



**REGULAR OPEN MEETING OF THE UNITED LAGUNA WOODS MUTUAL BOARD
OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

Tuesday, July 11, 2017 - 9:30 AM

Laguna Woods Village Community Center Board Room 24351 El Toro Road

NOTICE OF MEETING AND AGENDA

- 1. Call meeting to order / Establish Quorum**
- 2. Pledge of Allegiance - Pat English**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - 5a. June 13, 2017 - Regular Open Session
[5a Board Minutes 2017-06-13 - Regular Open Session.pdf](#)
- 6. Report of the Chair**
- 7. Update from VMS - Anthony Liberator**
- 8. CEO Report**
- 9. Open Forum (Three Minutes per Speaker) - *At this time Members may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.***
- 10. Responses to Open Forum Speakers**
- 11. Consent Calendar - *All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. In the event 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.

11a. Architectural Control and Standards Committee Recommendations:

[11a United ACSC Recommendations.pdf](#)

23-A: Approval of the Proposed Removal of Lower Portion of Bedroom Window, Denial of the Proposed Removal of Living Room Window, Denial of the Non-Standard Window Addition in Bedroom and Approval of the Proposed Atrium Enclosure

309-E: Approve the Request to Retain the Exterior Front Door

317-C: Approve the Request for a Bathroom Split

544-A: Approve the Revised Request to Install Washer and Dryer with Storage Cabinet Housing on Patio

Entertain a Motion to Approve Standard Manor Alteration Conditions, and Neighborhood Awareness Notice of Hearing on Alteration at Manor XXXX

11b. Landscape Committee Recommendations:

715-N Deny Request of Tree Removal (Item No. 14d; Page 2)

688-A Approve request for Tree Removal (Item No. 14d; page 2)

770-A Deny request for Tree Removal (Item No. 14d; Page 3)

228-D Approve Request for Tree Removal (Item No. 14d; Page 2)

497-D Deny Request for Tree Removal (Item No. 14d; Page 2)

160-D Deny Request for Tree Removal (Item No. 14d, Page 3)

518-A Approve Request for Tree Removal (Item No. 14d; Page 2)

11c. Finance Committee Recommendations:

None

11d. Approve the Preparedness for Disaster Ad Hoc Committee Charter

[11d Preparedness for Disaster Ad Hoc Committee.pdf](#)

12. Unfinished Business

12a. Appoint Kay Anderson as an Adviser on Architectural Control and Standards Committee

12b. Ratify Appointment of Richard Radar as United's Representative on VMS to

serve a term that expires in November 2017.

13. New Business

- 13a. Entertain a Motion to Approve a Proposed Hot Tub Standard Policy - Resolution (initial notification - must postpone to September to conform to the 30-day requirement)
[13a Proposed Hot Tub Standard.pdf](#)
- 13b. Entertain a Motion to Approve a Resolution Regarding Use of Common Area for Certain Improvements - Resolution (initial notification - must postpone to September to conform to the 30-day requirement)
[13b Common Area Use for Utilities.pdf](#)
- 13c. Entertain a Motion to Approve a Resolution to Remove Standard Specifications for Atrium Enclosures Between Common Walls - Resolution (postponed to September to conform to the 30-day requirement)
[13c Atrium Enclosure.pdf](#)

14. Committee Reports - *Before an action item is open for discussion a motion and a second must be recognized by the Chair. After the Board discusses the issue, the Chair will open the floor to the audience for comment. A Member may only address the Chair once for each agenda item. There is a maximum time limit of three minutes on items before the Board. The Board reserves the right to limit the total amount of time allotted.*

- 14a. Report of the Financial Committee / Financial Report - Pat English
[14a United Financial Report 2017-07-11.pdf](#)
- 14b. Report of the Architectural Control and Standards Committee - Janey Dorrell
[14b United Architectural Control Committee Report 6-27-2017.pdf](#)
- 14c. Report of the Maintenance & Construction Committee - Don Tibbetts
[14c Report of the M&C 2017-07-11.pdf](#)
- 14d. Report of Landscape Committee - Maggie Blackwell
[14d United Landscape Report 2017-6-14 Open.pdf](#)
- 14e. Report of the Laguna Woods Village Traffic Hearings - Don Tibbetts
- 14f. Report of the Communications Committee - Maggie Blackwell
- 14g. Report of the Governing Documents Review Committee - Juanita Skillman
[14g Report of the United Governing Docs Review Committee 6-26-2017.pdf](#)
- 14h. Report of the Preparedness for Disaster Task Force - Andre Torng
- 14i. Report of the Disciplinary Cases - Juanita Skillman
[14i ULWM Disciplinary Report 07-17.pdf](#)

15. GRF Committee Highlights

- 15a. Report of the Community Activities Committee
- 15b. Report of the Landscape Committee

- 15c. Report of the Maintenance and Construction Committee
- 15d. Report of the Media and Communication Committee
- 15e. Report of the Mobility and Vehicles Committee
- 15f. Report of the Security and Community Access Committee

16. Future Agenda Items

- 16a. Bylaws Amendments (August 2017)
- 16b. Entertain a Motion to Approve the Revisions to the Drone Policy - Resolution (Must postpone to August to conform to the 30-day notification requirement)
- 16c. Entertain a Motion to Approve Revisions to the Qualifiers for Subleasing Manors regarding Short Term Rentals - Resolution (Must postpone to August to conform to the 30-day notification requirement)
- 16d. Entertain a Motion to Approve Amendments to the Shareholder Financial Requirements - Resolution (Must postpone to August to conform to the 30-day notification requirement)
- 16e. Entertain a Motion to Approve a Proposed Hot Tub Standard Policy - Resolution (postponed to September to conform to the 30-day requirement)
- 16f. Entertain a Motion to Approve a Resolution Regarding Use of Common Area for Certain Improvements - Resolution (postponed to September to conform to the 30-day requirement)
- 16g. Entertain a Motion to Approve a Resolution to Remove Standard Specifications for Atrium Enclosures Between Common Walls - Resolution (initial notification - must postpone to September to conform to the 30-day requirement)

17. Director's Comments

- 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.*

Closed Executive Session Agenda - Approval of Agenda

*Approval of the Following Meeting Minutes;
June 13, 2017 - Regular Executive Session
Discuss and Consider Member Matters
Discuss Personnel Matters
Discuss and Consider Contractual Matters*

Discuss and Consider Litigation Matters

19. Adjourn

**MINUTES OF THE OPEN MEETING OF THE
BOARD OF DIRECTORS OF UNITED LAGUNA WOODS MUTUAL
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

June 13, 2017

The Regular Meeting of the Board of Directors of United Laguna Woods Mutual, a California Non-Profit Mutual Benefit Corporation, was held on Tuesday, June 13, 2017 at 9:30 AM at 24264 El Toro Road, Laguna Woods, California.

Directors Present: Juanita Skillman, Chair, Janey Dorrell, Don Tibbetts, Pat English, Steve Leonard, Maggie Blackwell, Andre Torng, Gary Morrison, Jack Bassler, Maxine McIntosh and Prakash (Cash) Achrekar

Directors Absent: None

Staff Present: Open Session: Brad Hudson, Lori Moss, Leslie Cameron, Corinne Ohe, Chuck Holland and Catherine Laster
Executive Session: Brad Hudson, Leslie Cameron and Francis Rangel

Others Present: Open Session: VMS Director Mary Stone, Jeffrey Beaumont Esq. of Beaumont Gitlin Tashjian

1. Call to Order / Establish Quorum - Juanita Skillman, President

President Skillman called the meeting to order at 9:30 AM.

2. Pledge of Allegiance - Director Blackwell

Director Blackwell led the Pledge of Allegiance.

3. Acknowledge Media

A representative of the Laguna Woods Globe was present for the meeting, and the Channel 6 Camera Crew, by way of remote cameras, was acknowledged as present.

4. Approval of Agenda

Director Skillman stated that Item No. 7 VMS Update will be done by Mary Stone instead of Joe Rainey. Item No. 12 D Unit 2010-D Approve installing room addition in patio with additional windows was moved to Item No. 11a Consent Calendar. Item No. 11D Approve limiting the use of Common Area was moved to Item No. 12f Unfinished Business. Item No. 11i Approve Standard Manor Alteration Conditions, and Neighborhood Awareness Notice of Hearing on Alterations at Manor XXXX was sent back to the Architectural Control and Standards Committee. Item No. 607-A Approve room addition, bathroom split, window

additions, install vaulted ceiling, atrium enclosure and entry door revision to Item No. 14b Report of the Architectural Control and Standards Committee.

Director Blackwell made the motion to approve the agenda, Director Torng second. Without objection the agenda was approved as amended.

10-0-0

5. Approval of the Regular Open Session Meeting Minutes from May 9, 2017

Director Dorrell moved to approve the minutes as corrected, second by Director MacIntosh. The motion passed unanimously. Passed 10-0-0

6. Report of Chair

President Skillman thanked the City of Laguna Woods for use of the Council Chambers while the new Board was under construction. The meeting will be live on line and on YouTube.

7. Update from VMS – Mary Stone

VMS Director Mary Stone gave an update on the Staff meeting and awards that were received by staff as well as highlights of the VMS meeting and staff kudos.

8. CEO UPDATE

CEO Hudson gave an update on the following:

- Mr. Hudson gave an update on the new Board Room. Five HD Cameras were added, updated technology, new lighting, lecture will turn and face the audience for the town hall meeting.
- Archived meeting, members can comment on the agenda from home.
- He spoke on the effort it takes to put the agendas together and get them posted on line and complemented staff.
- Pool Solar is complete at Clubhouses 4, 5 and 6..
- Staff is looking at custodial services, including upgraded custodial equipment to be more efficient.
- There is a crew going through carports looking for safety and security issues.
- Pots and plants are not allowed in the common area. They are only allowed in private areas.
- Do not put construction waste in Village dumpsters.
- It is budget time right now. Priority needs to be placed on the clubhouses, repaired and updated.
- The gates arms are coming soon.

- Resident Services working on an updated system that will allow Members to relax and wait to get their questions answered.
- Bandwidth upgrade will be tripled at no cost to Residents.
- If you're not signed-up for Dwelling Live please remember to do, so you can sign your guest in and help keep costs down.
- President Skillman commented that Dwelling Live will allow one to get the annual passes renewed as well. Guests will pick up passes at the gate first time they enter.
- Director Achrekar – Thanked CEO Hudson on the great work on the Board Room.
- Director English – Thanked Brad for all the new technology. Concerned about GRF approving projects for more than \$500,000.
- Director Skillman – GRF Capital Project meeting we are only looking at suggestions not approving any dollars at that time.
- Director Maxwell – Can you explain what triple the band width means for residents who are not tech savvy. Bandwidth which relates to the capacity in which you receive your cable speed.

9. Open Forum

- Floria 866-Q – Downstairs 866-D neighbors are making a lot of banging noises. Her car was keyed and tires were popped.
- Linda 865-Q –Cars are being vandalized in the carports. Five Keyed and tires punctured in total. 866-D are the suspects. Renters are causing damage and grief.
- Kathy Wolin 953-N: Submitted application for a friend to stay with me. Have not received a response yet. This is a friend not a roommate. I would like him to be able to stay longer than 60 days.
- Chris Collin 3306-Q - Representing foundation of Laguna Woods: Spoke about the Adult Day Care information.
- Suzanne 59-E: Spoke on Bees. Would like the hives removed and not destroyed.
- 61-N: Spoke on Bees. Would like the hives removed and not destroyed.
- Carolyn 353-A: across at 354-B Construction is on-going. Would like this to stop.
- Judy 468-D: Kudos to Landscapers. The lawn is looking great. Will there be a regular trimming schedule?
- Karen 307-A: roommate requests have been denied. Would like to know the reasons why they were denied.
- Nora Bernardo 129-C: representative for her sister who resides at 354-B, project was stopped due to non-compliance.
- Mike Sanai 866-Q: who will be responsible for all the damages to our vehicles? 4 tires were punctured and several cars were keyed. 4 cards have been damaged.
- Pam Grundke 2214-B: thanked the Board and CEO Hudson. Spoke on the Emeritus program. She read a letter from a non-resident.

- 73-0: Commented that the laundry room fees went up. Also, people from the outside are using the facility.

10. Responses to Open Forum Speakers

- Director McIntosh spoke on compliance and policies and procedures. Director McIntosh commented on occupancy.
- Director Blackwell remarked on members comments about compliance cases
- Director Achrekar responded to members' compliance case statements and the situation with bees. Director Achrekar also spoke about the need to come together as a community
- Director English commented on the possibly starting a program to save bees.
- Director Morrison commented on the damage to a member's property
- Chair Skillman comment on United's occupancy policy and the Emeritus program

11. Consent Calendar

Director Dorrell moved to approve the Consent Calendar as amended. Director Leonard seconded. By a vote of 10-0-0 the motion carried.

a. Architectural Control and Standards Committee Recommendations:

32-C Approve converting loft into single large master bedroom

RESOLUTION 01-17-60 Variance Request

RESOLVED, June 13, 2017, that the variance request of Mr. Daniel L Curtis of 32-C Calle Aragon to convert a loft into single large master bedroom, is hereby approved; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 32-C; and

RESOLVED FURTHER, a required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, a required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of amended unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code; and

RESOLVED FURTHER, during construction, both the Mutual Consent for Manor Alterations and the city building permit must be on display at all times in the front window; and

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

RESOLVED FURTHER, the Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval; 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.

266-D Approve Bathroom Split

RESOLUTION 01-17-61 Variance Request

RESOLVED, June 13, 2017, that the variance request of Ms. Bamik Pegahi 266-D Avenida Sevilla for a bathroom split, is hereby approved;

and

RESOLVED FURTHER, a motion was made and the Committee unanimously voted to recommend the Board approve the request for a variance to complete the proposed Bathroom Split with the following conditions; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 266-D; and

RESOLVED FURTHER, a required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, a required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 14: Exhaust Fan / Vent Installations; and

RESOLVED FURTHER, during construction, both the Mutual Consent for Manor Alterations and the city building permit must be on display at all times in the front window; and

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

RESOLVED FURTHER, the Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for a Manor Alteration, member must conduct an inspection of the sewer lines certified by a plumber and submittal of video of the inspection to the Alterations Division is required; 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.

2147-B Approve entry enclosure for bathroom addition

RESOLUTION 01-17-62

Variance Request

RESOLVED, June 13, 2017, that the variance request of Mehrdad Mehrain of 2147-B Ronda Granada for an entry enclosure for a bathroom addition, is hereby approved; and

RESOLVED FURTHER, the Mutual Member(s) at 2147-B must sign and submit to United Laguna Woods Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services Manager, the "Recordable Common Area Agreement" for the subject expansion utilizing Common Area; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 2147-B; and

RESOLVED FURTHER, a required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, a required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of amended unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a required Mutual Roof Alteration Notification (Tie-In Form) must be submitted to the Laguna Woods Village Manor Alterations Department prior to the issuance of a Mutual Consent, if applicable. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of their own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects must first be replaced or repaired during the alteration; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a Neighbor Awareness Form(s) must be obtained from the affected neighbor(s)

at 2151-A. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a "Recordable Common Area Agreement" must be filed with the Orange County Clerk; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 11: Doors, Exterior, Section 14: Exhaust Fan/Vent Installations and Section 24: Skylight Installations; and

RESOLVED FURTHER, during construction, both the Mutual Consent for Manor Alterations and the city building permit must be on display at all times in the front window; and

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

RESOLVED FURTHER, the Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval; and

RESOLVED FURTHER, the City of Laguna Woods permit may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909-396-2336); and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for a Manor Alteration, member must conduct an inspection of the sewer lines certified by a plumber and submittal of video of the inspection to the Alterations Division is required; 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.

2010-D Approve installing room addition in patio with additional windows

RESOLUTION 01-17-66

Variance Request

RESOLVED, June 13, 2017, that the variance request of Mr. Jin-Her Lin of 2010-D Via Mariposa West install room addition in patio with additional windows, is hereby approved; and

RESOLVED FURTHER, the Mutual Member(s) at 2010-D must sign and submit to United 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.

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 2010-D.

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.

RESOLVED FURTHER, a required Mutual Consent for Manor Alteration(s) and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits.

RESOLVED FURTHER, a required Mutual Roof Alteration Notification (Tie-In Form) must be submitted to the Laguna Woods Village Manor Alterations Department prior to the issuance of a Mutual Consent.

RESOLVED FURTHER, 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 Unit 2010-D.

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Laguna Woods Mutual Standards Section 11: Doors, Exterior and Section 31: Window and Window Attachments, Section 17: Patio Gates and Courtyard Doors and Section 8: Patio Block Walls.

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Manor Alterations, Neighbor Awareness Form(s) must be obtained from the affected neighbor at 2008-D, 2009-A and 2009-B. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods.

RESOLVED FURTHER, prior to issuance of mutual consent for manor alterations a “Recordable Common Area Agreement” must be filed with the Orange County Clerk.

RESOLVED FURTHER, during construction, both the Mutual Consent for Manor Alterations and the city building permit must be on display at all times in the front window.

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action!

RESOLVED FURTHER, the Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval.

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.

a. Landscape Committee Recommendations:

None.

b. Finance Committee Recommendations:

Approval of Resolution to Record Lien against Members ID; 947-407-38

Approval of Resolution to Record Lien against Members ID; 947-410-22

Approval of Resolution to Record Lien against Members ID; 947-426-08

Approval of Resolution to Record Lien against Members ID; 947-417-50

Approval of Resolution to Record Lien against Members ID; 947-428-29

Approval of Resolution to Record Lien against Members ID; 947-381-35

Approval of Resolution to Record Lien against Members ID; 947-396-02

RESOLUTION 01-17-68

Recording of a Lien

WHEREAS, Member ID 947-407-38; is currently delinquent to United Laguna Woods 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, June 13, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-407-38 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 01-17-69

Recording of a Lien

WHEREAS, Member ID 947-410-22; is currently delinquent to United Laguna Woods 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, June 13, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-410-22 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 01-17-70

Recording of a Lien

WHEREAS, Member ID 947-417-50; is currently delinquent to United Laguna Woods 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, June 13, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-417-50 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 01-17-71

Recording of a Lien

WHEREAS, Member ID 947-428-29; is currently delinquent to United Laguna Woods 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, June 13, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-428-29 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 01-17-72

Recording of a Lien

WHEREAS, Member ID 947-426-08; is currently delinquent to United Laguna Woods 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, June 13, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-426-08 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 01-17-73

Recording of a Lien

WHEREAS, Member ID 947-381-35; is currently delinquent to United Laguna Woods 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, June 13, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-381-35 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 01-17-74

Recording of a Lien

WHEREAS, Member ID 947-396-02; is currently delinquent to United Laguna Woods 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, June 13, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-396-02 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. Entertain a Motion to Approve the Revisions to the Drone Policy - Resolution (initial notification - must postpone to August to conform to the 30-day notification requirement)

d. Entertain a Motion to Approve Revisions to the Qualifiers for Subleasing Manors regarding Short Term Rentals - Resolution (initial notification - must postpone to August to conform to the 30-day notification requirement)

e. Entertain a Motion to Approve Amendments to the Shareholder Financial Requirements - Resolution (initial notification - must postpone to August to conform to the 30-day notification requirement)

f. Entertain a Motion to Approve the Formation of the United Parking Task Force

12. Unfinished Business

a. **Select Audit Committee Representative Appointment**

Director Leonard moved to appoint Elizabeth Accardi to the Select Audit Committee as a representative of United. Director Morrison seconded the motion. Discussion ensued.

By a vote of 10-0-0 the motion carried

b. **Entertain a Motion to Approve United Mutual Committee Appointments – Resolution**

RESOLUTION 01-17-63

United Laguna Woods Mutual Committee Appointments

Secretary of the Board, Maggie Blackwell, read the following resolution approving the amendment to United Laguna Woods Mutual Committee Appointments:

RESOLVED, June 13, 2017, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Communications Committee

Maggie Blackwell, Chair
Maxine McIntosh

Members Hearing Committee

Juanita Skillman, Chair
Janey Dorrell, Co-Chair
Steven Leonard
Cash Achrekar

Finance Committee

Pat English, Chair
Gary Morrison, Co-Chair
Juanita Skillman
Andre Torng
Non-voting Advisors: Cynthia Statsmann, Manuel Armanderiz

Governing Documents Review Committee

Juanita Skillman, Chair
Maggie Blackwell, Co-Chair
Steve Leonard
Non-voting Advisor: Bevan Strom, Mary Stone, Barbara Copley

Laguna Woods Village Traffic Hearings

Don Tibbetts – Morning
Jack Bassler – Afternoon Session

Landscape Committee

Maggie Blackwell, Chair
Juanita Skillman
Maxine McIntosh
Andre Torng
Non-voting Advisors: Pamela Grundke, Barbara Copley and Kay Anderson

Maintenance and Construction Committee

Don Tibbetts, Chair

Steve Leonard, Co-Chair
Janey Dorrell
Pat English
Jack Bassler
Non-voting Advisor: Del Ng

New Resident Orientation
Per Rotation List

Preparedness for Disaster
Andre Torng, Chair
Gary Morrison
Cash Achrekar
Non-voting Advisors: Kathleen Matthews, Kay Anderson

Resident Advisory Committee
Maxine McIntosh, Chair
Janey Dorrell
Juanita Skillman
Non-voting Advisors: Kay Anderson, Nancy Lannon

Architectural Control and Standards Committee
Janey Dorrell, Chair
Jack Bassler
Don Tibbetts
Cash Achrekar
Non-Voting Advisor: Reza Bastani *and Michael Mehrain*

Parking Task Force
Cash Achrekar, Chair
Maxine McIntosh
Gary Morrison
Andre Torng

RESOLVED FURTHER, that Resolution 01-17-55, adopted May 9, 2017 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.

Director McIntosh moved to approve United Mutual Committee Appointments as amended. Director Achrekar seconded. Discussion ensued. By a vote of 10-0-0 the motion carried.

c. **Entertain a Motion to Approve GRF Committee Appointments - Resolution**

RESOLUTION 01-17-64

Golden Rain Foundation Committee Appointments

Secretary of the Board, Maggie Blackwell, read the following resolution approving the Golden Rain Foundation Committee Appointments:

RESOLVED, June 13, 2017, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 29, 2014, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Business Planning

Pat English

Juanita Skillman

Community Activities

Janey Dorrell

Maxine McIntosh

Finance

Pat English

Garry Morrison

Landscape Committee

Maggie Blackwell

Maxine MacIntosh

Maintenance & Construction

Don Tibbetts

Jack Bassler

Media and Communications Committee

Maggie Blackwell

Steve Leonard

Mobility and Vehicles Committee

Janey Dorrell

Andre Torng

Security and Community Access

Gary Morrison

Cash Achrekar
Town Hall Meetings
Per Rotation

PAC Renovation Ad Hoc Committee
Jack Bassler
Steven Leonard

RESOLVED FURTHER, that Resolution 01-17-56, adopted May 9, 2017, is hereby superseded and cancelled.

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

Director Achrekar moved to approve GRF Committee Appointments as amended. Director Leonard seconded the motion. Discussion ensued. By a vote of 10-0-0 motion carried.

f. Approve Limiting the Use of Common Area – Resolution (initial 30-day notification has been satisfied)

- Director Blackwell moved to approve the motion limiting the use of common area. Director Leonard seconded the motion. Discussion ensued.
- Reza Bastani (187-B) commented on his feelings about the use of common area.
- Mary Stone (356-C) requested the correction of the revised date of the resolution.
- Roberta Berk (933-B) requested a Board Member to make a motion to go back to committee for further discussion.
- Dick Rader (270-D) commented on the fairness of the land use alteration policy.
- Barbara Copley (410-D) requested the end of the debate on land use and for the Board to vote on the item.

By a vote of 8-2-0 the motion carried (Directors Bassler and English were opposed)

12. New Business

a. Entertain a motion to Approve the 2017 Election Schedule

Director Leonard moved to approve the United 2017 Election Schedule , Director Achrekar seconded the motion. Discussion ensued.

By a vote of 10-0-0 the motion carried.

13. 126-D Approve replacing existing enclosed patio with Store Front Glazing System

Director McIntosh remarked on the reasons she moved 126-D from the Consent Calendar to Item No. 13b. and cited that she was protecting the architectural integrity of the building.

Director Dorrell moved to approve the 126-D replacing existing enclosed patio with Store Front Glazing System. Director Leonard seconded the motion. Discussion ensued.

By a vote of 6-2-2 (Directors McIntosh and Achrekar were opposed. Directors Torng and English abstained) the motion carried.

**RESOLUTION 01-17-59
Variance Request**

RESOLVED, June 13, 2017, that the variance request of Mr. Roger Flinn of 126-D Avenida Majorca to replace existing enclosed patio with Store Front Glazing System, is hereby approved; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 126-D; and

RESOLVED FURTHER, a required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, a required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a required Mutual Roof Alteration Notification (Tie-In Form) must be submitted to the Laguna Woods Village Manor Alterations Department prior to the issuance of a Mutual Consent, if applicable. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of their own choice to

perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound Structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects must first be replaced or repaired during the alteration; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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 Unit 126-D. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a Neighbor Awareness Form(s) must be obtained from the affected neighbor(s) at 126-A, 126-N, 126-Q and 126-E. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 18: Gutters and Downspouts; and

RESOLVED FURTHER, during construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window; and

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

RESOLVED FURTHER, the Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval; 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.

14. Committee Reports

- a. Report of the Finance Committee / Financial Report – Pat English
- b. Report of the Architectural Control and Standards Committee - Janey Dorrell

607-A Approve room additions, bathroom split, window additions, install vaulted ceiling, atrium enclosures and Entry door revision

RESOLUTION 01-17-67

Variance Request

RESOLVED, June 13, 2017, that the variance request of Mr. Michael J. Francis of 607-A Avenida Sevilla, room addition, bathroom split, window additions, install vaulted ceiling, atrium enclosure and entry door revision, is hereby approved; and

RESOLVED FURTHER, All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 607-A; and

RESOLVED FURTHER, A required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, A required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

RESOLVED FURTHER, Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of amended specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations and the following items:

- Plumbing plans must be submitted.
- A railing not more than six inches from the window must be installed on the bedroom sliding glass door to prohibit access to the common open space area.
- The roofline must be the standard and may not exceed 8 feet.
- Roof material can't be shingles.
- Plans must show no Pex (crosslinked polyethylene) piping.
- The water heater must be a standard size and the enclosure should be the height of the appliance.
- Whirlpool tub must be changed to jetted tub.

RESOLVED FURTHER, Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a required Mutual Roof Alteration Notification (Tie-In Form) must be submitted to the Laguna Woods Village Manor Alterations Department prior to the

issuance of a Mutual Consent, if applicable. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of their own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects must first be replaced or repaired during the alteration; and

RESOLVED FURTHER, Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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 Unit 607-A. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways; and

RESOLVED FURTHER, Prior to the Issuance of a Mutual Consent for a Manor Alteration, member must conduct an inspection of the sewer lines certified by a plumber and submit the video of the inspection to the Alterations Division for review and approval; and

RESOLVED FURTHER, Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a Neighbor Awareness Form(s) must be obtained from the affected neighbor(s) at 607-B. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods; and

RESOLVED FURTHER, All alterations must be installed in accordance to

California State Building Code, and United Mutual Standard Section 11: Doors Exterior, Section 14: Exhaust Fan/Vent Installations, Section 18: Gutters and Downspouts, Section 24: Skylight Installations and Section 31: Windows and Window Attachments; and

RESOLVED FURTHER, Member execute the City's Non-Sleeping Room

Certification form to affirm the Member/occupant's understanding that the rooms with egress eliminated by proposed alterations shall not be used as sleeping rooms; and

RESOLVED FURTHER, During construction, both the Mutual Consent for Manor Alteration and the city building permit must be on display at all times in the front window; and

RESOLVED FURTHER, Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

RESOLVED FURTHER, The Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval; 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. Report of the Maintenance & Construction Committee - Don Tibbetts
- d. Report of the Landscape Committee - Maggie Blackwell
- e. Report of the Laguna Woods Village Traffic Hearings - Don Tibbetts
- f. Report of the Communications Committee - Maggie Blackwell
- g. Report of the Governing Documents Review Committee - Juanita Skillman
- h. Report of the Preparedness for Disaster Task Force - Andre Torng
- i. Report of Disciplinary Cases - Juanita Skillman

15. GRF Committee Highlights

- a. Report of the Community Activities Committee
- b. Report of the Landscape Committee
- c. Report of the Maintenance & Construction Committee
- d. Report of the Media and Communication Committee
- e. Report of the Mobility and Vehicles Committee
- f. Report of the Security and Community Access Committee

16. Future Agenda Items

- 1. Bylaws Amendments Update
- 2. Entertain a Motion to Approve Revisions to the Drone Policy - Resolution (postponed to August to conform to the 30-day requirement)
- 3. Entertain a Motion to Approve Revisions to the Qualifiers for Subleasing Manors regarding Short Term Rentals - Resolution (postponed to August to conform to the 30-day requirement)
- 4. Entertain a Motion to Approve Amendments to the Shareholder Financial Requirements - Resolution (postponed to August to conform to the 30-day requirement)

17. Directors' Comments

Director Morrison stated that it was a good and informative meeting and thanked staff for their work in Board room.

Director Torng thanked staff for making the meetings more transparent.

Director Leonard thanked staff and wished everyone a Happy Father's Day.

Director English thanked staff for their support in the Board room

Director Tibbetts was concerned for the Members who spoke during the open forum and the incidents that happened to them.

Director Dorrell thanked staff and wished everyone a Happy Father's Day

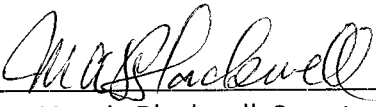
Director Blackwell stated that in the future it will be possible to warm the pools up more.

Director Achrekar thanked staff. He thanked Directors Leonard and Tibbetts for their work in accomplishing major projects. He stated that some residents prefer to park on the street and gave an overview of his work on the Parking Task Force.

Directors McIntosh and Morrison commented on the Parking Task Force

18. Recess

At this time the Meeting will recess for lunch at 12:48 PM and reconvene to Executive Session at 1:14 PM to discuss the following matters per California Civil Code §4935.



Maggie Blackwell, Secretary
United Laguna Woods Mutual

ENDORSEMENT

23-A Avenida Castilla – Window Addition Bedroom, Resize Living Room/Bedroom Windows and Atrium Enclosure

A motion was made and the Committee unanimously voted to recommend the following to the Board; Approval of the proposed removal of lower portion of Bedroom window, Denial of the proposed removal of Living Room window, Denial of the non-standard window addition in Bedroom and Approval of the proposed Atrium Enclosure, with the following conditions:

1. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 23-A.
2. A required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center.
3. A required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe.
4. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.
5. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a required Mutual Roof Alteration Notification (Tie-In Form) must be submitted to the Laguna Woods Village Manor Alterations Department prior to the issuance of a Mutual Consent, if applicable. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of their own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects must first be replaced or repaired during the alteration.

6. Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a Neighbor Awareness Form(s) must be obtained from the affected neighbor(s) at 22-D, 23-H and 24-C. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods.
7. All alterations must be installed in accordance to California State Building Code, United Mutual Standard Section 31: Windows and Window Attachments, Standard Plan 232-1 – Atrium Enclosure and Standard Plan 232-2 – Atrium Enclosure
8. During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.
9. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action to the owner!
10. The Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval.
11. Member execute the City's Non-Sleeping Room Certification form to affirm the Member/occupant's understanding that the rooms with egress eliminated by proposed alterations shall not be used as sleeping rooms.

RESOLUTION 01-17-XX

Variance Request

RESOLVED, July 11, 2017, that the variance request of Mr. George Lu at 23-A Avenida Castilla for a window addition bedroom, resize the living room/bedroom windows and atrium enclosure, is hereby approved; and

RESOLVED FURTHER, All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 23-A; and

RESOLVED FURTHER, a required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, a required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a required Mutual Roof Alteration Notification (Tie-In Form) must be submitted to the Laguna Woods Village Manor Alterations Department prior to the issuance of a Mutual Consent, if applicable. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of their own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects must first be replaced or repaired during the alteration; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a Neighbor Awareness Form(s) must be obtained from the affected neighbor(s) at 22-D, 23-H and 24-C. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, United Mutual Standard Section 31: Windows and Window Attachments, Standard Plan 232-1 – Atrium Enclosure and Standard Plan 232-2 – Atrium Enclosure

RESOLVED FURTHER, during construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action to the owner!

RESOLVED FURTHER, the Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval.

RESOLVED FURTHER, Member execute the City's Non-Sleeping Room Certification form to affirm the Member/occupant's understanding that the rooms with egress eliminated by proposed alterations shall not be used as sleeping rooms.

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.

ENDORSEMENT

309-E Via Castilla Via Estrada, Retain Exterior Front Door

A motion was made and the Committee unanimously voted to recommend the Board approve the request to retain the Exterior Front Door with the following conditions:

1. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 309-E.
2. A required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center.
3. A required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe.
4. Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a Neighbor Awareness Form(s) must be obtained from the affected neighbor(s) at 308-H. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods.
5. All alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 11: Doors, Exterior.
6. During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.
7. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action to the owner!
8. The Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval.

RESOLUTION 01-17-XX

Variance Request

RESOLVED, July 11, 2017, that the variance request of Mr. George Lu at 309-E Via Castilla Via Estrada to retain the exterior front door, is hereby approved; and

RESOLVED FURTHER, All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 309-E; and

RESOLVED FURTHER, A required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, A required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

RESOLVED FURTHER, Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a Neighbor Awareness Form(s) must be obtained from the affected neighbor(s) at 308-H. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods; and

RESOLVED FURTHER, All alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 11: Doors, Exterior; and

RESOLVED FURTHER, During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window; and

RESOLVED FURTHER, Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action to the owner; and

RESOLVED FURTHER, The Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval; 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.

ENDORSEMENT

317-C Avenida Castilla – Bathroom Split

A motion was made and the Committee unanimously voted to recommend the Board approve the request for a Bathroom Split with the following conditions:

1. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 317-C.
2. A required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center.
3. A required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe.
4. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.
5. All alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 14: Exhaust Fan / Vent Installations.
6. During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.
7. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action!
8. The Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval.
9. Prior to the issuance of a mutual consent for manor alterations, Member must provide a report from a Certified Plumber along with the video evidence confirming waste lines have been inspected with a camera and show no signs of repair needed.

RESOLUTION 01-17-XX

Variance Request

RESOLVED, July 11, 2017, that the variance request of Ms. Cheryl Blik of 317-C Avenida Castilla for a bathroom split to retain the exterior front door, is hereby approved; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 317-C; and

RESOLVED FURTHER, a required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, a required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 14: Exhaust Fan / Vent Installations; and

RESOLVED FURTHER, during construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window; and

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

RESOLVED FURTHER, the Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval; and

RESOLVED FURTHER, prior to the issuance of a mutual consent for manor alterations, Member must provide a report from a Certified Plumber along with the video evidence confirming waste lines have been inspected with a camera and show no signs of repair needed; 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.

ENDORSEMENT

544-A Via Estrada, Install Washer and Dryer with Storage Cabinet Housing on Patio.

A motion was made and the Committee unanimously voted to recommend the Board approve the revised request to Install Washer and Dryer with storage cabinet housing on patio with the following conditions:

1. The maximum height of the storage cabinet must not be higher than existing patio wall (63").
2. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 544-A.
3. A required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center.
4. A required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe.
5. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.
6. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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 Unit 544-A. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
7. All alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 28: Storage Cabinets and Section 29: Washer and Dryer Installations.
8. During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.
9. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action!
10. The Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval.

RESOLUTION 01-17-XX

Variance Request

RESOLVED, July 11, 2017, that the variance request of Mr. Edward A. Keeny of 544-A Via Estrada to install washer and dryer with storage cabinet housing on patio, is hereby approved; and

RESOLVED FURTHER, the maximum height of the storage cabinet must not be higher than existing patio wall (63"); and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 544-A; and

RESOLVED FURTHER, a required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, a required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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 Unit 544-A. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 28: Storage Cabinets and Section 29: Washer and Dryer Installations.

RESOLVED FURTHER, During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.

RESOLVED FURTHER, Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action!

RESOLVED FURTHER, The Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval.

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.

ENDORSEMENT

1. Condition of Approval

At the June 27, 2017 meeting of the United Architectural Control and Standards Committee, Ms. Moss reviewed the draft Conditions of Approval for Alternations Projects with the Committee. The draft was reviewed by attorney, Jeff Beaumont. The committee's suggested changes have been incorporated.

Director Achrekar made a motion to approve the Conditions of Approval, and Director Bassler seconded. The committee was in unanimous support.

2. Neighborhood Hearing Notice

At the June 27, 2017 meeting of the United Architectural Control and Standards Committee, Ms. Moss discussed a new procedure for noticing neighbors of proposed alternations. Currently neighbors are asked to complete a Neighborhood Awareness Form specifying if they are Against, For or Undecided about the project. The new notice will invite neighbors to a meeting of the Architectural Control and Standards Committee if they would like to discuss the improvements.

Director Tibbets made a motion to approve the Hearing Notice, and Director Bassler seconded. The committee was in unanimous support.



STAFF REPORT

DATE: July 11, 2017
FOR: Board of Directors
SUBJECT: Standard Manor Alteration Conditions, and Neighborhood Awareness
Notice of Hearing on Alterations at Manor XXXX

RECOMMENDATION

Staff recommends approval of the attached standard forms for use by the Manor Alterations Division.

BACKGROUND

Staff has experienced several issues with manor alterations including illegal dumping in Village dumpsters, excessive noise and smoking by contractors, parking in resident spaces by contractors, damage to mutual property during construction, and working after hours. The Architectural Control and Standards Committee meet and reviewed the attached documents, Amended Conditions of Approval (Attachment 1) and a Hearing Notice (Attachment 2).

DISCUSSION

As part of the Conditions of Approval a Conformance Deposit (Good Faith Deposit) is being required, that will be held until the project is finalized by both the Manor Alterations Division and City of Laguna Woods. Should damage to Mutual Property or Nuisance activity occur fines and fees assessed can be taken from the Conformance Deposit. The deposit is based on a percentage of the assessed valuation, with a maximum of \$500 and minimum of \$100 assessed. Therefore if someone is just constructing a cabinet in their carport and it is below \$1000, no deposit is collected.

The Hearing Notice will replace the requirement for a Neighborhood Awareness Form. In many cases the forms were not being collected and the Committee was leery that the form was actually being executed by the owner of an adjacent property. Once construction has started, Neighbors have approached the Committee and Board stating that they were not made aware of the improvements. Staff recommended using a hearing notice (Attachment 2) similar to public jurisdictions. The process would be to notify neighbors within 150 feet or line of sight, whichever is less at least two weeks prior to the ACSC meeting. These would be sent regular mail and email (when available) to the most recent address on record for the neighbor. Staff will certify that the notice was mailed to residents and make the certification available to the Committee at the hearing.

FINANCIAL ANALYSIS

None.

Prepared By: Lori Moss, Community Manager

Reviewed By: Leslie Cameron, Assistant Corporate Secretary

ATTACHMENT(S)

ATT 1 – Standard Manor Alteration Conditions

ATT 2 – Neighborhood Awareness Notice of Hearing on Alterations at Manor

Standard Manor Alteration Conditions

1. No improvement shall be installed, constructed, modified or altered at Manor _____, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Manor Alterations has been granted at xxx for _____, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at xxx and all future Mututal members at xxx.
5. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are

his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. Member (s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
10. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
11. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required

structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.

12. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Manor Alterations staff to review.
13. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member's expense during construction of the improvement.
14. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
15. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
16. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
17. Prior to the Issuance of a Mutual Consent for Manor Alterations, the approved exterior surface colors should match the Building color; fence/gate color of white

vinyl or black or white tubular steel or wrought iron is approved as identified on Attachment _____.

18. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member shall post a Conformance Deposit in an amount determined by the Division Staff, which is a percentage of the value of the improvements. See <http://www.lagunawoodsvillage.com>. The Conformance Deposit will be held until both a Final Mutual Consent for Manor Alterations and a Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
19. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member or the Property, to cover and/or recoup any costs whatsoever, including, but not limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member ; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member 's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
20. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
21. Any remaining Conformance Deposit is refundable if the Member notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member's address of record with the Mutual.

Under no circumstances shall Member be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.

22. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
23. Paver install must be set in compacted subgrade.
23. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
24. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
25. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
26. A dumpster is approved for placement at the location identified on Attachment _____. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
27. A portable bathroom is approved for placement at the location identified on Attachment _____.
28. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
29. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result

in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

30. Mutual member shall indemnify, defend and hold harmless United and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.



NEIGHBORHOOD AWARENESS NOTICE OF HEARING ON ALTERATIONS AT MANOR xxxx

TIME OF HEARING: ____ a.m. or as soon as possible thereafter.
DATE OF HEARING: _____, 2017
PLACE OF HEARING: **Laguna Woods Village Board Room
Community Center
24351 El Toro Road
Laguna Woods, CA 92637**

A HEARING has been scheduled before the United Architectural Control and Standards Committee ("ACSC") to consider a request for an Alteration/Variance as identified below:

Project Location: Manor XXXX

Proposal: _____

ACSC Action: The Action of the ACSC is not final. This Variance request is expected to go to United Mutual Board at a regular meeting scheduled for _____. For specifics and a copy of the United Mutual Board agenda, please visit <http://www.lagunawoodsvillage.com>.

Any Member wishing to comment on the proposed Variance may do so in writing between the date of this notice and the hearing date identified above; or, may appear and be heard at the time and place noted above. All comments must be received prior to the time of hearing. All such comments will be submitted to the ACSC who will consider such comments in addition to any oral testimony, before making a recommendation to the United Mutual Board on the proposed Variance request. Member comments may be considered, the decision ultimately rests with the Committee/Board who will make any decision in its own discretion, but it is under no obligation to implement any suggestions.

Be advised that as a result of the hearing and any comments, the ACSC may amend, in whole or in part, the proposed project. Accordingly, the standards as adopted by the Mutual, including the Mutual's Governing Documents, design or improvements may be changed in a way other than is currently proposed.

For further information regarding the Request, please contact _____, at (949) _____ - _____ or e-mail _____@vmsinc.org, or go to the Laguna Woods Village web page at <http://www.lagunawoodsvillage.com>. The project file for the proposed Variance may be viewed Monday through Friday, from 8:00 A.M. to 5:00 P.M. at the Laguna Woods Village Community Center office, located at 24351 El Toro Road, Laguna Woods, CA 92637.

Please send all written correspondence to:
Laguna Woods Village, Manor Alterations Division
Attn: _____
24351 El Toro Road
Laguna Woods, CA 92637

Resolution 01-17-xx

Preparedness for Disaster Ad Hoc Committee

WHEERAS, the Preparedness for Disaster Ad Hoc Committee was established on December 13, 2016 pursuant to Article VII, Section 1, of the Bylaws of this corporation;

WHEERAS, the Preparedness for Disaster Ad Hoc Committee shall be composed of 3 Directors and no more than 3 resident advisors who are experienced and interested in participating emergency Preparedness and who volunteer their time, pursuant to Article VII, Section 2, of the Bylaws of this corporation;

WHEERAS, the Preparedness for Disaster Ad Hoc Committee is to recruit Good Neighbor Captains among United Mutual residents, provide them with support to function as a Good Neighbor Captains before, during and after disaster events;

NOW THEREFORE BE IT RESOLVED that said committee shall be charged with the following duties and responsibilities:

1. Serves as a liaison between the United Mutual and the GRF Disaster Preparedness Task Force regarding resident Preparedness for disaster;
2. Serves as a liaison between the United Mutual and the GRF Disaster Preparedness Task Force regarding Good Neighbor Captain training, and Good Neighbor Captain support;
3. Meets regularly as a committee with the assigned chair leading the meeting;
4. Provides communication among United Mutual Board, GRF Disaster Preparedness Task Force, and United Mutual residents;
5. Works with the GRF Disaster Preparedness Task Force on the continued recruiting, training, retention, supporting, information sharing, and motivating of Good Neighbor Captain program;
6. Performs other tasks as may be assigned by the United Mutual Board of Directors.

NOW THEREFORE BE IT RESOLVED, July 11, 2017, that the United Mutual Board of Directors of this Corporation hereby adopts the United Preparedness for Disaster Ad Hoc Committee duties and responsibilities.

RESOLVED FURTHER, that the United Mutual Board of Directors of this Corporation is hereby authorized on behalf of the Corporation to carry out this resolution as written.

ENDORSEMENT (to United)

Hot Tub Standard

The Governing Documents Review Committee met on April 24, 2017 to discuss and request a standard for hot tubs. A proposed standard was created that specifically prohibits hot tubs in atriums or balconies with common walls. Additionally the standard requires that the hot tubs be portable, drain only in the sanitary sewer, comply with City noise standards, and obtain a Mutual Consent for Manor Alterations.

A motion was made and carried by a vote of 3/2/0 (Directors Leonard and Dorrell opposed) to recommend the Board adopt the attached Hot Tub Standard.



STAFF REPORT

DATE: July 11, 2017
FOR: Board of Directors
SUBJECT: Proposed Hot Tub Standard

RECOMMENDATION

The Governing Documents Review and United Maintenance and Construction Committees recommend approval of a Hot Tub Standard and Resolution; and waive reading of the Resolution.

BACKGROUND

In United no standard exists for exterior hot tubs. Recently the Board has received complaints from neighbors regarding noise issues. Similarly, the City of Laguna Woods has no standards for exterior hot tubs but does have noise standards as part of the City's Municipal Code.

DISCUSSION

The Governing Documents Review Committee met on April 24, 2017 to discuss a standard for hot tubs (Attachment 1). Recently the Board has received complaints from neighbors regarding noise issues. The standard specifically prohibits hot tubs in atriiums or balconies with common walls. Additionally the standard requires that the hot tubs be portable, drain only in the sanitary sewer, comply with City noise standards, and obtain a Mutual Consent for Manor Alterations.

FINANCIAL ANALYSIS

None

Prepared By: Eve Morton, Administrative Assistant

Reviewed By: Lori Moss, Community Manager

ATTACHMENTS:

ATT 1 – Hot Tub Standards
ATT 2 - Resolution

Proposed United Laguna Wood Mutual Standard regarding Hot Tubs

UNITED LAGUNA WOODS MUTUAL SECTION XX HOT TUBS

1.0 **DEFINITIONS**

- 1.1 For the purpose of this Standard, a Hot Tub shall be defined as a large tub that can accommodate two or more persons, and is filled with hot aerated water and used for recreation and physical therapy.

2.0 **OBLIGATIONS**

- 2.1 The member is hereby noticed that the Mutual may need to perform repairs and maintenance to the manor and patio walls, and any damage that could result to the alteration hot tub would be the responsibility of the Member, and not the Mutual.
- 2.2 Further, the member is responsible to move and/or remove the hot tub as necessary to facilitate the performance of maintenance and repairs to Mutual property.
- 2.3 The member is required to provide proof of personal liability insurance with limits of at least \$1,000,000 per occurrence with an insurer with an AM Best rating or A-VIII or higher and to name United Laguna Woods Mutual as an additional insure with proof to be forwarded to the Village Management Services Risk Management Division annually. Limit may be a combination of homeowners and umbrella or excess liability insurance.
- 2.4 Installation must be performed by a California licensed contractor of the appropriate trade.

3.0 **APPLICATIONS**

- 3.1 A hot tub may only be installed on top of a concrete patio slab surrounded by patio walls at least five foot in height, and at ground level with no common wall. A hot tub must be portable and may not be permanently installed in any fashion.
- 3.2 Hot tubs on balconies, atriums with common walls, or raised platforms are prohibited.

- 3.3** A Mutual Consent for Manor Alterations is required for the hot tub, and a City of Laguna Woods building permit for electrical or plumbing modifications made to accommodate the hot tub, if any is required.
- 3.4** A hot tub may only drain into the sanitary sewer system, and not into the street, the storm drains, or adjacent landscaped areas.
- 3.5** A hot tub must be covered and may require a lock when not in use, subject to the California Building Code.
- 3.6** Noise levels shall not exceed those stipulated in the City of Laguna Woods Municipal Code Sec. 7.08.060 regarding exterior noise standards.

Resolution 01-17-XX

Hot Tub Standard

WHEREAS, in United Mutual, no standard exists for exterior hot tubs and the Board has received complaints from neighbors regarding noise issues; and

WHEREAS, the City of Laguna Woods has no standards for exterior hot tubs but the Municipal Code does regulate noise; and

WHEREAS, the standard specifically prohibits hot tubs in atriiums or balconies with common walls and additionally the requires that hot tubs be portable, drain only in the sanitary sewer, comply with City noise standards, and obtain a Mutual Consent for Manor Alterations; and

WHEREAS, The member is required to provide proof of personal liability insurance with limits of at least \$1,000,000 per occurrence with an insurer with an AM Best rating or A-VIII or higher and to name United Laguna Woods Mutual as an additional insure; and

WHEREAS, a hot tub must be covered and may require a lock when not in use, subject to the California Building Code; and

NOW THEREFORE BE IT RESOLVED, that on September 12, 2017, the Governing Documents Review and the Maintenance and Construction Committees recommend approval of a Hot Tub Standard; 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.



STAFF REPORT

DATE: July 11, 2017
FOR: Board of Directors
SUBJECT: Use of Common Area for Certain Improvements

RECOMMENDATION

The Governing Documents Review Committee recommends approval of a Grant of Common Area for Certain Improvements Resolution; and waive reading of the Resolution.

BACKGROUND

United's Architectural Alteration Standards address, among other things, the installation, alteration, and modification of utility fixtures, components and lines, such as, but not limited to, "Air Conditioning Units/Heat Pumps," "Solar Panels," "Soft Water Units", "Exhaust Fan/Vent Installations", "Water Heater Relocation", etc. Due to the lay-out of Standard Plans it is difficult to put such utility appliances within the confines of the area. Additionally, during remodels staff encourages the relocations of water heater appliances outside of the manor for safety and maintenance purposes.

DISCUSSION

The Board in compliance with the Civil Code desires to allow requesting Members the ability to install certain utility appliances mentioned above in the common area provided:

- the appliances are those customary and standard for the use and enjoyment of the manor
- the installation does not unreasonably impair United's ability to maintain the common area
- the installation does not unreasonably impair the members' right to use and enjoy the common area
- the requesting Member otherwise complies with the provisions of the Architectural Alteration Standards regarding alterations

Therefore construction of such utility improvements by a Member on the common area to exclusively serve that member's individual unit does not constitute a grant of exclusive use of such common area however, a covenant and agreement to be recorded against the Member's Manor in the Orange County Clerk-Recorder's Office stating that the Member agrees to maintain the utility appliance and indemnify, defend and hold United harmless will still be a condition of Staff's approval. Additionally, staff's approval of such applications, by Members, will occur for a request of an area that is less than a total of 30 square feet per manor. All other applications may be referred to the Architectural Control and Standards Committee by way of a Variance application.

FINANCIAL ANALYSIS

None

Prepared By: Lori Moss, Community Manager

Reviewed By: Brett Crane, Alterations Manager

ATTACHMENTS:

ATT 1 – Resolution

Resolution 01-17-XX

Use of Common Area for Certain Improvements

WHEREAS, United Laguna Woods Mutual (“United”) is a non-profit mutual benefit corporation, existing under and by virtue of the laws of the State of California, organized for the purpose of providing its Members with housing on a cooperative non-profit basis pursuant to the provisions set forth in its Articles of Incorporation and Bylaws;

WHEREAS, United, through its volunteer Board of Directors (“Board”), is responsible for management, maintenance and administration of a residential stock cooperative common interest development under United’s governing documents (which include, without limitation, the Articles of Incorporation, Bylaws, Occupancy Agreement, operating rules and Board resolutions), which grant United the authority to manage and govern the affairs of the properties within United;

WHEREAS, under the governing documents, the prior written consent of United is required before a Member may perform any alteration to a building;

WHEREAS, United’s Architectural Alteration Standards address, among other things, the installation, alteration, and modification of utility fixtures, components and lines, such as, but not limited to, “Air Conditioning Units/Heat Pumps,” “Solar Panels,” “Soft Water Units”, “Exhaust Fan/Vent Installations”, “Water Heater Relocation”, etc.;

WHEREAS, the Board desires to allow requesting Members to install certain utility appliances in the common area, provided: the appliances are those customary and standard for the use and enjoyment of the manor; the installation does not unreasonably impair United’s ability to maintain the common area; the installation does not unreasonably impair the members’ right to use and enjoy the common area; and the requesting Member otherwise complies with the provisions of the Architectural Alteration Standards regarding alterations;

WHEREAS, before any Member will be permitted to install a utility appliance in the common area, the Member shall enter into a covenant and agreement, to be recorded against the Member’s Manor in the Orange County Clerk-Recorder’s Office, wherein the Member agrees to maintain the utility appliance and indemnify, defend and hold United harmless, in a form to be provided by United through management;

WHEREAS, any utility installation shall not be permitted to create a nuisance or otherwise unreasonably interfere with the quiet enjoyment of a neighboring resident; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the following resolution:

Placement of certain utility appliances will be permitted in common area, provided: the appliances are those customary and standard for the use and enjoyment of the manor; the installation does not unreasonably impair United’s ability to maintain the common area; the installation does not unreasonably impair the members’ right to use and enjoy the common area; and the requesting Member otherwise complies with the provisions of the Architectural Alteration Standards regarding alterations, including, without limitation, seeking and obtaining the prior written consent of the Board of Directors.



STAFF REPORT

DATE: July 11, 2017
FOR: Board of Directors
SUBJECT: Remove Standard Specifications for Atrium Enclosures Between Common Walls

RECOMMENDATION

The Architectural Control and Standards Committee recommends approval of a Resolution to Remove Standard Specifications for Atrium Enclosure Between Common Walls for Barcelona, Granada and Valencia style manors; and waive reading of the Resolution.

BACKGROUND

Staff has encountered several complaints from members that experience view obstructions or encounter noise when a common wall atrium enclosure is constructed. Currently a Standard for Atrium Enclosures is a staff approval and does not require review by the Architectural Control and Standards Committee. The Architectural Control and Standards Committee met on June 27, 2017 and voted to support Staff's recommendation.

DISCUSSION

The attached Resolution removes the current Standard for only Barcelona, Granada and Valencia style manors that have atriums with common walls. By removing the Standard, a request for manor alternation will require a variance and review by the Committee, neighbor notification, and the Board.

Prepared By: Brett Crane, Interim Alterations Manager

Reviewed By: Lori Moss, Community Manager

Committee Routing: Architectural Control and Standards

ATTACHMENT(S)
Resolution

RESOLUTION 01-17-XXX
Variance Requirement for Common Wall Enclosure of Atrium

WHEREAS, United Laguna Woods Mutual (“United”) is a non-profit mutual benefit corporation, existing under and by virtue of the laws of the State of California, organized for the purpose of providing its Members with housing on a cooperative non-profit basis pursuant to the provisions set forth in its Articles of Incorporation and Bylaws;

WHEREAS, United, through its volunteer Board of Directors (“Board”), is responsible for management, maintenance and administration of a residential stock cooperative common interest development under United’s governing documents (which include, without limitation, the Articles of Incorporation, Bylaws, Occupancy Agreement, operating rules and Board resolutions), which grant United the authority to manage and govern the affairs of the properties within United;

WHEREAS, under the governing documents, the prior written consent of United is required before a Member may perform any alteration to a building;

NOW THEREFORE BE IT RESOLVED, September 12, 2017, that the Board of Directors hereby rescinds Resolution 01-10-170 that atrium enclosures on Granada and Valencia style manors can be issued a Mutual Consent for Manor Alterations without Board approval; and

RESOLVED FURTHER, the Board of Directors of this Corporation require that any future Atrium Enclosures on Barcelona, Granada and Valencia style manors will require Board approval of a variance before a Mutual Consent for Manor Alterations can be issued; and

RESOLVED FURTHER, the Mutual continues to require a non-sleeping certificate from the City of Laguna Woods; and

RESOLVED FURTHER, the Mutual require a Neighborhood awareness notice of hearing on alterations at manor; 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.

United Treasurers Report
as of May 31, 2017 (in Thousands)

INCOME STATEMENT

ACTUAL

TOTAL REVENUE

\$16,416

TOTAL EXPENSE

14,497

Revenue over Expense

\$1,919

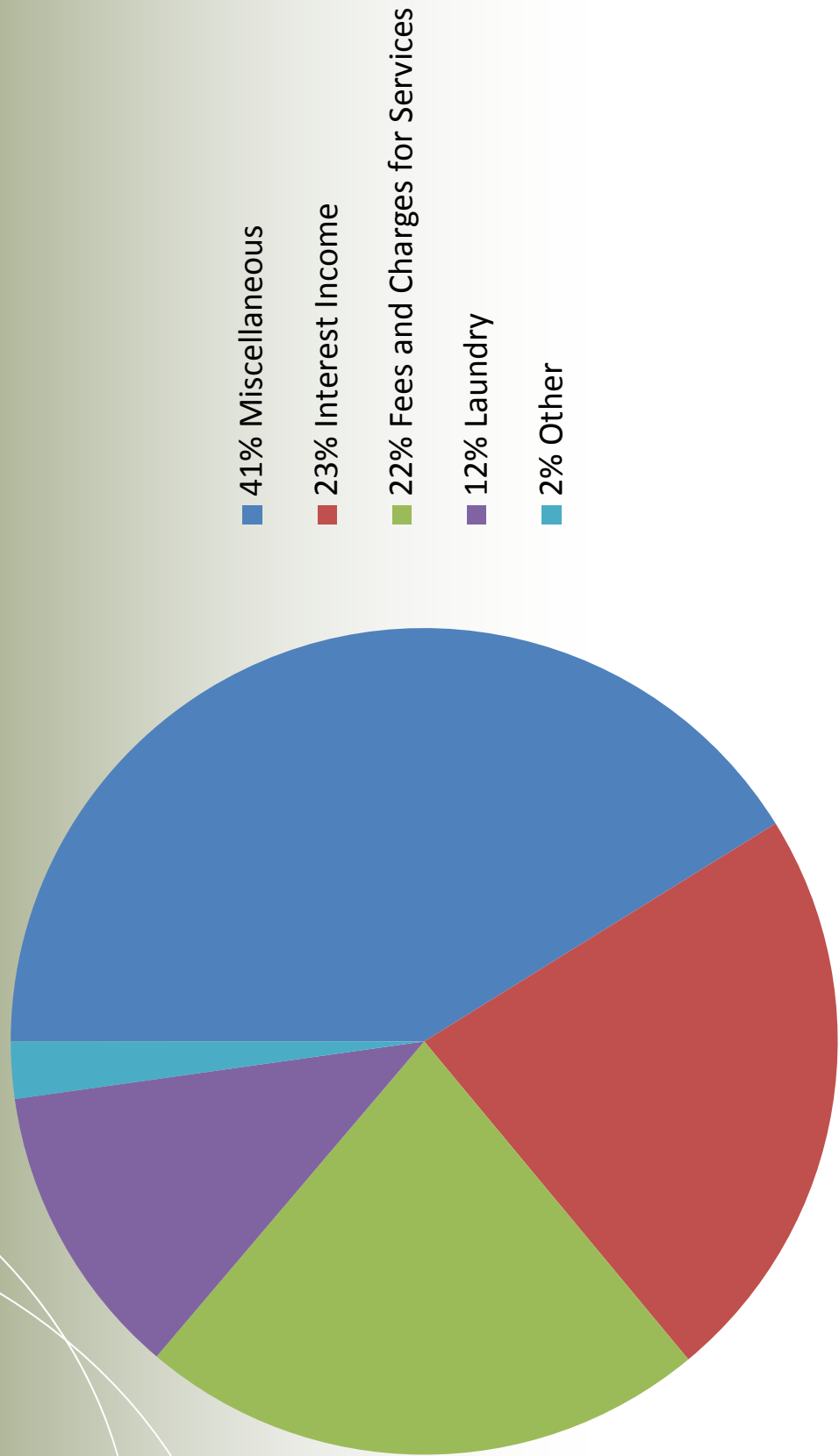
United Treasurers Report as of May 31, 2017 (in Thousands)

With a favorable bottom line of \$1,919K, compared to a planned deficit of (\$122K) through May, United was better than budget by \$2,040K primarily due to timing of reserve programs:

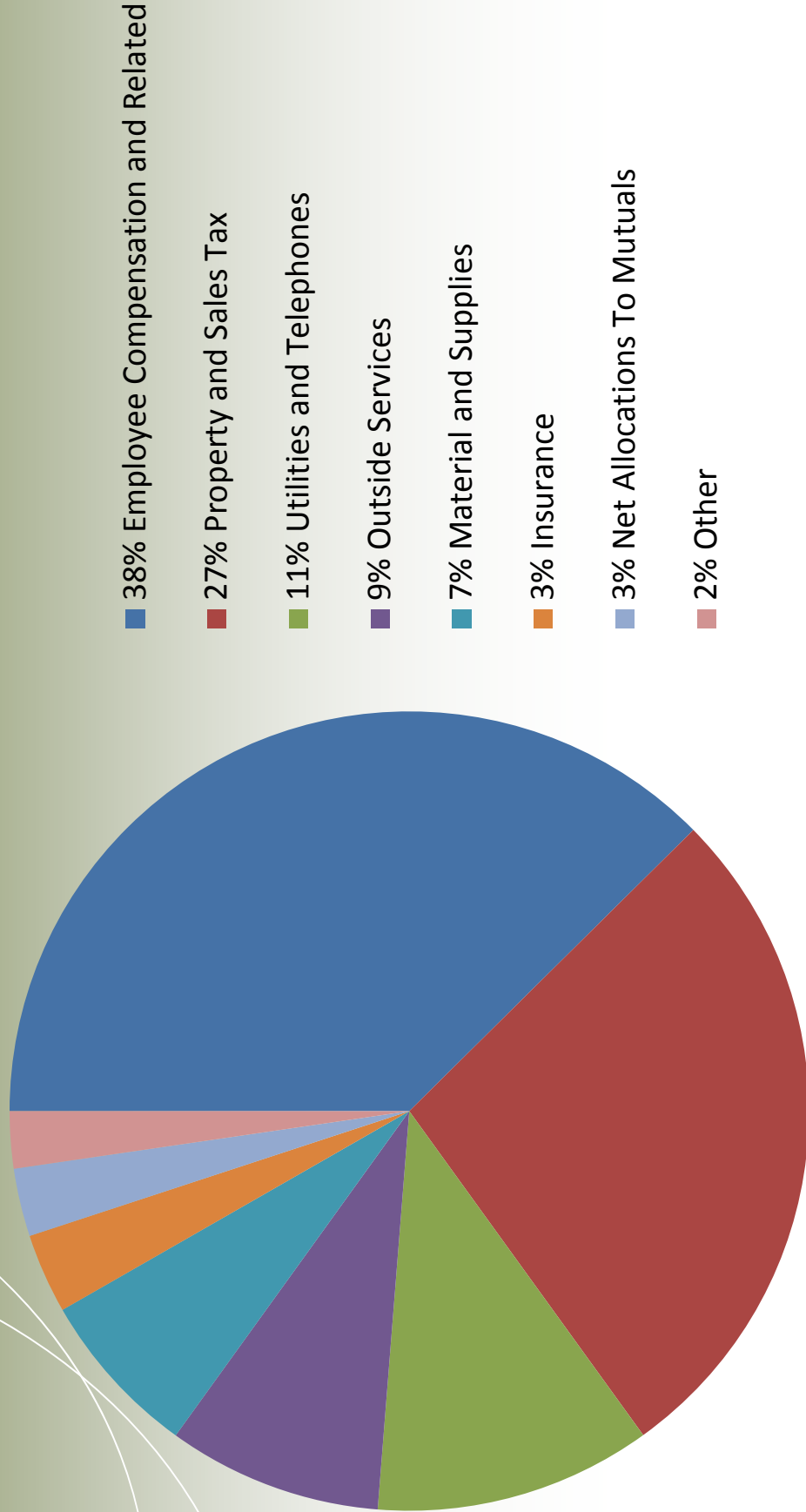
Expenditures

- **Wasteline Replacements, work started late May**
- **Water Heater Replacements, researching methods**
- **Roof Replacements, work scheduled later in the year**

Total Non Assessment Revenues \$566,404 as of May 31, 2017



Total Expenses \$14,497,220 as of May 31, 2017



United Treasurers Report
as of May 31, 2017 (in Thousands)

FUND BALANCES

ACTUAL

BEGINNING BALANCES: 1/1/17

\$20,412

Contributions & Interest

5,096

Expenditures

(3,426)

Current Balances: 5/31/17

\$22,082

Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

REPORT PERIOD

June, 2017

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	76	78	\$23,481,992	\$20,660,350	\$308,974	\$264,876
February	64	70	\$18,628,200	\$20,379,400	\$291,066	\$291,134
March	80	89	\$24,765,800	\$22,910,361	\$309,573	\$257,420
April	88	97	\$29,024,579	\$28,616,128	\$329,825	\$295,012
May	105	91	\$34,046,751	\$24,537,100	\$327,373	\$269,638
June	87	86	\$30,451,100	\$22,067,900	\$350,013	\$256,603
July		* 91		* \$27,013,400		* \$296,851
August		* 104		* \$32,699,074		* \$314,414
September		* 83		* \$23,485,500		* \$282,958
October		* 76		* \$21,449,050		* \$282,224
November		* 88		* \$27,762,000		* \$315,477
December		* 70		* \$20,628,100		* \$294,687
TOTAL	500.00	511.00	\$160,398,422	\$139,171,239		
MON AVG	83.00	85.00	\$26,733,070	\$23,195,207	\$319,470	\$272,447

* Amount is excluded from percent calculation

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

June, 2017

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	38	46	\$8,968,930	\$9,883,000	\$236,024	\$214,848
February	36	38	\$8,740,700	\$9,023,400	\$242,797	\$237,458
March	38	45	\$9,580,000	\$8,501,500	\$252,105	\$188,922
April	43	48	\$10,177,429	\$10,445,600	\$236,684	\$217,617
May	60	47	\$15,888,800	\$10,833,200	\$264,813	\$230,494
June	39	44	\$10,436,150	\$9,229,600	\$267,594	\$209,764
July		* 45		* \$10,900,900		* \$242,242
August		* 48		* \$11,613,874		* \$241,956
September		* 42		* \$10,834,000		* \$257,952
October		* 36		* \$8,062,550		* \$223,960
November		* 45		* \$11,308,800		* \$251,307
December		* 34		* \$8,099,300		* \$238,215
TOTAL	254.00	268.00	\$63,792,009	\$57,916,300		
MON AVG	42.00	44.00	\$10,632,002	\$9,652,717	\$250,003	\$216,517
% CHANGE - YTD	-5.2%		10.1%		15.5%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

June, 2017

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	38	30	\$14,513,062	\$10,663,350	\$381,923	\$355,445
February	28	31	\$9,887,500	\$11,354,000	\$353,125	\$366,258
March	42	44	\$15,185,800	\$14,408,861	\$361,567	\$327,474
April	45	49	\$18,847,150	\$18,170,528	\$418,826	\$370,827
May	44	44	\$18,157,951	\$13,703,900	\$412,681	\$311,452
June	48	42	\$20,014,950	\$12,838,300	\$416,978	\$305,674
July		* 46		* \$16,112,500		* \$350,272
August		* 56		* \$21,085,200		* \$376,521
September		* 41		* \$12,651,500		* \$308,573
October		* 40		* \$13,386,500		* \$334,663
November		* 43		* \$16,453,200		* \$382,633
December		* 36		* \$12,528,800		* \$348,022
TOTAL	245.00	240.00	\$96,606,413	\$81,138,939		
MON AVG	40.00	40.00	\$16,101,069	\$13,523,157	\$390,850	\$339,522
% CHANGE - YTD	2.1%		19.1%		15.1%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

UNITED LAGUNA WOODS MUTUAL

MONTHLY LEASING REPORT

Report Period:
Jun-17

MONTH	LEASES IN EFFECT					
	1 Month	3 Months	6 Months	12 Months	12+Months	
JAN.	1	35	67	408	8	
FEB.	0	33	66	406	9	
MARCH	1	32	60	415	10	
APRIL	2	20	38	406	13	
MAY	1	31	34	412	12	
JUNE	0	41	33	407	11	
JULY						
AUGUST						
SEPT.						
OCT.						
NOV.						
DEC.						
Monthly Average Percentage Leased	0.8	32.0	49.7	409.0	10.5	
492 / 6323 = 8%						

Total this year	Total last year
519	484
514	481
518	468
479	471
490	489
492	510
504.0	478.6

Total Expirations
44
33
65
71
45
63
53.5

New Monthly Transactions		
Leases	Renewals	Extensions
38	2	0
40	0	1
60	0	1
42	0	11
68	0	11
47	0	1
49.2	0.3	4.2

New Leases = Units Sublet

**REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL
ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE**

**Tuesday, June 27, 2017 – 11:00 a.m.
Laguna Woods Village Community Center Cypress Room
24351 El Toro Road**

(The Bus Tour for Directors and Advisors began at 9:00 a.m. on June 27, 2017)

REPORT

MEMBERS PRESENT: Janey Dorrell - Chair, Don Tibbets, Jack Bassler, Cash Achrekar (alternate), and Advisors Mike Mehrain, Kay Anderson and Reza Bastani. Also present were Steve Leonard and Pat English.

MEMBERS ABSENT: None.

ADVISORS PRESENT: None.

STAFF PRESENT: Lori Moss, Brett Crane, and Eve Morton

1. Call to Order

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

2. Acknowledgement of Media

No media were present.

3. Approval of the Agenda

Chair Dorrell requested that the committee first discuss the agenda items if residents were in attendance, so as not to keep them waiting. The committee was in unanimous support.

Staff was asked to include an agenda item "Review and Provide Direction on Exterior Materials – Vinyl and Aluminum" at the next meeting.

Director Bassler made a motion to approve the agenda and it was seconded by Director Achrekar. The committee was in unanimous support.

4. Approval of the Meeting Report for May 23, 2017

As a correction, that Director Leonard was present at this meeting. The committee was in unanimous support of approval.

5. Committee Chair Remarks

Chair Dorrell asked the committee members if they felt that the bus tour went well. She felt it was a good time for the committee to discuss issues regarding the variance requests.

The committee agreed unanimously to change the format of the meeting and hold the committee meeting at 9:00 a.m. and then follow it with the bus tour.

Committee members were asked to let Mr. Crane know if they had any concerns or questions about a variance after they receive the committee agenda packet and before the committee meeting.

Staff was requested to require that any engineering drawings to be 11 inches by 17 inches for the board packet.

Discussion about how the Governing Documents Review Committee is considering a separate category for contractors who want to remodel homes and don't want to occupy them.

Chair Dorrell said that she feels that members are being told conflicting information at the Permits window. She stated that she would like things to be easier for both staff and contractors. Ms. Moss stated there will be a contractors meeting where requirements and processes will be explained.

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

Director Leonard felt that if a Member is requiring to camera the sewer lines and find out they are damaged, that it would then be the Mutuals responsibility to fix it.

7. Department Head Update

• Appointments for Alterations

Mr. Crane reported that in the near future, when a Member comes in for a permit, they will meet with an inspector. This information will be conveyed to residents via an email blast. Also, two new Coordinators are being hired to work at Windows 7 and 8.

Consent:

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

None.

Reports:

None.

Items for Discussion and Consideration:

8. 23-A Avenida Castilla – Window Addition Bedroom, Resize windows Living Room and Bedroom and Atrium Enclosure

Director Bassler moved to accept staff's recommendation and Director Tibbets seconded. The committee was in unanimous support.

A motion was made and the Committee voted unanimously to recommend the following to the Board; Approval of the proposed removal of lower portion of Bedroom window, Denial of the proposed removal of Living Room window, Denial of the non-standard window addition in Bedroom and Approval of the proposed Atrium Enclosure, with the following conditions:

1. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 23-A.
2. A required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center.
3. A required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe.
4. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.
5. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a required Mutual Roof Alteration Notification (Tie-In Form) must be submitted to the Laguna Woods Village Manor Alterations Department prior to the issuance of a Mutual Consent, if applicable. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of their own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to,

which exhibit signs of dry rot or other structural defects must first be replaced or repaired during the alteration.

6. Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a Neighbor Awareness Form(s) must be obtained from the affected neighbor(s) at 22-D, 23-H and 24-C. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods.
7. All alterations must be installed in accordance to California State Building Code, United Mutual Standard Section 31: Windows and Window Attachments, Standard Plan 232-1 – Atrium Enclosure and Standard Plan 232-2 – Atrium Enclosure
8. During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.
9. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action to the owner!
10. The Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval.
11. Member execute the City's Non-Sleeping Room Certification form to affirm the Member/occupant's understanding that the rooms with egress eliminated by proposed alterations shall not be used as sleeping rooms.

9. 309-E Via Castilla, Retain Exterior Front Door

Director Tibbets moved to accept staff's recommendation and Director Achrekar seconded. The committee was in unanimous support.

A motion was made and the Committee voted unanimously to recommend the Board approve the request to Retain the Exterior Front Door with the following conditions:

1. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 309-E.

2. A required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center.
3. A required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe.
4. Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a Neighbor Awareness Form(s) must be obtained from the affected neighbor(s) at 308-H. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods.
5. All alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 11: Doors, Exterior.
6. During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.
7. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action to the owner!
8. The Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval.

10. 544-A Via Estrada, Install Washer and Dryer with Storage Cabinet Housing on Patio appeal.

Director Bassler moved to approve with the revised dimensions and Director Tibbets seconded. The committee was in unanimous support.

A motion was made and the Committee voted unanimously to recommend the Board approve the revised request to Install Washer and Dryer with Storage Cabinet Housing on Patio with the following conditions:

1. The maximum height of the storage cabinet must not be higher than existing patio wall (63").
2. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 544-A.

3. A required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center.
4. A required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe.
5. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.
6. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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 Unit 544-A. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
7. All alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 28: Storage Cabinets and Section 29: Washer and Dryer Installations.
8. During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.
9. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action!
10. The Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval.

11. 317-C Avenida Castilla – Bathroom addition

Director Bassler moved to accept staff's recommendation and to add the condition to camera the lines and Director Tibbets seconded. The committee was in unanimous support

A motion was made and the Committee voted unanimously to recommend the Board approve the request for a Bathroom Split with the following conditions:

1. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 317-C.

2. A required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center.
3. A required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe.
4. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.
5. All alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 14: Exhaust Fan / Vent Installations.
6. During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.
7. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action!
8. The Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval.
9. Prior to the issuance of a mutual consent for manor alterations, Member must provide a report from a Certified Plumber along with the video evidence confirming waste lines have been inspected with a camera and show no signs of repair needed.

12. Water Heater and HVAC in Common Open Space

Mr. Crane explained that a/c compressors are normally placed outside a unit in common area. Ms. Moss asked the committee to review the proposed resolution in the agenda packet.

Director English said solar needs to be addressed. Advisor Bastani presented information which the committee would also like considered by the attorney. Agenda Item # 14b
Page 7 of 9

Ms. Moss reported that she will send the proposed resolution back to attorney, Jeff Beaumont, for revisions based on committee discussion.

13. Hearing Notice

Ms. Moss explained that more people will now be noticed.

All were in favor for this to go on to the Consent Calendar for next board meeting.

14. Conditions of Approval

Amend #12 to take out "to assure no repairs are needed." Director Bassler made a motion and Director Tibbets seconded to approve these Conditions of Approval. All were in favor.

Ms. Moss asked Mr. Crane to check with Ernesto Munoz to see if owners can repair a wasteline if it meets Mutual standards.

15. Discuss amending standard for enclosing common atrium wall to require a variance

Mr. Crane explained that atrium enclosures have been a standard up to this point. But now it should go through the variance process to avoid noise complaints and neighbors losing their view.

Director Leonard said certain floorplans could be exempt when neighbors wouldn't be impacted with an atrium enclosure. Mr. Crane explained a variance would only be needed for models with common walls between two atriums.

Director Achrekar made a motion and Director Bassler seconded to send the proposed resolution to the Board. The committee was in unanimous support.

Concluding Business

16. Committee Member Comments

Advisor Bastani asked about updating pushmatic breaker boxes without updating conduit and wires. Mr. Crane let him know this is a topic for M&C and that he would set up a meeting between the advisor and Ernesto Munoz.

Advisor Bastani said solar panels will need air space and water shut off valves may involve common area.

17. Date of Next Regular Meeting and Bus Tour - July 25, 2017

18. Adjournment at 12:40 p.m.

Chair Dorrell thanked the committee and the staff for their help.

DRAFT

Janey Dorrell, Chair



OPEN MEETING

**REPORT OF REGULAR MEETING OF THE UNITED LAGUNA WOODS
MUTUAL MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Wednesday, June 28, 2017 - 9:00 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

MEMBERS PRESENT: Don Tibbetts - Chair, Steve Leonard, Jack Bassler, Juanita Skillman (temporarily in for Janey Dorrell) Pat English, Janey Dorrell

MEMBERS ABSENT: None

ADVISORS PRESENT: Del Ng

OTHERS PRESENT: Andre Torng, Maxine McIntosh, Barbara Copley

STAFF PRESENT: Ernesto Munoz - Staff Officer, Laurie Chavarria

1. Call to Order

Chair Tibbetts called the meeting to order at 9:01 a.m.

2. Acknowledgement of Media

Chair Tibbetts noted no members of the press were present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report for April 26, 2017

The Meeting Report for April 26, 2017 was approved as written.

5. Chairman's Remarks

Chair Tibbetts had no remarks.

6. Member Comments - (Items Not on Agenda)

- Gary Morrison (107-R) commented on a leak he had in the bathroom and the tile repair that was performed at Mutual expense. He suggested that owners get the option of a full tile replacement as a chargeable service and that they be able to choose the tile color.

7. Department Head Update

Ernesto Munoz provided an update and discussed work happening in United Mutual, per the adopted budget. Discussion ensued regarding staff priorities, solar program funds, the epoxy wastelining project, if residents should be allowed to video their own lines, the paint program, the fumigation program, the Pushmatic panel replacement program and the Roofing program.

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

Consent:

8. Project Log
9. Maintenance Programs Report (April 30, 2017)
10. Maintenance Expenditures Report & Variance Explanations (April 30, 2017)
11. Toilet Replacement Report
12. Plumbing Issues at Manor 303-B

A motion was made and unanimously carried to approve all items listed in the Consent Calendar.

Reports:

13. Ramp Request for Manor 207-F

Ernesto Munoz presented a ramp request and addressed questions from the Committee.

Cul-De-Sac 51 features a courtyard area with multiple walkways serving manors and carports. The walkway that serves buildings 206 and 207 has a step that is proving difficult for pedestrians that have or are developing mobility problems. Providing ramped access at this location will benefit current and future users. Although there is currently a ramped walkway within 43-feet of the walkway being proposed, it is unsuitable as an ADA ramp due to its steep incline and irregular surface.

Discussion ensued regarding ADA requirements, member responsibility, area lighting and common use of the ramp. The following members commented on this issue:

- Cynthia Schafer (207-F) commented that the step in question is a safety issue. Ms. Schafer presented pictures to the Committee of the difficulty in navigating the step.
- Dick Rader (270-D) commented that this ramp request is for a common walkway and should be a mutual expense.
- Jessica Calise (207-B) commented that she has had several instances where she was on crutches or a scooter due to various accidents and that it was very difficult to manage this step.
- Elissa Kagan (207-E) commented that she doesn't need a fancy design; she just wants the step removed. She stated that she bypasses the step and takes her cart of groceries up the grassy slope instead.
- Patricia Lester (206-D) commented that we shouldn't be penny wise and pound foolish. A possible lawsuit will cost more than the cost of this ramp.
- Lois Kaufman (207-A) commented that the ramp will be used for multiple residents and not just the members of Building 207.

A motion was made and carried unanimously to have staff develop a simple and more economical ramp design for the Committee to review. The ramp design will also need to be sent to the attorney for legal clarification regarding ADA requirements.

Items for Discussion and Consideration:

14. Update on Clothes Line Request at CDS 38

Ernesto Munoz informed the Committee that the clothes line at Laundry Room 24 was re-installed on June 26, 2017. The length was reduced due to the equipment in the area.

15. Entertain a Motion to approve a Hot Tub Standard Policy

Ernesto Munoz presented the proposed Hot Tub Standard and addressed questions from the Committee.

The Governing Documents Review Committee met on April 24, 2017 to discuss and request a standard for hot tubs. A proposed standard was created that specifically prohibits hot tubs in atriums or balconies with common walls. Additionally the standard requires that the hot tubs be portable, drain only in the sanitary sewer, comply with City noise standards, and obtain a Mutual Consent from Manor Alterations.

Discussion ensued regarding noise levels, atrium walls, and the grandfather policy.

A motion was made and carried by a vote of 3/2/0 (Directors Leonard and Dorrell opposed) to recommend the Board adopt the attached Hot Tub Standard. In order to break the tie between Committee members, Chair Tibbetts voted on the motion.

16. Discuss & Consider a Decrease of Laundry Room Equipment

Mark Stal presented a report to decrease laundry room equipment and addressed questions from committee.

Equipment that could not be repaired would be removed in low use laundry room as long as a minimum of 2 washers and 2 dryers remained in working condition. Equipment no longer able to be repaired in high use laundry rooms would be replaced with gently used equipment that was removed from a low use laundry room.

Discussion ensued regarding the average use of machines, the city code violations and the annual savings cost.

A motion was made and carried unanimously by a vote of 4/0/0 to accept staff's recommendation to decrease laundry room equipment as needed.

17. Discuss & Consider Implementing Fees for Missed Maintenance Appointments

Chair Tibbetts addressed the Committee and commented that many appointments are missed by residents and that it uses up valuable staff time. Chair Tibbetts stated that if a missed appointment fee is implemented, it would discourage residents from missing scheduled repairs.

Discussion ensued regarding the amount of the fee to be charged, what appointments this fee should be applied to, are residents called prior to appointments and would there be any exceptions to this charge.

A motion was made and carried unanimously to implement a \$50 fee for missed maintenance appointments. Staff will amend the current Summary of Chargeable Maintenance Services under Resolution 01-07-156 and submit it to the next Finance meeting for approval.

Items for Future Agendas:

Copper Pipe Supply Line Leaks (quarterly reports – August & December 2017)
Walkway Bollard Lighting Alternatives
Street Signage Request Policy (David)

CONCLUDING BUSINESS

18. Date of Next Meeting – August 30, 2017

19. Committee Member Comments

- Director Dorrell asked that the cameras be dimmed for committee meetings that are not televised.
- Steve commented on noise decibel levels created by cities. He looked up that compressors have an output of 74 decibel levels, which would make the City of Laguna Woods' noise decibel level is untenable.

20. Adjournment

The meeting was adjourned at 10:49 a.m.

DRAFT

Don Tibbetts, Chair

**REPORT OF THE REGULAR MEETING OF THE
UNITED LAGUNA WOODS MUTUAL LANDSCAPE COMMITTEE**

Wednesday, June 14, 2017 – 1:30 p.m.
Laguna Woods Village Community Center Sycamore Room – 24351 El Toro Road

MEMBERS PRESENT: Maggie Blackwell, Chair; Maxine McIntosh, Andre Torng, Pamela Grundke (Advisor), Barbara Copley (Advisor)

MEMBER ABSENT: Kay Anderson (Advisor)

**OTHER DIRECTORS
PRESENT:** Juanita Skillman

STAFF PRESENT: Kurt Rahn, Mike Swingholm

Call to Order

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

Acknowledgement of the Press

The press was not represented.

Approval of the Agenda

The agenda was approved as presented.

Approval of Committee Report of April 12, 2017

The report was approved as written.

Resident Comments (Items Not on the Agenda)

Sue Margolis (34-C) suggested the creation of a "Red Stake" program that would be similar to the "Yellow Stake" program but would apply in cases where residents do not want the herbicide Roundup to be used in their shrub bed. This topic will be added as a future Committee agenda item.

Renee Sherer (683-Q) requested some maintenance work be completed at her manor. Staff will follow up.

Bob Johnson (487-D) pointed out that there are no rules supporting or opposing residents taking on the maintenance responsibilities for their lawn areas in similar fashion as the "Yellow Stake" program. He requested the Committee consider creating a policy in favor of allowing residents to do so. This topic will be added as a future Committee agenda item.

Cheryl Beldner (203-C) complained about the condition of the landscaping and lawn near her manor. The Committee agreed to add the location as a tour item.

Joyce and Henry Moser (587-C) reported some weeds in an area where the lawn was converted to ground cover. Staff will follow up.

Chairman's Remarks

Chair Blackwell noted that this is the time that plant growth is really taking off. She also mentioned the increase in bee related complaints, and that there may be an increased reliance on contractors to meet the demand.

ACTION ITEMS

Committee Tour (conducted following the meeting)

Committee Members Present: Maggie Blackwell, Andre Torng

715-N Avenida Majorca (Nauman) – APPEAL – Request for Tree Removal – Eucalyptus rudis

The Committee reviewed the original request at the February 27, 2017 meeting. The Committee recommended the Board deny the request which the Board did at the March 14, 2017 Board meeting. The Committee again found that there was no justification for removal of this tree at this time, and therefore no reason for the Board to alter the original decision to deny the request.

Recommendation: the board representatives of this corporation unanimously recommend the Board's original decision to deny the removal of this tree be upheld.

688-A Avenida Sevilla (Sandler) – Request for Tree Removal – Pinus halepensis

The Committee found the tree to be in good health, but to have caused structural damage to the adjacent sidewalk and irrigation system. Because of the tree's position, root pruning is not a viable option; therefore the tree must be removed.

Recommendation: the board representatives of this corporation unanimously recommend approval of this request to remove the Pinus halepensis at the Mutual's expense.

497-D Avenida Sevilla (Peters) – Request for Tree Removal – Pinus canariensis

The Committee found the tree to be in good condition with no clear evidence that the tree is causing structural damage.

Recommendation: the board representatives of this corporation unanimously recommend denial of this request to remove the Pinus canariensis.

518-A Calle Aragon (Golshahi) – Request for Tree Removal – Melaleuca leucadendra

The Committee found the tree to be in fair condition with no clear evidence that the tree is causing the structural damage, however the tree will eventually outgrow the area.

Recommendation: the board representatives of this corporation unanimously recommend approval of this request to remove the Melaleuca leucadendra at the Mutual's expense.

228-D Avenida Majorca (Harwood) – Request for Tree Removal – Podocarpus gracilior

The Committee found the tree to be in good condition and appropriately located, however, it would interfere with the efficiency of the solar panels Mr. Harwood is requesting to install on the roof.

Recommendation: the board representatives of this corporation unanimously recommend approval of this request to remove the Podocarpus gracilior at the Mutual Member's expense

contingent upon the approval of the solar panel installation.

160-D Calle Majorca (Reyes) – Request for Off Schedule Tree Trimming or Alternatively Tree Removal – Araucaria heterophylla

The Committee found the tree to be in fair condition, appropriately located, and not causing structural damage.

Recommendation: the board representatives of this corporation unanimously recommend denial of this request to prune off schedule or alternatively to remove the Araucaria heterophylla.

770-A Calle Aragon (Bonham) – Request for Tree Removal – Eucalyptus polyanthemos

The Committee found the tree to be in good condition with no evidence that the tree is causing damage to skylights, roof, concrete walkway or patio walls.

Recommendation: the board representatives of this corporation unanimously recommend denial of this request to remove the Eucalyptus polyanthemos.

ITEMS FOR DISCUSSION AND CONSIDERATION

There were none.

STATUS REPORTS

CDS 8/40 Project Update

The Committee and staff discussed the progress of the project and reviewed the year to date cost vs. the budget. Staff reminded the Committee that four of the seven meters servicing the area will be completed in the next week. Two of the three remaining meters will be finished in the cooler Fall months. The budget of \$250,000 does not allow the seventh meter to be completed at this time. The Committee visited the site during their tour.

CDS 1/205 Project Update

Staff reminded the Committee of the requests for small seating areas inside CDS 1 and CDS 205. These seating areas will be completed in the next several weeks.

CONCLUDING BUSINESS

Committee Member Comments

Mr. Rahn reminded the Committee that the crews are behind schedule but working hard to catch up. Teams will be dispatched in coming weeks to quickly go through all areas and address weeds, suckers, spent blooms, and minor detail only. This will address a large percentage of resident concerns while still allowing the main work force to continue catching up. Mr. Rahn also explained the difficulties caused by unfilled positions that are taking longer than usual to fill, and that Human Resources is working very hard to find qualified candidates.

Advisor Grundke suggested that the Board use various avenues such as the Breeze, board meetings, and appearances on TV6 to let folks know of these difficulties and that most people are very understanding.

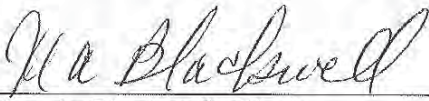
Director McIntosh commented about how Landscape staff is always very good at listening to resident's desires and trying to accommodate them as best as possible.

Date of Next Meeting

The date of the next meeting of the United Laguna Woods Mutual Landscape Committee is tentatively scheduled for Wednesday, August 9, 2017 at 1:30 p.m. in the Sycamore Room of the Corporation's principal offices, 24351 El Toro Road, Laguna Woods, California.

Adjourn

There being no further business, the meeting adjourned at 2:55 p.m.


Maggie Blackwell, Chair

MEETING OF THE UNITED LAGUNA WOODS MUTUAL
GOVERNING DOCUMENTS REVIEW COMMITTEE

Monday, June 26, 2017 – 2:00 PM
Laguna Woods Village Community Center, Sycamore Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Juanita Skillman - Chair, Steve Leonard, Maggie Blackwell and
Advisors - Bevan Strom and Barbara Copley

MEMBERS NOT PRESENT: Advisor Mary Stone

OTHERS PRESENT: United Directors Cash Achrekar, Maxine Macintosh and Jack
Bassler, GRF Director John Beckett, and United Mutual's Attorney
Jeff Beaumont via phone

STAFF PRESENT: Lori Moss, Eve Morton, and Pamela Bashline

REPORT

1. Call to Order

Chair Skillman called the meeting to order at 2:02 p.m.

2. Acknowledgement of Press

No Press present.

3. Approval of the Agenda

Director Leonard moved to approve the report. Director Blackwell seconded. The committee unanimously agreed.

4. Approval of Report from the May 22, 2017 meeting

Advisor Copley asked for her name to be removed from the minutes, since she was not in attendance. Director Leonard moved to approve the report with the change. Director Blackwell seconded. The committee unanimously agreed.

5. Chair's Remarks

Chair Skillman commented that perhaps the name of this committee should be changed since it may not be descriptive of the committee's tasks.

Advisor Copley thought that the charter of this committee should be reviewed. Chair Skillman asked that this be an item on the next agenda.

6. Member Comments (Items not on the agenda)

Dick Rader asked if Mr. Beaumont had given his legal opinion on when the trust ends. Chair Skillman said no, the Board will wait until new directors are elected in October, then there will be an educational session about the Trust, hosted by GRF.

Director Beckett said he appreciates the Town Hall Meetings.

Director Macintosh asked that if the Trust is modified, to please keep the language in the Trust as easy to understand as possible.

7. Department Head Update

Ms. Moss said it is a good idea to look at the Charter and this is an important committee to have in place.

She reported that Chuck Holland, MIS Director, is working on pulling the information about the Occupancy Agreement mailing and a decision needs to be made on the date to send.

Committee discussed the mailing cost and timing of the ballots to vote on proposed changes to the Bylaws.

Committee discussed a resident survey via email and said it would be a good idea to do one towards the end of the year.

Consent:

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

8. None

Reports:

9. Comparison of Assessments

Director Blackwell asked why the committee asked for this chart and Chair Skillman said it is because an increase in our assessments is being considered this year and we need to show the justification for it.

Director Blackwell says the point is to find out if we should back out some services to lower the assessments.

Chair Skillman explained there are infrastructure problems and the Board needs to find money for them. There is a possibility that assessments may go up.

Director Leonard stated that infrastructure projects which need to be fixed are expensive. He estimated that it could be \$10-12 million to improve this infrastructure.

The committee thought it was a good idea for each Director to prepare a list of items they feel need to be updated or repaired in the Village. Chair Skillman suggested that the entire list could be brought to the business planning meeting. Ms. Moss asked that these lists be given to her and Heather Rasmussen first and they will compile them into one list.

Advisor Copley suggested that fees be based on square footage of manor or as a single person versus a couple.

Items for Discussion and Consideration:

10. Review and Discuss Investors/Contractors as Purchasers for resale

Mr. Beaumont reported that the Board is investigating whether or not to allow investors to purchase in United. Over the years, many investors purchase for the purpose of rehabbing units for profit. The unintended consequence is that they are less than truthful on the membership application about occupancy. This has shut investors out of United. Several investors have approached the Board about this issue and asked for the ability to purchase manors and flip them without occupying them.

Mr. Beaumont is working on forms to address. Mr. Beaumont feels the United Board needs to put together policy, protocol and requirements when an investor goes forward with renovations. Two things should be put into place; make sure that structures aren't jeopardized by requiring a deposit, and make sure City and staff are having quality control over the work being done.

Director Blackwell asked how United would be protected from liability. Mr. Beaumont said by putting into place guidelines requiring certain limits of insurance, proof of workers comp, an agreement to indemnify United against any claims, a fee or deposit to be paid and held on account and evaluation on past performance prior to an investor purchasing another manor.

Chair Skillman said they are also looking at imposing time limits since many renovations go on for many months. Also, she suggested that they need to pay assessments while the manor is in their control and not be allowed to wait to pay the assessments until it is sold.

Advisor Strom suggested equity sharing and making a separate class for investors who weren't members.

Mr. Beaumont said the ability to regulate is what is needed to manage risk. Just the level of insurance requirement will deter many who are not qualified.

Dick Rader said inspection levels could be set and the investor would pay for those. i.e. camera down sewer lines, etc. Would there be a limit on how many units they could fix up at one time?

Director Prakash said when upgrades are done, fixing them would then become the new shareholder's responsibility, not United's. Director Blackwell said on escrow papers it shows what upgrades were done and what is now shareholders' responsibility.

Advisor Copley said it is important to avoid discrimination and she feels deposit should be at least \$10K.

Kay Anderson said setting the bar high for this process will help ensure that more qualified people would be doing this.

Director Prakash said will this make homes less affordable here. Chair Skillman said that the Village is much more affordable than the rest of OC.

Committee asked that they review the forms from Mr. Beaumont at the next regular board meeting.

11. Review and Discuss Guarantors and Shareholder Financial Requirements

Director Leonard discussed that the current purchase requirements, which were changed about a year and a half ago. Right now, we don't know about the person as a whole. A credit report would tell us if an applicant has multiple mortgages, multiple vehicles, etc. We must know all their liabilities and assets. Assets must be seasoned so money in a bank account isn't just borrowed for a time and then given back. Rental income and capital gains should not be considered. It is important to know what a potential resident's income will be when they reside here, not income now.

Mr. Beaumont said requirements must be reasonably related to the ultimate financial obligation for the average shareholder to be able to pay their assessments. Requirements should be based on the current economy. What should be considered is what is the current delinquency rate and if it is worth changing.

Mr. Beaumont said legally guarantors can be eliminated but it would be up to the Boards.

The committee discussed some additional requirements. Ms. Bashline was asked to write a report with her recommendations. Betty Parker has requested any proposed changes to anything financial first be given to the Finance committee before it goes to the Board.

Ms. Moss was asked to get information from Bryan English on the number of delinquencies here.

Ms. Bashline was asked to prepare a staff report regarding guarantors.

12. Review and Discuss Requirements for Sublessors

Chair Skillman said shareholders/renters requirements should be put into place.

Director Blackwell said these requirements would be costly for a shareholder. Ms. Bashline reported it would cost \$29.95 to pay a firm to provide a "tenant screening service" which may include credit score, past addresses, criminal background, foreclosures, prior evictions, etc.

Mr. Beaumont said we don't want to open ourselves up to discrimination claims. There is a risk if something is overlooked in this proposed process.

Chair Skillman should be put on shareholders to obtain tenant screening clearance.

Staff was asked for a proposal of requirements for United, based on what Third has done, for next committee meeting.

Ms. Morton was asked to email the committee the current leasing policy and financial requirements for Third.

Staff was asked to provide one and two person income data from HUD.

13. Review and Discuss Minimal Age Requirement for Membership/Occupancy

Mr. Beaumont feels a stock co-op may limit buyers to 55+. To be a member of stock co-op, you must be on the share and have occupancy.

Director Prakash asked if a successor trustees and heirs under 55 years old would be forced to sell? Mr. Beaumont said yes, however, this would only be going forward and would not affect trustees already in place.

Future Agenda Items:

- a. Committee Charter Review
- b. Requirements for Sublessors
- c. Lien Status
- d. HUD one and two person incomes
- e. Eliminate Guarantors
- f. Finance and Lease Requirements

CONCLUDING BUSINESS:

14. Committee Member Comments

None.

15. Date of Next Meeting

Date of next meeting will be Monday, July 24.

16. Adjournment

Adjournment at 4:25 p.m.

DRAFT

Chair Skillman, Chair

DRAFT

ULWM Membership Disciplinary Report

	Apr	May	June
Total Number of Cases:	306	385	360
Cases Resolved this Month:	26	33	135

Allegations:

Abandoned Vehicle:	17	22	32
Alteration Maintenance:	11	9	9
Animal Nuisance:	8	23	12
Assessment Delinquency:	3	4	8
Balcony Clutter:	11	13	14
Breezeway Clutter:	9	9	10
Carport Clutter:	39	45	57
Common Area Clutter:	11	17	18
Electrical Upgrade:	0	0	0
Electrical Vehicle:	0	0	0
Illegal Occupancy	41	53	59
Interior Clutter:	10	10	9
Landscape:	23	28	30
Maintenance:	5	6	2
Nuisance:	42	48	8
Other:	0	2	3
Short Term Rentals:	12	23	9
Traffic Violations:	10	14	9
Patio Clutter:	22	23	28
Unauthorized Alteration:	30	32	40
Vehicle Oil:	2	4	3

Abandoned Vehicle, Carport Clutter and Unauthorized Alterations have increased. Animal Nuisance, Nuisance, Short Term Rentals, and Traffic Violations have decreased.

