



OPEN SESSION

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

**Tuesday, April 18, 2023 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

Directors Present: Mark Laws, Jim Cook, Cris Prince, Jules Zalon, Ralph Engdahl, Donna Rane-Szostak, Andrew Ginocchio, Nathaniel Ira Lewis, Moon Yun, Cush Bhada, S.K. Park

Directors Absent: None

Staff Present: Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Robert Carroll, Eric Nunez, Bart Mejia, Carlos Rojas, Steve Hormuth, Abraham Ballesteros, Guy West, Kurt Wiemann, Catherine Laster

Others Present: VMS – Rosemarie diLorenzo, Deb Allen
GRF – None
United – None

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

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

2. Pledge of Allegiance

Director Engdahl led the Pledge of Allegiance.

3. Approval of Agenda

President Laws asked for a motion to approve the agenda.

Director Lewis made a motion to approve the agenda. Director Rane-Szostak seconded.

Director Cook requested item 12b be removed from the agenda and placed in Future Agenda Items. Additionally, Director Park will now be reporting on Disaster Preparedness Task Force and that item 15f be moved to 15k.

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

4. Approval of Minutes

- a. March 21, 2023 – Regular Board Meeting**
- b. March 30, 2023 – Budget Workshop Meeting**
- c. April 6, 2023 – Annual Audit Meeting**
- d. April 7, 2023 – Agenda Prep Meeting**

Director Prince made a motion to approve the minutes of March 21, 2023 – Regular Board Meeting. Director Lewis seconded.

Hearing no changes or objections, the March 21, 2023 – Regular Board Meeting minutes were approved by consent.

Director Prince made a motion to approve the minutes of March 30, 2023 – Budget Workshop Meeting. Director Ginocchio seconded.

Hearing no changes or objections, the March 30, 2023 – Budget Workshop Meeting minutes were approved by consent.

Director Ginocchio made a motion to approve the minutes of April 6, 2023 – Annual Audit Meeting. Director Lewis seconded.

Hearing no changes or objections, the April 6, 2023 – Annual Audit Meeting minutes were approved by consent.

Director Lewis made a motion to approve the minutes of April 7, 2023 – Agenda Prep Meeting. Director Rane-Szostak seconded.

Hearing no changes or objections, the April 7, 2023 – Agenda Prep Meeting minutes were approved by consent.

5. Report of the Chair

President Laws commented on the following:

- 2023 Election Schedule; and the four open positions
- Budget for 2024
- May 31, 2023 is the next Third Budget Meeting
- 2024 Budget Proposal for Landscape on June 1, 2023
- Director Bhada discussed the passing of former Director John Frankel

6. Update from the VMS Board – Director diLorenzo

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

- Bright Ideas Program
- Strategic Plan Update - Objectives
- KPI Reporting

- Continuous Service Improvement Program
- Upcoming Events
- VMS Meeting on May 3, 2023
- Spring Real Estate Forum on May 3, 2023
- Employee Excellence Award on May 23, 2023
- Client Services Meeting on June 12, 2023

VMS Chair diLorenzo answered questions from the Board.

Director Moon Yun entered the meeting at 9:47 a.m.

7. Open Forum (Three Minutes per Speaker)

- Multiple members commented on having the drainage issues improved in building
- A member commented on the installation of LED Stop Signs
- A member commented on the GRF room rental fees
- A member commented on The Foundation of Laguna Woods Village

8. Responses to Open Forum Speakers

- Director Zalon commented on President Laws gracefulness of allowing members an additional time to speak
- Director Zalon thanked Ms. Schwietert on the way she read the member's email
- Multiple Directors commented on the drainage issue
- Multiple Directors commented on the GRF room rental fees
- President Laws commented that the flashing stop sign is a GRF Issue
- President Laws thanked the member on her monthly report of The Foundation of Laguna Woods Village

9. Department Update: Security Services – Eric Nunez

Eric Nunez, Director of Security Services, provided a presentation discussing the following topics:

- Work Centers under the Security Umbrella
- Work Center 400 Security Personnel
- Security Issues
- Relocating Security Operations
- New CAD (Computer Aided) and RMS (Record Management System) Technology
- Gate 12 Update
- Security Guard Licensure and Restrictions
- Security Guard Role & Responsibilities

Chief Nunez answered multiple questions from the Board.

10. CEO Report

CEO Siobhan Foster reported on:

- What's Up in the Village
- How to Subscribe
- Subscribe to Board Email Updates

- Important to Know
- Check the Latest News – Updates
- Facebook
- Board and Committee Meetings
- Meetings via Granicus
- Watching meetings on TV6
- Meetings recorded on YouTube
- CodeRed: Emergency Notifications
- Subscribe to CodeRed
- Opting out of Paper Mailing
- Written request for preferred mailing
- Information@vmsinc.org to opt out of hard copies

CEO Foster answered questions from the Board.

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

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

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

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

- Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of February 2023, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.

b. Recommendation from the Finance Committee

1. Approve a Resolution for Recording a Lien against Member ID #931-680-51

RESOLUTION 03-23-28

Recording of a Lien

WHEREAS, Member ID 931-680-51; 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, April 18, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-680-51 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.

c. Recommendation from the Landscape Committee

1. Recommendation to Approve The Request To Alter The Common Area Landscape At 5079 Ovalo

RESOLUTION 03-23-29

**Approve the Request
to Alter the Common Area
Landscape 5079 Ovalo**

WHEREAS, on April 6, 2023, the Landscape Committee reviewed a request from the Member at 5079 to alter the common area landscape by planting drought tolerant non- standard landscape material; and

WHEREAS, staff has reviewed the proposed plant material and found it acceptable and similar to plant material currently being planted within the community by staff; and

WHEREAS, the resident understands that the area shall remain common area, subject to the use and passage of all Members regardless of the approved alteration landscaping; and

WHEREAS, the Committee determined that the request to alter the common area landscape at 5079 Ovalo according to the plans provided by the resident is approved at no cost to the Mutual;

NOW THEREFORE BE IT RESOLVED, April 18, 2023, the Board of Directors approves the request for the approval to alter the common area landscape at 5079 Ovalo; and

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

2. Recommendation To Deny The Request For Removal Of One Eucalyptus Tree, And Approve The Request For The Removal Of One Eucalyptus Tree And One Stone Pine Tree Located At 5241 Elvira

RESOLUTION 03-23-30

**Deny the request for removal of one Eucalyptus tree (A), and
approve the request for removal of one Eucalyptus tree (B) and
one Stone Pine tree (C) 5241 Elvira**

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

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

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

WHEREAS, on April 6, 2023, the Landscape Committee reviewed a request from the Member at 5241 to remove two Eucalyptus trees and one Stone Pine tree. The Member cited the reasons as structural damage, overgrown, poor condition, trees are too tall, and branches are hanging over the roof; and

WHEREAS, staff inspected the condition of the trees and determined that tree A was in good condition while trees B and C had large roots that were causing major damage to the alteration patio wall and walkway; and

WHEREAS, the Committee determined that tree A does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Eucalyptus tree located at 5241 Elvira; and

WHEREAS, the committee determined that trees B and C both meet the guidelines set forth in resolution 03-21-10 and recommends approving the removal of one Eucalyptus tree and one Stone Pine tree located at 5241 Elvira;

NOW THEREFORE BE IT RESOLVED, April 18, 2023, the Board of Directors denies the request for the removal of one Eucalyptus tree and approves the removal of one Eucalyptus tree and one Stone Pine tree located at 5241; and

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

3. Recommendation To Approve The Modified Request To Alter The Common Area Landscape At 5241 Elvira

RESOLUTION 03-23-31

**Approve the Modified Request
to Alter the Common Area**

Landscape 5241 Elvira

WHEREAS, on April 6, 2023, the Landscape Committee reviewed a request from the Member at 5241 to alter the common area landscape by planting drought tolerant non- standard landscape material along with artificial turf; and

WHEREAS, staff has reviewed the proposed plant material and found it acceptable and similar to plant material currently being planted within the community by staff except for the artificial turf; and

WHEREAS, staff discussed replacing the turf with drought tolerant ground cover instead of artificial turf with the resident, and the resident agreed to this change; and

WHEREAS, the resident understands that the area shall remain common area, subject to the use and passage of all Members regardless of the approved alteration landscaping; and

WHEREAS, the Committee determined that the request to alter the common area landscape at 5241 Elvira according to the plans provided by the resident is approved;

NOW THEREFORE BE IT RESOLVED, April 18, 2023, the Board of Directors approves the request for the approval to alter the common area landscape at 5241 Elvira; and

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

4. Recommendation To Deny The Request For The Removal Of One Magnolia Tree Located At 3255-C San Amadeo

RESOLUTION 03-23-32

Deny the Request for Removal of One Magnolia Tree 3255-C San Amadeo

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

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

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

to the Committee...”

WHEREAS, on April 6, 2023, the Landscape Committee reviewed a request from the Member at 3255-C to remove one Magnolia tree. The Member cited the reasons as a potential trip hazard from fallen seed pods; and

WHEREAS, staff inspected the condition of the tree and determined that it was in good condition with a well-balanced canopy; and

WHEREAS, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Magnolia tree located at 3255-C San Amadeo;

NOW THEREFORE BE IT RESOLVED, April 18, 2023, the Board of Directors denies the request for the removal of one Magnolia tree located at 3255-C; and

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

5. Recommendation To Deny The Request For The Removal Of One Aleppo Pine Tree Located At 3282-C San Amadeo

RESOLUTION 03-23-33

Deny the Request for Removal of One Aleppo Pine Tree 3282-C San Amadeo

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

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

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

WHEREAS, on April 6, 2023, the Landscape Committee reviewed a request from the Member at 3282-C to remove one Aleppo Pine tree. The Member cited the reasons as choking out two other trees, needle drop prevents ground cover growth, sap on parked cars and the possibility of tree failure; and

WHEREAS, staff inspected the condition of the tree and determined that it was in good health with a slight lean; and

WHEREAS, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Aleppo Pine tree located at 3282-C San Amadeo;

NOW THEREFORE BE IT RESOLVED, April 18, 2023, the Board of Directors denies the request for the removal of one Aleppo Pine tree located at 3282-C; and

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

6. Recommendation To Approve The Request For The Removal Of One Silk Oak Tree Located At 3478-B Bahia Blanca

RESOLUTION 03-23-34

**Approve the Request
for Removal of One Silk
Oak Tree 3478-B Bahia
Blanca**

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

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

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

WHEREAS, on April 6, 2023, the Landscape Committee reviewed a request from the Member at 3478-B to remove one Silk Oak tree. The Member cited the reasons as overgrown, exposed roots, and the potential of damage to the unit should the tree suffer a complete failure during a weather system; and

WHEREAS, staff inspected the condition of the tree and determined that it was in fair condition, however, several large surface roots were observed as far as 18 feet from the trunk; and

WHEREAS, the Committee determined that the tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Silk Oak tree located at 3478-B Bahia Blanca;

NOW THEREFORE BE IT RESOLVED, April 18, 2023, the Board of Directors

approves the request for the removal of one Silk Oak tree located at 3478-B;
and

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

7. Recommendation To Deny The Request For The Removal Of One Monterey Pine Tree Located At 3498-3D Bahia Blanca

RESOLUTION 03-23-35

**Deny the Request
for Removal of One Monterey
Pine Tree 3498-3D Bahia Blanca**

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

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

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

WHEREAS, on April 6, 2023, the Landscape Committee reviewed a request from the Member at 3498-3D to remove one Monterey Pine tree. The Member cited the reasons as view obstruction and debris; and

WHEREAS, staff inspected the condition of the tree and determined that it was in good condition; and

WHEREAS, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Monterey Pine tree located at 3498-3D Bahia Blanca;

NOW THEREFORE BE IT RESOLVED, April 18, 2023, the Board of Directors denies the request for the removal of one Monterey Pine tree located at 3498-3D; and

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

**8. Recommendation To Approve The Request For The Removal Of One
Carrotwood Tree Located At 5343-B Bahia Blanca**

RESOLUTION 03-23-36

**Approve the Request
for Removal of One
Carrotwood Tree 5343-B
Bahia Blanca**

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

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

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

WHEREAS, on April 6, 2023, the Landscape Committee reviewed a request from the Member at 5343-B to remove one Carrotwood tree. The Member cited the reasons as structural damage, sewer damage, multiple main line stoppages and the tree is not trimmed often enough; and

WHEREAS, staff inspected the condition of the tree and determined that it was in poor condition with noticeable unhealed areas from previous trimming; and

WHEREAS, the Committee determined that the tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Carrotwood tree located at 5343-B Bahia Blanca;

NOW THEREFORE BE IT RESOLVED, April 18, 2023, the Board of Directors approves the request for the removal of one Carrotwood tree located at 5343-B; and

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

**9. Recommendation To Approve The Updated And Revised Version Of The
Landscape Committee Charter**

RESOLUTION 03-23-37

THIRD LAGUNA HILLS MUTUAL LANDSCAPE COMMITTEE CHARTER

RESOLVED, that pursuant to Bylaws, Article 7, Section 7.1, the Landscape Committee (Committee) has been established as a standing committee of this Corporation for the purpose of overseeing the processes and procedures used to develop and maintain the Landscape features of this Corporation in an aesthetically pleasing, environmentally appropriate and cost-effective manner.

RESOLVED FURTHER, April 18, 2023, that the Board of Directors (Board) of this Corporation hereby amends the Members and Responsibilities information for the Committee as follows:

I. Committee Members

1. The Board shall appoint the Committee Chair upon recommendation of the Board President.
2. The Committee shall consist of no more than 5 Board Directors, all will be voting members appointed by the Board upon recommendation of the Committee Chair.
3. The Committee may include Resident Advisors, all who will be non-voting members appointed by the Board upon recommendation of the Committee Chair.
4. This Committee shall serve at the direction of and at the pleasure of the Board.
5. A Committee Member absent from 3 consecutive, regularly scheduled meetings shall no longer qualify for the Committee, unless excused by the Chair.

II. Responsibilities

The primary responsibility of the Committee is to recommend general and specific actions related to the Governing Documents for the Board's approval and implementation, including but not limited to:

1. Ensure that the level of service provided by the landscaping managing agent, and the funds needed to accomplish this, are adequate to appropriately provide landscaping services and maintain Third Mutual landscaping in a cost-effective manner.
2. Review annual landscape budgets prepared by the managing agent and make recommendations to the Board and Managing Agent regarding the annual budget. Periodically review expenditures to assure conformance within budget.
3. Function as an advisory and liaison body to the managing agent in matters

pertaining to Governing Document revision and implementation. Coordinate as appropriate with other standing committees.

4. Ensure that the rules and regulations as listed in the Third Mutual Landscape Maintenance Manual and other landscape-related policies and resolutions are clear, complete, and relevant.
5. Work with the landscaping managing agent to develop, adopt, and implement long-range plans to transition Third Mutual's plant palette to vibrant, water-wise, low-maintenance plants.
6. Review each member 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. Function in accordance with the Governing Documents and federal, state, and local laws.
8. Perform such additional functions as may be assigned or referred to the Committee by the Board President as well as those that are necessary and prudent to fulfill the Committee's duties and responsibilities.

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

RESOLVED FURTHER, that the officers and agenda of this Corporation are hereby authorized, on behalf of the Corporation, to take such action as they deem appropriate to carry out the purposes of this resolution as written.

- d. **Recommendation from the Architectural Controls and Standards Committee**
 1. **Approve The Variance Request For 13'-8" X 6'-4" Laundry Room Addition On Side Patio Common Area Located At Manor 5569-B Luz Del Sol**

RESOLUTION 03-23-38

Variance Request

WHEREAS, Member located at 5569-B Luz Del Sol, a Casa Siena style manor, requests Architectural Controls and Standards Committee approval of a variance for a 13'-8" x 6'-4" laundry room addition on side patio common area; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on April 10, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the

variance and moved for approval of the variance for a 13'-8" x 6'-4" laundry room addition on side patio common area;

NOW THEREFORE BE IT RESOLVED, on April 18, 2023, the Third Laguna Hills Mutual Board hereby approves the request for a 13'-8" x 6'-4" laundry room addition on side patio common area; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 5569-B Luz Del Sol and all future Mutual Members at 5569-B Luz Del Sol; and

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

2. Approve The Variance Request To Retain Six Vinyl Posts, Fence, And Gate Around The Rear Patio Slab On Common Area At Manor 3150-C Alta Vista

RESOLUTION 03-23-39

Variance Request

WHEREAS, Member located at 3150-C Alta Vista, a El Doble style manor, requests Architectural Controls and Standards Committee approval of a variance to retain six vinyl posts, fence, and gate around the rear patio slab on common area; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on April 10, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to retain six vinyl posts, fence, and gate around the rear patio slab on common area;

NOW THEREFORE BE IT RESOLVED, on April 18, 2023, the Third Laguna Hills Mutual Board hereby approves the request for to retain six vinyl posts, fence, and gate around the rear patio slab on common area; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 3150-C Alta Vista and all future Mutual Members at 3150-C Alta Vista; and

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

3. Approve The Variance Request For The Front Patio Slab 16' Extension And Installation Of A Vinyl Fence Surrounding The Extension At Manor 3213-D Via Carrizo

RESOLUTION 03-23-40

Variance Request

WHEREAS, Member located at 3213-D Via Carrizo, a La Reina style manor, requests Architectural Controls and Standards Committee approval of a variance for a front patio slab extension and installation of a vinyl fence surrounding extension; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on April 10, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance for a front patio slab extension and installation of a vinyl fence surrounding extension;

NOW THEREFORE BE IT RESOLVED, on April 18, 2023, the Third Laguna Hills Mutual Board hereby approves the request for a front patio slab extension and installation of a vinyl fence surrounding extension; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 3213-D Via Carrizo and all future Mutual Members at 3213-D Via Carrizo; and

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

4. Approve The Variance Request For Installing Condenser On Balcony Stucco Wall At Manor 3364-2F Punta Alta

RESOLUTION 03-23-41

Variance Request

WHEREAS, Member located at 3364-2F Punta Alta, a Sierra style manor, requests Architectural Controls and Standards Committee approval of a variance to install condenser on balcony stucco wall; and

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

Architectural Controls and Standards Committee Meeting on April 10, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to install condenser on balcony stucco wall;

NOW THEREFORE BE IT RESOLVED, on April 18, 2023, the Third Laguna Hills Mutual Board hereby approves the request to install a mini split condenser on balcony stucco wall; and will allow the removal of the existing air conditioner wall sleeve in stucco wall and the installation of the mini split condenser in its place. The wall must be framed in and the stucco must be repaired to match the adjacent surface; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 3364-2F Punta Alta and all future Mutual Members at 3364-2F Punta Alta; 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.

e. Entertain a Motion to Approve a Supplemental Appropriation for Emergency Roof Repairs

RESOLUTION 03-23-42

**Supplemental Appropriation for
Emergency Roof Repairs**

WHEREAS, the 2023 Business Plan approved by the Third Board allocates \$123,000, from the Reserve Fund for emergency roof repairs; and

WHEREAS, on April 4, 2023, the Third Finance Committee endorsed a recommendation for a supplemental appropriation in the amount of \$300,000 for emergency roofing repairs;

NOW THEREFORE BE IT RESOLVED, on April 18, 2023, the Board of Directors of this Corporation hereby authorizes a supplemental appropriation in the amount of \$300,000; and

RESOLVED FURTHER, a supplemental appropriation is authorized from the Reserve Fund in the amount of \$300,000 to be used for emergency roof repairs; and

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

12. Unfinished Business

a. Entertain a Motion to Approve the Alteration Application Processing Fee for Solar Panels (March initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

Director Prince read the following resolution:

RESOLUTION 03-23-43

**Alteration Fee
Schedule**

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

WHEREAS, in order to offset a portion of the administrative costs associated with processing alteration and variance applications, including solar installation requests, the Board has adopted an Alterations Fee Schedule; and

WHEREAS, the following revisions to the Alteration Fee Schedule are recommended to be approved by the Board:

- 1) The Solar Installation Application Fee is revised to \$223
- 2) Miscellaneous revisions to address current City requirements; and

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

NOW THEREFORE BE IT RESOLVED, April 18, 2023 that the Board hereby adopts the revised Alteration Fee Schedule as attached to the official minutes of this meeting; and

RESOLVED FURTHER, the Mutual Consent processing fee for Solar Panel installation is to be calculated based on 4.7 hours charged at the current bill rates; and

RESOLVED FURTHER, the Mutual Consent processing fee for Solar Panel installation requests is set at the initial rate of \$223 for 2023 and will be adjusted annually with the adoption of the new bill rates; and

RESOLVED FURTHER, that Resolution 03-19-131 adopted December 17, 2019 is hereby superseded and canceled; and

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

Director Rane-Szostak made a motion to approve the Alteration Fee Schedule. Director Cook seconded.

Discussion ensued among the Board.

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

THIS ITEM WAS REMOVED AND PLACED ON FUTURE AGENDA DURING APPROVAL OF THE AGENDA

- b. Entertain a Motion to Approve the Revision to Architectural Standard 31: Washer and Dryer Installations (February initial notification – Revised March - 28-day notification for member review and comments to comply with Civil Code §4360)**

RESOLUTION 03-23-XX

STANDARD 31: WASHER AND DRYER INSTALLATIONS

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 31: Washer and Dryer Installations;

NOW THEREFORE BE IT RESOLVED, May 16, that the Board of Directors of this Corporation hereby adopts Standard 31: Washer and Dryer Installations as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-18-156 adopted November 29, 2018, is hereby superseded in its entirety and no longer in effect; and

RESOLVED FURTHER, all washer and dryers installed in three story buildings with a Mutual Consent prior to May 16, 2023 continue to be “grandfathered”; 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.

13. New Business

a. Entertain a Motion to Approve the 2023 Annual Election Schedule

President Laws requested a motion be made to approve the 2023 Annual Election Schedule.

Director Park made a motion to approve the 2023 Annual Election Schedule. Director Rane-Szostak seconded.

Discussion ensued among the Board.

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

- b. **Entertain a Motion to Approve the Revision to the Architectural Standard 41: Solar Panels, 1 Story Buildings (April initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

RESOLUTION 03-23-XX

Alteration Standard 41: Solar Panels, 1 Story Buildings

WHEREAS, the Board of Directors of the Third Laguna Hills Mutual (Board) recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Board recognizes the need to revise Standard 41 - Solar Panels, 1 Story Buildings;

NOW THEREFORE BE IT RESOLVED, May 16, 2023, that the Board hereby adopts Standard 41 - Solar Panels, 1 Story Buildings as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-19-95 adopted September 17, 2019, is hereby superseded in its entirety and no longer in effect; 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 Cook made a motion to approve Alteration Standard 41: Solar Panels, 1 Story Buildings for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360 with changes made by Mr. Mejia. Director Lewis seconded the motion.

There being no objections, the motion was approved unanimously.

c. Landscape Prior to Paint Program – (Oral Discussion)

Director Lewis discussed the Landscape Prior to Paint program.

Further discussion ensued among the Board.

14. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Rane-Szostak. The committee met on April 4, 2023; next meeting June 6, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- (1) Treasurer's Report
 - (2) Third Finance Committee Report
 - (3) Resales/Leasing Reports
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The committee met April 10, 2023; next meeting May 8, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.

- c. Report of the Maintenance and Construction Committee – Director Engdahl. The committee met on March 6, 2023; next meeting May 1, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Lewis. The committee met on April 6, 2023; next meeting May 4, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. Report of the Water Conservation Committee – Director Rane-Szostak. The committee met on January 26, 2023; next meeting, April 27, 2023 at 2:00 p.m. in the Sycamore Room. In addition, Dr. Rane-Szostak stated Earth Day is on April 20, 2023 at 1:00 pm in Clubhouse 1.
- f. Report of the Resident Policy and Compliance Committee – Director Laws. The committee met on March 29, 2023; next meeting April 25, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.

15. GRF Committee Highlights

- a. Community Activities Committee – Director Bhada. This committee met on April 13, 2023; the next meeting is May 11, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. GRF Landscape Committee – Director Lewis. This committee met on April 12, 2023; the next meeting is May 10, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Website Ad Hoc Committee – Director Rane-Szostak. The committee last met on April 12 2023; the next meeting is TBA.
- d. Broadband Ad Hoc Committee – Director Prince. This closed committee last met on April 3, 2023; the next meeting is April 25, 2023, at 10:00 a.m. in the Sycamore Room.
- e. GRF Maintenance & Construction Committee – Director Engdahl. The committee met on April 12, 2022; next meeting June 14, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Clubhouse Facilities Renovation Ad Hoc Committee – Director Engdahl. This committee met on March 6, 2023 and March 15, 2023; the next meeting is TBA.
- f. Compliance Ad Hoc Committee – Director Prince. This committee met on April 3, 2023; next meeting May 3, 2023, at 1:30 p.m. in the Sycamore Room.
- g. Disaster Preparedness Task Force – Director Park. The task force met on March 28, 2023; the next meeting is May 30, 2023 at 9:00 a.m. in the Board Room.
- h. Purchasing Ad Hoc Committee – Director Rane-Szostak. This committee last met on March 8, 2022 and March 22, 2023; and the next meeting is TBA.
- i. Information Technology Advisory Committee – This closed committee last met on March 31, 2023; next meeting is on April 28, 2023 .

- j. The following GRF Committees have not met since the last Third Board Meeting of March 21, 2023
- i. GRF Finance Committee – This committee last met on February 15, 2023; next meeting April 19, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - ii. GRF Security and Community Access Committee – This committee last met on February 27, 2022, and the next meeting is April 26, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - iii. GRF Media and Communications Committee – This committee last met on March 20, 2023; the next meeting is May 15, 2023 at 1:30 p.m. in the Board Room.
 - iv. Laguna Woods Village Traffic Hearings – The hearings were last held on March 15, 2023; next hearings are April 19, 2023 at 9:00 a.m.
 - v. Mobility and Vehicles Committee – Director Cook. This committee met on Feb 1, 2023; the next meeting is June 7, 2023 at 1:30 p.m. in the Board Room.

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

- 12b - Entertain a Motion to Approve Standard 31: Washer And Dryer Installations
- 13b - Entertain a Motion to Approve the Revision to Architectural Standard 41: Solar Panels, 1 Story Buildings

17. Directors' Comments

- Director Zalon commented on the importance of showing respect to the members

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

The meeting was recessed into closed session at 12:24 p.m.

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) March 16, 2023 – Special Closed Meeting

(b) March 21, 2023 – Regular Closed Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjournment

The meeting was adjourned at 5:05 p.m.

DocuSigned by:

N. Cris Prince

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



Laguna Woods Village®

Alteration Fee Schedule

Resolution 03-23-43; Adopted April 18, 2023

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

All items below require HOA Mutual Consent from Manor Alterations.

A City Permit may also be required. Contact the City Building Permits office for permitting requirements.

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

Unauthorized Alteration Fee	\$300
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Variance Processing Fee	\$150
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\$50 Alteration Processing Fee
Alteration Type
Acoustic Ceiling Removal
Awnings (Standard, Less than 54")
Awnings (Powered)
HVAC (No Increase in Amperage)
Tub Replacement
Block Walls (Less than 48" H)
Block Walls (More than 48" H)
Planter Wall
Dishwasher (New Installation)
Door Revision (Exterior)
Electrical
Exhaust Fan
Fences (Less than 84") and Gates
Floor Coverings (Exterior)
Flooring (Vinyl)
Gutters and Downspouts
Metal Drop Shades
Modesty Panels (Balcony)
Patio Slab Revision
Patio Wall Revision
Plumbing
Soft Water System (Independent)
Soft Water System (Connected to Water Heater)
Storage Cabinets (Carport)
Shades (Roll-up)

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

NOTES

- Some Alterations may require a Demolition Mutual Consent, which carries a \$50 fee. To confirm if your Alteration will require a Demolition Mutual Consent, please contact Manor Alterations.
- Alteration Fees are paid via credit card upon approval of a completed Mutual Consent application. Manor Alterations will contact applicants directly upon approval to collect payment.
- The following fees, as appropriate to the nature of the work, apply to work completed without a Mutual Consent:
Unauthorized alteration fee + Demolition fee + Mutual Consent fee + Variance fee (if applicable).
- Variance Processing Fees are in addition to any fees incurred via Mutual Consent processing.

Alteration Fee Legend	
Valuation	Fee
Less than \$750	\$50
\$751 to \$2,000	\$77
\$2,001 to \$4,000	\$168
\$4,001 to \$6,000	\$280
\$6,001 to \$8,000	\$392
\$8,001 to \$10,000	\$504
Above \$10,000	\$700



Proposed Solar Application Processing Fee

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

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

Type	Fee
Solar Application Processing Fee	\$223