

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

Wednesday, May 5, 2021 – 9:30 A.M. VIRTUAL MEETING Laguna Woods Village Community Center 24351 El Toro Road

<u>AGENDA</u>

1.	Call to Order	Lynn Jarrett
2.	Acknowledgment of Media	Lynn Jarrett
3.	Approval of the Agenda	Lynn Jarrett
4.	Approval of Meeting Report for February 3, 2021	Lynn Jarrett
5.	Chair's Remarks	Lynn Jarrett
6.	Member Comments (Items Not on the Agenda)	Lynn Jarrett

Laguna Woods Village owner/residents are welcome to participate in committee meetings and submit comments or questions regarding virtual committee meetings using one of two options:

- a. Via email to <u>meeting@vmsinc.org</u> any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and manor number must be included.
- b. By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and manor number.
- c. Join the Zoom meeting at: https://us06web.zoom.us/j/89968985201

Reports:

None

Items for Discussion and Consideration:

7. Review Policy Anti -Hate Policy, Nuisance Policy and Harassment Policy Lynn Jarrett

Items for Future Agendas:

None

Concluding Business:

- 8. Committee Member Comments
- 9. Date of Next Meeting To Be Determined
- 10. Adjournment



OPEN MEETING

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

Wednesday, February 3 2021 – 9:30 a.m.
VIRTUAL MEETING
Laguna Woods Village Community Center, Board Room – 24351 El Toro Road

MEMBERS PRESENT: Lynn Jarrett, Chair, Steve Parsons, Cush Bhada, Reza

Karimi and Annie McCary

MEMBERS ABSENT: Robert Mutchnick

ADVISORS PRESENT: Stuart Hack

ADVISORS ABSENT: None

STAFF PRESENT: Blessilda Wright, Pamela Bashline, and Paul Nguyen.

CALL TO ORDER

Lynn Jarrett, Chair, called the meeting to order at 9:30 a.m.

ACKNOWLEDGEMENT OF MEDIA

The Media was not present.

APPROVAL OF AGENDA

Director Karimi made a motion to approve the agenda with a change to remove agenda item 8. Multi-Unit Owner Qualification. Director Parsons seconded the motion.

By unanimous vote, the motion carried.

APPROVAL OF MEETING REPORTS

Director Karimi made a motion to approve the January 6, 2021 meeting report as presented. Director Parsons seconded the motion.

By unanimous vote, the motion carried.

CHAIRMAN'S REMARKS

Lynn Jarrett, Chair, stated we will discuss social media policy and Barbeque Rules and Regulations Implementation.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

Report of Third Resident Policy and Compliance Committee February 3, 2021 Page 2 of 3

REPORTS

None

ITEMS FOR DISCUSSION AND CONSIDERATION

Barbeque Rules & Regulations

Chair Jarrett, discussed BBQ Rules & Regulations. The Committee commented and asked questions.

Director Parsons made a motion to approve the Barbeque Rules and Regulations with changes. Director Karimi seconded the motion.

By consensus, the motion carried.

Multi-Unit Owner Qualification

Removed from the agenda and moved to Items for Future Agendas.

Social Media Use Policy

Chair Jarrett, presented Social Media. The Committee commented and asked questions.

Director McCary made a motion to approve the Social Media Use Policy with changes. Director Karimi seconded the motion.

By a 5-1-0 vote (Director Bhada opposed), the motion carried.

ITEMS FOR FUTURE AGENDAS

Multi-Unit Owners Qualifications

CONCLUDING BUSINESS

Committee Member Comments

Directors Parsons thanked Stuart Hack, Pamala Bashline and Blessilda Wright for their hard work on the Barbeque Rules and Regulations.

Advisor Hack thanked Chair Jarrett for a good meeting

Chair Jarrett thanked the committee for their hard work

Date of Next Meeting

The next meeting is March 3, 2021 at 9:30 a.m.

Adjournment

Report of the Resident Policy and Compliance Committee February 3, 2021 Page 3 of 3

With no further business before the Committee, the Chair adjourned the meeting at 10:41 a.m.



Lynn Jarrett, Chair Third Laguna Hills Mutual



STAFF REPORT

DATE: May 5, 2021

FOR: Resident Policy and Compliance Committee

SUBJECT: Anti-Hate Policy, Nuisance Policy and Harassment Policy

RECOMMENDATION

Review and File.

BACKGROUND

The member-discipline process is coordinated by the Compliance Division. Upon notice of an alleged violation, staff investigates and should staff identify objective evidence of a violation by a member or their guests, staff will send a courtesy notice to the offending party describing the allegation(s) and the disciplinary action that may ensue if not corrected. staff then monitors the situation and if compliance is not achieved, staff will send a final notice requesting compliance. Additionally, the matter is scheduled for a disciplinary hearing with the Board of Directors to determine if member-discipline is merited. If the alleged violation has been resolved, no further action is required.

If a disciplinary hearing is necessary, staff will notice the member for a hearing before the Board of Directors in Executive Session. If the Board finds the member to be in violation of the governing documents, the Board may impose a fine based on the Monetary Fee Schedule, suspend member privileges, and/or consider legal action.

Violations include but not limited to: behavior/disturbance, use of derogatory terms towards another person and neighbor disputes.

DISCUSSION

The purpose of the Anti-Hate Policy, Nuisance Policy and Harassment Policy (Attachment 1 - 3) is to set forth guidelines to address alleged violations of nuisance and/or harassments that occurs in Third Mutual.

FINANCIAL ANALYSIS

None.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Anti-Hate Policy Attachment 2: Nuisance Policy Attachment 3: Harassment Policy



Anti-Hate Crime Policy

RESOLUTION 03-06-56

WHEREAS, it is the desire of the Corporation to create an environment that is safe for all residents and free of attack against an individual's disability, gender, nationality, race or ethnicity, religion, and/or sexual orientation; and

WHEREAS, to support residents in that regard the Board of Directors of this Corporation desires to implement procedures to help individuals efficiently and effectively report hate crimes and incidents to the proper authorities:

NOW THEREFORE BE IT RESOLVED, November 21, 2006 that the Board of Directors of this Corporation recommends that any individual that believes a hate crime or incident may have occurred take the following action:

- Call the Laguna Woods Police Services at (949) 770-6011 immediately and make a report. IN AN EMERGENCY SITUATION, CALL 911.
- Obtain medical attention, if needed. Be sure to keep all medical documentation.
- Leave all evidence in place. Do not touch or remove or clean up anything.
- Document what happened by: taking photographs of all evidence, including physical bodily damage, <u>writing down exactly what was said</u>, <u>particularly any words that indicate bias motivation</u>, and other information that may be valuable.
- Get the name(s), address(es) and phone number(s) of other victims and witnesses.
- If possible, write down a description of the perpetrator and the perpetrator's vehicle.
- Call **1-888-NO-2-HATE** and report the occurrence to OC Human Relations.

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



Nuisance Policy Resolution 03-20-28, Adopted April 21, 2020

I. Purpose

The purpose of this Nuisance Policy ("Policy") is to set forth guidelines for the treatment and handling of nuisance complaints received by Third Laguna Hills Mutual ("Third"), in accordance with the requirements of Third's Governing Documents, as defined below, and the law.

II. Definitions

- a. Community Laguna Woods Village.
- b. Golden Rain Foundation (GRF) the Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation.
- c. Governing Documents all of the following, collectively, the Articles of Incorporation; the Bylaws; CC&Rs; the Rules and Regulations; and any Resolutions or Policies duly adopted by the Board; all as may be lawfully amended or modified from time to time.
- d. Member any person who is an owner of a Unit in Third's development who has been approved for membership in Third in accordance with the Governing Documents.
- e. Nuisance see details under Conditions.
- f. Resident any person who has been approved by the Board of Directors, or its designee, as applicable, for occupancy of a manor within Third's development.
- g. Staff Employees of Village Management Services, Inc. authorized to act on behalf of Third.
- h. Third or the Mutual the corporate homeowners association that was formed in 1970 and by 1984 had acquired the assets and liabilities by vote of each of the 59 individual mutuals within the larger Leisure World (now Laguna Woods Village), a common interest development, with full authority to "manage, operate, and maintain" them.

III. Conditions for Nuisance

Nuisance in General: Anything which is injurious to health, indecent or offensive to the senses, causes an unreasonable disturbance or annoyance, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property, is a nuisance. (Civ. Code § 3479)

Public Nuisance: A public nuisance is a condition or activity that interferes with the health or well-being of the entire community or a considerable number of persons in the neighborhood. (Civ. Code §§ 3479-3480)

Private Nuisance: A private nuisance is a condition or activity that interferes with an individual's use or enjoyment of their property. (Civ. Code §§ 3479, 3481)

Governing Documents: "No Owner or Resident shall permit or suffer anything to be done or kept within the Project which will increase insurance rates on any Building or contents thereof, or which will obstruct or interfere with the rights of other persons in the Project or annoy them by unreasonable noises or otherwise, nor shall any Owner or Resident commit or permit any nuisance or commit or permit any illegal act within the Project. An Owner and each Resident shall comply with the requirements of all governmental authorities. If by reason of any act of any Owner insurance rates should be increased, the Owner shall be personally liable for the additional premium" (CC&Rs Article III, Section 6, Use Restrictions)

Based upon the foregoing provision of the CC&Rs and various statutory provisions, with regard to Third, a nuisance shall be deemed to be anything that unreasonably interferes with another Member or Resident's use and enjoyment of his/her/their/they manor, as determined by the Board. Below are examples of activities that fall into a nuisance category; please note, however, that this is not an exhaustive list of potential nuisances, inasmuch as any activity that falls within the above definition of a nuisance shall be deemed a violation of Third's Governing Documents:

- 1. Noise: Things that interfere with quiet enjoyment such as improperly installed hardwood floors, residents playing their music or TV at an excessively loud volume, overly loud conversations, yelling or shouting, barking dogs, excessively loud vehicles, etc. Excessive and overly loud characteristics are measured against what a reasonable person in the same or similar circumstance would consider to be excessive or overly loud.
- 2. Odors: This includes second-hand smoke or smoke odors (cigarettes, cigars, vaping matter/materials and marijuana), strong odors from ecigarettes or vaping devices, strong cooking odors, smoke from a BBQ grill entering other units, etc. The word strong shall be measured against what a reasonable person in the same or similar circumstance would consider to be strong.
- Visual: Draping articles over balcony rails or patio walls, storing inoperable vehicles in parking spaces, excessive amount of items or clutter in visible areas, etc.

- 4. Health/Safety: Persons who allow unsanitary conditions to exist in and around their unit/manor where the accumulation of household items, belongings and/or materials, that attract insects, pests and rodents or creates strong odors that are recognizable in the common area or another unit/or manor, or residents who wash dog feces and/or urine off their unit/manor balcony onto the property below them.
- 5. Violation of Laws: A violation of federal or state laws or local ordinances, including, without limitation, such violations as public nudity, brandishing weapons which are registered or unregistered at or in the presence of another resident, the resident's guest and invitees and/or a staff member or a Resident, the resident's guest and invitees engaged in drug dealing (selling drugs for money or in exchange for some other form of renumeration) or prostitution.

IV. Nuisance Complaints and Investigation

A complaint may be registered by calling the Security Department at 949-580-1400 or the Compliance Division by calling 949-268-CALL or email to compliance@vmsinc.org. Staff will inform the reporting party to call the Security Department for documentation of the ongoing nuisance violation.

Investigating Alleged Nuisances: To determine whether or not a nuisance in violation of the Governing Documents is taking place or has occurred, Staff evaluates the alleged behavior, based upon the written complaint provided along with all of the information provided to support the complaint, and may further investigate the complaint before determining if the alleged behavior or nuisance activity in fact occurred, and whether the impact on other Members/Residents or units is deemed reasonable or unreasonable to an average reasonable person similarly situated. This may include, without limitation, further conversations with the reporting party and neighbors, and inspection of the unit(s)/manor(s) in question. Staff may also take the following steps when investigating certain nuisance complaints:

- For hard surface flooring complaints: Staff may perform informal sound tests that include two Staff members in the downstairs unit at the same time that two Staff members are in the upstairs unit, with an attempt to replicate the alleged noise.
- For odor complaints: Staff may perform an informal odor test that includes two Staff members in the unit from which the alleged nuisance odor arose at the same time that two Staff members are in the reporting party's unit, with an attempt to replicate the alleged odors. Staff may also seek assistance from the Maintenance Department to determine if the building

structure is a factor that allows for the transmission of the odor that can be remedied.

If Staff determines that the alleged nuisance in violation of the Governing Documents has or may have occurred, a warning letter may be sent to the responsible Member and/or the Member may be sent a notice that the Member is being called to a disciplinary hearing before the Board or a committee thereof. At the disciplinary hearing, the Board will consider all evidence and documentation of the alleged nuisance violation, and the Member may speak and present evidence regarding the nuisance before the Board makes a decision on disciplinary action to be taken, if any.

V. Enforcement

Third is authorized to take disciplinary action against any Member who may be found in violation of the Governing Documents, or whose unit or Residents, tenants, or guests are found to be in violation of the Governing Documents (CC&R Article XIX; Bylaws Article 4, Section 4.5). When a complaint is lodged regarding the occurrence of a violation, the Board of Directors has a duty to investigate and impose, if appropriate, discipline as set forth in the Governing Documents. Discipline shall be imposed, if at all, after a duly noticed disciplinary hearing in accordance with the requirements of statute and Third's Governing Documents.

If a Member or such Member's unit/manor is found to have committed a nuisance violation as defined herein, the Board has the authority to impose monetary fines, suspend Member(s) privileges, and/or bring forth legal action, as more fully set forth in the Governing Documents, including without limitation the Schedule of Monetary Penalties, as may be revised from time to time. Each Member is entirely responsible for ensuring that the Governing Documents are followed by anyone they allow into the Community—this includes any co-occupant, lessee, guest, care provider, vendor, invitee or contractor.

In the event there is an ongoing dispute between neighbors over nuisance violations or alleged violations, and the Board ultimately determines that the activity/behavior in question does not rise to the level of a governing document violation, although the Mutual is not obligated to do so, Staff, on behalf of the Mutual, may offer informal mediation performed by the Compliance and Social Services Division to help facilitate a resolution to the dispute. Staff will also recommend, as an alternative for the complaining and the owner against whom the complaint is made, professional mediation services offered by the County of Orange. Notwithstanding the foregoing, nothing in this paragraph or this Policy shall be construed to create a duty on the Board to resolve any dispute between neighbors or an obligation beyond those duties imposed on Third and its Board by the Governing Documents or by law.



Harassment Policy Resolution 03-20-27, Adopted April 21, 2020

I. Purpose

The purpose of this Harassment Policy ("Policy") is to set forth guidelines for harassment complaints received by Third Laguna Hills Mutual ("Third") in accordance with the requirements of Third's Governing Documents, defined below, and the law.

II. Definitions

- a. Community Laguna Woods Village.
- b. Golden Rain Foundation (GRF) the Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation.
- c. Governing Documents all of the following, collectively, the Articles of Incorporation; the Bylaws; the CC&Rs; the Rules and Regulations; and any Resolutions or Policies duly adopted by the Board; all as may be lawfully amended or modified from time to time.
- d. Harassment see details under Conditions.
- e. Member is defined as any person who is an owner of a Unit in Third's development who has been approved for membership in Third in accordance with the Governing Documents.
- f. Resident is defined as any person who has been approved by the Board of Directors, or its designee, as applicable, for occupancy of a manor within Third's development.
- g. Staff Employees of Village Management Services, Inc. authorized to act on behalf of Third.
- h. Third or the Mutual the corporate homeowners association that was formed in 1970 and by 1984 had acquired the assets and liabilities by vote of each of the 59 individual mutuals within the larger Leisure World (now Laguna Woods Village), a common interest development, with full authority to "manage, operate, and maintain" them.

III. Conditions for Harassment

Below are various definitions and descriptions of harassment under both Federal and California law. While the Association is a private corporation and is not responsible for enforcing the law, these definitions act as guidelines for Third's Board and Staff in determining whether alleged conduct rises to the level of harassment, and should thus be treated as a violation of Third's Governing Documents pursuant to, without limitation, the restrictions against nuisances as set forth in the CC&Rs.

- Federal Law: Under federal law, "harassment" is defined to mean "a serious act or a course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose." (18 U.S.C.A.§1514(d)(1)(B).)
- California Law: California defines "harassment" as unlawful violence; a credible threat of violence; or a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, or harasses that person, and that serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, and must actually cause substantial emotional distress to the petitioner. (Code Civ. §527.6(b)(3).)
 - "Course of Conduct" is defined as a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose, including, without limitation, following or stalking an individual, making harassing telephone calls to an individual, or sending harassing correspondence to an individual by any means, including, but not limited to, the use of public or private mails, interoffice mail, facsimile, or computer email. (Code Civ.§527.6(b)(1).)
 - "Credible threat of violence" is a knowing and willful statement or course of conduct that would place a reasonable person in fear for his/her/they/their safety, or the safety of his/her/they/their immediate family, and that serves no legitimate purpose. (Code Civ. §527.6(b)(2).)

Department of Housing and Urban Development (HUD) "Final Rule": Notwithstanding the foregoing and that fact that Third has no obligation to enforce the law, recent Federal regulations/guidelines enacted by the Department of Housing and Urban Development (HUD), do impose certain obligations on Third with regard to the investigation and treatment of reported harassment. The New guidelines, adopted in August 2016, were enacted in an effort to further define and address housing discrimination in the form of harassment. In that regard HUD's new guidelines now deem any form of harassment in housing or within housing developments a form of illegal discrimination. Based on HUD's guidelines, homeowners associations, such as Third, are considered housing providers, and as such are required to evaluate alleged harassment to investigate whether a resident is being subjected to harassment to the extent that it may amount to illegal housing discrimination. Pursuant to the guidelines Third is required to investigate all reported claims of potential harassment of Members or Residents and, as appropriate, take all action permitted under the Governing Documents to address such harassing behavior. (24 CFR 100.600.)

Governing Documents: While Third's Governing Documents do not directly address "harassment", those actions which constitute harassment based on the above laws and guidelines would fall under the general prohibition against nuisances found in Article III, Section 6 of Third's CC&Rs, and, further, any acts of harassment that constitute a violation of law are expressly considered a nuisance in violation of the Governing Documents. According to Article III, Section 6, Members and Residents are not to permit or suffer anything to be done or kept in or about the dwelling unit or otherwise within Third's development which will increase the rate of insurance on any building or other property of Third or on the contents thereof, or which will obstruct or interfere with the rights of other Members or Residents or annoy them by unreasonable noises or otherwise. Members and Residents are also restricted from permitting any nuisance in or about the dwelling unit or otherwise within Third's development or committing or suffering any immoral or illegal act to be committed thereon. Members and Residents are obligated to comply with all of the requirements of governmental authorities with respect to the dwelling unit and all other premises of Third. (CC&Rs Article III, Section 6, Use Restrictions.)

IV. Harassment Complaints and Investigation

A complaint may be registered by calling the Security Department at 949-580-1400 or the Compliance Division by calling 949-268-CALL or email to compliance@vmsinc.org. Staff will inform the reporting party to call the Security Department for documentation of the reported harassment. Staff may also inform the reporting parties to call the Orange County Sherriff's Department if and when the behavior occurs.

Investigating Alleged Harassment: to determine whether or not harassment is taking place in violation of the Governing Documents, Staff evaluates the nature of the unwelcome conduct, the context in which the incidents occur, the severity, scope, frequency, duration, and location of the conduct, and the relationships of the people involved.

Any complaint received of harassment of a Staff member by any Member or Resident of Third will be investigated by the Board and Third's Legal Counsel. No harassing or inappropriate behavior toward Staff will be tolerated. Village Management Services may also perform its own investigation into such allegations and determine whether legal action against a Member or Resident is necessary to protect Staff and its interests. Third may coordinate its investigation with Village Management Services, and, in the Board's discretion, may review and adopt the evidence and findings of any investigation by Village Management Services as its own and take appropriate enforcement action based upon same.

In the event that the alleged harassment involves acts or behavior by a Staff member against a Member or Resident, a complaint may be made directly to the Third's Executive Committee by phone to 1-877-888-0002. Third will report such conduct directly to Village Management Services to conduct an internal investigation into the conduct in question by the Staff member who is a Village Management Services employee, and to take appropriate action with regard to said employee. Staff members are employees of Village Management Services, which is the managing agent for Third, and are not employees of Third over which Third has direct authority or control. Notwithstanding the foregoing, Third and its Board may address and discuss any complaints regarding Staff members and the handling of same with Village Management Services, as may be appropriate, in the Board's discretion.

Except as otherwise indicated above, reports of harassment will be evaluated by Staff (except in the event Staff is involved in such complaint) and Third's Legal Counsel to ensure that the Board complies with its obligations under the Governing Documents and as required by law, including, without limitation the HUD guidelines on harassment. The Board will address the harassment to the extent such acts constitute a violation of Third's Governing Documents and to the extent required by law.

V. Enforcement

Third is authorized to take disciplinary action against any Member who may be found in violation of the Governing Documents, or whose unit or Residents, tenants, or guests are found to be in violation of the Governing Documents (CC&R Article XIX; Bylaws Article 4, Section 4.5). When a complaint is lodged regarding the occurrence of a violation, the Board of Directors has a duty to investigate and impose, if appropriate, discipline as set forth in the Governing Documents. Discipline shall be imposed after a duly noticed disciplinary hearing in accordance with the requirements of statute and Third's Governing Documents.

If a Member or Resident, or a guest of either, is found to have engaged in acts constituting harassment in violation of the law and/or constituting a nuisance or otherwise in violation of the Governing Documents, the Board has the authority to impose monetary fines, suspend Member(s) privileges, and/or bring forth legal action, as more fully set forth in the Governing Documents, including without limitation the Schedule of Monetary Penalties, as may be revised from time to time. Each Member is entirely responsible for ensuring that the Governing Documents are followed by anyone they allow into the Community—this includes any co-occupant, lessee, guest, care provider, vendor, invitee or contractor.

If a non-owner Resident is found to have engaged in behavior constituting harassment, Third may, in addition to any disciplinary action taken against the responsible Member, exercise such rights and remedies directly against such Resident as authorized by the Governing Documents and law, which include, without limitation, legal action for a protective order against such Resident to

Third Laguna Hills Mutual Harassment Policy Resolution 03-20-27 Page 5 of 5

protect the interests of the Association and Staff. If such Resident is subject to a lease with Lease Authorization from Third, Third may also revoke the Lease Authorization and approval for occupancy of such person in Third, and seek removal of such Resident through an unlawful detainer action, in accordance with Third's Lease Policy.

Notwithstanding the foregoing, and regardless of whether disciplinary action is taken, any Member of Third or resident of the Community who serves in any capacity as an officer of Third, a committee member, or otherwise as an advisor to Third or Staff may be removed by the Board from such position and have any appurtenant privileges revoked. Any person holding such officer, committee, or advisor position serves at the pleasure of the Board, and may be removed by the Board in its discretion if the Board believe it is in the best interests of the Third to do so, even if it is ultimately determined upon investigation that no harassment took place (see Bylaws, Sections 7.1 and 9.3).