED CURB RESET – 20' LIMIT

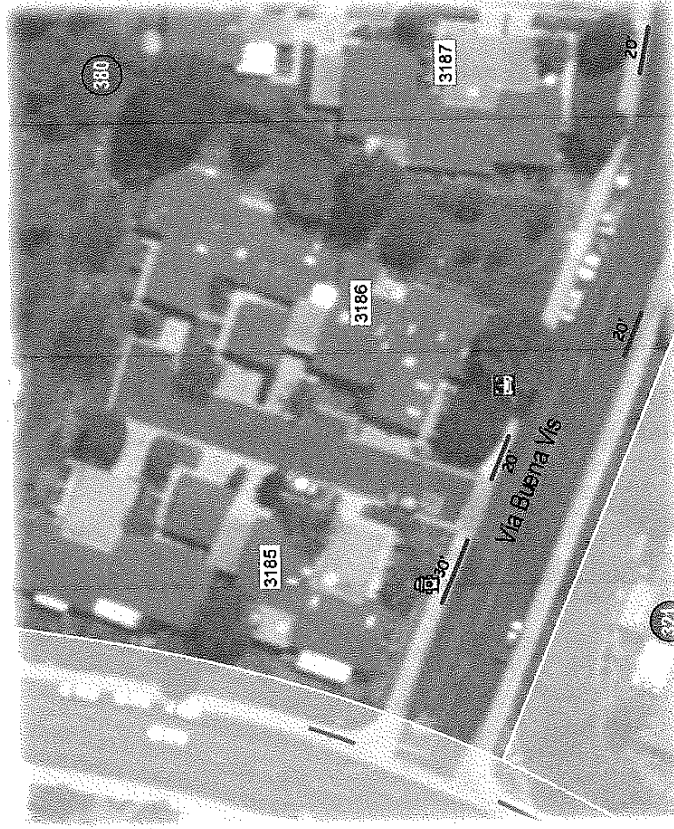


6

1,424 Potential On-Street Parking Spaces Recovered



Existing (CDS 380)



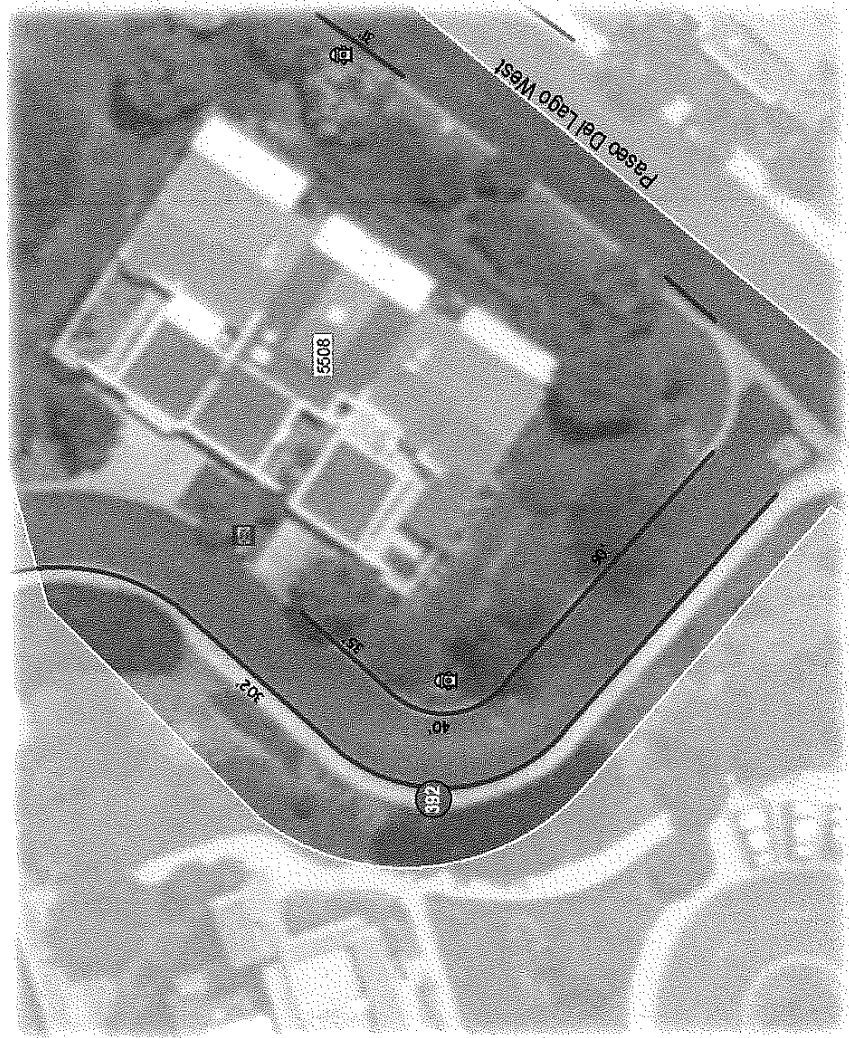
Proposed (CDS 380)

1. RED CURB RESET – FIRE LANES



7

Retain Existing Fire Lanes – 0 Spaces Recovered



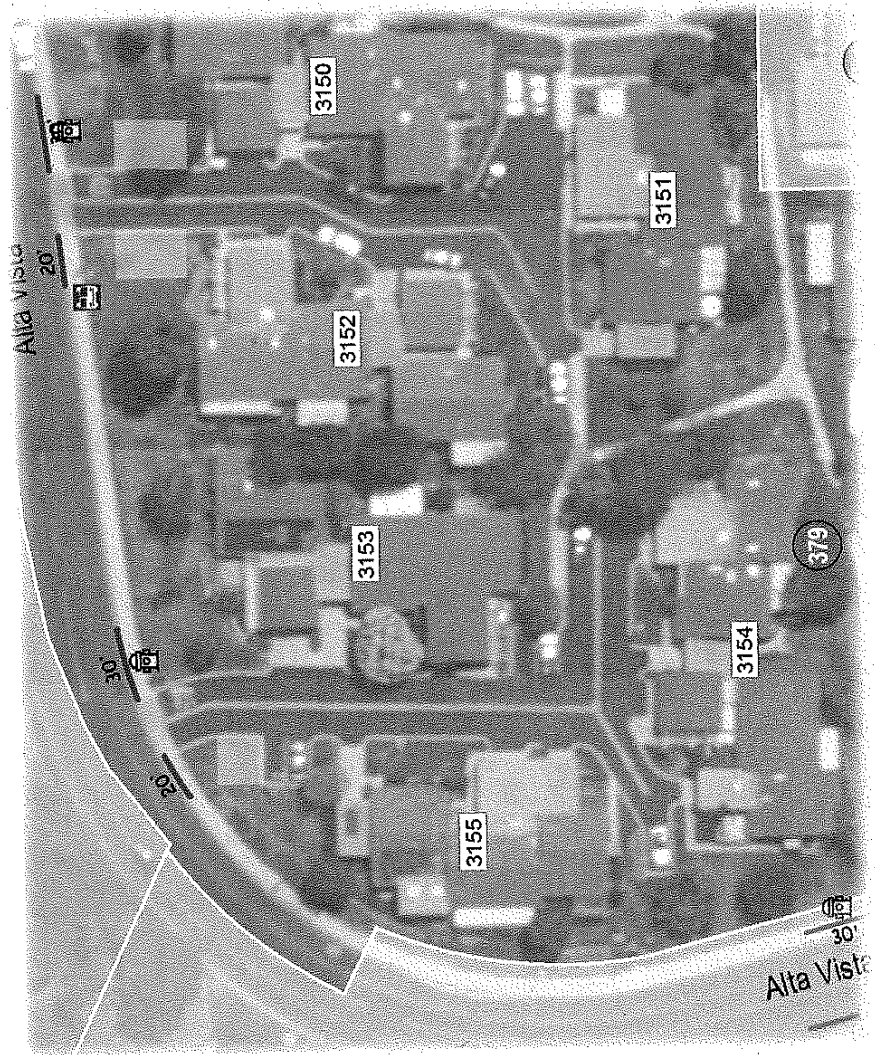
(CDS 392)
Near The Towers at
Laguna Woods Village

1. RED CURB RESET – FIRE HYDRANTS



8

Retain 30' for Fire Hydrants – 0 Spaces Recovered



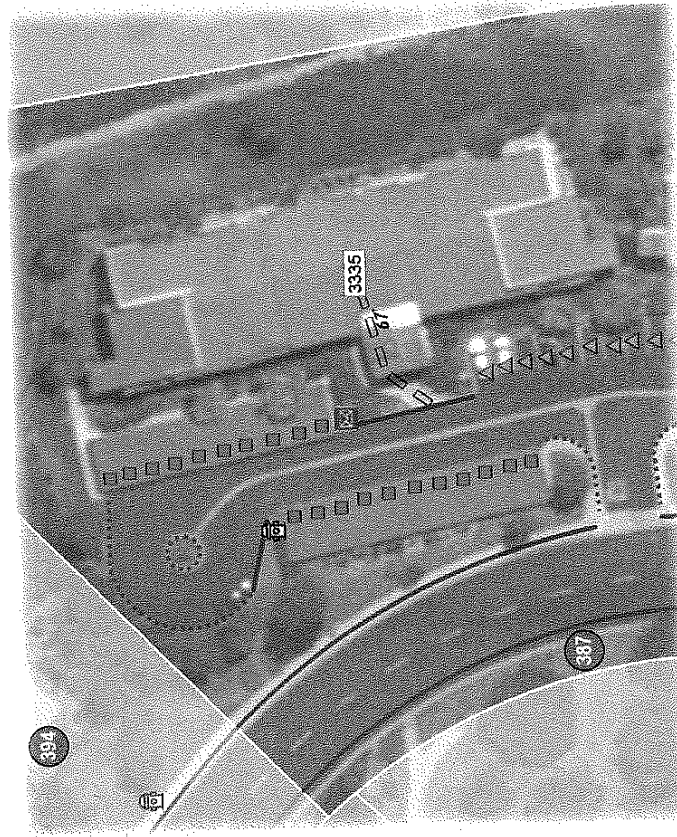
There shall be no parking of any vehicles other than fire department vehicles within 15 feet of either side of a fire hydrant in accordance with CVC 22514(c).

1. RED CURB RESET – MAILBOX

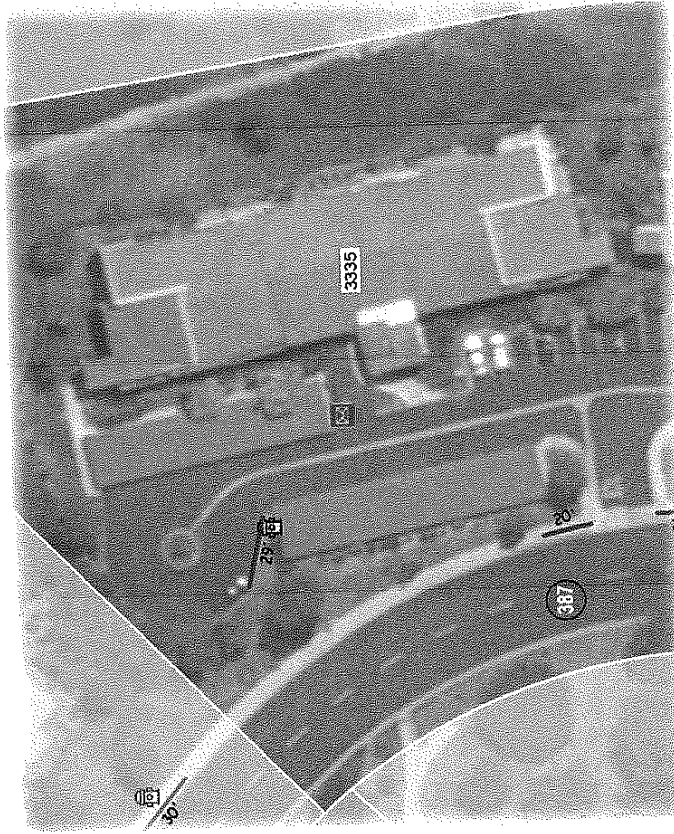


9

10 Potential On-Street Parking Spaces Recovered



Existing (CDS 387)



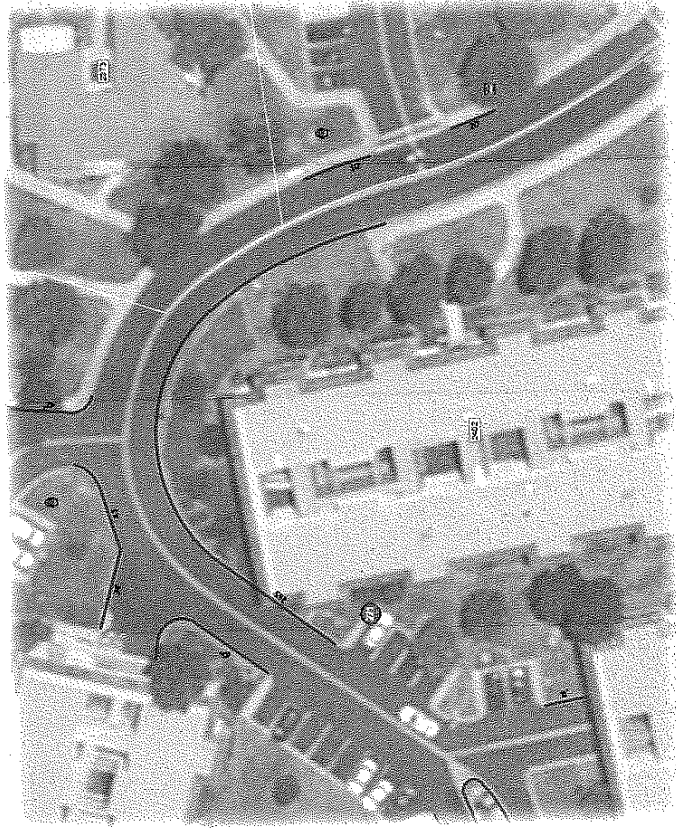
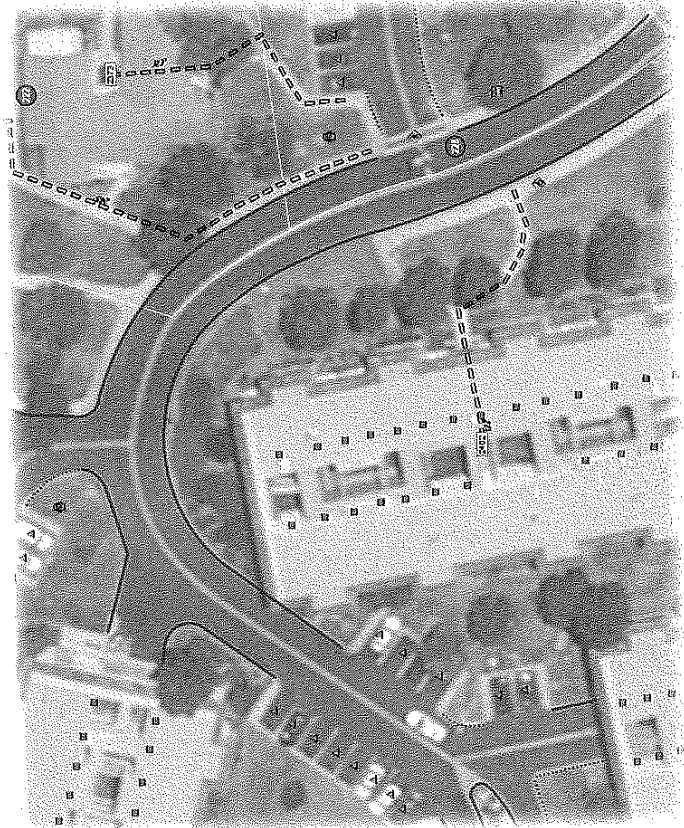
Proposed (CDS 387)

1. RED CURB RESET — OTHER



10

Parking should not be **arbitrarily** eliminated. Restricted parking should be considered only when it is found, based on an engineering study, that a safety problem will be corrected. Parking restrictions shall not be allowed for aesthetic, inconvenience, nuisance elimination or security reasons.



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2. ELIMINATE GUEST PARKING



11

Eliminate all guest parking restrictions. Allocating parking spaces for the exclusive use by one group limits the effective use of this resource. At some locations residents are unable to utilize parking spaces near their manor that are currently restricted for guest parking.

Eliminating guest parking is only possible with a reduction in the number of decals issued to each manor and through the implementation and enforcement of the gate access system.

Agenda Item #
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----- Original message -----

From: "Moss, Lori" <Lori.Moss@vmsinc.org>
Date: 10/14/2016 7:28 PM (GMT-08:00)

To: Joseph Bergeon <jbergeon@comline.com>

Cc: General Manager <GeneralManager@vmsinc.org>, rscott771@sbcglobal.net, "Laster, Catherine" <Catherine.Laster@vmsinc.org>, "Munoz, Ernesto" <Ernesto.Munoz@vmsinc.org>

Subject: Re: Parking Study

You sent it to the right people. I am copying our fabulous general services director, Ernesto Munoz, for a response. Have a great weekend.

Sent from my iPhone

On Oct 14, 2016, at 7:26 PM, Joseph Bergeon <jbergeon@comline.com> wrote:

I am not sure I am sending this email to the right department, but I hope you can forward it to the appropriate department if it is not yours.

I am a resident at 5372 Punta Alta, unit 1D. I am working with our building captain in an effort to get resident parking in front of our three story garden villa condos reserved for residents.

I understand there is a parking study going on by an outside consultant and I would like to give my reasons why our condo parking should be reserved for residents, and not for vendors and visitors.

Who would I contact at the parking study consultant's office so I can to send a complete description of my reasons to make these spaces resident parking only?

Joe Bergeon

3. SLURRY SIDEWALKS



12

Several cul-de-sacs within the community contain concrete areas adjacent to asphalt travel lanes that appear as sidewalks. Vehicles routinely straddle this area significantly restricting the street width, limiting access for trash trucks, shuttle buses and carports.

- 7.3.3 – No vehicle may be driven or parked with any portion of it on a sidewalk
- 7.3.5 – Vehicles...must be parked with the passenger side wheels alongside the curb or sidewalk.

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3. SLURRY SIDEWALKS



13

The sidewalk areas do not contain any curbs separating the alley from the sidewalk.

In addition, the sidewalk is non-contiguous and effectively acts as an extension of the alley.



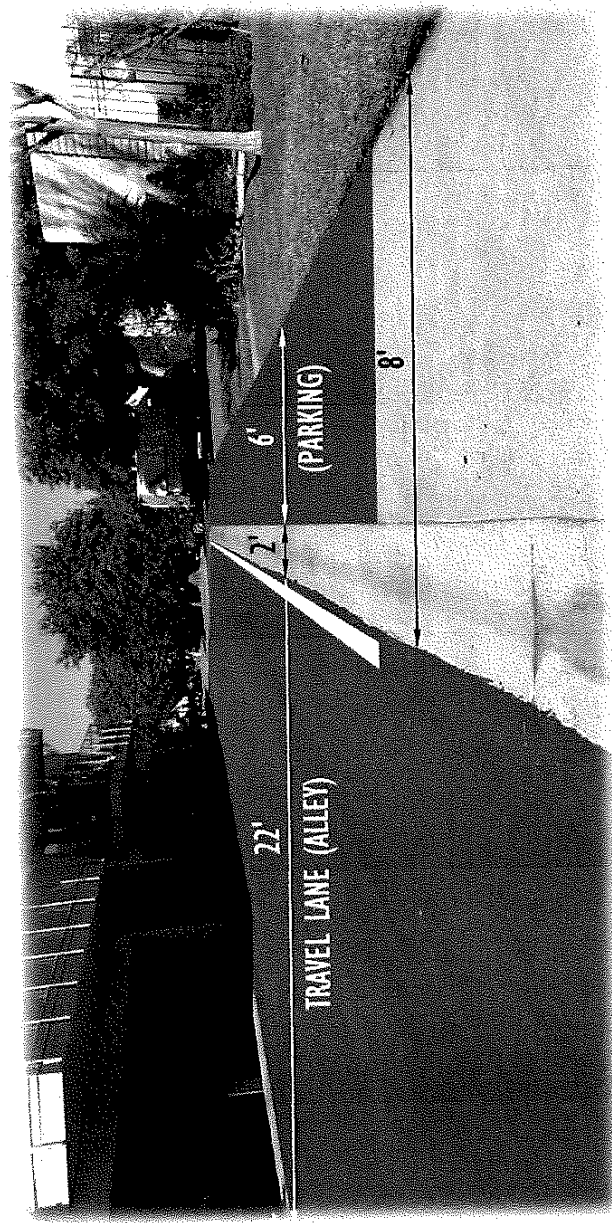
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3. SLURRY SIDEWALKS



14

The board may consider a pilot project to slurry seal the concrete sidewalk areas as shown.



354 Potential On-Street Parking Spaces Recovered

Agenda Item #
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4. REDUCE VEHICLE DECAL LIMITS



15

Third Laguna Hills Mutual has determined that restricting the number of vehicles registered per manor would result in a more efficient utilization of the limited number of available parking areas within the Mutual. Therefore, the Board of Directors adopted Resolution 03-14-43 with the following vehicle decal limits:

- 1 Bedroom Manor – 2 vehicle decals
- 2 Bedroom Manor – 3 vehicle decals
- 3 Bedroom Manor – 3 vehicle decals
- Any Manor – 2 golf cart decals

Agenda Item #17a
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GOLDEN HAIN FOUNDATION OF LAGUNA WOODS VEHICLE, TRAFFIC AND PARKING RULES

May 6, 2011
Resolution No. 143

The following rules, traffic, and parking rules are hereby adopted and are applicable to all residents and visitors of the Golden Hain Foundation of Laguna Woods. These rules are intended to ensure the safety, security, and enjoyment of all residents and visitors of the community.

1. PREFACE

These rules are intended to ensure the safety, security, and enjoyment of all residents and visitors of the community. These rules are intended to ensure the safety, security, and enjoyment of all residents and visitors of the community.

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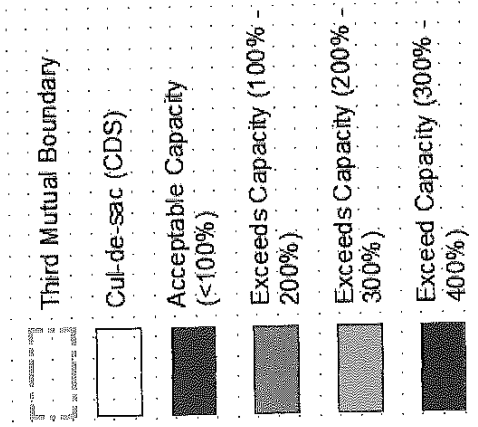
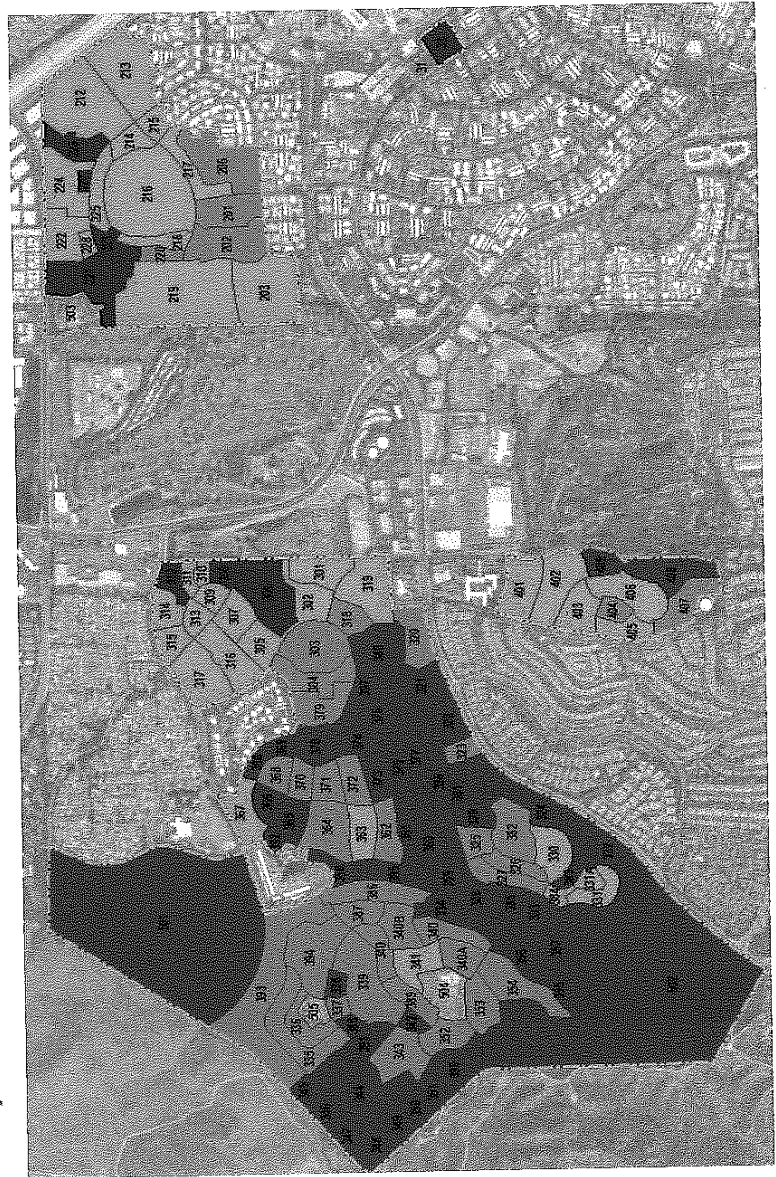
These rules are intended to ensure the safety, security, and enjoyment of all residents and visitors of the community. These rules are intended to ensure the safety, security, and enjoyment of all residents and visitors of the community.

4. REDUCE VEHICLE DECAL LIMITS



16

29,861 Permitted Decals (Based on Adopted Policy)
21,394 Total Parking Supply (with Clubhouses)
8,467 Over Allocation (Permitted Decals > Parking Supply)



4. REDUCE VEHICLE DECAL LIMITS



Condition	Manor Bedrooms			Auto Decals			Golf Cart Decals			Total Decals			
	One Bedroom Unit	Two Bedroom Units	Three Bedroom Units	Total Manors	One Bedroom Unit	Two Bedroom Units	Three Bedroom Units	One Bedroom Unit	Two Bedroom Units	Three Bedroom Units	Auto Decals	Golf Carts	Autos & Golf Carts
	Existing	634	4,271	1,194	6,099	2	3	3	2	2	2	17,663	12,198
Recommended				2		2	2	1	1	1	1	12,198	6,099
Potential Decal Reduction:											5,465	6,099	11,564

To limit the number vehicles within Third Laguna Hills Mutual, we recommend the following modifications to the Resolution 03-14-43

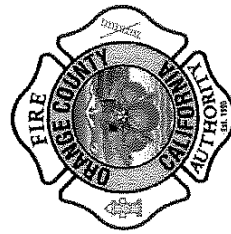
- 1 Bedroom Manor – 2 vehicle decals
- 2 Bedroom Manor – 2 vehicle decals
- 3 Bedroom Manor – 2 vehicle decals
- Any Manor – 1 golf cart decals
- Applies to new residents only (limits do not apply to existing residents)
- May substitute one vehicle decal for a golf cart

5. PHYSICAL IMPROVEMENTS



Any new development projects to replace and/or construct new parking will trigger review by the City of Laguna Woods and OCFA. All construction projects will be required to satisfy current development codes standards for drive-aisle widths, setbacks, turnarounds, etc.

We anticipate these new requirements will substantially increase the project costs and may negate the additional benefits associated the any project requiring development review.

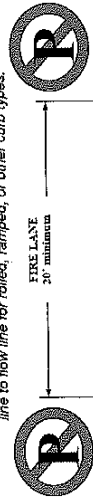


Orange County Fire Authority
Fire Station Plans for Commercial & Residential Development
Guideline 3.09
January 1, 2014

ATTACHMENT 3

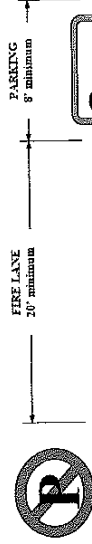
Minimum Road Widths

Measured from top face of curb to top face of curb for standard vertical curbs or flow line to flow line for rolled, ramped, or other curb types.



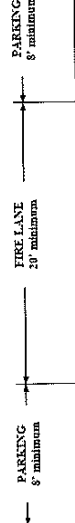
ROADWAY LESS THAN 28'

Parking prohibited.
Roadway is required to be posted as a fire lane.



ROADWAY AT LEAST 28' BUT LESS THAN 36'

Parking permitted on one side only.
Roadway is required to be posted as a fire lane.



ROADWAY 36' OR WIDER
Parking permitted on both sides

5. PHYSICAL IMPROVEMENTS



19

\$7,000-\$10,000 (Per Parking Stall)

\$5,000-\$7,000 (Per Golf Cart Stall)

Third Laguna Hills Mutual

Opinion of Probable Cost

Prepared By: Kimley-Horn and Associates, Inc.

Date: 1/5/2017

FOR THE CONSTRUCTION OF: Parking Spaces

Assumptions:

1. The below fees are estimates based on a standard conditions and are expected to vary from location to location.
2. The below fees do not include permitting/plan check fees required for plan review/approval by the City.
3. The below fee do not include any sidewalk or utility upgrades associate with the addition of the stalls.

ITEM No.	ITEM DESCRIPTION	Unit	Unit Price	Estimated Quantity	Total	Increased Factor	Total
Golf Cart Space 10x6 (60sf)							
1	Mobilization, Traffic Control, Erosion Control	LS	15%		\$383		\$716
2	AC removal, landscape reconfiguration	LS	\$1,000	1	\$1,000	1.5	\$1,500
3	Proposed Earthwork	LS	\$800	1	\$800	2.0	\$1,600
4	New Asphalt Pavement	SF	\$7	80	\$420	162.0	\$1,134
5	New Curb and Gutter	LF	\$15	22	\$330	36.0	\$540
	Subtotal				\$2,933		\$5,490
	Contingency		10%		\$293		\$549
6	Engineering Service (includes topo survey)				\$1,500		\$1,500
	Average Cost Per Parking Stall				\$4,726		\$7,539
Parking Space 18x9 (162sf)							
7	Proposed Retaining Wall	SF	\$25	60	\$1,500		\$1,500
8	Engineering Service (wall design)				\$750		\$750
	Subtotal				\$2,250		\$2,250
	Average Cost Per Parking Stall				\$6,976		\$9,789

Agenda Item # 17a
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OPEN MEETING

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

Thursday, January 5, 2017 – 2:00 p.m.
Laguna Woods Village Community Center, Sycamore Conference Room
24351 El Toro Road

MEMBERS PRESENT: Bert Moldow – Chair, Steve Parsons, Bill Walsh, John Frankel

MEMBERS ABSENT: None

ADVISORS PRESENT: Mike Butler, Roger Morris

OTHERS PRESENT: None

STAFF PRESENT: Brett Crane, Nazli Boroshan, Delphine Maffey

1. Call to Order

Bert Moldow, Chair, called the meeting to order at 1:00 P.M.

2. Acknowledgement of Media

No media were present.

3. Approval of the Agenda

Without objection, the agenda was approved as written.

4. Member Comments

None

5. Committee Member Comments

None

6. Committee Chair Remarks

Chair Moldow stated the decision to allow the Advisors to vote rests with the Chair of the Committee. He stated the Advisors of this Committee will be able to cast their vote. He also stated Mr. Brett Crane, Manor Alterations Supervisor, did a great job getting this Committee set up and running.

REPORTS

7. Neighbor Awareness Form

Mr. Brett Crane, presented the Neighbor Awareness form, the Committee and Advisors reviewed the forms, made comments, and suggested changes. Discussion ensued.

8. Common Area Use Agreement

Mr. Brett Crane, presented the Common Area Use Agreement form, the Committee and Advisors reviewed the forms, made comments, and suggested changes. Discussion ensued.

9. Permit Packet

Mr. Brett Crane, presented the Permit Packet, the Committee and Advisors reviewed the forms in the packet, made comments, and suggested changes. Discussion ensued.

During the discussion, Advisor Butler requested to include the Variance Request packet to the Committee's review process. Ms. Nazli Boroshan, Alterations Coordinator, provided the Variance Request packets to the Committee. The Committee and Advisors reviewed the forms, made comments, and suggested changes. Discussion ensued.

The amended documents will be brought to the next meeting for final review.

10. Alternative Construction Materials

Mr. Brett Crane discussed various viable alternative products such as Alumawood or vinyl to use in lieu of wood which has caused dry rot damages in the Community. The Committee strongly recommends the use of a wood alternative. Mr. Crane will bring a staff Report to the next Committee meeting detailing the discussed materials for Committee consideration.

The Standards for various viable alternative products will be reviewed as well at the next Committee meeting.

Advisor Butler provided the Common Area Use Agreement history to the Committee. Discussion was tabled until the next meeting for the Committee, Advisors and Staff to review the historical data presented.

ITEMS FOR DISCUSSION AND CONSIDERATION

Director Parsons moved to recess the meeting for the Committee and advisors to inspect the Manor Alteration Request sites until the bus tour takes place tomorrow at 9am, Advisor Butler seconded the motion.

By unanimous vote, the motion carried and the meeting was recessed at 3:40 p.m.

The meeting reconvened at the Community Center for bus boarding at 9:00 a.m. Directors present: Bert Moldow, Steve Parsons, Bill Walsh, and John Frankel; Advisors present: Mike Butler, and Roger Morris. The Committee inspected and made recommendations on the following Variance requests:

11. 3219-A Via Carrizo – Ms. Zahra Saremi, Convert Patio to 22'X15' Room Addition with a Bathroom

By consensus, the Committee decided to table the Variance request and make recommendations for the member to revise and resubmit the altered plans.


12. Ms. Susan Kramer of 3393-A Punta Alta- Install 12'6" X 19'3" Concrete Slab on Previously Approved Dog Run Area

The Committee unanimously voted to recommend the Board approve the request to extend rear patio with the following contingencies:

1. Mutual Member(s) at 3393-A Punta Alta must sign and submit to Third Laguna Hills Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services Manager, the "Recordable Common Area Agreement" for the subject expansion utilizing Common Area.
2. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 3393-A Punta Alta.
3. A required Mutual Consent for Manor Alterations must be obtained through the Manor Alterations Department Office located in the Laguna Woods Village Community Center. A City permit must be obtained from The City of Laguna Woods.
4. All City finals must be submitted to the Laguna Woods Village Manor Alterations Department post City inspection.
5. All landscape, irrigation, and drainage modifications associated with the alterations are to be completed by the Landscape Division at the expense of the Mutual member(s) at Manor 3393-A Punta Alta. Both permits must be finalized within the prescribed timeframe for permits.
6. The concrete slab must be installed in accordance to *California State Building Code*.
7. Neighbor Awareness Form(s) must be obtained from the neighbor at 3394-A. No construction may proceed prior to receiving this executed form and approval by the Alterations Division and the City of Laguna Woods.

CONCLUDING BUSINESS

13. Date of Next Meeting – February 2, 2017, 1p.m.
(TAC&S Committee Bus tour will be on February 3, 2017, 9 a.m.)
14. Adjournment
Director Moldow, Chair, adjourned the meeting on January 6, 2017 at 9:55 a.m.


Bert Moldow, Chair

OPEN MEETING

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

**Thursday, January 3, 2017 - 1:30 P.M.
Laguna Woods Village Community Cypress Room
24351 El Toro Road**

MEMBERS PRESENT: Co-Chair Bert Moldow, Burt Baum, Steve
Parsons, John Frankel, Steve Leonard – Advisor

MEMBER ABSENT: William Walsh, Leon St. Hillaire - Advisor

STAFF PRESENT: Ernesto Munoz - Staff Officer, Mark Stal, Leslie
Cameron

1. Call to Order

Co-Chair Moldow called the meeting to order at 1:32 P.M.

2. Acknowledgment of Press

Co-Chair Moldow noted no members of the press were present.

3. Review of December 6, 2017

The Meeting Report of December 6, 2017 was approved as presented.

4. Chairman's Remarks

Co-Chair Moldow commented on the State of California Grant Proposal Application for Distributed Energy Resources (grant) meeting tomorrow at 12:00 P.M. Discussion ensued and questions were addressed by Co-Chair Moldow and Director Leonard.

5. Member's Comments

Alin Ekbatani (5510-2D) Commented on the pricing for the annual EV Decal and the annual mileage calculations for charging his Hybrid Tesla at his residence. Mr. Ekbatani has been concerned about getting charged twice with the EV Decal fee and the mileage calculation.

Director Leonard replied to Mr. Ekbatani and explained that one EV Decal policy has been created for ease of charging the annual EV Decal fee without the mileage calculation.

Co-Chair Moldow informed Mr. Ekbatani that the new EV Decal policy will not take effect until January 26, 2017.

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CONSENT

6. SCE Street Light Outage Report

SCE Street Light Outage Report was pulled from consent. Discussion ensued and questions were addressed.

A Letter will be drafted to SCE in regards to the prolonged street light outages with a review from legal and Ms. Lori Moss, Community Manager.

7. EV Decal Report

EV Decal Report was pulled from consent. Discussion ensued and questions were addressed. A notification letter, with general EV charging guidelines, is in final review with Ms. Moss. In an effort to be proactive with re-occurring tripped circuits caused by EV charging staff will begin tracking calls of this nature.

8. Energy Committee Budget Report (November 30, 2016)

Energy Committee Budget Report (November 30, 2016) Discussion ensued and questions were addressed.

9. Construction Services Projects and Engineering – Project Log

The Committee pulled the Project Log from consent. Discussion ensued and questions were addressed.

REPORTS

10. LED Upgrades Report

Discussion ensued and questions were addressed.

11. Walkway Lighting Pilot Gates 5 and 6

Discussion ensued and questions were addressed.

Director Moldow commented on the plants that are overgrown blocking walkway lighting. Staff will contact landscape and let the department know of the overgrowth. The Committee was encouraged to let staff know when and where they see overgrowth obstructing lighting.

12. Solar LED Street Lighting

OPEN MEETING

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Discussion ensued and questions were addressed. More wattage and better dispersion is needed for street lighting. Staff will assess the new wattage and dispersion needs.

13. Solar optimum

Discussion ensued and questions were addressed.

ITEMS FOR FUTURE MEETINGS

- 14. Third Solar Project – Solar Optimum (Maintenance Contracts)
- 15. Purchase of SCE Lights
- 16. Solar Powered LED Building Address Lights – will be assigned to Third M&C for cost associated with painting the address on the curbs.
- 17. Garden Villas Emergency Lighting –Staff will bring back a light fixture for smaller areas.
- 19. State of California Grant Proposal Application for Distributed Energy Resources

CONCLUDING BUSINESS

5. Date of Next Meeting – February 7, 2017

6. Adjournment

The meeting was adjourned at 2:47 P.M.



Bert Moldow, Co-Chair

OPEN MEETING

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
RESIDENCY POLICY AND COMPLIANCE TASK FORCE**

Wednesday, January 4, 2017 – 9:30 AM
Laguna Woods Village Community Center, Cypress Room – 24351 El Toro Road

MEMBERS PRESENT: Burt Baum, Chair, Rosemarie diLorenzo Dickens, Bert Moldow, Steve Parsons, Bunny Carpenter, Joann diLorenzo

MEMBERS ABSENT: Stuart Hack (Advisor)

OTHERS PRESENT: None

STAFF PRESENT: Lori Moss, Francis Rangel, Debbie Ballesteros, Tim Moy, Pamela Bashline

Call to Order

Burt Baum, Chair, called the meeting to order at 9:32 A.M.

Acknowledgement of Press

There was no press present.

Approval of Agenda

Without objection, the Committee approved the agenda as amended by adding as agenda item 9a Short Term Rentals Update.

Approval of Meeting Notes from December 13, 2016

Without objection, the Committee approved the meeting notes as submitted.

Member Comments

There were no Member comments.

Chairman's Remarks

Chair Baum advised the Committee that today's meeting will be mainly to address some questions that arose regarding the Care Provider Policy and revisions to the Lease Policy.

Care Provider Policy

Francis Rangel, Compliance Supervisor, presented the Care Provider Policy. The Committee commented and asked questions.

By way of consensus, the Committee requested Ms. Rangel update the endorsement and staff report for the next Board meeting.

Lease Policy Revisions

Pamela Bashline, Community Services Manager, presented the amended Lease Policy. The Committee commented and asked questions.

By way of consensus, the Committee requested Ms. Bashline update the Lease Policy with the discussed changes and edits and bring back a complete document for the next committee meeting.

Move In/Move Out

Due to time constraints, the Committee did not discuss the Move In/Move Out process.

Short-Term Rentals Update

Ms. Rangel updated the Committee on the status of short-term rentals. The Committee commented and asked questions.

Service Order Entry

Due to time constraints, the Committee did not discuss Service Order Entry.

Non-Owner Occupants

Due to time constraints, the Committee did not discuss Non-Owner Occupants.

Date of Next Meeting

The next meeting is scheduled for Wednesday, January 18, 2017, at 9:00 AM, in the Laguna Woods Village Community Center, Cypress Room.

Adjournment

With no further business before the Committee, the meeting was adjourned at 11:41 P.M.

DRAFT
Burt Baum, Chair
Third Laguna Hills Mutual