



OPEN MEETING

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

Tuesday, March 8, 2022- 9:30 a.m.

BOARD ROOM/VIRTUAL MEETING

Laguna Woods Village Community Center, 24351 El Toro Road,
Laguna Woods, California

NOTICE OF MEETING AND AGENDA

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

- 1. Call to Order / Establish Quorum – President Liberatore**
- 2. Pledge of Allegiance to the Flag – Director English**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. January 27, 2022 – Agenda Prep Meeting
 - b. February 8, 2022 – Regular Open Session
- 6. Report of Chair**
- 7. VMS Board Update – Director Robledo**
- 8. Open Forum (Three Minutes per Speaker) -** *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/95563492734> or call 1 (669) 900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.*
- 9. Responses to Open Forum Speakers**
- 10. CEO Report**
 - a. **Canary Island Pine Tree Project – Kurt Wiemann, Landscaping Services Director**
- 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.

a. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed the United Laguna Woods Mutual preliminary financials for the month of December 2021, such review is hereby ratified.

b. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed the United Laguna Woods Mutual preliminary financials for the month of January 2022, such review is hereby ratified.

c. Recommendation from the Finance Committee

1. Approve a Resolution for Recording a Lien against Member ID # 947-407-84
2. Approve a Resolution for Recording a Lien against Member ID # 947-365-16
3. Approve a Resolution for Recording a Lien against Member ID # 947-380-59

d. Recommendation from the Landscape Committee

1. Recommend to Deny Landscape Revision Request: 880-B Via Mendoza

e. Recommendation from the Architectural Controls & Standards Committee

1. Recommend to Approve a Variance Request: 81-C Calle Aragon (Madrid,4) Room Addition on the Existing Exclusive Area Front Patio, Bathroom Addition, and Enclosed Atrium

f. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in February 2022, and such review is hereby ratified.

12. Unfinished Business

a. Recommendation from the Architectural Controls & Standards Committee

1. Recommend to Consider Variance Extension Request: 729-D Avenida Majorca

b. Discuss and Consider Amendment to Clutter Policy

13. New Business

- a. Discuss and Consider Appointments to GRF Insurance Ad Hoc Committee
- b. Discuss and Consider Composition of United M&C Committee (oral discussion)
- c. Entertain a Motion to Approve the 2022 Annual Election Schedule and Approve a Resolution Appointing the Inspector of Elections.

14. Director Comments (Two minutes per director)

15. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on February 22, 2022; next meeting March 29, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

- (1) Treasurer's Report
 - (2) United Finance Committee Report
 - (3) Resales/Leasing Reports
- b. Report of the Architectural Control and Standards Committee – President Liberatore. The Committee met on February 17, 2022; next meeting March 17, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - c. Report of Member Hearings Committee – Director Ardani. The Committee met on February 24, 2022; next meeting March 24, 2022, 9:00 a.m. in the Board Room and as a virtual meeting.
 - d. Report of the Governing Documents Review Committee – Director Blackwell. The Committee met on February 17, 2022; next meeting March 17, 2022, 1:30 p.m. in the Board Room and as a virtual meeting.
 - e. Report of the Landscape Committee – Director Casey. The Committee met on February 10, 2022; next meeting March 10, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - f. Report of the Maintenance & Construction Committee – Director English. The Committee met on February 23, 2022; next meeting April 27, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - g. Report of the United Resident Advisory Committee – Director Lee. The committee met on January 13, 2022; next meeting March 10, 2022, at 4:00 p.m. in the Board Room and as a virtual meeting.

16. GRF Committee Highlights

- h. Report of the GRF Finance Committee – Director Asgari. The Committee met on February 16, 2022; next meeting April 20, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - i. Report of the GRF Strategic Planning Committee— Director Torng. The Committee met on March 7, 2022; next meeting May 2, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - j. Report of the Community Activities Committee – Director Blackwell. The committee met on January 13, 2022; next meeting March 10, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- (1) Equestrian Center Ad Hoc Committee -- The Committee met on January 26, 2022; next meeting March 30, 2022, at 1:00 p.m. in the Board Room and as a virtual meeting.
- k. Report of the GRF Landscape Committee – Director Casey. The Committee met on December 8, 2021; next meeting March 9, 2022, at 1:30 p.m. as a virtual meeting.

- l. Report of the GRF Maintenance & Construction Committee – Director Achrekar. The Committee met on February 9, 2022; next meeting April 13, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Clubhouse (Facilities) Ad Hoc Committee – Director Casey. The Ad Hoc Committee met January 28, 2022; next meeting TBA.
 - m. Report of the Media and Communication Committee – Director Ardani. The Committee met on February 22, 2022; next meeting March 21, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - n. Report of the Mobility and Vehicles Committee – Director Bastani. The Committee met on February 2, 2022; next meeting April 6, 2022, 1:30 p.m. in the Board Room and as a virtual meeting.
 - o. Report of the Security and Community Access Committee – Director Bastani. The Committee met on February 28, 2022; next meeting April 25, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - p. Laguna Woods Village Traffic Hearings – Director Ardani. The Hearings were held on February 16, 2022; next hearings will be held March 16, 2022, at 9:00 a.m. as a virtual meeting.
 - q. Report of the Disaster Preparedness Task Force – Director Casey. The Task Force met on January 25, 2022; next meeting March 29, 2022, at 9:30 in the Board Room a.m. and as a virtual meeting.
 - r. Information Technology Advisory Committee – Director Casey. The Committee met on March 4, 2022; next meeting March 11, 2022, at 1:30 p.m.
- 17. Future Agenda Items –** *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting.*
- 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 SESSION NOTICE AND AGENDA

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) February 8, 2022—Regular Closed Session

Discuss and Consider Member Disciplinary Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Legal and Litigation Matters

19. Adjourn



OPEN SESSION

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

Thursday, January 27, 2022, at 2:00 p.m.
24351 El Toro Road, Laguna Woods, California
WILLOW ROOM/VIRTUAL MEETING

The purpose of this meeting is to discuss items for the regular board meeting agenda

Directors Present: Anthony Liberatore, Andre Torng, Neda Ardani, Pat English, Maggie Blackwell, Pearl Lee, Diane Casey, Lenny Ross, Azar Asgari, Cash Achrekar

Directors Absent: Reza Bastani

Staff Present: Jeff Parker, Siobhan Foster, Grant Schultz, Michelle Estrada, Makayla Thomas

Others Present: Elsie Addington

1. Call Meeting to Order / Establish Quorum – President Liberatore

President Liberatore called the meeting to order at 2:00 p.m. and established that a quorum was present.

2. Approval of the Agenda

Hearing no objection, the agenda was passed without objection.

3. Discuss and Consider Item for the United Board Regular Meeting (open and closed sessions) on February 8, 2022

The board discussed the committee assignments.

The board agreed unanimously to revise the Architectural Committee list to place Director Liberatore as the chair. Director Skillman resigned as an advisor. The full committee list will be up for approval by the board at their January 8, 2022 meeting.

United Board Agenda Prep Meeting (Open)

January 27, 2022

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The board agreed unanimously to revise the Finance Committee list to place Director Asgari as the chair. The full committee list will be up for approval by the board at their January 8, 2022 meeting.

The board agreed unanimously to revise the Governing Documents Committee list to place Director Blackwell as the chair. The full committee list will be up for approval by the board at their January 8, 2022 meeting.

The board agreed unanimously to revise the Landscape Committee list to place Director Casey as the chair. The full committee list will be up for approval by the board at their January 8, 2022 meeting.

The board agreed unanimously to revise the Maintenance & Construction Committee list to place Director English as the chair. The full committee list will be up for approval by the board at their January 8, 2022 meeting.

The board agreed unanimously to revise the Members Hearing Committee list to place Director Ardani as the chair. The full committee list will be up for approval by the board at their January 8, 2022 meeting.

The board agreed unanimously to revise the New Resident Orientation Committee list to place Director Blackwell as the chair. The full committee list will be up for approval by the board at their January 8, 2022 meeting.

The board agreed unanimously to revise the Resident Advisory Committee list to place Director Lee as the chair. The full committee list will be up for approval by the board at their January 8, 2022 meeting.

The board agreed unanimously to revise the GRF Community Activities Committee list to place Director Casey as a member. The full committee list will be up for approval by the board at their January 8, 2022 meeting.

The board agreed unanimously to revise the GRF Finance Committee list to place Director English as a member and Director Casey as an alternate. The full committee list will be up for approval by the board at their January 8, 2022 meeting.

The board agreed unanimously to revise the GRF Mobility and Vehicles Committee list to place Director Ross as a member in place of Director Lee. The full committee list will be up for approval by the board at their January 8, 2022 meeting.

The board discussed items for the open and closed agendas for the January 8, 2022 meeting.

4. Director Comments

United Board Agenda Prep Meeting (Open)

January 27, 2022

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- Director Torng commented on the need for a Strategic Planning Committee for United as a monitoring system.

5. Adjournment

President Liberatore adjourned the meeting at 3:26 p.m.

DocuSigned by:
Neda Ardani
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Neda Ardani, Secretary of the Board
United Mutual Laguna Woods

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OPEN MEETING

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

**Tuesday, February 8, 2022- 9:30 a.m.
Open Session, Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

Directors Present: Anthony Liberatore, Pearl Lee, Pat English, Neda Ardani, Cash Achrekar, Azar Asgari, Diane Casey, Andre Torng, Maggie Blackwell, Lenny Ross

Directors Absent: Reza Bastani

Staff Present: CEO Siobhan Foster, Grant Schultz, Michelle Estrada, Makayla Thomas

Others Present: Jeff Beaumont Esq.
VMS: Cynthia Rupert

1. Call Meeting to Order/Establish Quorum

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

2. Pledge of Allegiance to the Flag

Director English led the pledge of allegiance.

3. Acknowledge Media

The Village Television Camera Crew, by way of remote cameras, was acknowledged as present.

4. Approval of Agenda

President Liberatore asked if there were any changes to the agenda.

Director Casey made a motion to approve the agenda. Director Ross seconded the motion.

Director Torng added Discuss United Strategic Planning Committee to item 13 New Business.

Hearing no objection, the board approved the agenda as amended unanimously.

5. Approval of Minutes

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a. December 30, 2021 – Agenda Prep Meeting

President Liberatore asked for a motion to approve the December 30, 2021 – Agenda Prep Meeting Minutes.

Director Blackwell made a motion to approve the December 30, 2021 – Agenda Prep Meeting Minutes. Director Ross seconded the motion.

Hearing no objections, the December 30, 2021 – Agenda Prep Meeting Minutes were approved unanimously.

b. January 11, 2022 – Regular Open Session

Hearing no objections, the January 11, 2022 – Regular Open Session Minutes were approved unanimously

6. Report of the Chair

President Liberatore commented that Director Rupert will represent the board in the annual audit with KNPB. The GRF President is organizing a committee to review insurance industry for options in the community.

Director Rupert joined the meeting at 10:06 a.m.

THIS ITEM WAS PRESENTED AFTER ITEM 10

7. VMS Board Update – Director Rupert

Director Rupert provided a presentation on the following:

- Key New Hires:
 - Corporate Secretary Michelle Estrada joined January 3rd.
 - General Services Director Robert Carroll joined January 17th.
 - Assistant Corporate Secretary Makayla Thomas joined January 24th.
- Media & Communication Department – Key 2022 Initiatives.
- VMS 2022 Goals and Activities – Corporate Control, Strategy, Talent, Risk Management, CEO Selection/Evaluation, Board Self-Assessment.

Director Ross presented a chart the Percentage of Properties Closing 45 Days or Less Each Quarter.

Director Rupert answered questions from the board.

CEO Foster confirmed that NCB is scheduling a meeting between VMS and Fannie Mae.

Discussion ensued among the Directors.

8. Open Forum (Three Minutes per Speaker)

At this time Members addressed the Board of Directors regarding items not on the agenda

The following members made comments:

- A member commented on security concerns near his home. He occasionally finds cut-off pieces of the barbwire from the wall in the cul-de-sac near gate1 and

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clubhouse 1. The wall is low and he would like shepherd's crook installed.

- A member commented additionally on the security concerns near the wall where his neighbor lives near clubhouse 1.
- A member commented on water damage to the flooring in his unit. He stated that he received an initial response from the HOA and the flooring installation is incomplete.
- A member thanked the Board for their service. He commented on the financing options restrictions on approval from lenders.
- A member commented on the notification of a recent a water shut-off. She suggested that staff refrain from stapling notices to trees.
- A member commented additionally on notification of the recent water shut-off and suggested that notification be sent via mail.

9. Responses to Open Forum Speakers

- Director Casey commented on finding solutions to security concerns and working with Maintenance and Construction. Siobhan may have information regarding moisture intrusion. Trees should not be utilized for stapling notifications.
- Director Torng commented on outstanding work order requests and asked to review the report. He suggested giving a warning before the 3-minute time limit expires for open forum speakers.
- Director Blackwell commented that staff should respond to these types of open forum speakers before directors respond. The Shepherd's Crook Project will take a duration of several years. Fannie Mae does not accept loans from NCB and the board does not restrict financing from lenders.
- CEO Foster commented that the Shepherd's Crook Project is focusing on the area adjacent to building 761 in 2022. Staff has received training in posting emergency notification. Staff will contact the member who commented on water damage to his flooring.

10.CEO Report

CEO Siobhan Foster provided a presentation on the following topics:

- New CEO approach to leading VMS – A commitment to excellence and dedication to service.
- New structure in the General Manager Department:
 - Director of Operations – Carlos Rojas will oversee General Services, Landscaping Services, Security Services, and Maintenance and Construction.
 - Services Manager – Catherine Laster will guide key CEO Office Services including Corporate Secretaries, Records Management, Community services.
- New structure in the Financial Services Department:
 - Director of Financial Services – Steve Hormuth.
 - Assistant Director – Jose Campos will focus on financial planning and processes.
- The new organizational chart is available on the Village website.
- Trash collection and organic recycling update – CR&R will send a letter to residents this week to address transition challenges impacted by Covid-19.
- The bulky item pickup is scheduled for Saturday, February 19th.
- Residents are encouraged to contact CR&R directly for all trash-related questions.

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.

- a. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed the United Laguna Woods Mutual preliminary financials for the month of November 2021, such review is hereby ratified.
- b. **Recommendation from the Finance Committee:**
 - (1) Approve a Resolution for Recording a Lien against Member ID #947-373-11

RESOLUTION 01-22-04

Recording of a Lien

WHEREAS, Member ID 947-373-11; 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, February 08, 2022, that
the
Board of Directors hereby approves the recording of a Lien for Member ID 947-373-11 and;

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

- (2) Approve a Resolution for Recording a Lien against Member ID #947-405-25

RESOLUTION 01-22-05

Recording of a Lien

WHEREAS, Member ID 947-405-25; 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;

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NOW THEREFORE BE IT RESOLVED, February 08, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-405-25 and;

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

(3) Approve a Resolution for a Notice of Sale Member ID #947-377-81

RESOLUTION 01-22-06

Initiate Foreclosure (Notice of Sale)

RESOLVED, February 08, 2022 that the Board of Directors of this Corporation hereby authorizes initiation of foreclosure of a lien for delinquent assessments that has been validly recorded for parcel numbers 947-377-81; and

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

- c. **Recommendation from the Architectural Control and Standards Committee**
(1) Variance – 2048-C: Approved for recommendation to the United Board

RESOLUTION 01-22-07

Variance Request

WHEREAS, Mr. Conrad of 2048-C Avenida Sevilla, a Valencia style manor, is requesting Board approval of a variance for two 7' high sliding glass doors into the atrium; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units January 11, 2022, notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on January 20, 2022;

NOW THEREFORE BE IT RESOLVED, on February 8, 2022, the Board of Directors hereby approves the request to add two 7' high sliding glass doors into the atrium;

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 2048-C Avenida Sevilla

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and all future Mutual members at 2048-C Avenida Sevilla;

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.

- d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in January 2022, and such review is hereby ratified.

Hearing no objections, the consent calendar was approved unanimously.

12. Unfinished Business

- a. Resolution to Update Committee Appointments

Resolution 01-22-08

United Laguna Woods Mutual Committee Appointments

RESOLVED, February 8, 2022, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Control and Standards Committee

Anthony Liberatore (Chair)

Reza Bastani Cash Achrekar

Non-Voting Advisors: Michael Mehrair, ~~Juanita Skillman~~

Finance Committee

Azar Asgari, ~~Chair~~

~~Pat English (Chair)~~

~~Lenny Ross~~

~~Pearl Lee~~

Advisor: Dick Rader

Governing Documents Review Committee

Maggie Blackwell (Chair)

Diane Casey

~~Reza Bastani~~

Pearl Lee

Advisor: Dick Rader, Juanita Skillman, ~~Bevan Strom~~, Mary Stone

Landscape Committee

Diane Casey (Chair)

Maggie Blackwell

~~Pearl Lee~~

~~Lenny Ross~~

Advisors: Theresa Frost, Mike Peters, Annie Zipkin

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Maintenance and Construction Committee

Pat English (Chair)

Reza Bastani

Anthony Liberatore

Non-voting Advisor: Ken Deppe

Members Hearing Committee

Neda Ardani (Chair)

Pearl Lee

Maggie Blackwell

New Resident Orientation

Maggie Blackwell (Chair)

~~Pearl Lee~~

Cash Achrekar

Resident Advisory Committee

Pearl Lee (Chair)

Diane Casey

Maggie Blackwell

Advisor: Nancy Lannon

RESOLVE FURTHER that all directors are considered alternate members of each committee "Alternate." Each Alternate may serve as a substitute for another director that is unable to attend a meeting ("Substitute"). Committee Member Alternates cannot substitute for more than two (2) consecutive meetings. This will allow any director to ask any other director to sit in their stead during a temporary absence or unavailability. Of course, we can modify this and structure this any way the Board feels is best. However, the concept is that the Board, in advance, will approve any director sitting on a committee on a temporary basis when necessary to fill in for another director.

RESOLVED FURTHER Resolution 01-21-58, adopted September 14, 2021, is hereby superseded and canceled.

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

Resolution 01-22-09

Golden Rain Foundation Committee Appointments

RESOLVED, February 8, 2022, 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:

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GRF Strategic Planning Committee

Cash Achrekar
~~Reza Bastani~~
~~Diane Casey~~
Anthony Liberatore, Alternate

GRF Community Activities Committee

Maggie Blackwell
~~Diane Casey~~
~~Pearl Lee~~

GRF Finance

Azar Asgari
~~Pat English~~
Diane Casey, Alternate

GRF Landscape Committee

Maggie Blackwell
Diane Casey

GRF Maintenance & Construction

Cash Achrekar
~~Anthony Liberatore~~
~~Lenny Ross~~

Clubhouses & Facilities Renovation Ad Hoc Committee

Diane Casey
Pat English
~~Azar Asgari, Alternate~~

GRF Media and Communications Committee

Neda Ardani
Maggie Blackwell

GRF Mobility and Vehicles Committee

Maggie Blackwell
~~Lenny Ross~~
~~Pearl Lee~~

GRF Security and Community Access

Reza Bastani
Cash Achrekar

Disaster Preparedness Task Force

Diane Casey
Anthony Liberatore

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Cash Achrekar, Alternate

Laguna Woods Village Traffic Hearings

Neda Ardani
Anthony Liberatore

Purchasing Ad Hoc Committee

Anthony Liberatore
Diane Casey

Information Technology Advisory Committee

Diane Casey
Cash Achrekar

Broadband Ad Hoc Committee

Diane Casey

Revenue Resources Ad Hoc Committee

~~Diane Casey~~
Azar Asgari
Lenny Ross

Equestrian Center Ad Hoc Committee

Pat English
Pearl Lee

RESOLVED FURTHER, that Resolution 01-21-59, adopted September 14, 2021, is hereby superseded and cancelled.

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

Director Casey made a motion to approve the Resolution to Update Committee Appointments. Director Ross seconded.

President Liberatore called the motion to a vote and the motion passed 8-1-1. Director Tornig opposed, Director Asgari abstained, Director Bastani was absent.

- b. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed the United Laguna Woods Mutual preliminary financials for the month of December 2021, such review is hereby ratified.

Director Asgari commented that this item does not require discussion at this time. An update will be provided after the Finance meeting scheduled for February 10th.

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13. New Business – Discuss United Strategic Planning Committee

Director Torng discussed the formation of a United Strategic Planning Committee.

Legal Counsel answered questions from the board.

Director Ross made a motion to discuss Strategic Planning during the last 2 hours of the March United Board Meeting – closed session. Director Casey seconded the motion.

Discussion ensued among directors.

Director Blackwell moved to amend the motion by removing the 2-hour time limit. Director Casey seconded the motion.

President Liberatore called the amended motion to remove the 2-hour time limit to a vote and the motion passed 7-2-1. Director's Ardani and English opposed, Director Torng abstained, Director Bastani was absent.

Director Ross made a motion to discuss Strategic Planning during the March United Board Meeting – closed session. Director Casey seconded the motion.

President Liberatore called the motion to a vote and the motion passed 8-2. Director's English and Asgari opposed, Director Bastani was absent.

Legal Counsel answered questions from the board.

14. Director Comments (Two minutes per director)

- Director Casey commented on the improvement of board meetings compared to previous meetings.
- Director Ross commented on insurance, co-ops and property values.
- Director English urged residents to attend the City Hall meeting regarding zoning properties near United. The meeting will take place February 9th at 2 p.m.
- Director Asgari commented that one advantage to living in Laguna Woods Village is that it is a gated community. She would like CEO Foster to provide a report regarding the fences surrounding the community and safety of the residents. She asked that directors conduct themselves appropriately while speaking during meetings.
- Director Achrekar confirmed he will attend the City Hall meeting tomorrow.
- Director Lee commented on the prompt response she received from CR&R. She also commented on the safety concerns in regards to Director Asgari's comment.
- Director Blackwell commented that the fencing is on the M&C project log. Contact information was distributed to residents regarding insurance benefits. She commented on the relationship between the board and staff.
- Director Ardani thanked the directors for the meeting.
- Director Torng commented on reviewing the work orders report to ensure that staff is completing resident requests. He discussed the benefits of having a Strategic Planning Committee.

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15. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on January 25, 2022; next meeting February 22, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer's Report
 - (2) United Finance Committee Report
 - (3) Resales/Leasing Reports
- b. Report of the Architectural Control and Standards Committee – President Liberatore. The Committee met on January 20, 2022; next meeting February 17, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of Member Hearings Committee – Director Ardani. The Committee met on January 27, 2022; next meeting February 24, 2022, 9:00 a.m. in the Board Room and as a virtual meeting.
- d. Report of the Governing Documents Review Committee – Director Blackwell. The Committee met on January 20, 2022; next meeting February 17, 2022, 1:30 p.m. as a virtual meeting.
- e. Report of the Landscape Committee – Director Casey. The Committee met on December 9, 2021; next meeting February 10, 2022, at 9:30 a.m. as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – Director English. The Committee met on January 3, 2022; next meeting February 23, 2022, at 9:30 a.m. as a virtual meeting.
- g. Report of the United Resident Advisory Committee – Director Lee. The committee met on January 13, 2022; next meeting March 10, 2022, at 4:00 p.m. in the Board Room and as a virtual meeting.

16. GRF Committee Highlights

- h. Report of the GRF Finance Committee – Director Asgari. The Committee met on January 28, 2022; next meeting February 16, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- i. Report of the GRF Strategic Planning Committee— Director Torng. The Committee met on January 10, 2022; next meeting March 7, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- j. Report of the Community Activities Committee – Director Blackwell. The committee met on January 13, 2022; next meeting February 10, 2022, at 1:30 p.m. as a virtual meeting.

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- (1) Equestrian Center Ad Hoc Committee – Director English. The Committee met on January 26, 2022; next meeting March 30, 2022, at 1:00 p.m. in the Board Room and as a virtual meeting.
- k. Report of the GRF Landscape Committee – Director Casey. The Committee met on December 8, 2021; next meeting March 9, 2022, at 1:30 p.m. as a virtual meeting.
- l. Report of the GRF Maintenance & Construction Committee – Director Achrekar. The Committee met on December 8, 2021; next meeting February 9, 2022, at 9:30 a.m. as a virtual meeting.
- (2) Clubhouse (Facilities) Ad Hoc Committee – Director Casey. The Ad Hoc Committee met on January 28, 2022; next meeting March 10, 2022.
- m. Report of the Media and Communication Committee – Director Ardani. The Committee met on January 17, 2022; next meeting February 22, 2022, at 9:00 a.m. as a virtual meeting.
- n. Report of the Mobility and Vehicles Committee – Director Blackwell. The Committee met on February 2, 2022; next meeting April 6, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- o. Report of the Security and Community Access Committee – Director Liberatore. The Committee met on October 25, 2021; next meeting February 28, 2022, at 1:30 p.m. as a virtual meeting.
- p. Laguna Woods Village Traffic Hearings – Director Ardani. The Hearings were held on January 19, 2022; next hearings will be held February 16, 2022, at 9:00 a.m. as a virtual meeting.
- q. Report of the Disaster Preparedness Task Force – Director Casey. The Task Force met on January 25, 2022; next meeting March 29, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- r. Information Technology Advisory Committee – Director Casey. The last meeting was February 4, 2022. Next meeting is a Special Corporate Members Meeting on February 11, 2022, at 9:30 a.m. as a virtual meeting.

17. Future Agenda Items – None

Director Blackwell add item from last minutes 5b 7/10 to March Open meeting

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

The meeting recessed at 12:55 p.m. into the Closed Session.

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

During the January 11, 2022, Regular Closed Session, the Board:

United Laguna Woods Mutual
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Page **13** of **13**

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) December 14, 2021 – Regular Closed Session

Discussed and Considered Litigation, Legal and Legislation Matters

Discussed Personnel Matters

Discussed Member and Board Disciplinary Matters

19. Adjourn

The meeting was adjourned at 2:37 p.m.

DocuSigned by:

Neda Ardani

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Neda Ardani, Secretary of the Board
United Laguna Woods Mutual

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RESOLUTION 01-22-XX

Recording of a Lien

WHEREAS, Member ID 947-407-84; is currently delinquent to UnitedLaguna 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, March 8, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-407-84 and;

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

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RESOLUTION 01-22-XX

Recording of a Lien

WHEREAS, Member ID 947-365-16; is currently delinquent to UnitedLaguna 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, March 8, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-365-16 and;

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

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RESOLUTION 01-22-XX

Recording of a Lien

WHEREAS, Member ID 947-380-59; is currently delinquent to UnitedLaguna 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, March 8, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-380-59 and;

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

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RESOLUTION 01-22-XX

**Deny Landscape Revision Request
880-B Via Mendoza**

WHEREAS, on February 10, 2022, the Landscape Committee reviewed a landscape revision request from the Member at 880-B to install stepping stones/pavers in lieu of existing landscape to create an open area to place chairs to sit outside, and;

WHEREAS, the committee determined that the proposed alteration is essentially adding common area for personal use and violates United Mutual common area rules and policies, and thereby recommends denying the request for the landscape revision request located adjacent to 880-B Via Mendoza.

NOW THEREFORE BE IT RESOLVED, March 8, 2022, the Board of Directors denies the landscape revision request adjacent to 880-B;

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

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STAFF REPORT

DATE: March 8, 2022
FOR: United Laguna Hills Mutual Board
SUBJECT: Variance Request: Ms. Colleen Hey of 81-C Calle Aragon (Madrid, 4)
Room Addition on the Existing Exclusive Area Front Patio,
Bathroom Addition, and Enclosed Atrium

RECOMMENDATION

The United ACSC recommends the United Laguna Hills Mutual Board approve the request for a room addition on the existing exclusive area front patio, bathroom addition, and enclosed atrium, with the conditions stated in Appendix A.

BACKGROUND

Ms. Colleen Hey of 81-C Calle Aragon, a Madrid style manor, requests Board approval of a variance for a room addition on the existing front patio, bathroom addition, and enclosed atrium.

Due to there being no existing Standard for the multiple components of this remodel on a 4 (Madrid) floor plan, Staff seeks Board approval prior to issuing a Mutual Consent for the alterations.

Plans and specifications have been submitted for review (Attachment 1).

DISCUSSION

Ms. Colleen Hey is proposing to add a room addition on the existing front patio, a bathroom addition, and enclose the atrium.

The 11'-8" x 6'-0" room addition on the patio will consist of the removal of the wall with the existing entry doors and window, pouring a new concrete slab with footing support to raise the floor to match the rest of the unit and installing a new wood framed wall with stucco with entry double doors and sidelites, to align with the front edge of the storage room. Finish and paint are to match the existing wall. Walls and ceiling will be insulated. This will add approximately 70 square feet to the unit.

The reconfiguration of the existing bathroom walls will allow the addition of a powder room adjacent to bedroom 2. The two powder rooms will be joined by a walk-in shower room in a Jack-and-Jill bathroom configuration. The addition of a powder room for this unit is addressed by Standard 17, but the layout is substantially different.

The atrium will be mostly enclosed, leaving a 3'-0" x 4'-6" (13.5 square feet) light well for a bedroom 2 egress window. This light well will be required to remain open to the sky. With the removal of two of the structural walls around the atrium and part of the kitchen wall, a new dining area (approximately 67 square feet) adjoining the kitchen will be created. The enclosed atrium for this unit is addressed by Standard 15, but the layout is substantially different.

The plan indicates a wooden patio cover on the patio. Wood is not an acceptable material for the patio cover. The patio cover shall comply with Standard 20.

The portion of the existing slab(s) to be occupied by the room addition(s) shall be demolished and replaced with a new slab, footings, and moisture barrier per the current building code, to match the existing interior floor slab elevation. An overpour will not be allowed.

Structural drawings will be submitted for review prior to issuance of the Mutual Consents for Demolition and Alteration. Specifically, cutting of roof trusses to accommodate the addition will not be allowed. The existing trusses are to remain intact. Additionally, the structural tie-in of the additions shall be addressed on the structural drawings.

Currently, there is one open Mutual Consent for Unit 81-C, which is in reference to this variance. This variance was required due to the scope of work for the Mutual Consent for Alteration differing from the original scope of work identified on the Mutual Consent for Demolition. Demolition is currently under construction and mostly complete, short of demolition of the structural and utility systems.

As part of the remodel, the existing plumbing lines need to meet size and slope fall of current code to accommodate any additional loads from new appliances and fixtures.

Staff recommends approval from the Board regarding the variance request for the following reasons. The Member has submitted architectural drawings for the proposed alteration for review. As indicated on the plans, additions are contained by the original construction exclusive-use common area limits as shown in Appendix B. The remodel should not cause a significant change to existing drainage, landscaping, or similar issues related to common area maintenance.

A City of Laguna Woods building permit final would verify compliance with all applicable building codes.

A Neighbor Awareness Notice was sent to Units 81-A, 81-B, and 81-D on February 8, 2022 due to sharing common walls, having line of sight, or being potentially affected during construction.

At the time of writing the report, there have been no responses to the Neighbor Awareness Notices.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 81-C.

Prepared By: Richard de la Fuente, Alterations Inspector II

Reviewed By: Gavin Fogg, Inspections Supervisor
Robbi Doncost, Manor Alterations Manager
Baltazar Mejia, Maintenance & Construction Assistant Director P.E.

ATTACHMENT(S)

Appendix A: Conditions of Approval

Appendix B: Unit Record Plan

Attachment 1: Scope

Attachment 2: Variance Application

Attachment 3: Photos

Attachment 4: Aerial Photos

Attachment 5: Resolution

APPENDIX A CONDITIONS OF APPROVAL

CONDITIONS OF APPROVAL

Manor: 81-C Calle Aragon

Variance Description: Room Addition on the Existing Front Patio, Bathroom Addition, and Enclosed Atrium

A Variance for Alterations has been granted at the above manor, 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 disciplinary action taken against the Member.

Manor-Specific Conditions:

A. General Comments:

- A.1. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
- A.2. The Member shall provide plans, specifications, and calculations from a duly licensed structural engineer to conform to the Building Code for all foundation, framing, and beam additions for the work of this variance.
- A.3. A City of Laguna Woods Building Permit will be required and provided to Manor Alterations to verify all code requirements for new or modified structural components, and shoring have been satisfied.

B. Materials and Methods:

- B.1. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
- B.2. Wood is not an acceptable material for patio covers. The patio cover shall comply with Standard 20.
- B.3. The portion of the existing slab(s) to be occupied by the room addition(s) shall be demolished and replaced with a new slab, footings, and moisture barrier per the current building code, to match the existing interior floor slab elevation. An overpour will not be allowed.
- B.4. Cutting of roof trusses to accommodate the addition will not be allowed. The existing trusses are to remain intact. Additionally, the structural tie-in of the additions shall be addressed on the structural drawings.

<p style="text-align: center;">APPENDIX A CONDITIONS OF APPROVAL</p>
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C. Requirements for Mutual Consent for Alterations:

- C.1. Prior to the Issuance of a Mutual Consent for Alterations, a complete set of unit specific plans, specifications and calculations 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.
- C.2. Prior to the Issuance of a Mutual Consent for 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 Alterations staff to review.
- C.3. Prior to the Issuance of a Mutual Consent for Alterations, if required, the Member shall verify with Plumbing if the manor plumbing has been treated with an ePIPE Epoxy Barrier, to assure that Mutual property is appropriately addressed during construction. Any repair or connection to the epoxy coated pipe should be performed in such a manner that the repair or the remodel of the existing system does not damage the epoxy barrier. Before repairing or remodeling any ACE Duraflo epoxy barrier, call 800-359-6369 to ensure the proper technique is used for the specific repair or remodel.
- C.4. Prior to the issuance of a Mutual Consent for 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.
- C.5. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.

<p>APPENDIX A CONDITIONS OF APPROVAL</p>
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D. Requirements for Final Inspection by Manor Alterations:

- D.1. Prior to Final Inspection by Manor Alterations, a scanned copy of the City-Approved and Stamped plan check drawing set shall be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict the work as completed and approved by the City, including all structural and architectural modifications.
- D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or existing body color of the building; the approved colors and materials are identified as “United Laguna Woods Mutual Color Selections” at Resident Services, located at the Community Center first floor.

See next page for General Conditions.

APPENDIX A CONDITIONS OF APPROVAL

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 81-C, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), 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 or Members ("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.
- G.2. Member hereby consents to and grants to the Mutual and the Maintenance and Construction Department , 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 Department , 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.
- G.3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 81-C and all future Mutual Members at 81-C.
- G.4. 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, damage to Mutual property, 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.

<p style="text-align: center;">APPENDIX A CONDITIONS OF APPROVAL</p>
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- G.5. 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.
- G.6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invitees.
- G.7. Member's contractors and other invitees shall have business signage on vehicles and 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.
- G.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.
- G.9. The Member is responsible for the submission of a valid mutual consent no later than 2 weeks from the date of the Variance approval. The expiration date of the Variance will then match the expiration date of the issuance of the Manor Alterations Mutual Consent for the improvements. If a valid Mutual Consent application is not submitted within said 2 weeks, then this Variance shall expire 180 days following the date of the Board approval of the Variance.
- G.10. All construction must be completed within 180 days or 6 months from the later date of Board approval of the Variance and issuance of the Mutual Consent for start of demolition or construction work.
- G.11. A City of Laguna Woods permit may be 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 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.

<p style="text-align: center;">APPENDIX A CONDITIONS OF APPROVAL</p>
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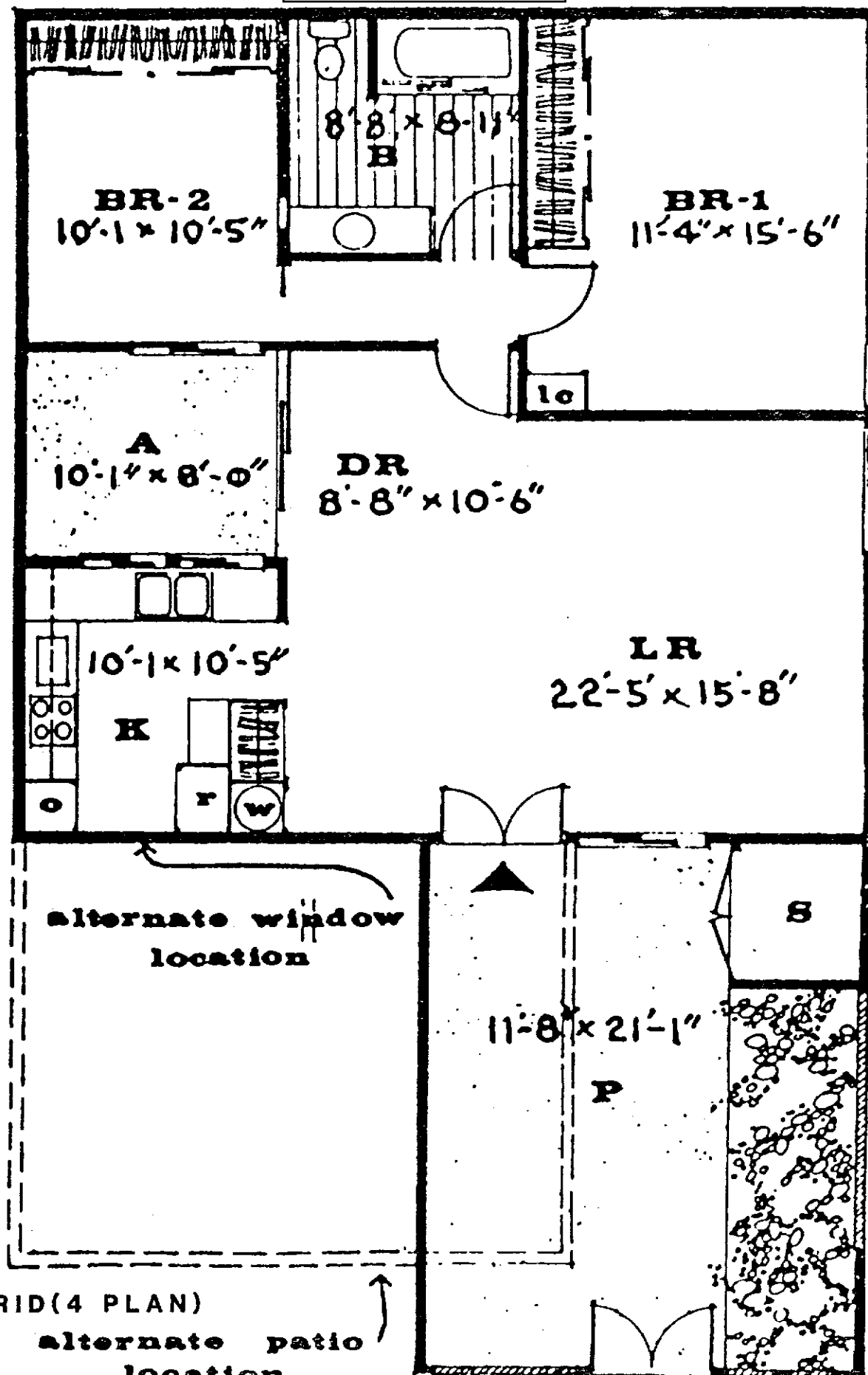
- G.12. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
- G.13. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
- G.14. 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.
- G.15. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.16. 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.
- G.17. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.18. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.20. The Mutual Consent for 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.
- G.21. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to,

<p>APPENDIX A CONDITIONS OF APPROVAL</p>
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unpaid assessments, 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.

- G.22. 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 Member's improvements and installation, construction, design and maintenance of same.

APPENDIX B
RECORD PLAN





ATTACHMENT 2 APPLICATION

MANOR # 81-C

☒ ULWM

☐ TLHM

Variance Request Form

SA

Model: Madrid	Plan:	Date: 11/18/2021
Member Name:	Signature	
<div style="background-color: black; height: 20px; width: 100%;"></div>		
<div style="background-color: black; height: 20px; width: 100%;"></div>		
<div style="background-color: black; height: 20px; width: 100%;"></div>		
(to be used for official correspondence) 81-C Calle Aragon, Laguna Woods, CA 92657		

Description of Proposed Variance Request ONLY:

Bathroom remodel - remove closet in Master Bdrm. Add 1/2 bath with toilet and vanity. Install 2nd vanity for 1/2 bath for bedroom #2. Remove tub and replace with walk-in shower. Add linen cabinet. Atrium Enclosure: Expand kitchen & dining area, remove 10 LF of kitchen /atrium wall & 8 LF of dining room slider wall. Allow for 4 1/2 ft. by 3 ft. open area in atrium for egress. Install 3 ft x 5ft window from enclosed atrium to bedroom #2 (see plan). Bump out addition into patio area. Remove 11'8 LF of entry door and window and build new stud wall with new entry double door out 6 feet parallel to storage cabinets under existing manor roof (see plan).

Dimensions of Proposed Variance Alterations ONLY:

Bathroom 16 ft x 8 ft for total of 128 sq ft.

Atrium: New enclosed area 66.5 sq ft.

Bumpout entry addition - 11'8": x 6' = 70.8 sq. ft.

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE RECEIVED: _____ Check# _____ BY: _____

Alteration Variance Request	Complete Submittal Cut Off Date:
Check Items Received: <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: _____ Board Meeting: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____

v.1.18

ATTACHMENT 2
APPLICATION

Dear Committee,

November 18, 2021

I have lived in 81-C for 11 years. No upgrades have been made to the unit since originally built. I am asking the board to please consider my remodel to include:

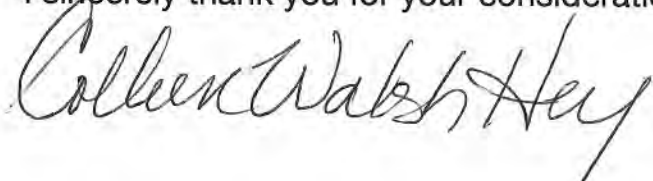
- Adding a powder room with a usable shower access for a guest without taking up room and cost for a second shower.
- Reduce the space of the atrium inside my dining area which in turn will keep the energy costs down and still allow the second bedroom to have an outside window as it does now. It will also allow for more living and kitchen space.
- The front door to be moved out, using the existing roof overhang, so the patio storage will become a much needed indoor clean storage. No structural change to the roof is needed. My patio is surrounded by 8 foot walls with a locked gate so I will not be encroaching on anyones common area.

The abatement has been completed removing ALL asbestos from the ceiling to the studs to the slab floor. All the plumbing, electrical, heating, insulation, windows, doors and appliances will be updated and upgraded to meet the challenge for our warmer climate and reduced water consumption. This work is being done by a highly skilled and reputable contractor with a top notch crew who has worked in Laguna Woods for over 23 years.

On a personal note, my grandparents purchased 81-B over 35 years ago. In 1998 my parents purchased the unit from them and did a complete remodel (as I am now requesting for 81-C). My parents, Doris and Joe Walsh, lived a full wonderful life here in Laguna Woods. My sister and brother-in-law purchased that same unit in 2016. My connection with Laguna Woods is long in family history.

I have put much thought and time throughout the years in reviewing all possibilities from other allowed remodels in the community. As you can see from the furnished plans this unit will bring added value to the community and a beautiful, functioning home for my husband and myself for many years to come. I look forward to passing it down when my daughter will be able to enjoy all what Laguna Woods has to offer.

I sincerely thank you for your consideration.



ATTACHMENT 3
PHOTOS



SIDE ELEVATION



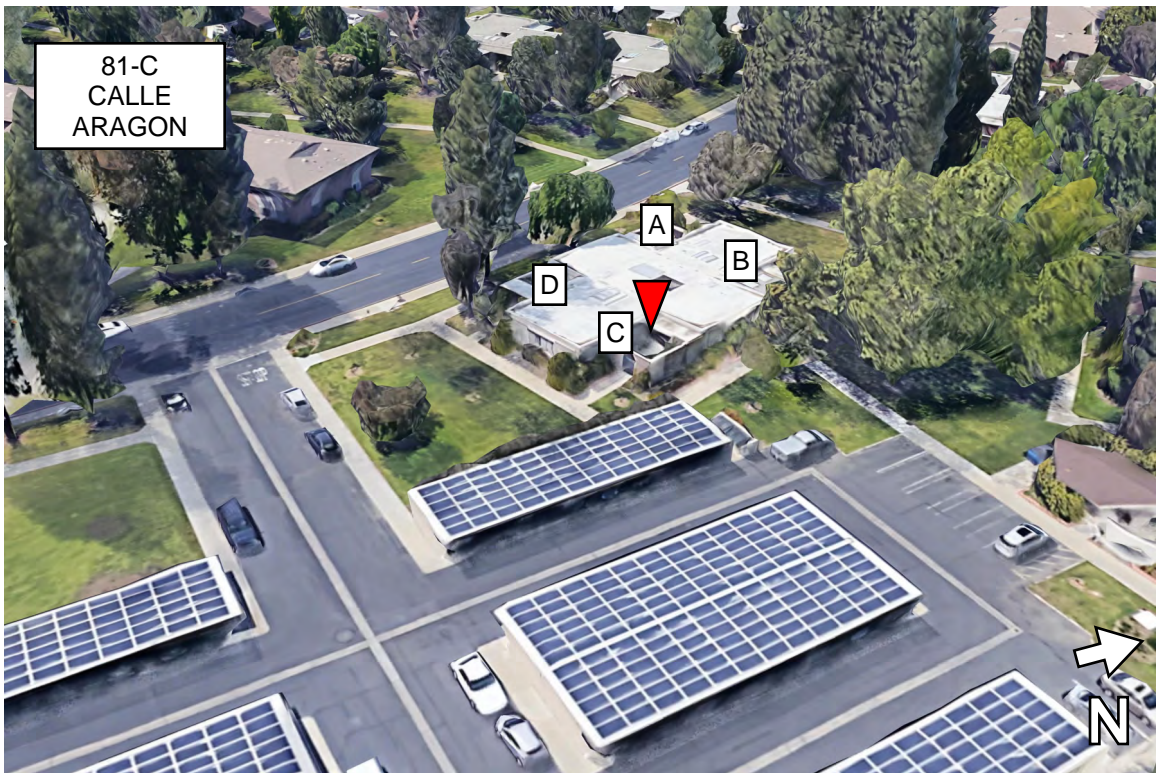
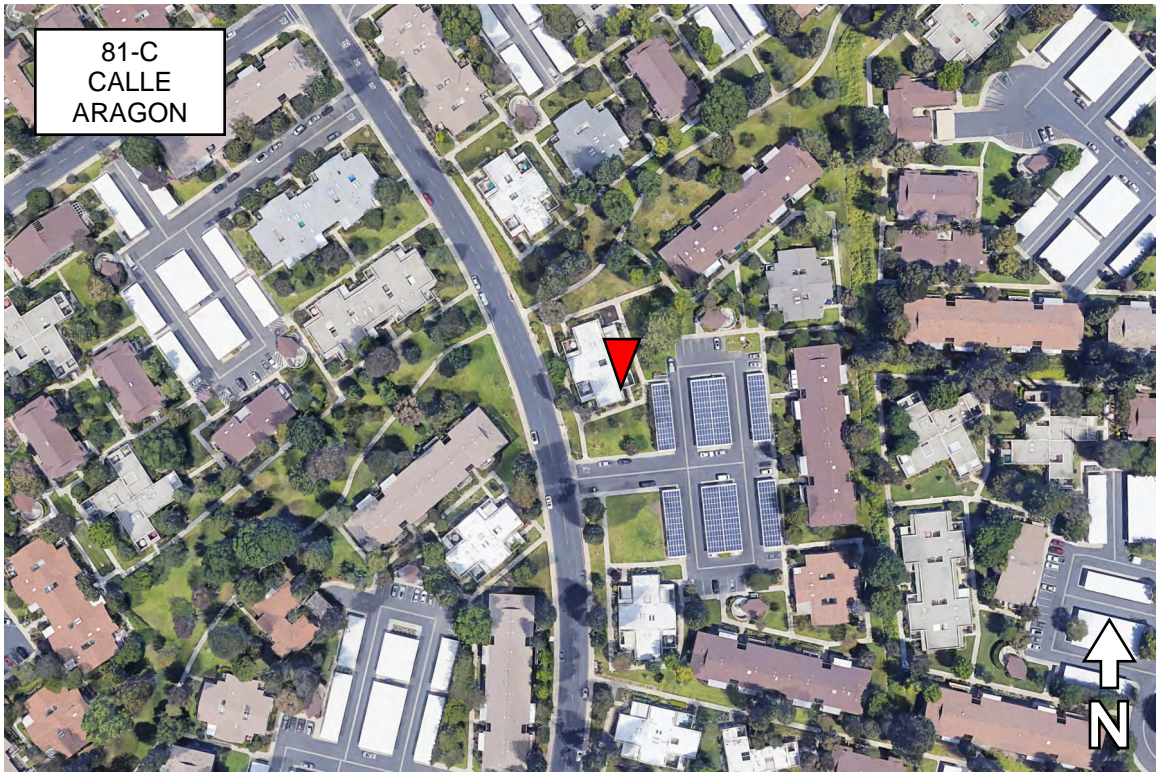
FRONT ELEVATION

ATTACHMENT 3
PHOTOS



EXISTING ENTRY WITH DEMOLISHED SLAB

ATTACHMENT 4
AERIALS





RESOLUTION 01-22-XX

Variance Request

WHEREAS, Ms. Colleen Hey of 81-C Calle Aragon, a Madrid style manor, requests Board approval of a variance for a room addition on the existing front patio, bathroom addition, and enclosed atrium, and,

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on February 17, 2022, and,

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved a recommendation for approval to the Board, and,

NOW THEREFORE BE IT RESOLVED, on March 8, 2022, the Board of Directors hereby approves the request for the room addition on the existing front patio, bathroom addition, and enclosed atrium.;

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 81-C Calle Aragon and all future Mutual Members at 81-C Calle Aragon;

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.

Membership Trust Transfer Review Confirmation Checklist

By way of Resolution 01-20-52, the Board of Directors of United Laguna Woods Mutual has elected to delegate its authority to act upon and approve or deny membership trust transfer requests to an authorized agent. On a monthly basis, a subcommittee of the Board, consisting of United's secretary and at least one other director, shall randomly check select membership trust transfer applications for completeness and conformance with established rules and regulations.

The undersigned Board members affirm that they have reviewed select membership trust transfer applications for the period ending February 28, 2022.

- ☒ Staff report
- ☒ Financial qualifications met
- ☒ Attorney opinion letter
- ☒ Membership certificate; death certificate (if applicable)
- ☒ Credit report, FICO score
- ☒ Background check
- ☒ Emergency / CodeRed form
- ☒ Criminal record
- ☒ Age verification

I certify that a random and representative sampling of membership trust transfer applications was reviewed to the best of my ability. The applications confirm to established rules and regulations.

UNITED LAGUNA WOODS MUTUAL

Signature

Anthony M. Liberatore

Print Name

ANTHONY M. LIBERATORE

Title

PRESIDENT (UNITED)

Date

3/02/2022

Sublease Review Confirmation Checklist

By way of Resolution 01-20-52, the Board of Directors of United Laguna Woods Mutual has elected to delegate its authority to act upon and approve or deny sublease applications to an authorized agent. On a monthly basis, a subcommittee of the Board, consisting of United's secretary and at least one other director, shall randomly check select applications for completeness and conformance with established rules and regulations.

The undersigned Board members affirm that they have reviewed select sublease applications for the period ending February 28, 2022.

- ☒ Shareholder date
- ☒ Sublease application
- ☒ Sublease agreement or addendum/extension
- ☒ Credit report, FICO score
- ☒ Background check
- ☒ Emergency/CodeRed form
- ☒ Criminal record
- ☒ Age verification

I certify that a random and representative sampling of sublease applications was reviewed to the best of my ability. The applications conform to established rules and regulations.

UNITED LAGUNA WOODS MUTUAL

Signature *Anthony M. Libera*

Print Name Anthony M. Libera

Title PRESIDENT UNITED

Date 3/02/2022

STAFF REPORT

DATE: March 8, 2022
FOR: Board of Directors
SUBJECT: Additional Time Extension Request for 729-D Avenida Majorca

RECOMMENDATION

Consider the shareholder request for an additional 180-calendar day extension for existing Mutual Consents and Variance.

BACKGROUND

The shareholder's original Mutual Consent for Demolition was issued on February 5, 2020. The original Variance was approved by the Board on April 14, 2020 and the corresponding Mutual Consent for Alteration was approved on June 16, 2020. Said Mutual Consents and Variance expired without construction commencing and were granted 90-day extensions on August 21, 2020, and again on October 16, 2020. On October 14, 2021, an additional 180-day extension was approved by the Board extending the permit deadlines to April 12, 2022.

On January 20, 2022, the ACSC committee considered the request to grant a new extension, but the motion failed on a 1-1 vote.

DISCUSSION

The shareholder of 729-D Avenida Majorca, (Cordoba style manor) is requesting that the Board consider the request for approval of an additional 180-day extension for the existing Mutual Consent and Variance. If the extension of time is approved by the Board, the shareholder will be required to submit an updated mutual consent application for approval. This will allow the City of Laguna Woods to substantiate the mutual approval and then allow the issuance, at its discretion, of the building permit.

Per the Conditions of Approval of the original Variance, the Mutual Consent for Alterations expires six months after the assigned 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 by staff.

Staff authority to allow extensions is restricted by Board Resolution 01-02-159, where work shall be completed within 180 calendar days of the permit issuance date. If the previously approved alteration is not completed in that time, the shareholder may be granted a one-time extension, not to exceed 90 days, and the conclusion of any work not completed within the extension period will be approved at the discretion of the Board. A new 180 calendar day extension of time would establish a new expiration date of October 10, 2022.

FINANCIAL ANALYSIS

No additional fees have been requested or paid by the shareholder for this work.

Prepared By: Baltazar Mejia, P.E., M&C Assistant Director

Reviewed By: Manuel Gomez, M&C Director

ATTACHMENT(S)

Attachment 1: Existing Open Mutual Consent

Attachment 2: Resolution

APPLICATION FOR MUTUAL CONSENT FOR MANOR ALTERATION(S)

The undersigned, a member of United Laguna Woods Mutual, Third Laguna Hills Mutual, a California nonprofit corporation (hereafter referred to as the "Corporation"), hereby requests the permission of the Corporation to make the alteration described below to Manor. Said alteration (hereafter referred to as the "work") shall be performed subject to the terms and conditions printed on the reverse side hereof, which terms and conditions set out the responsibilities of the member and the below named contractor, if a contractor is to perform said alteration; and which is incorporated herein and made a part hereof.

United Laguna Woods Mutual, per Resolution 01-10-88, hereby designates that the member of United Mutual listed below is a representative of the Mutual exclusively for the purpose of obtaining a City of Laguna Woods building permit for the alteration proposed herein.

MANOR MODEL NAME:

PLAN#:

APPLICANT INFORMATION

Name: **Matt Darbanandi**

Phone: [REDACTED]

Street Address: [REDACTED]

City: **Laguna Niguel**State: **CA**ZIP Code: **92 677**

Email: [REDACTED]

PROPERTY OWNER INFORMATION

Name: **Reza Bastani**

Phone: [REDACTED]

Street Address: **729 D Avenida Majorca**City: **Laguna Woods**State: **CA**ZIP Code: **92637**

E-mail: [REDACTED]

CONTRACTOR

Company Name: **Memar Inc**

Street Address: [REDACTED]

Phone: [REDACTED]

City: **Laguna Niguel**State: **CA**ZIP Code: **92677**

Email: [REDACTED]

License: [REDACTED]

Class: **B**

Expires: [REDACTED]

PROJECT DESCRIPTION:

Create new breakfast room. Remodel bathroom & Atrium. Relocate water heater to outside. Convert patio and porch into a room with Roof & ceiling. Install new drywall between kitchen and bathroom. Raise floor level in kitchen & patio by concrete to living Room level. Install new entrance door for the gate, install new floor tiles, Lights, Electrical & AC ducts, cabinets, countertop, sinks & associated plumbing. Remodeling shall be per attached drawings, Rev 3

ALTERATIONS TO BE COMPLETED PER MUTUAL RULES & STANDARD SECTION(S):

PER MUTUAL APPROVED STANDARD PLAN(S) # **7,8,3**

PER MUTUAL APPROVED VARIANCE RESOLUTION #

variance request SA21463401

MEMBER: IMPORTANT, PLEASE READ CAREFULLY

1. The Mutual's Alteration process requires the Mutual Member receive a copy of the Mutual Standard to which the requested Mutual Consent applies where applicable. To ensure compliance, the Member's signature below indicates receipt of the Standard and a Mutual Consent will not be issued without the required signature.

2. I understand that I will be in non-compliance if my contractor either I do not conform to Mutual Rules and Regulations, and that I may be subject to Member Disciplinary Procedures, including the possibility of a fine in accordance with the Schedule of Monetary Penalties.

I understand that I am responsible for the actions of my contractor(s). I understand that I am responsible for any damages, claims, fines or violations that result from the actions or inactions of my contractor(s) or guests(s).

I will ensure that items requiring inspections will not be covered WITHOUT INSPECTION AND APPROVAL by the CITY OF LAGUNA WOODS BUILDING INSPECTOR. I also understand that Mutual Consent will EXPIRE within 180 DAYS.

Signature of Member: [REDACTED]

Date: **9/21/20**

CONTRACTOR: IMPORTANT, PLEASE READ CAREFULLY

I have received, read, understand, and agree to follow and conform to all current Mutual standards regarding this alteration. In addition, I am a contractor licensed pursuant to the laws of the State of California and agree to perform the work subject to the terms and conditions printed on the reverse side of this application. I will ensure that items requiring inspections will not be covered WITHOUT INSPECTION AND APPROVAL by the CITY OF LAGUNA WOODS BUILDING INSPECTOR. I also understand that Mutual Consent will EXPIRE within 180 DAYS.

Signature of Contractor: [REDACTED]

Date: **9/21/20**

IMPORTANT NOTICE: ASBESTOS CONTAINING MATERIALS THAT ARE BASICALLY INERT AND HARMLESS IF NOT DISTURBED MAY BE PRESENT IN CEILINGS, FLOORS AND OTHER BUILDING COMPONENTS. LEAD-BASED PAINT MAY BE PRESENT. MEMBER AND CONTRACTOR ARE CAUTIONED TO TAKE ALL REASONABLE AND PRUDENT MEASURES TO PROTECT PERSONS AND PROPERTY BEFORE DISTURBING SUCH MATERIALS. MEMBER AND CONTRACTOR AGREE TO ABIDE BY ALL FEDERAL, STATE AND LOCAL LAWS, ORDINANCES, CODES AND REGULATIONS RELATING TO DISTURBANCE REMOVAL AND/OR DISPOSAL OF ALL REGULATED MATERIALS, AND UPON REQUEST, COPIES OF DISPOSAL MANIFESTS WILL BE PROVIDED TO THE CORPORATION.

FOR OFFICE USE ONLY

This application is approved and said member is hereby granted permission to make the above described alteration(s).

Alteration Code(s): **BRA, RA, AE, BRR, WH/Relo, D, Elec/T.2., Hvac Ducts, NC/W/A**

RA/P (Variance)

RA/P (Variance)

RA/P (Variance)

RA/P (Variance)


Manor: **729-D**
 Street: **Avenida Majorca**
 Consent# **20-0706**
 Final Insp. _____
 A copy of the signed City final inspection is required for final acceptance by the Mutual.
 City Demo Permit# _____
 Final Inspection: _____
 City Permit # _____
 Final Inspection: _____
 NAF: _____
 Ref # **X20-0294**

VMS, Inc. Permit Fee Check# Conformance Fee/Check# Paid by Agenda Item #12a

**REMDEL AT
729 AVENIDA MAJORCA, UNIT D
LAGUNA WOODS**

APPROVED

Plans were reviewed for conformance with current United Laguna Woods Mutual / Third Party Mutual Insurance Policies and Regulations. All work shall meet Uniform Building Code and may be subject to approval by the City of Laguna Woods.

By:  **Gavin Fogg**
Date: 10-16-22

VICINITY MAP

PROJECT LOCATION:
729 AVENIDA MAJORCA -D, LAGUNA WOODS

SCOPE OF WORK:

- CONVERT EXISTING 150 SQ. FT. ATRIUM TO DEN
- EXPAND EXISTING KITCH 106 SQ. FT TO BREAKFAST ROOM ADDITION
- BATHROOM SPLIT
- WATER HEATER RELOCATION
- COVER EXIST'G PATIO AND PORCH AREA= 193 SQ. FT.
- INSTALL NEW RETROFIT WINDOWS

DESIGN CRITERIA:

1. DESIGN CODE CBC 2016
2. WIND DESIGN LOADS: ASCE 7-16
3. ALLOWABLE SOIL BEARING PRESSURE 1000 PSF

DESIGN LOADS:

ROOF:
DL=14 PSF
LL=20 PSF

WIND DESIGN CRITERIA:

1. ULTIMATE WIND SPEED 110 MPH
2. WIND EXPOSURE B
3. RISK CATEGORY II
4. INTERNAL PRESSURE COEFFICIENT GCPI=0.18
5. DESIGN WIND PRESSURE 16.70 PSF

SEISMIC DESIGN CRITERIA:

1. SEISMIC DESIGN CATEGORY "D"
2. RISK CATEGORY II
3. SITE CLASS D- STIFF SOIL
4. $S_s = 1.209$
5. $S_1 = .406$
6. $SOC = 0819$
7. $S_0F = \text{NULL}$ - SEE SECTION 11.4.8
8. SEISMIC IMPORTANCE FACTOR =1
9. SEISMIC FORCE RESISTING SYSTEM
PLYWOOD SHEAR WALLS
10. DESIGN BASE SHEAR = 2664 LBS
- 11- Cs SEISMIC RESPONSE COEFFICIENT= 0.1985
12. RESPONSE MODIFICATION COEFFICIENT R= 6.5
13. REDUNDANCY FACTOR =1.3


APPLICABLE CODES:

2019 CALIFORNIA BUILDING CODE, 2019 CALIFORNIA ELECTRICAL CODE, 2016 CALIFORNIA FIRE CODE, 2019 CALIFORNIA PLUMBING CODE, 2019 CALIFORNIA ENERGY CODE, 2019 CALIFORNIA MECHANICAL CODE, 2019 CALIFORNIA BUILDING STANDARDS CODE, CITY MUNICIPAL CODE AMENDMENTS

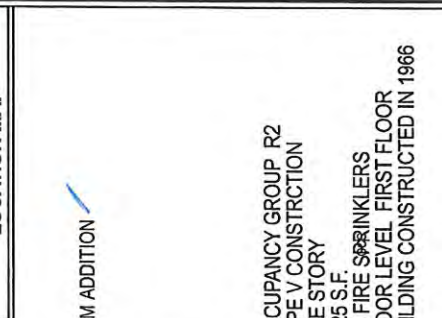
SHEET INDEX:

- S-1 GENERAL NOTES
- S-2 GENERAL NOTES
- S-3 FLOOR PLANS - PROJECT 1
- S-4 FRAMING AND FOUNDATION PLANS
- S-5 ELEVATIONS & DOOR/WINDOW SCHEDULE
- SD-1 STRUCTURAL DETAILS
- SD-2 STRUCTURAL DETAILS
- GB-1 GREEN BUILDING REQUIREMENTS
- GB-3 GREEN BUILDING REQUIREMENTS

LOCATION MAP



SITE PLAN



COVER

3 04-23-2020
REVISION

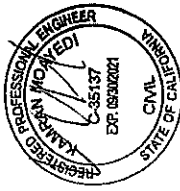
Project Name: REMODEL AT 729 AVENIDA MAJORCA, UNIT D LAGUNA WOODS

















Issue Date: Issue Description: By: Check:

Seal/Signature: _____

Professional Engineer: KAMRAN MOAYEDI, P.E. 26180 ENTERPRISE WAY NO. 300 LAKE FOREST, CA 92630 (949) 636-6725 K.MOAYEDI@YAHOO.COM

Seal: _____ Date: _____

KAMRAN MOAYEDI, P.E. 26180 ENTERPRISE WAY NO. 300 LAKE FOREST, CA 92630 (949) 636-6725 K.MOAYEDI@YAHOO.COM				Issue Date: _____ Project Name: _____ Project Number: _____	
REMODEL AT 729 AVENIDA MAJORCA, UNIT D LAGUNA WOODS		Designer: _____ Checker: _____ Date: _____		S-1 Sheet Number: _____	

Item	Graphic	Description & Fastening
1		Joist to mud sill or upper top plate: (3) 8d common or 16d sinker or short, toe nails.
2		Blocking to joist: (3) 8d common or 16d sinker or short, toe nails or (2) 16d sinker or short face nail.
3		Sole (bottom) plate to joist or blocking: 16d common or short face nail at 16" o.c.
4		Lower top plate to stud: (2) 16d sinker or short face nail or (4) 8d common or 16d sinker or short toe nail.
5		Stud to sole bottom plate: (2) 16d sinker or short face nail or (4) 8d common or 16d sinker or short toe nail.
6		Double studs or Built-up studs typical stitching: 16d sinker or short face nails at 24" o.c.
7		Top plates at intersection, face nail: (4) 16d sinker or short face nail
8		Top plates typical stitching: 16d sinker or short face nails at 16" o.c.
9		Upper top plates at laps: (8) 16d sinker or short face nail each side of butt joint
10		Rim joist to upper top plate or mud sill: 8d common or 16d sinker or short toe nails at 15" o.c.
11		Ceiling joist to plate, toe nail: (3) 8d common or 16d sinker or short toe nails
12		Ceiling joist, lap over walls and partition: (3) 16d sinker or short face nails
13		Ceiling joist, to parallel rafters: (3) 16d sinker or short face nails
14		Rafter to plate, toe nail: (3) 8d common or 16d sinker or short toe nails
15		Built up corner studs: 16d sinker or short face nails @24" o.c.
16		Connections for three piece built up girder and beams: 16d at 12" o.c. at top and bottom with 3-16d at ea ends

2. With respect to the nailing schedule, common, sinker, or box nails may be used. However, where nails are specifically noted on the plans, they shall be common nails.

FRAMING	NAILING SCHEDULE
1. ALL LUMBER SHALL BE DOC PS20 DOUGLAS FIR—ARCH TO CONFORM WITH CHAPTER 23 OF CBC ALL STRUCTURAL FRAMING MEMBERS SHALL BE GRADE MARKED AS DOUGLAS FIR AS FOLLOWS UNLESS NOTED OTHERWISE ON PLANS MOISTURE CONTENT 19% a. CATEGORY GRADE LIGHT FRAMING STANDARD STRUCTURAL LIGHT FRAMING #2 FOR 2x MEMBERS #1 FOR 3x MEMBERS AND LEDGERS UNLESS NOTED OTHERWISE. b. ALL PLYWOOD SHALL CONFORM TO PS-1-95 AND SHALL BE GRADE, INDEX NUMBER, AND THICKNESS CALLED ON PLANS. ALL PLYWOOD SHALL BE BONDED WITH EXTERIOR GLUE. ALL PLYWOOD DIRECTLY EXPOSED TO THE WEATHER SHALL BE EXTERIOR TYPE PLYWOOD. 2. UNLESS OTHERWISE NOTED ON PLANS ALL EXTERIOR WALLS, INTERIOR BEARING WALLS AND MAIN CROSS WALLS SHALL BE BRACED BY ONE OF THE FOLLOWING METHODS: a. WHERE INTERIOR WALL COVERING IS 1/2" GYPSUM BOARD, NAIL WITH 5d COOLER NAILS AT 7" O.C. AT ALL STUDS AND AT TOP AND BOTTOM PLATES. NO EDGE BLOCKING REQUIRED. b. 1x6 CONTINUOUS DIAGONAL BRACE LET INTO STUDS AT SUCH AN ANGLE SO AS TO CROSS A MINIMUM OF 4 STUD SPACES. NAIL AT STUDS & PLATES PER NAILING SCHEDULE. c. MINIMUM 1502" PLYWOOD NAILED AT STUDS AND PLATES WITH 8d NAILS AT 6" O.C. PANEL SHALL BE MINIMUM 4" WIDE AND 0.25" MAXIMUM INTERVALS. 3. ALL LUMBER IN CONTACT WITH CONCRETE AND MASONRY SHALL BE PRESSURE TREATED. 4. BLOCKING SHALL BE PROVIDED PER LOCAL CODES. 5. ALL WALLS SHOULD BE COMMON NAILS AND NAIL SPACING SHOULD BE PER LOCAL BUILDING CODE SCHEDULE UNLESS NOTED OTHERWISE ON THE STRUCTURAL DRAWINGS PER CBC TABLE 2304.9.1 6. WHERE PLUMBING, HEATING, OR OTHER PIPES NECESSITATE THE CUTTING OF SOLE OR PLATES, THE CUT SOLE OR TOP PLATES SHALL BE TIED BY A MINIMUM 1/8" THICK BY 1 1/2" WIDE STRAP WITH 4-16d NAILS EACH END. 7. PRIOR TO COVERING, ALL NAILING OF ROOF, FLOOR AND SHEAR WALL SHEATING SHALL BE INSPECTED AND APPROVED BY THE BUILDING INSPECTOR. WHERE USED AS SHEATING FOR SHEAR WALLS PER SHEAR WALLS PER SHEAR WALL SCHEDULE OR AS WALL BRACING PER NOTE NUMBER 2 THIS SECTION, THE NAILING OF ALL GYPSUM BOARD SHALL BE INSPECTED AND APPROVED PRIOR TO TAPING OF JOISTS. 8. ALL EXTERIOR WOOD SHALL BE FIRE—RETARDANT TREATED WOOD. 9. FASTENERS FOR PRESERVATIVE TREATED AND FIRE TREATED WOOD SHALL BE OF HOT DIPPED ZINC COATED GALVANIZED STEEL, STAINLESS STEEL, SILICON BRONZE OR COPPER EXCEPT 1/2" O OR GREATER STEEL BOLT AND FASTENERS OTHER THAN NAILS AND TIMBER RIVETS SHALL BE PERMITTED TO BE MECHANICALLY DEPOSITED ZINC COATED STEEL ASTM B695 CLASS 55 MINIMUM.	1. As a minimum and if not specifically detailed or noted elsewhere and otherwise, the various wood components of the structure shall be fastened together as follows: 1. Joist to mud sill or upper top plate: (3) 8d common or 16d sinker or short, toe nails. 2. Blocking to joist: (3) 8d common or 16d sinker or short, toe nails or (2) 16d sinker or short face nail. 3. Sole (bottom) plate to joist or blocking: 16d common or short face nail at 16" o.c. 4. Lower top plate to stud: (2) 16d sinker or short face nail or (4) 8d common or 16d sinker or short toe nail. 5. Stud to sole bottom plate: (2) 16d sinker or short face nail or (4) 8d common or 16d sinker or short toe nail. 6. Double studs or Built-up studs typical stitching: 16d sinker or short face nails at 24" o.c. 7. Top plates at intersection, face nail: (4) 16d sinker or short face nail 8. Top plates typical stitching: 16d sinker or short face nails at 16" o.c. 9. Upper top plates at laps: (8) 16d sinker or short face nail each side of butt joint 10. Rim joist to upper top plate or mud sill: 8d common or 16d sinker or short toe nails at 15" o.c. 11. Ceiling joist to plate, toe nail: (3) 8d common or 16d sinker or short toe nails 12. Ceiling joist, lap over walls and partition: (3) 16d sinker or short face nails 13. Ceiling joist, to parallel rafters: (3) 16d sinker or short face nails 14. Rafter to plate, toe nail: (3) 8d common or 16d sinker or short toe nails 15. Built up corner studs: 16d sinker or short face nails @24" o.c. 16. Connections for three piece built up girder and beams: 16d at 12" o.c. at top and bottom with 3-16d at ea ends

GENERAL	MATERIAL SPECIFICATIONS
1. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS AT SITE AND NOTIFY THE ARCHITECT OF ALL DISCREPANCIES. 2. SEE ARCHITECTURAL DRAWINGS FOR DOORS, WINDOWS, NON-BEARING INTERIOR AND EXTERIOR WALLS, ELEVATIONS, SLOPES, STAIRS, CURBS, DRAINS, DEPRESSIONS, RAILINGS, WATERPROOFING, FINISHES, ETC. 3. ALL WORKMANSHIP AND MATERIALS SHALL BE GOOD QUALITY, WHERE NOT SHOWN ON THE PLANS THE CONTRACTOR SHALL MEET INDUSTRY STANDARDS AND LOCAL CODES. 4. THE NOTES ON THIS SHEET SHALL BE USED WHENEVER APPLICABLE UNLESS OTHERWISE NOTED ON THE DRAWINGS; NOTES & DETAILS ON DRAWINGS SHALL TAKE PRECEDENCE OVER GENERAL NOTES & TYPICAL DETAILS. 5. CONTRACTOR SHALL BE RESPONSIBLE FOR SAFETY & PROTECTION IN AND AROUND JOB SITE & OR ADJACENT PROPERTIES. 6. OBSERVATION VISITS TO THE SITE BY FIELD REPRESENTATIVE SHALL NEITHER BE CONSTRUED AS INSPECTION NOR APPROVAL OF CONSTRUCTION. 7. ALL CONCRETE AND REINFORCING STEEL SHALL BE PLACED IN ACCORDANCE WITH GOOD QUALITY STANDARD PRACTICE. CONCRETE AND MASONRY SHALL BE ADEQUATELY CURED BEFORE REMOVING SHORING.	1. PLYWOOD: PRODUCT STANDARD DOC PSI OR DOC PS2, DOUGLAS FIR—ARCH, STRUCTURAL 1 a. FLOOR SHEATHING: MIN 1932" PLYWOOD T&G ID INDEX 32716, UNBLOCK DIAPHRAGM W/ 10d 4.8.10 UNLESS NOTED OTHERWISE b. ROOF SHEATHING: MIN 1532" PLYWOOD ID INDEX 24716, UNBLOCK DIAPHRAGM W/ 8d 4.6.12 UNLESS NOTED OTHERWISE 2. WOOD FRAMING MEMBERS: DOUGLAS FIR—ARCH, NOTIFY ENGINEER IF OTHER SPECIES OF LUMBER ARE DELIVERED TO THE SITE OR THE PART OF THE EXISTING CONSTRUCTION. 3. CONCRETE: a. MINIMUM CONCRETE STRENGTH SHALL AS FOLLOW UNLESS NOTED OTHERWISE: 1 a. SPREAD FOOTING, CONTINUOUS FOOTING AND SLAB ON GRADE 2500 PSI, WITHOUT INSPECTION 2a. GRADE BEAMS & PILES 4500 PSI. 3a. STRUCTURAL BEAM, STRUCTURAL SLABS, WALLS AND COLUMNS 2500 PSI. REINFORCING STEEL: a. ALL REINFORCING STEEL SHALL BE NEW STOCK DEFORMED BARS CONFORMING TO ASTM A 615 AS FOLLOWS UNLESS OTHERWISE SHOWN: 1a. #5 AND SMALLER GRADE 40 OR 60 2a. #5 AND LARGER GRADE 60 b. ALL BARS SHALL BE FREE OF LOOSE FLAKY RUST AND SCALE, GREASE, OR OTHER MATERIAL, MIGHT AFFECT OR IMPAIR BOND.

SHEAR WALL NOTES:

1. STUCCO AND/OR STUCCO WITH VENEER OVER A PLYWOOD SHEAR WALL WILL BE WATERPROOFED WITH A MINIMUM OF (2) #15 FELT UNDERLAYMENTS.
2. ONLY COMMON NAILS WILL BE USED FOR ALL PLYWOOD SHEAR WALLS AND NAIL GUNS USING "CLIPPED HEAD" OR "SINKER" NAILS ARE NOT ACCEPTABLE.
3. ALL BOLT HOLES TO BE DRILLED 1/32" MIN. TO 1/16" MAX. OVERSIZED. ENGINEER TO VERIFY.
4. DOUGLASS-FIR (GROUP II LUMBER) PRESSURE TREATED SILL PLATES WILL BE USED. ENGINEER TO BE NOTIFIED FOR REDESIGN IF OTHER SPECIES SILLS ARE DELIVERED TO THE SITE (OR ARE PART OF THE EXISTING BUILDING).
5. THE FOLLOWING APPLIES TO ALL SHEAR WALLS WITH A LISTED DESIGN LOAD GREATER THAN 300 PLF:
 - a. PROVIDE 3x SILL PLATES FOR SILLS THAT REST ON CONCRETE OR MASONRY.
 - b. PROVIDE 3x STUDS BETWEEN ADJACENT PANELS. IF ITS NECESSARY TO USE 2x2 MEMBERS BETWEEN PANELS, SPECIFY 16d NAILS WITH STAGGERED NAILING, AND SPACING NO GREATER THAN THE REQUIRED PLYWOOD EDGE NAILING.
 - c. PROVIDE 1/2" EDGE DISTANCE FOR PLYWOOD BOUNDARY NAILING.
 - d. PLATE WASHERS ARE TO BE USED WITH ANCHOR BOLTS.
 2x5" BOLT 3" x 3" x 14"
 2x10" BOLT 3" x 3" x 38"
- e. STRUCTURAL OBSERVATION IS REQUIRED FOR PLYWOOD SHEAR WALL WITH DESIGN LOAD OF 300 PLF PER FOLLOWING PROCEDURES:

SHEAR WALL SCHEDULE

SHEAR PANEL TYPE	SHEATHING (8)	EDGE NAILING (COMMON) (1)	FIELD NAILING (COMMON) (2)	ALLOWABLE SHEAR (PLF)	ALLOWABLE SHEAR (PLF) 18" x 6" SINKER (3)	FRAMING CLIPS (4)
A	3/8" APA rated	8d @ 6" O.C.	8d @ 12" O.C.	250	18" x 6" SINKER @ 6" O.C.	18" x 6" ASDS L550s (6) (7)
A	3/8" APA rated	8d @ 6" O.C.	8d @ 12" O.C.	360	18" x 6" SINKER @ 6" O.C.	18" x 6" ASDS L550s (6) (7)
A	3/8" APA rated	8d @ 6" O.C.	8d @ 12" O.C.	480	18" x 6" SINKER @ 6" O.C.	18" x 6" ASDS L550s (6) (7)
A	3/8" APA rated	8d @ 6" O.C.	8d @ 12" O.C.	640	18" x 6" SINKER @ 6" O.C.	18" x 6" ASDS L550s (6) (7)
A	1532 APA rated	10d @ 6" O.C.	12d @ 12" O.C.	870	18" x 6" SINKER @ 6" O.C.	18" x 6" ASDS L550s (6) (7)

(1) SHEATHING PANEL JOINT AND SILL PLATE NAILING SHALL BE STAGGERED IN ALL CASES.

(2) PROVIDE 3" NOMINAL OR WIDER FRAMING AT ADJOINING PANEL EDGES WITH NAILS STAGGERED.

(3) STUDS ARE SPACED 16" O.C.

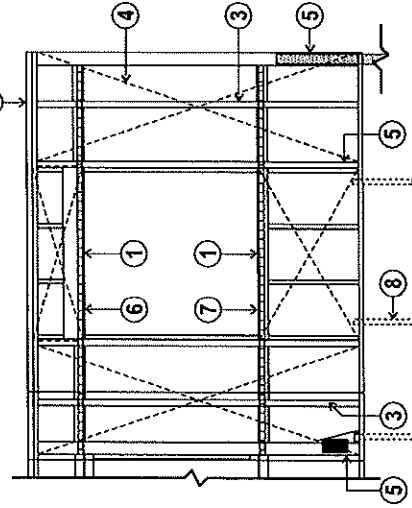
(4) PERIODIC SPECIAL INSPECTION IS REQUIRED FOR SEISMIC DESIGN CATEGORY C, D, E & F.

(5) FOR SEISMIC DESIGN CATEGORY D, E & F, PROVIDE 3" NOMINAL OR WIDER FRAMING AT ADJOINING PANEL EDGES WITH NAILS STAGGERED.

(6) USE CLIPS @ 6" O.C. ON SIMPSON STRONG WALL & HARDY FRAME (U.N.O.).

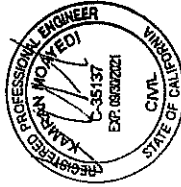
(7) USE SPACING PER SCHEDULE IF NUMBER OF FRAMING CLIPS ARE NOT SPECIFIED ON FRAMING PLANS.

(8) SHEATHING CONFORMS TO EITHER DOC PS 1 OR PS 2 STANDARDS.

TYP. DETAIL AT SHEAR WALLS

1. SIMPSON CS16 OVER SHEAR PANEL OVER 2x BLKG W/ 8d @ 2 1/16" O.C. EXTEND ONTO HDR. OR WINDOW SILL & ACROSS SHEAR PANEL. TYP. EACH CORNER OF OPENING. (ALT. INSTALL OVER 2x MIN. BLKG ABOVE & BELOW OPENING FULL LENGTH OF SHEAR PANEL).
 2. DOUBLE 2x TOP PLATE.
 3. 2x STUD PER PLAN.
 4. SHEAR PANEL TYPE PER PLAN ALL AROUND OPENING. PROVIDE B.N. AT BLKG & EDGES OF SHEAR WALL.
 5. CONT. STUDS OR POST W/ B.N. & W/ HOLD-DOWN PER PLAN AT OUTSIDE EDGES OF SHEAR PANEL & EDGES OF DOORWAYS.
 6. HEADER PER PLAN.
 7. WINDOW SILL WHERE OCCURS.
 8. NAILING / SCREW / BOLT PER PLAN.
- NOTES:
- INSTALL HOLD-DOWN ON RETURN WALL @ CORNERS WHEN APPLICABLE.
 - USE FULL WIDTH BLKG & WINDOW SILL FOR STRAP ON BOTH SIDES OF DBL SIDED SHEAR PANELS.
 - NAIL BOTH FLUID. PANELS ON SAME MEMBER.
 - REFER TO 175N2 FOR CS16 NAILING PATTERN.

KAMRAN MOAYEDI, P.E.
26180 ENTERPRISE WAY
NO. 300
LAKE FOREST, CA 92630
(949) 636-6725
K.MOAYEDI@YAHOO.COM



Issue Date: _____
By: _____
Check: _____

Scale/Description: _____

REMODEL AT
729 AVENIDA MAJORCA,
UNIT D
LAGUNA WOODS

Project Name: _____

Location: _____

Sheet: _____
Date: _____

S-2

Sheet Number: _____

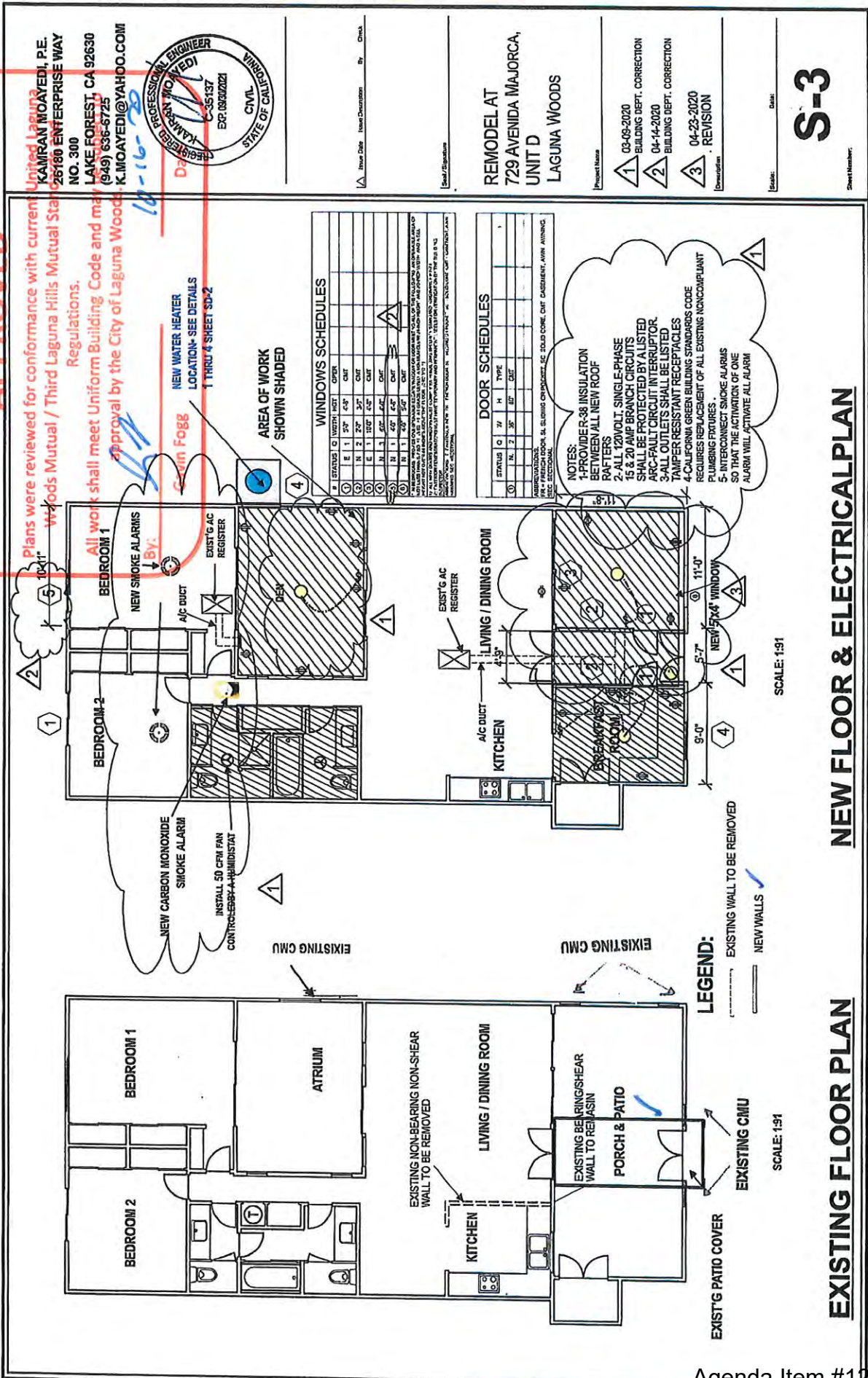


APPROVED

Plans were reviewed for conformance with current United Laguna Woods Mutual / Third Laguna Hills Mutual Standards and Regulations.

All work shall meet Uniform Building Code and may require approval by the City of Laguna Woods.

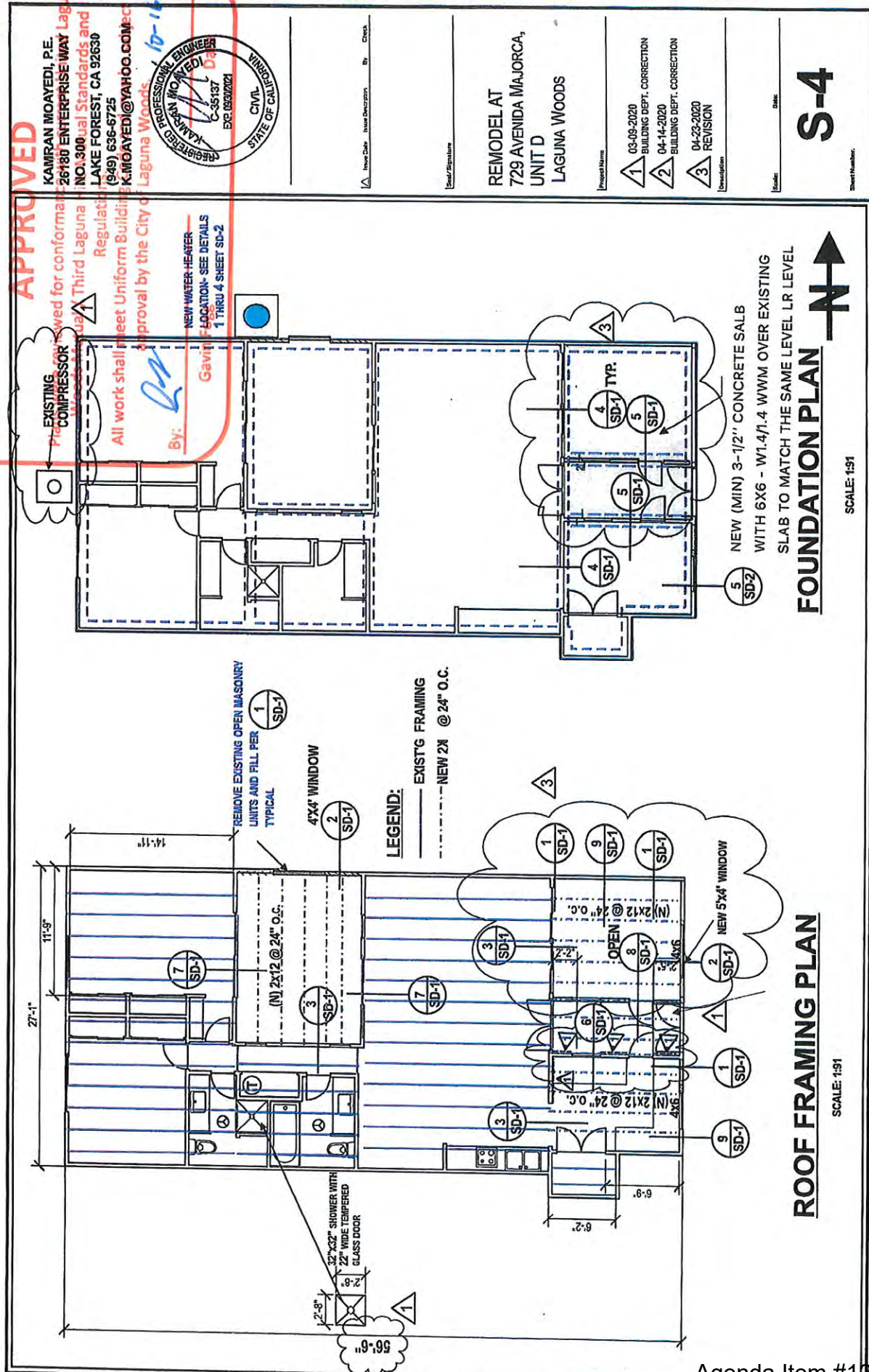
KAMRAN MOAYEDI, P.E.
26186 ENTERPRISE WAY
NO. 300
LAKE FOREST, CA 92630
(949) 636-6725
K.MOAYEDI@YAHOO.COM



NEW FLOOR & ELECTRICAL PLAN

EXISTING FLOOR PLAN

S-3





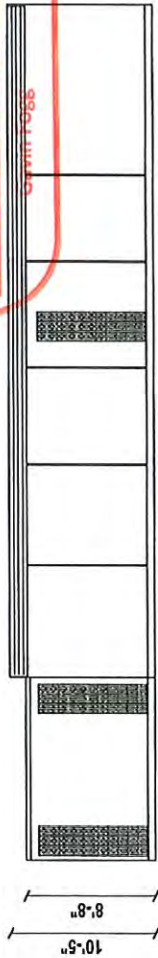
Laguna Woods Village

APPROVED

KAMRAN MOAYEDI, P.E.
26180 ENTERPRISE WAY
NO. 300
LAGUNA WOODS VILLAGE, CA 92653
(949) 636-6725
K.MOAYEDI@YAHOO.COM

Plans were reviewed for conformance with the Uniform Building Code and may be subject to approval by the City of Laguna Woods.

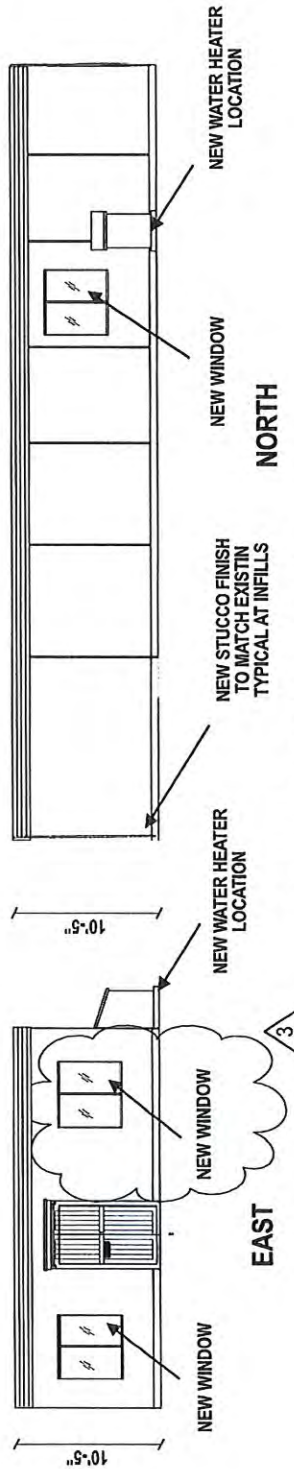
By: *[Signature]* **10-16-20**



EXISTING CMU
EAST

NORTH

EXISTING ELEVATIONS



NEW WINDOW
NEW WATER HEATER LOCATION
NEW STUCCO FINISH TO MATCH EXISTING TYPICAL AT INFILLS

PROPOSED ELEVATIONS

NORTH

REMODEL AT
729 AVENIDA MAJORCA,
UNIT D
LAGUNA WOODS

Project Name


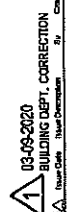
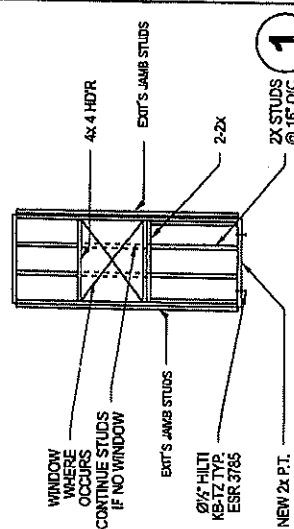
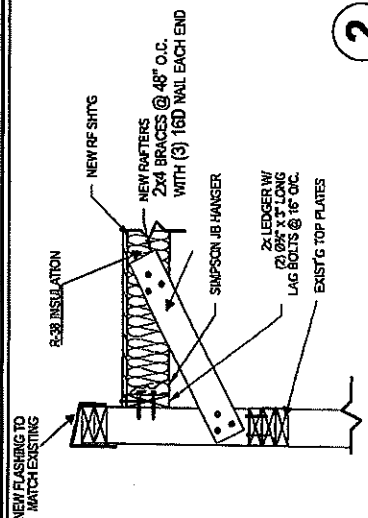
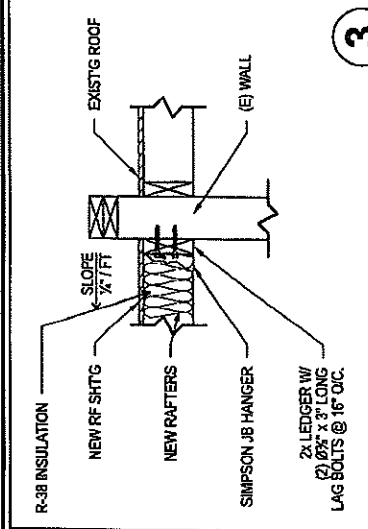
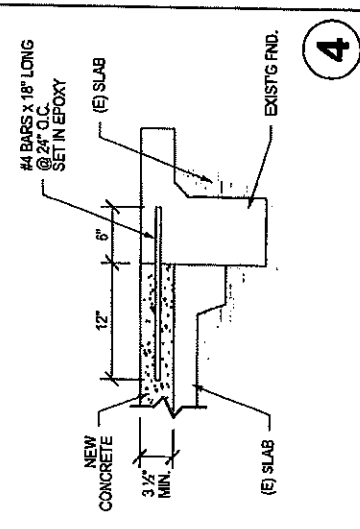
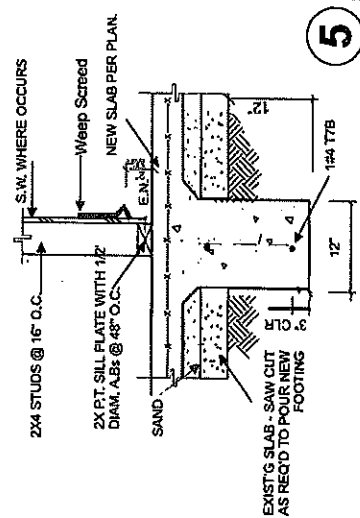
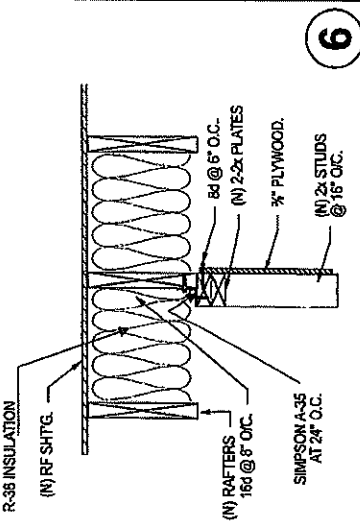
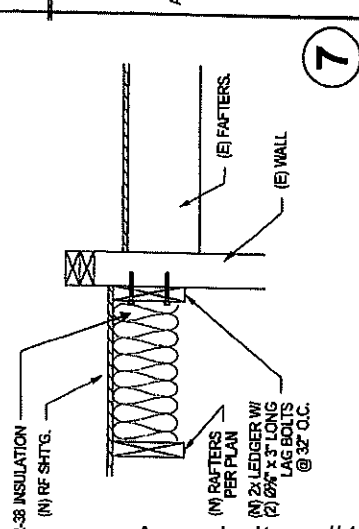
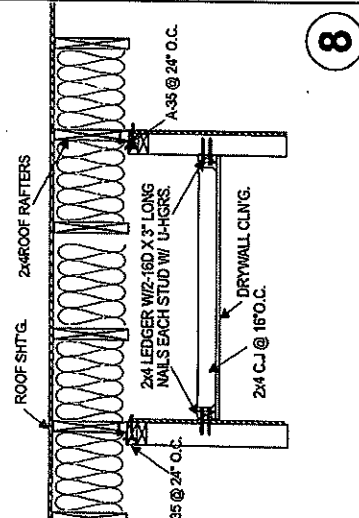
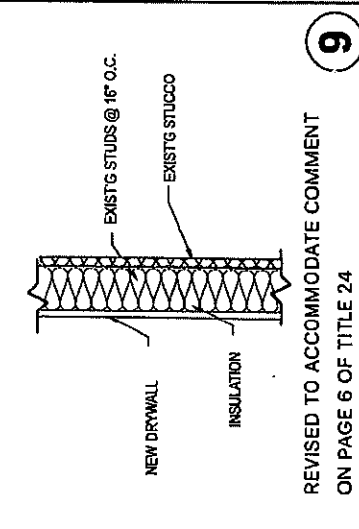
- 03-09-2020
BUILDING DEPT. CORRECTION
- 04-14-2020
BUILDING DEPT. CORRECTION
- 04-23-2020
REVISION

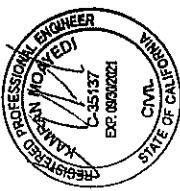
Description

Scale: _____ Date: _____

S-5

Sheet Number:

<p>KAMRAN MOAYEDI, P.E. 25180 ENTERPRISE WAY NO. 300 LAKE FOREST, CA 92630 (949) 636-6725 K.MOAYEDI@YAHOO.COM</p> <div style="text-align: center;">  </div>	<div style="display: flex; justify-content: space-between;"> <div>  </div> <div> <p>REMODEL AT 729 AVENIDA MAJORCA, UNIT D LAGUNA WOODS</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> <p>Project Name</p> <p>_____</p> </div> <div> <p>Drawn</p> <p>_____</p> </div> </div> <div style="text-align: right; font-size: 2em; font-weight: bold; margin-top: 20px;">SD-1</div> <p style="text-align: right; font-size: 0.8em;">Sheet Number</p>							
<p style="text-align: center; font-size: 1.5em; font-weight: bold;">1</p> 	<p style="text-align: center; font-size: 1.5em; font-weight: bold;">2</p> 	<p style="text-align: center; font-size: 1.5em; font-weight: bold;">3</p> 	<p style="text-align: center; font-size: 1.5em; font-weight: bold;">4</p> 	<p style="text-align: center; font-size: 1.5em; font-weight: bold;">5</p> 	<p style="text-align: center; font-size: 1.5em; font-weight: bold;">6</p> 	<p style="text-align: center; font-size: 1.5em; font-weight: bold;">7</p> 	<p style="text-align: center; font-size: 1.5em; font-weight: bold;">8</p> 	<p style="text-align: center; font-size: 1.5em; font-weight: bold;">9</p> 
<p>REVISED TO ACCOMMODATE COMMENT ON PAGE 6 OF TITLE 24</p>								

<p>KAMRAN MOAYEDI, P.E. 26180 ENTERPRISE WAY NO. 300 LAKE FOREST, CA 92630 (949) 636-6725 K.MOAYEDI@YAHOO.COM</p> <p></p> <p>WATER HEATER RELOCATION PER RESOLUTION JAN 16, 2008</p> <p>Issue Date: _____ Issue Description: _____ By: _____ Check: _____</p> <p>_____</p> <p>Project Name: _____</p> <p>REMODEL AT 729 AVENIDA MAJORCA, UNIT D LAGUNA WOODS</p> <p>03-09-2020 BUILDING DEPT. CORRECTION 04-14-2020 BUILDING DEPT. CORRECTION 04-23-2020 REVISION</p> <p>_____</p> <p>SD-2</p>	<p>3</p> <p>W.H. SECTION</p>	<p>2</p> <p>W.H. ELEVATION</p>	<p>1</p> <p>W.H. PLAN VIEW</p>	<p>6</p>	<p>5</p>	<p>4</p> <p>W.H. DETAIL</p>	<p>9</p>	<p>8</p>	<p>7</p>
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2019 CALIFORNIA GREEN BUILDING STANDARDS CODE

RESIDENTIAL MANDATORY MEASURES (January 2020, Includes August 2019 Supplement)

ABBREVIATION DEFINITIONS:

HCD Department of Housing and Community Development
 BSC California Building Standards Commission
 DSA-SS Division of the State Architect, Structural Safety
 OSHPD Office of Statewide Health Planning and Development
 LR Low Rise
 HR High Rise
 AA Additions and Alterations
 N New

DIVISION 4.3 WATER EFFICIENCY AND CONSERVATION

4.303 INDOOR WATER USE

4.303.1 WATER CONSERVING PLUMBING FIXTURES AND FITTINGS. Plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) shall comply with the sections 4.303.1.1, 4.303.1.2, 4.303.1.3, and 4.303.1.4.

Note: All noncompliant plumbing fixtures in any residential real property shall be replaced with water-conserving plumbing fixtures. Plumbing fixture replacement is required prior to issuance of a certificate of final completion, certificate of occupancy, or final permit approval by the local building department. See Civil Code Section 110111, et seq., for the definition of a noncompliant plumbing fixture, types of residential buildings affected and other important enactment dates.

4.303.1.1 Water Closets. The effective flush volume of all water closets shall not exceed 1.28 gallons per flush. Tank-type water closets shall be certified to the performance criteria of the U.S. EPA WaterSense Specification for Tank-Type Toilets.

Note: The effective flush volume of dual flush toilets is defined as the composite, average flush volume of two reduced flushes and one full flush.

4.303.1.2 Urinals. The effective flush volume of wall mounted urinals shall not exceed 0.125 gallons per flush. The effective flush volume of all other urinals shall not exceed 0.5 gallons per flush.

4.303.1.3 Showerheads.

4.303.1.3.1 Single Showerhead. Showerheads shall have a maximum flow rate of not more than 1.8 gallons per minute at 80 psi. Showerheads shall be certified to the performance criteria of the U.S. EPA WaterSense Specification for Showerheads.

4.303.1.3.2 Multiple showerheads serving one shower. When a shower is served by more than one showerhead, the combined flow rate of all the showerheads and/or other shower outlets controlled by a single valve shall not exceed 1.8 gallons per minute at 80 psi, or the shower shall be designed to only allow one shower outlet to be in operation at a time.

Note: A hand-hold shower shall be considered a showerhead.

4.303.1.4 Faucets.

4.303.1.4.1 Residential Lavatory Faucets. The maximum flow rate of residential lavatory faucets shall not exceed 1.2 gallons per minute at 60 psi. The minimum flow rate of residential lavatory faucets shall not be less than 0.8 gallons per minute at 20 psi.

4.303.1.4.2 Lavatory Faucets in Common and Public Use Areas. The maximum flow rate of lavatory faucets installed in common and public use areas (outside of dwellings or sleeping units) in residential buildings shall not exceed 0.5 gallons per minute at 60 psi.

4.303.1.4.3 Metering Faucets. Metering faucets when installed in residential buildings shall not deliver more than 0.2 gallons per cycle.

4.303.1.4.4 Kitchen Faucets. The maximum flow rate of kitchen faucets shall not exceed 1.9 gallons per minute at 60 psi. Kitchen faucets may temporarily increase the flow above the maximum rate, but not to exceed 2.2 gallons per minute at 60 psi, and must default to a maximum flow rate of 1.8 gallons per minute at 60 psi.

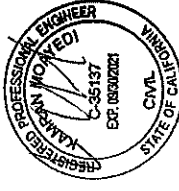
Note: Where complying faucets are unavailable, aerators or other means may be used to achieve reduction.

4.303.2 STANDARDS FOR PLUMBING FIXTURES AND FITTINGS. Plumbing fixtures and fittings shall be installed in accordance with the California Plumbing Code, and shall meet the applicable standards referenced in Table 1701.1 of the California Plumbing Code.

NOTE:
THIS TABLE COMPILES THE DATA IN SECTION 4.303.1, AND
IS INCLUDED AS A CONVENIENCE FOR THE USER.

TABLE - MAXIMUM FIXTURE WATER USE	
FIXTURE TYPE	FLOW RATE
SHOWER HEADS (RESIDENTIAL)	1.8 GPM @ 80 PSI
LAVATORY FAUCETS (RESIDENTIAL)	MAX. 1.2 GPM @ 60 PSI MIN. 0.8 GPM @ 20 PSI
LAVATORY FAUCETS IN COMMON & PUBLIC USE AREAS	0.5 GPM @ 80 PSI
KITCHEN FAUCETS	1.8 GPM @ 80 PSI
METERING FAUCETS	0.2 GAL/CYCLE
WATER CLOSET	1.28 GAL/FLUSH
URINALS	0.125 GAL/FLUSH

KAMRAN MOAYEDI, P.E.
 26180 ENTERPRISE WAY
 NO. 300
 LAKE FOREST, CA 92630
 (949) 636-6725
 K.MOAYEDI@YAHOO.COM



Issue Date: Issue Description: By: Check:

Seal/Signature:

REMODEL AT
 729 AVENIDA MAJORCA,
 UNIT D
 LAGUNA WOODS

Project Name:

Discipline:

Scale:

Date:

GB-1

Sheet Number:

2019 CALIFORNIA GREEN BUILDING STANDARDS CODE

RESIDENTIAL MANDATORY MEASURES (January 2020, Includes August 2019 Supplement)

4.506 INDOOR AIR QUALITY AND EXHAUST

4.506.1 Bathroom exhaust fans. Each bathroom shall be mechanically ventilated and shall comply with the following:

1. Fans shall be ENERGY STAR compliant and be ducted to terminate outside the building.
2. Unless functioning as a component of a whole house ventilation system, fans must be controlled by a humidity control.
 - a. Humidity controls shall be capable of adjustment between a relative humidity range less than or equal to 50% to a maximum of 80%. A humidity control may utilize manual or automatic means of adjustment.
 - b. A humidity control may be a separate component to the exhaust fan and is not required to be integral (i.e., built-in).

Notes:

1. For the purposes of this section, a bathroom is a room which contains a bathtub, shower or tub/shower combination.
2. Lighting integral to bathroom exhaust fans shall comply with the California Energy Code.

4.507 ENVIRONMENTAL COMFORT

4.507.2 HEATING AND AIR-CONDITIONING SYSTEM DESIGN. Heating and air conditioning systems shall be sized, designed and have their equipment selected using the following methods:

1. The heat loss and heat gain is established according to ANSI/ACCA 2 Manual J - 2011 (Residential Load Calculation), ASHRAE handbooks or other equivalent design software or methods.
2. Duct systems are sized according to ANSI/ACCA 1 Manual D - 2014 (Residential Duct Systems), ASHRAE handbooks or other equivalent design software or methods.
3. Select heating and cooling equipment according to ANSI/ACCA 3 Manual S - 2014 (Residential Equipment Selection), or other equivalent design software or methods.

Exception: Use of alternate design temperatures necessary to ensure the system functions are acceptable.

INSTALLER & SPECIAL INSPECTOR QUALIFICATIONS

702 QUALIFICATIONS

702.1 INSTALLER TRAINING. HVAC system installers shall be trained and certified in the proper installation of HVAC systems including ducts and equipment by a nationally or regionally recognized training or certification program. Unemployed persons may perform HVAC installations when under the direct supervision and responsibility of a person trained and certified to install HVAC systems or contractor licensed to install HVAC systems. Examples of acceptable HVAC training and certification programs include but are not limited to the following:

1. State certified apprenticeship programs.
2. Public utility training programs.
3. Training programs sponsored by trade, labor or statewide energy consulting or verification organizations.
4. Programs sponsored by manufacturing organizations.
5. Other programs acceptable to the enforcing agency.

702.2 SPECIAL INSPECTION [HCD]. When required by the enforcing agency, the owner or the responsible entity acting as the owner's agent shall employ one or more special inspectors to provide inspection or other duties necessary to substantiate compliance with this code. Special inspectors shall demonstrate competence to the satisfaction of the enforcing agency for the particular type of inspection or task to be performed. In addition to other certifications or qualifications acceptable to the enforcing agency, the following certifications or education may be considered by the enforcing agency when evaluating the qualifications of a special inspector:

1. Certification by a national or regional green building program or standard publisher.
2. Certification by a statewide energy consulting or verification organization, such as HERS raters, building performance contractors, and home energy auditors.
3. Successful completion of a third party apprentice training program in the appropriate trade.
4. Other programs acceptable to the enforcing agency.

Notes:

1. Special inspectors shall be independent entities with no financial interest in the materials or the project they are inspecting for compliance with this code.
2. HERS raters are special inspectors certified by the California Energy Commission (CEC) to rate homes in California according to the Home Energy Rating System (HERS).

[BSC] When required by the enforcing agency, the owner or the responsible entity acting as the owner's agent shall employ one or more special inspectors to provide inspection or other duties necessary to substantiate compliance with this code. Special inspectors shall demonstrate competence to the satisfaction of the enforcing agency for the particular type of inspection or task to be performed. In addition, the special inspector shall have a certification from a recognized state, national or international association, as determined by the local agency. The area of certification shall be closely related to the primary job function, as determined by the local agency.

Note: Special inspectors shall be independent entities with no financial interest in the materials or the project they are inspecting for compliance with this code.

703 VERIFICATION

703.1 DOCUMENTATION. Documentation used to show compliance with this code shall include but is not limited to, construction documents, plans, specifications, builder or installer certification, inspection reports, or other methods acceptable to the enforcing agency which demonstrate substantial conformance. When specific documentation or special inspection is necessary to verify compliance, that method of compliance will be specified in the appropriate section or identified applicable checklist.

KAMRAN MOAYEDI, P.E.
26180 ENTERPRISE WAY
NO. 300
LAKE FOREST, CA 92630
(949) 636-6725
K.MOAYEDI@YAHOO.COM



Issue Date: Issue Description: By: Check:

Lead Signature:

REMODEL AT
729 AVENIDA MAJORCA,
UNIT D
LAGUNA WOODS

Project Name:

Description:

Scale:

Date:

GB-2

Sheet Number:



NEIGHBORHOOD AWARENESS NOTICE OF ALTERATIONS AT MANOR 729-D

The Manor Alterations Office, pursuant to policies established by the United Laguna Woods Mutual, has determined that the below alteration(s) may affect your manor. You are requested to review the proposed manor modification and have a right to address the Manor Alterations office regarding the proposed alteration(s) if you so desire. Please e-mail the Manor Alterations Office at Gavin.Fogg@vmsinc.org or telephone at 949-268-2358 no later than 14 days of the date on this notice.

Project Location: 729-D

Proposal: Replace front entry gate with entry door
(See page 2)

Any Member wishing to comment on the proposed alteration may do so **in writing** within 14 days of the the date of this notice. All such comments will be reviewed by the Manor Alterations office who will consider such comments before taking further action in the application process.

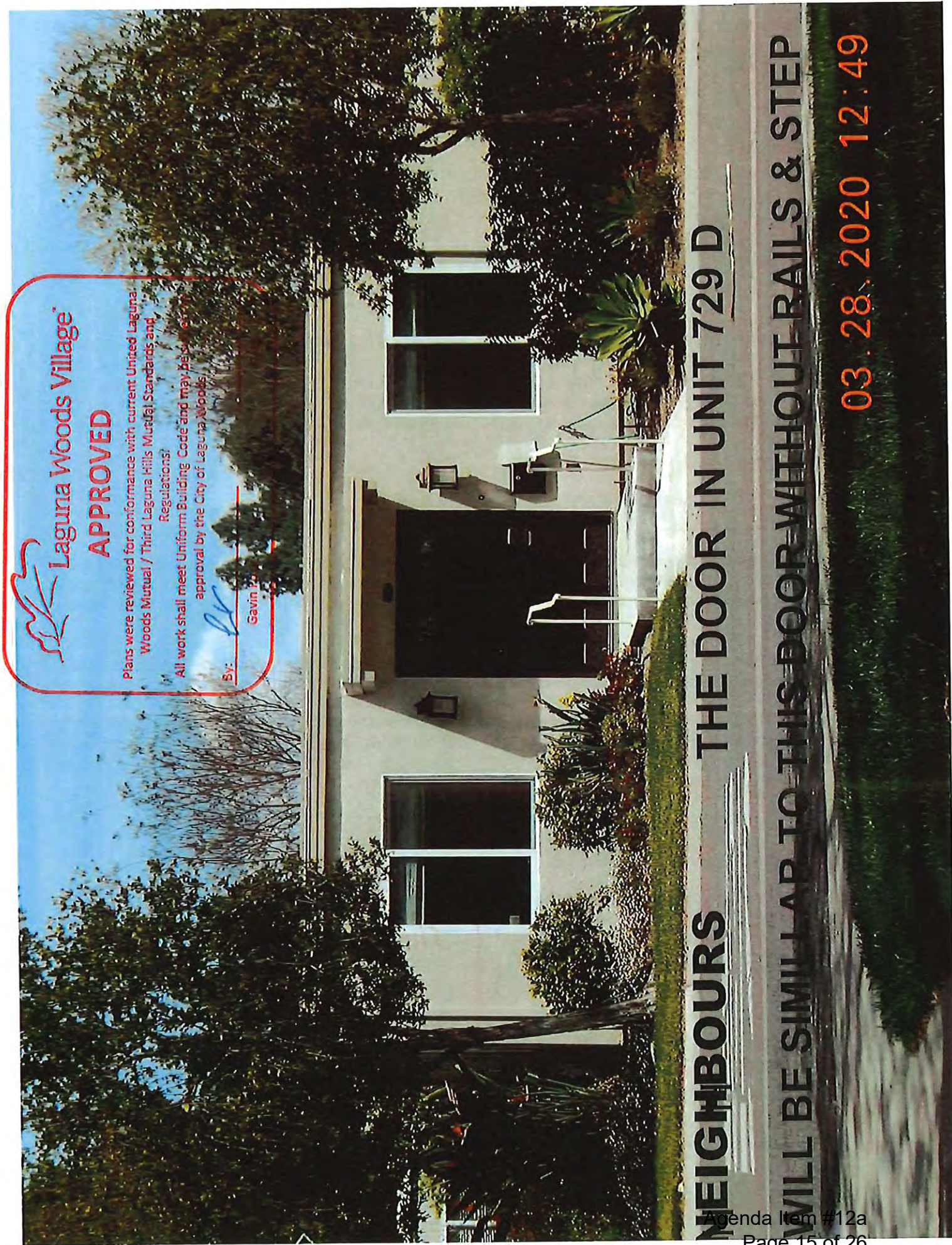
Member comments may be considered, the decision ultimately rests with the Committee/Board who will make any decision in its own discretion, but it is under no obligation to implement any suggestions.

Be advised that as a result of any comments, the Manor Alterations Office 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.

Please send all written correspondence to:

Laguna Woods Village, Manor Alterations Division
Attn: Gavin Fogg
24351 El Toro Road
Laguna Woods, CA 92637





 **Laguna Woods Village**
APPROVED
Plans were reviewed for conformance with current United Laguna Woods Mutual / Third Laguna Hills Mutual Standards and Regulations.
All work shall meet Uniform Building Code and may be subject to approval by the City of Laguna Woods.
By:  Gavin P.

NEIGHBOURS THE DOOR IN UNIT 729 D
WILL BE SIMILAR TO THIS DOOR WITHOUT RAILS & STEP

03.28.2020 12:49

CERTIFICATE OF COMPLIANCE

Project Name: 729 Avenida Majorc addition

Calculation Description: Title 24 Analysis

CF1R-PRF-01E

(Page 1 of 9)

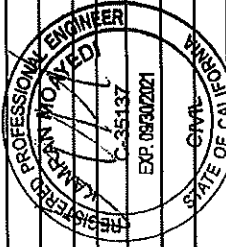
Calculation Date/Time: 2020-10-07T17:23:30-07:00

Input File Name: 729_Avenida_Majorc_addition_v3_r3.ribd19

GENERAL INFORMATION									
01	Project Name	729 Avenida Majorc addition							
02	Run Title	Title 24 Analysis							
03	Project Location	729 Avenida Majorca Unit D							
04	City	Laguna Hills, CA	05	Standards Version	2019				
06	Zip code	92637	07	Software Version	CBECC-Res 2019.1.3				
08	Climate Zone	8	09	Front Orientation (deg/ Cardinal)	115				
10	Building Type	Single family	11	Number of Dwelling Units	1				
12	Project Scope	Addition/Alteration	13	Number of Bedrooms	2				
14	Addition Cond. Floor Area (ft ²)	449	15	Number of Stories	1				
16	Existing Cond. Floor Area (ft ²)	960	17	Fenestration Average U-factor	0.32				
18	Total Cond. Floor Area (ft ²)	1409	19	Glazing Percentage (%)	6.68%				
20	ADU Bedroom Count	n/a	21	ADU Conditioned Floor Area	n/a				
22	Is Natural Gas Available?	No							

COMPLIANCE RESULTS

01	Building Complies with Computer Performance
02	Building does not require field testing or HERS verification
03	This building incorporates one or more Special Features shown below



ENERGY USE SUMMARY				
Energy Use (kTDV/ft ² -yr)	Standard Design	Proposed Design	Compliance Margin	Percent Improvement
Space Heating	55.75	56.91	-1.16	-2.1
Space Cooling	189.74	182.8	6.94	3.7
IAQ Ventilation	0	0	0	
Water Heating	17.88	15.6	2.28	12.8
Self Utilization/Flexibility Credit	n/a	0	0	n/a
Compliance Energy Total	263.37	255.31	8.06	3.1

Registration Number:

220-P010141519C-000-00000000-0000

Registration Date/Time:

2020-10-13 15:01:39

HERS Provider:

CalCERTS Inc.

CA Building Energy Efficiency Standards - 2019 Residential Compliance

Report Version: 2019.1.300

Report Generated: 2020-10-07 17:23:49

Schema Version: rev 20200901

CERTIFICATE OF COMPLIANCE

Project Name: 729 Avenida Majorc addition

Calculation Description: Title 24 Analysis

CF1R-PRF-01E

(Page 2 of 9)

Calculation Date/Time: 2020-10-07T17:23:30-07:00

Input File Name: 729_Avenida_Majorc_addition_v3_r3.rbd19

REQUIRED SPECIAL FEATURES

The following are features that must be installed as condition for meeting the modeled energy performance for this computer analysis.

- New ductwork added is less than 40 ft. in length
- Non-standard duct location (any location other than attic)
- Northwest Energy Efficiency Alliance (NEEA) rated heat pump water heater; specific brand/model, or equivalent, must be installed

HERS FEATURE SUMMARY

The following is a summary of the features that must be field-verified by a certified HERS Rater as a condition for meeting the modeled energy performance for this computer analysis. Additional detail is provided in the building tables below. Registered CF2Rs and CF3Rs are required to be completed in the HERS Registry

Building-level Verifications:

- -- None --

Cooling System Verifications:

- -- None --

Heating System Verifications:

- -- None --

HVAC Distribution System Verifications:

- -- None --

Domestic Hot Water System Verifications:

- -- None --

**BUILDING - FEATURES INFORMATION**

01	02	03	04	05	06	07
Project Name	Conditioned Floor Area (ft ²)	Number of Dwelling Units	Number of Bedrooms	Number of Zones	Number of Ventilation Cooling Systems	Number of Water Heating Systems
729 Avenida Majorc addition	1409	1	2	2	0	1

ZONE INFORMATION

01	02	03	04	05	06	07
Zone Name	Zone Type	HVAC System Name	Zone Floor Area (ft ²)	Avg. Ceiling Height	Water Heating System 1	Water Heating System 2
House	Conditioned	HP ex	960	8	DHW n	N/A
Addition	Conditioned	HP ex	449	8	DHW n	N/A

Registration Number:

220-P010141519C-000-000-00000000-0000

Registration Date/Time:

2020-10-13 15:01:39

HERS Provider:

CalCERTS Inc.

CA Building Energy Efficiency Standards - 2019 Residential Compliance

Report Version: 2019.1.300

Report Generated: 2020-10-07 17:23:49

Schema Version: rev 20200901

CERTIFICATE OF COMPLIANCE

Project Name: 729 Avenida Majorc addition

Calculation Description: Title 24 Analysis

CF1R-PRF-01E

(Page 4 of 9)

Calculation Date/Time: 2020-10-07T17:23:30-07:00

Input File Name: 729_Avenida_Majorc_addition_v3_r3.ridd19

OPAQUE SURFACES - CATHEDRAL CEILINGS													
01	02	03	04	05	06	07	08	09	10	11	12	13	14
Name	Zone	Construction	Azimuth	Orientation	Area (ft ²)	Skylight Area (ft ²)	Roof Rise (x in 12)	Roof Reflectance	Roof Emittance	Cool Roof	Status	Verified Existing Condition	Existing Construction
Cathedral-ex	House	Ceiling cath ex	115	Front	960	0	0.25	0.1	0.85	No	Existing	No	
Cathedral-n	Addition	Ceiling cath new	115	Front	449	0	0.25	0.1	0.85	No	New	n/a	
GCathedral-ex	Unconditioned rm	Ceiling cath Gar	115	Front	30	0	0.25	0.1	0.85	No	Existing	No	

FENESTRATION / GLAZING															
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
Name	Type	Surface	Orientation	Azimuth	Width (ft)	Height (ft)	Mult.	Area (ft ²)	U-factor	U-factor Source	SHGC	SHGC Source	Exterior Shading	Verified Existing Condition	Existing Construction
Wind-ex-1	Window	Wall-ex-B	Back	295			1	23.4	1.28	NFRC	0.8	NFRC	Bug Screen	Existing	
Wind-n-5	Window	Wall-ex-B	Back	295	4	4.67	1	18.68	0.32	NFRC	0.25	NFRC	Bug Screen	New	n/a
Wind-n-4	Window	Wall-n-F	Front	115	4	4	1	16	0.32	NFRC	0.25	NFRC	Bug Screen	New	n/a
Wind-n-6	Window	Wall-n-F	Front	115	4	5	1	20	0.32	NFRC	0.25	NFRC	Bug Screen	New	n/a
Wind-n-4 2	Window	Wall-n-R	Right	25	4	4	1	16	0.32	NFRC	0.25	NFRC	Bug Screen	New	n/a

OPAQUE DOORS					
01	02	03	04	05	06
Name	Side of Building	Area (ft ²)	U-factor	Status	Verified Existing Condition
InputDoor	Wall-n-F	30	0.5	New	n/a
Door-n	Interior Wall-n to Unconditioned rm	33.4	0.5	New	n/a

Registration Number:

220-P010141519C-000-000-00000000-0000

CA Building Energy Efficiency Standards - 2019 Residential Compliance

Registration Date/Time:

2020-10-13 15:01:39

Report Version: 2019.1.300

Schema Version: rev 20200901

HERS Provider:

CalCERTS Inc.

Report Generated: 2020-10-07 17:23:49

CERTIFICATE OF COMPLIANCE

Project Name: 729 Avenida Majorc addition

Calculation Description: Title 24 Analysis

CF1R-PRF-01E

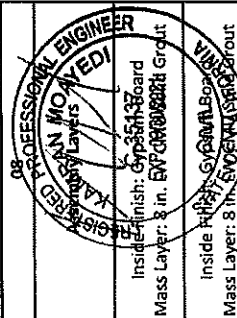
(Page 5 of 9)

Calculation Date/Time: 2020-10-07T17:23:30-07:00

Input File Name: 729_Avenida_Majorc_addition_v3_r3.rbd19

SLAB FLOORS									
01	02	03	04	05	06	07	08	09	10
Name	Zone	Area (ft ²)	Perimeter (ft)	Edge Insul. R-value and Depth	Edge Insul. R-value and Depth	Carpeted Fraction	Heated	Status	Verified Existing Condition
Slab On Grade-ex	House	960	127	none	0	80%	No	Existing	No
Slab On Grade-n	Addition	445	58	none	0	80%	No	New	n/a
GSlab On Grade-ex	Unconditioned rm	30	13	none	0	0%	No	Existing	No

OPAQUE SURFACE CONSTRUCTIONS									
01	02	03	04	05	06	07	08	09	10
Construction Name	Surface Type	Construction Type	Framing	Total Cavity R-value	Interior / Exterior Continuous R-value	U-factor	Heated	Status	Verified Existing Condition
Wall CMU ex	Exterior Walls	Hollow Unit Masonry	None	n/a	None / None	0.484			
Wall Gar	Exterior Walls	Hollow Unit Masonry	None	n/a	None / None	0.484			
Wall n	Exterior Walls	Wood Framed Wall	2x4 @ 16 in. O. C.	R-13	None / None	0.093			
Ceiling cath ex	Cathedral Ceilings	Wood Framed Ceiling	2x4 Top Chord of Roof Truss @ 24 in. O. C.	R-0	None / None	0.494			



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Project Name: 729 Avenida Majorc addition

Calculation Date/Time: 2020-10-07T17:23:30-07:00

(Page 3 of 9)

Calculation Description: Title 24 Analysis

Input File Name: 729_Avenida_Majorc_addition_v3_r3.rbd19

OPAQUE SURFACES										
01	02	03	04	05	06	07	08	09	10	11
Name	Zone	Construction	Azimuth	Orientation	Gross Area (ft ²)	Window and Door Area (ft ²)	Tilt (deg)	Wall Exceptions	Status	Verified Existing Condition
Wall-ex-L	House	Wall CMU ex	205	Left	374	0	90	none	Existing	No
Wall-ex-B	House	Wall CMU ex	295	Back	226	42.08	90	none	Existing	No
Wall-ex-R	House	Wall CMU ex	25	Right	279	0	90	none	Existing	No
Wall-n-F	Addition	Wall n	115	Front	211	66	90	none	New	n/a
Wall-n-L	Addition	Wall n	205	Left	50	0	90	none	New	n/a
Wall-n-R	Addition	Wall n	25	Right	203	16	90	none	New	n/a
Interior Wall-ex to Unconditioned rm	Houses>>Unconditioned rm	Wall Int ex	n/a	n/a	21	0	n/a		Existing	No
Interior Wall to Addition/Atrium	Houses>>Addition	Wall Int R0	n/a	n/a	369	0	n/a		Existing	No
Interior Wall to Addition/Breakfast rm	Houses>>Addition	Wall Int R0	n/a	n/a	77	0	n/a		Existing	No
Interior Wall-n to Unconditioned rm	Addition>>Unconditioned rm	Wall Int new	n/a	n/a	54	33.4	n/a		Existing	No
GWall-ex-F	Unconditioned rm	Wall Gar	115	Front	35	0	90	none	Existing	No
GWall-ex-L	Unconditioned rm	Wall Gar	205	Left	55	0	90	none	Existing	No
GWall-ex-B	Unconditioned rm	Wall Gar	295	Back	18	0	90	none	Existing	No



Registration Number:

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CA Building Energy Efficiency Standards - 2019 Residential Compliance

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CERTIFICATE OF COMPLIANCE


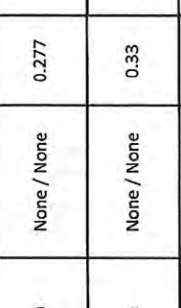



Project Name: 729 Avenida Majorc addition

Calculation Date/Time: 2020-10-07T17:23:30-07:00

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Calculation Description: Title 24 Analysis

Input File Name: 729_Avenida_Majorc_addition_v3_r3.rbd19

OPAQUE SURFACE CONSTRUCTIONS						
01	02	03	04	05	06	07
Construction Name	Surface Type	Construction Type	Framing	Total Cavity R-value	Interior / Exterior Continuous R-value	U-factor
Ceiling cath new	Cathedral Ceilings	Wood Framed Ceiling	2x10 @ 24 in. O. C.	R-30	None / None	0.035
Ceiling cath Gar	Cathedral Ceilings	Wood Framed Ceiling	2x4 Top Chord of Roof Truss @ 24 in. O. C.	R-0	None / None	0.494
Wall Int R0	Interior Walls	Wood Framed Wall	2x4 @ 16 in. O. C.	R-0	None / None	0.277
Wall Int ex	Interior Walls	Hollow Unit Masonry	None	n/a	None / None	0.33
Wall Int new	Interior Walls	Wood Framed Wall	2x4 @ 16 in. O. C.	R-13	None / None	0.092
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Input File Name: 729_Avenida_Majorc_addition_v3_r3.r1bd19

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WATER HEATING SYSTEMS									
01	02	03	04	05	06	07	08	09	10
Name	System Type	Distribution Type	Water Heater Name (#)	Solar Heating System	Compact Distribution	HERS Verification	Status	Verified Existing Condition	Existing Water Heating System
DHW n	Domestic Hot Water (DHW)	Standard Distribution System	WH HP (1)	n/a	None	n/a	New	NA	

WATER HEATERS													
01	02	03	04	05	06	07	08	09	10	11	12	13	14
Name	Heating Element Type	Tank Type	# of Units	Tank Vol. (gal)	Energy Factor or Efficiency	Input Rating or Pilot	Tank Insulation R-value (Int/Ext)	Standby Loss or Recovery Eff	1st Hr. Rating or Flow Rate	NEEA Heat Pump Brand or Model	Tank Location or Ambient Condition	States Existing or New	Verified Existing
WH HP	Heat Pump		1	50	-NEEA	<= 12 kW	n/a	n/a	n/a	AOSmith	Garage	New	Verified Existing

WATER HEATING - HERS VERIFICATION						
01	02	03	04	05	06	07
Name	Pipe Insulation	Parallel Piping	Compact Distribution	Compact Distribution Type	Recirculation Control	Central DHW Distribution
DHW n - 1/1	Not Required	Not Required	Not Required	None	Not Required	Not Required
STATE OF CALIFORNIA CIVIL-08 SHOULD BE IN WATER HEAT RECOVERY						

SPACE CONDITIONING SYSTEMS										
01	02	03	04	05	06	07	08	09	10	11
Name	System Type	Heating Unit Name	Cooling Unit Name	Fan Name	Distribution Name	Required Thermostat Type	Status	Verified Existing Condition	Heating Equipment Count	Cooling Equipment Count
HP ex	Heat pump heating cooling	Heat Pump System 1	Heat Pump System 1	Fan ex	Ducts ex	n/a	Existing	No	1	1

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HVAC - HEAT PUMPS										
Name	System Type	Number of Units	Heating		Cooling			Zonally Controlled	Compressor Type	HERS Verification
			HSPF/COP	Cap 47	Cap 17	SEER	EER/CEER			
Heat Pump System 1	Central split HP	1	5.6	36000	29000	8	7.06	Not Zonal	Single Speed	Heat Pump System 1-HERS-htpump

HVAC HEAT PUMPS - HERS VERIFICATION									
	01	02	03	04	05	06	07	08	09
Name		Verified Airflow	Airflow Target	Verified EER	Verified SEER	Verified Refrigerant Charge	Verified HSPF	Verified Heating Cap 47	Verified Heating Cap 17

HVAC - DISTRIBUTION SYSTEMS													
01	02	03	04	05	06	07	08	09	10	11	12	13	14
Name	Type	Design Type	Duct Ins. R-value		Duct Location		Surface Area		Bypass Duct	Duct Leakage	HERS Verification	Status	Verified Existing Condition
			Supply	Return	Supply	Return	Supply	Return					
Ducts ex	Conditioned space - except 12ft	Non-Verified	R-8	R-8	Conditioned Zone	Conditioned Zone	n/a	n/a	No Bypass Duct	Existing (not specified)	Ducts ex-hers-dist	Existing + New	No

HVAC FAN SYSTEMS - HERS VERIFICATION			
01	02	03	
Name	Verified Fan Watt Draw	Required Fan Efficacy (Watts/CFM)	
Fan ex-hers-fan	Not Required	0	

HERS RATER VERIFICATION OF EXISTING CONDITIONS


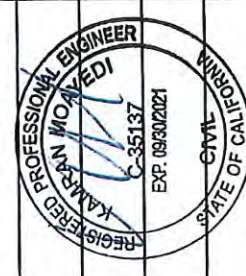
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CERTIFICATE OF COMPLIANCE
Project Name: 729 Avenida Majorc addition
Calculation Description: Title 24 Analysis

Calculation Date/Time: 2020-10-07T17:23:30-07:00**Input File Name:** 729_Avenida_Majorc_addition_v3_r3.r1bd19

DOCUMENTATION AUTHOR'S DECLARATION STATEMENT	
1. I certify that this Certificate of Compliance documentation is accurate and complete.	
Documentation Author Name: Igor Pichko	Documentation Author Signature: <i>Igor Pichko</i>
Company: Energy Consult LLC	Signature Date: 2020-10-07 18:06:09
	Certification (if applicable):
	
RESPONSIBLE PERSON'S DECLARATION STATEMENT	
I certify the following under penalty of perjury, under the laws of the State of California:	
1. I am eligible under Division 3 of the Business and Professions Code to accept responsibility for the building design identified on this Certificate of Compliance. 2. I certify that the energy features and performance specifications identified on this Certificate of Compliance conform to the requirements of Title 24, Part 1 and Part 6 of the California Code of Regulations. 3. The building design features or system design features identified on this Certificate of Compliance are consistent with the information provided on other applicable compliance documents, worksheets, calculations, plans and specifications submitted to the enforcement agency for approval with this building permit application.	
Responsible Designer Name: Ali Zonouz	Responsible Designer Signature: <i>Ali Zonouz</i>
Company: A2Z Architectures	Date Signed: 2020-10-13 15:01:39
	License: na
	



Digitally signed by CalCERTS. This digital signature is provided in order to secure the content of this registered document, and in no way implies Registration Provider responsibility for the accuracy of the information.

Registration Number: 220-P010141519C-000-000-00000000-0000
 CA Building Energy Efficiency Standards - 2019 Residential Compliance

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RESOLUTION 01-22-XX

Appeal Request for Additional Time Extension Request at 729-D

WHEREAS, Mr. Bastani of 729-D Avenida Majorca, a Cordoba style manor, is requesting Board approval of a variance to provide an additional 180-day extension for existing expired Mutual Consents and Variance, and,

WHEREAS, the Mutual Consent for Demolition was released on February 5, 2020, the Variance was approved by the Board on April 14, 2020 and the Mutual Consent for Alteration was approved on June 16, 2020, and said Mutual Consents and Variance expired without construction commencing, and were granted 90-day extensions on August 21, 2020, and again on October 16, 2020, which have again expired on January 16, 2021 without construction commencing, and,

WHEREAS, on October 14, 2021, an additional 180-day extension was approved by the Board extending the permit deadlines to April 12, 2022, and on January 20, 2022 the ACSC committee considered the request to grant an additional new extension, but the motion failed on a 1-1 vote and,

WHEREAS, per the Conditions of Approval Item 27 of Resolution 01-20-20 for the Variance in question, the Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension, and only one extension for a maximum of an additional six months may be granted, and

WHEREAS, Staff authority to allow extensions is restricted by Resolution 01-02-159, where work shall be completed within 180 calendar days of the permit issuance date, and if not completed in that time, may be granted a one-time extension not to exceed 90 days, and the conclusion of work not completed within the extension period will be at the discretion of the Board,

NOW THEREFORE BE IT RESOLVED, on March 8, 2022, the Board of Directors hereby approves the appeal request to provide an additional 180-day extension for existing expired Mutual Consents and Variance;

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

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ENDORSEMENT (to Board)

Discuss and Consider Amendment to the Clutter Policy:

On December 16, 2021, the Governing Documents Review Committee (Committee) reviewed Discuss and Consider Amendment to the Clutter Policy.

The Committee discussed and made the following changes to the Clutter Policy, Conditions, Section 5:

Items that constitute a nuisance to one's neighbors should not be placed in common areas or Exclusive Use Common Areas. Examples are intrusive wind chimes, food and water, which will attract birds, insects, and other animals or any objects which are offensive or objectionable. (City of Laguna Woods Municipal Code Section 5.20.070) Residents are encouraged to resolve amicably differences or disputes involving such items.

Director Liberatore made a motion to make these changes and forward the matter to legal counsel for review and approval. Without objection the motion passed.

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STAFF REPORT

DATE: March 8, 2022
FOR: Board of Directors
SUBJECT: Clutter Policy

RECOMMENDATION

Staff recommends approval of the amended Clutter Policy.

BACKGROUND

The Governing Documents Review Committee is tasked to review policy and processes for consistency. One of the areas of review by the Committee is monitor appearances to protect re-sales and property values.

DISCUSSION

On December 16, 2021, the Governing Documents Review Committee (Committee) reviewed Discuss and Consider Amendment to the Clutter Policy.

The Committee discussed and made the following changes to the Clutter Policy, Conditions, Section 5:

Items that constitute a nuisance to one's neighbors should not be placed in common areas or Exclusive Use Common Areas. Examples are intrusive wind chimes, food and water, which will attract birds, insects, and other animals or any objects which are offensive or objectionable. (City of Laguna Woods Municipal Code Section 5.20.070) Residents are encouraged to resolve amicably differences or disputes involving such items.

Director Liberatore made a motion to make these changes and forward the matter to legal counsel for review and approval. Without objection the motion passed.

Prepared By: Francis Gomez, Operations Manager

Reviewed By: Blessilda Wright, Compliance Supervisor

ATTACHMENT(S)

Attachment 1: Clutter Policy

Attachment 2: Resolution 01-22-XX

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Clutter Policy

Resolution 01-~~18XX-104XXX~~; Adopted ~~September 26, 2018XXX~~

I. Purpose

The purpose of this policy is to set forth guidelines by United Laguna Woods Mutual (United) for the safety and prevention of damage from items placed by the residents in “Exclusive Use Common Area” and “Common Area.”

Please note that this list is **not** exhaustive and **any** item that is placed within the Mutual property, including but not limited to, the balcony, breezeway, carport, patio, interior and common area is subject to the aforementioned rules and regulations of the Mutual.

II. Definitions

- a. Exclusive Use Common Area – a portion of the common area designated by the declaration for the exclusive use of one or more, but fewer than all, of the owners of the separate interests and which is or will be appurtenant to the separate interest or interests. Unless the declaration otherwise provides, any shutters, awnings, window boxes, doorsteps, stoops, porches, balconies, patios, exterior doors, doorframes, and hardware incident thereto, screens and windows or other fixtures designed to serve a single separate interest, but located outside the boundaries of the separate interest, are exclusive use common area allocated exclusively to that separate interest (i.e. patios, balconies, carport and interior of a Unit). (Civil Code §4145)
- b. Clutter - to fill or litter with things in a disorderly manner; a collection of things lying about in an untidy mass. (cluttered. (n.d.) *Burton's Legal Thesaurus, 4E.* (2007)) In addition, anything positioned within the Mutual property in a manner which is obstructing the free use of the area, creating a health and safety risk to the community, and/or consequently causing property damage within the Mutual. See further details under Conditions.
- c. Common Area - the entire common interest development except the separate interests therein (i.e. walkways, breezeways, and open space). (Civil Code §4095)
- d. Community – Laguna Woods Village.
- e. Golden Rain Foundation (GRF) – the Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation.
- f. Governing Documents – all of the following, collectively, the Articles of Incorporation; the Bylaws; Occupancy Agreements; the Rules and Regulations; and any Resolutions or Policies of the Board; all the same may be lawfully amended or modified from time to time.

- g. Interior Clutter – any items that are hazardous or may be of fire or safety danger, and/or potential damage to the inside of the Unit or surrounding Units.
- h. Member – Shareholder(s) entitled to Membership in the Corporation and approved by the Board of Directors. Also known as Shareholder(s).
- i. Resident is defined as any person who has been approved by the Board of Directors for occupancy.
- j. Staff - Employees of Village Management Services, Inc. authorized to act on behalf of United.
- k. United Laguna Woods Mutual (United) - is a non-profit cooperative housing corporation which owns and manages all real property within the original 21 cooperative Mutual's. In a cooperative, Shareholders are members of a corporation which own all real property, including the dwelling units, carports, and laundry facilities within the Mutual's boundaries, and each Shareholder is entitled to occupy a specific dwelling unit under the terms of an Occupancy Agreement. Also known as Corporation. Also known as the Mutual.

III. Conditions Clutter

Common areas are for the use and enjoyment of all residents and it is essential that all residents be aware of the need for the safety and prevention of damage to the buildings by items placed by the residents in or on the common areas of the Mutual's multi-story buildings and where applicable to other residential buildings.

The following rules for residents address the safety and prevention of damage issues. Residents should take whatever corrective action is necessary to manage those items they have placed outside their unit. Residents who disregard these guidelines will be given a citation to correct the problem, possibly followed with disciplinary action.

- 1. All plants must be suitably potted with adequately sized saucers to collect excess water and elevated by substantial caster or sturdy platforms. Care must be used to control the amount of water given to these plants so as not to run over the saucer and collect on the floor surface or fall to a lower level of the building on people, windows, or other objects belonging to neighbors.
- 2. Items, including plants, statues, furniture, etc., may be placed adjacent to a Unit's front door on the floor and shall be limited. Adequate clearance is required to allow for easy walkway access along the area (at least in number and size to allow for a 48-inch clearance as required by law.)
- 3. All plants shall be maintained by the resident in a healthy, well cared for condition, properly watered and pruned. Non-plant items shall be maintained clean and in good repair.

4. Potted plants are not to be placed on railings in common areas. Hanging plants or hanging objects are prohibited in breezeway and walkways.
5. Items that constitute a nuisance to one's neighbors should not be placed in common areas or Exclusive Use Common Areas. Examples are intrusive wind chimes, food and water, which will attract birds, insects, and other animals or any objects which are offensive or objectionable. (City of Laguna Woods Municipal Code Section 5.20.070) Residents are encouraged to resolve amicably differences or disputes involving such items.
6. A resident's balcony and patio area adjoining a unit is Exclusive Use Common Area. This area needs the same care & protection as the walkways and breezeways to prevent dry rot, decay and mold of surfaces. Therefore only a limited number of potted plants on the balconies of multistory buildings are allowed. No more than 15% of the total floor area of a balcony may be used for potted plants.
7. Landscape crews will not care for a resident's personal items placed in common areas unless arranged through the Customer Service Department as a chargeable service.

Any building, by majority decision, may establish additional rules for its own use, providing the rules are not in conflict with the above guidelines. United shall resolve any disputes or misunderstandings relating to Exclusive Use Common Areas and Common Areas.

Governing Documents: "The Member shall not permit or suffer anything to be done or kept in or about the dwelling unit or other premises of the Corporation which will increase the rate of insurance on any building or other property of the Corporation or on the contents thereof or which will obstruct or interfere with the rights of other members of the Corporation or annoy them by unreasonable noises or otherwise nor will it commit or permit any nuisance in or about the dwelling unit or other premises of the Corporation or commit or suffer any immoral or illegal act to be committed thereon." (Occupancy Agreement, Article 5, Use of Premises)

IV. Enforcement

United is authorized to take disciplinary action against a Member(s) whose dwelling may be found in violation of the Governing Documents. When a complaint is lodged regarding the occurrence of a violation, the Board of Directors has a fiduciary duty to investigate and impose, if appropriate, discipline as set forth in the Governing Documents.

The Board has the authority to impose monetary fines, suspend Member(s) privileges, and/or bring forth legal action. The Member(s) are entirely responsible for ensuring that the Governing Documents are followed by anyone they allow into the Community. This includes any Co-occupant, Lessee, Guest, Care Provider, Vendor, invitee or contractor.

A complaint may be registered by calling the Security Department at 949-580-1400 or the Compliance Division by calling 949-268-CALL or email to compliance@vmsinc.org.

Investigating clutter: a Security Inspector patrols the Community and should Staff identify objective evidence of clutter a Notice of Clutter Violation is issued. The Compliance Division will send a follow up notice advising the Member of the rules and requesting compliance.

For interior clutter: Staff will schedule an interior inspection to obtain photographs and determine the severity of the clutter, potential hazard, and damage to the property. Staff works closely with the Social Services Division and outside agencies on interior clutter violations.



RESOLUTION 01-22-XX

Clutter Policy

WHEREAS, the Governing Documents Review Committee is tasked to review policy and processes for efficiency and consistency; and

WHEREAS, the Committee recognized that need to update the Clutter Policy;

NOW THEREFORE BE IT RESOLVED; March 8, 2022 that the Board of Directors of this Corporation hereby approves the amended Clutter Policy, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-18-104, adopted February 26, 2018 is hereby superseded in its entirety 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.

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STAFF REPORT

DATE: March 8, 2022
FOR: Board of Directors
SUBJECT: GRF Insurance Ad Hoc Committee – United Board Appointments

RECOMMENDATION

Discuss and consider the appointment of two board members to the recently formed Golden Rain Foundation (GRF) Insurance Ad Hoc Committee, subject to ratification at the April board meeting when United Laguna Woods Mutual Committee Appointments are updated.

BACKGROUND

On March 1, 2022, the GRF board approved the formation of the Insurance Ad Hoc Committee in accordance with the GRF Amended Bylaws. Attachment 1 to this report contains Resolution 90-22-10 outlining the mission statement, duties and responsibilities of the Insurance Ad Hoc Committee.

DISCUSSION

The board may appoint two members to the recently formed GRF Insurance Ad Hoc Committee, subject to ratification at the April board meeting when United Laguna Woods Mutual Committee Appointments are updated.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster, CEO/General Manager

Reviewed By: Catherine Laster, Services Manager

Dan Yost, Risk Manager

ATTACHMENT(S)

Attachment 1: Resolution 90-22-10



RESOLUTION 90-22-10

Insurance Ad Hoc Committee

WHEREAS, the formation of an Insurance Ad Hoc Committee is being considered by the board of directors pursuant to Article 7, Section 7.1.2 and Section 7.5 of the bylaws of this corporation;

WHEREAS, the primary mission of the Insurance Ad Hoc Committee is to research and evaluate risk management alternatives for Laguna Woods Village; and

WHEREAS, the duties and responsibilities of the Insurance Ad Hoc Committee are to:

1. Take into consideration the current insurance pricing and unique requirements of GRF and each housing mutual, including but not limited to consolidating valuation assessments in an effort to lower overall costs while managing risk; and
2. Make recommendations for the entire community.

NOW THEREFORE BE IT RESOLVED, March 1, 2022 the Board of Directors of this Corporation hereby adopts the mission statement, duties and responsibilities of the Insurance Ad Hoc Committee; 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: March 8, 2022
FOR: Board of Directors
SUBJECT: 2022 Election Schedule, Annual Meeting of Mutual Members, and Inspector of Election Services

RECOMMENDATION

Approve the proposed 2022 election schedule, set the annual Meeting of Mutual Members, and appoint UniLect Corporation as the Inspector of Election for the Election of Directors.

BACKGROUND

In compliance with Civil Code §5110, the rules require the association to select an independent party as inspector of elections. The Inspector of Elections performs several tasks during an election, including but not limited to print, collate, mail, receive, register, store and safeguard secret ballots and required inner (ballot envelope) and outer envelope (mailing envelope) and provide election day services such as ballot counting, tabulation, validation, and certification of election results.

Article V Section 2 of the United Laguna Woods Mutual Bylaws states in part that the annual Meeting of Members shall be held on the Second Tuesday of October of each year at 9:30 a.m. unless the Board of Directors fixes another time and/or date and so notifies the Members as provided in Article V Section 4 of the Bylaws. The annual election schedule is typically constructed to complete the tabulation of ballots prior to the annual meeting of Mutual Members on the second Tuesday of October.

DISCUSSION

The proposed 2022 election schedule reflects the timeline required by Civil Code §5115 for the annual election process.

The proposed 2022 election schedule has been reviewed by legal counsel and details the dates upon which action must be taken by staff and the Inspector of Elections to comply with the adopted election rules. Key milestones include the following:

Milestone	Date
Nominations open	May 25, 2022
Nominations close	June 24, 2022
Mail ballot package	August 22, 2022
Ballots due	September 22, 2022
Tabulation of ballots	September 23, 2022

Milestone	Date
Annual Meeting of Mutual Members	October 11, 2022

UniLect Corporation was appointed as Inspector of Election for the 2019 annual election. UniLect has proven expertise with homeowner association elections and Davis-Stirling Act compliance. Based on the firm's satisfactory performance during the 2021 cycle, staff recommends that the board appoint UniLect Corporation to again serve as Inspector of Election in 2022.

The Inspector of Elections will be responsible for administering an election for the Election of the Directors.

FINANCIAL ANALYSIS

The proposal submitted by UniLect Corporation for the 2022 Election of the Directors is \$26,980.00 excluding postage. Funding for annual inspector of election services is included in the annual operating budget.

Prepared By: Catherine Laster, Services Manager

Reviewed By: Siobhan Foster, CEO

ATTACHMENT(S)

ATT 1: 2022 Election Schedule

ATT 2: Resolution 01-22-XX, Approve Inspector of Election Services



United Election Schedule 2022

Staff Report to Approve Election Schedule & Resolution to Appoint Inspector of Elections	March 8, 2022
Mailing of Election by Acclamation Notice	March 26, 2022
Mailing of Annual Election and Call for Candidates (postcard)	May 20, 2022
Member Right to Review Mailing List	July 22, 2022
Record Date for Mailing Lists	June 23, 2022
Nominations Open	May 25, 2022
2 nd Mailing of Election by Acclamation Notice	May 25, 2022 – June 17, 2022
Nominations Close (5 p.m.)	June 24, 2022
Candidate Statements Due to Inspector of Elections	June 24, 2022
Deadline to Withdraw Candidacy	July 21, 2022
Copy of Mailing List to Inspector of Elections	July 21, 2022
Ballot Information to Inspector of Elections	July 21, 2022
General Notice of Candidate List/Information	July 22, 2022
Meet the Candidates and Candidate Video Filming	August 19, 2022
Mail Ballot Package	August 22, 2022
Replay Meet the Candidates	TBA
Notice Tabulation Meeting	September 19, 2022
Notice Annual Meeting	September 28, 2022
Ballots Due Back: – 11 a.m. Inspector's Post Office box – 5 p.m. Community Center Ballot Box	September 22, 2022
Tabulation Meeting; Counting of Ballots by Inspector of Elections	September 23, 2022
Notice of Organizational Meeting	October 6, 2022
Annual/Organizational Board Meeting Date	October 11, 2022, 9:30 a.m., Board Room



RESOLUTION 01-22-XX
Approve Inspector of Election Services

WHEREAS, Civil Code §5110 requires an association to select an independent third party or parties as an inspector of elections; and

WHEREAS, in accordance with Civil Code §5110, §5115, §5120, and §5125, the inspector of elections performs several tasks during an election, including but not limited to print and mail voter packages, inspect and tabulate ballots, and certify results;

NOW THEREFORE BE IT RESOLVED, March 8, 2022, that the Board of Directors of United Laguna Woods Mutual hereby approves single-sourcing a contract to UniLect Corporation to perform inspector of election services for the 2022 annual Meeting of the Members; and

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



Treasurer's Report for March 8, 2022 Board Meeting

SLIDE 1 – Through the reporting period of **January 31, 2022**, total revenue for United was \$3,775K compared to expenses of \$3,332K, resulting in net expense of \$443K.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund (without Depreciation) shows an operating surplus of \$97K through the reporting period. This chart shows how much of our revenue went into operations, with \$1,877K coming in from assessments and \$119K coming from non-assessment revenue. This is compared to operating expenditures of \$1,899K (without Depreciation).

SLIDE 3 – This next chart takes the full income statement and compares those results to budget. We can see that United ended the period better than budget by \$427K when combining both operating and reserve savings.

SLIDE 4 – The most significant variances from budget were attributable to the following:

Outside Services \$315K; Timing. Budgets are spread evenly for programs such as waste line remediation and building structures. Buildings 943, 24, 14, 2036, 2080 have been completed as of January 31st.

Employee Compensation \$230K; Favorable variance resulted primarily in M&C departments and Landscape due to open positions. Impacted areas include ground maintenance, damage restorations, carpentry, and plumbing. Recruitment is in progress to fill in current open positions.

Materials and Supplies \$83K; Favorable variance resulted in several areas of operations such as interior components, appliances, and paint due to timing of expenditures. Although budgeted throughout the year, expenditures will occur later.

Unrealized Gain/(Loss) On Investments (\$173K); Unfavorable variance due to adverse conditions for bond investments during the reporting period.

Property and Sales Tax (\$62K); Unfavorable variance resulted due to higher property taxes than anticipated at the time of budget preparation. Assessment base has increased as average sales price trends upward.

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$124K, excluding the Unrealized Loss on Available for Sale Investments. If you include the unrealized loss on investments, non-assessment revenue totaled a loss of (\$49K). Revenue is organized by category, starting with our largest revenue generating category Fees and Charges to Residents, followed by Laundry, Resale Processing Fee, Lease Processing Fee, and so forth.



Treasurer's Report for March 8, 2022 Board Meeting

SLIDE 6 – On this pie chart, we see the expenses to date of \$3.3M, showing that our largest categories of expense are for Property and Sales Tax, Employee Compensation, followed by, Utilities, Insurance, Materials and Supplies, Outside Services, and so forth. At the upper right corner, we show a breakout of the utility category.

SLIDE 7 – On the next slide we see those same expenses, excluding property and sales tax.

SLIDE 8 – Our fund balances are shown here. The Contingency Fund balance on January 31, 2022 was \$1,104K. Contributions and investment revenue totaled (\$10K) resulted from unrealized loss on AFS investment due to adverse conditions for bond investments during the reporting period. There were no expenditures reported in the Contingency Fund. The Reserve Fund balance on January 31, 2022 was \$19,587K. Contributions and investment revenue collected totaled \$740K while expenditures were \$321K. Property Taxes Fund balance on January 31, 2022 was (\$112K). Contributions and investment revenue collected totaled \$1,049K while expenditures were \$1,095K.

SLIDE 9 – We compare this to historical fund balances for the past five years on this chart, which have averaged \$20 Million.

SLIDE 10 – We have a slide here to show resale history from 2020 - 2022. Through January 31, 2022, United sales totaled 38, which is 3 resales higher than prior year for the same time period. The average YTD resale price for a United Mutual manor was \$313K, which is \$56K higher than prior year for the same time period.

Financial Report

Preliminary as of January 31, 2022



INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$3,824
Non-assessment Revenue		(\$49)
Total Revenue		\$3,775
Total Expense		\$3,332
Net Revenue/(Expense)		\$443

Financial Report

Preliminary as of January 31, 2022



OPERATING ONLY INCOME STATEMENT ¹ (in Thousands)	ACTUAL
Assessment Revenue	\$1,877
Non-assessment Revenue	\$119
Total Revenue	\$1,996
Total Expense ¹	\$1,899
Operating Surplus	\$97

1) Excludes depreciation

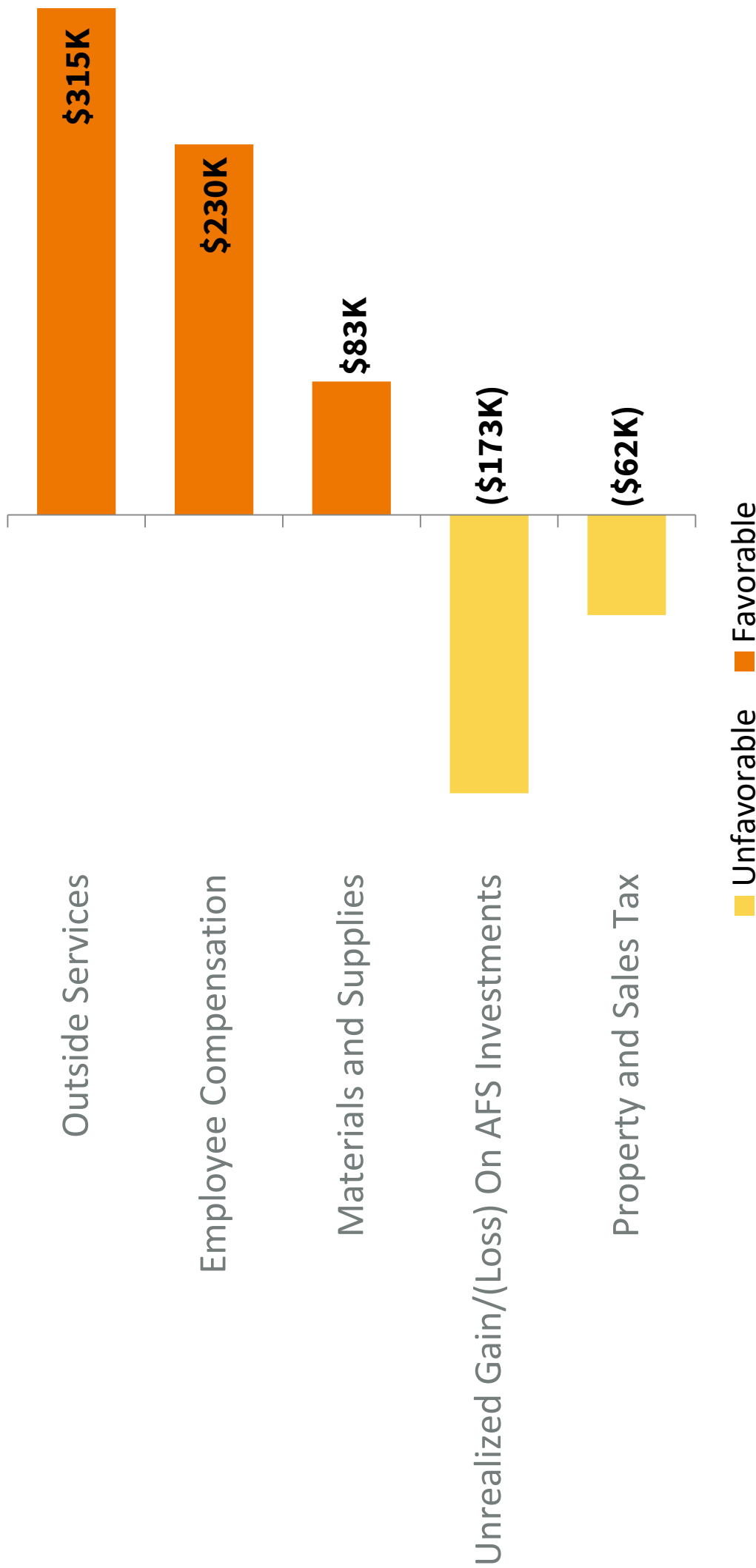
Financial Report

Preliminary as of January 31, 2022

INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$3,824	\$3,808	\$16
Non-assessment Revenue	(\$49)	\$153	(\$202)
Total Revenue	\$3,775	\$3,961	(\$186)
Total Expense	\$3,332	\$3,945	\$613
Net Revenue/(Expense)	\$443	\$16	\$427

Financial Report

Preliminary as of January 31, 2022



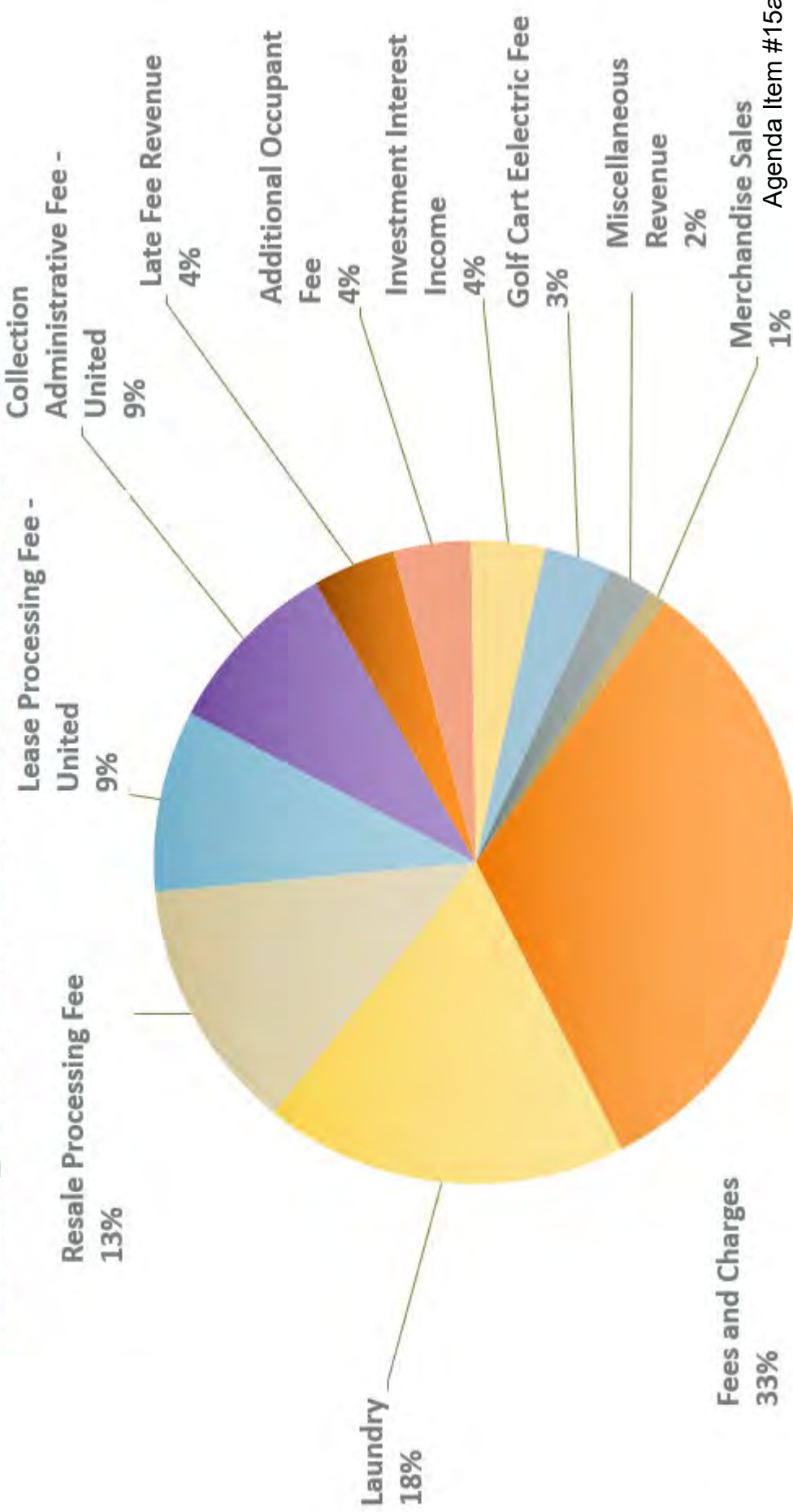
Financial Report

Preliminary as of January 31, 2022



UNITED LAGUNA WOODS
— M U T U A L —

Total Non Assessment Revenues \$123,781 excluding Unrealized Loss on AFS Investments



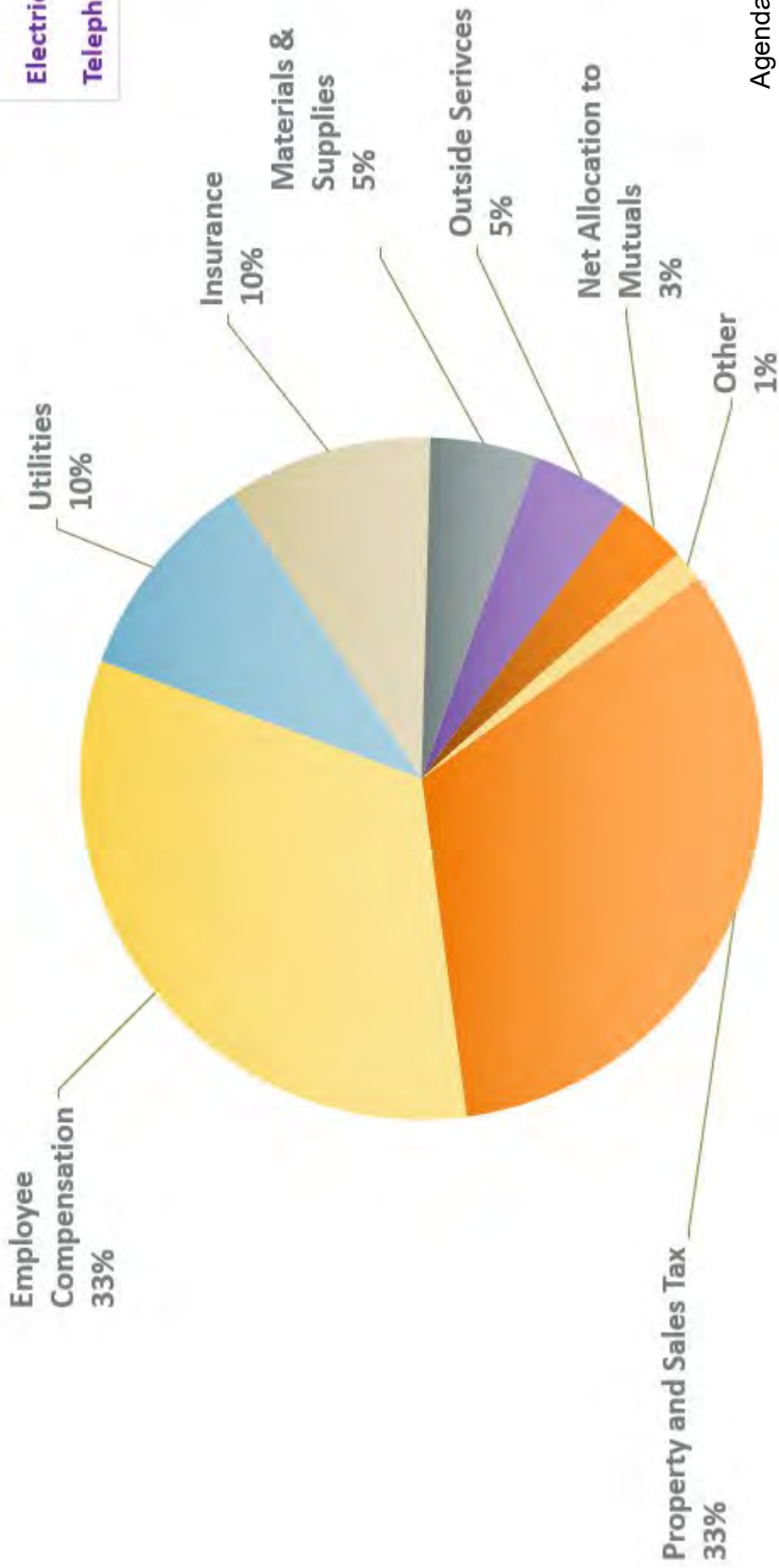
Financial Report

Preliminary as of January 31, 2022



UNITED LAGUNA WOODS
— M U T U A L —

Total Expense \$3,331,564



Sewer	\$154,300
Water	\$126,293
Trash	\$44,616
Electricity	\$11,208
Telephone	\$109

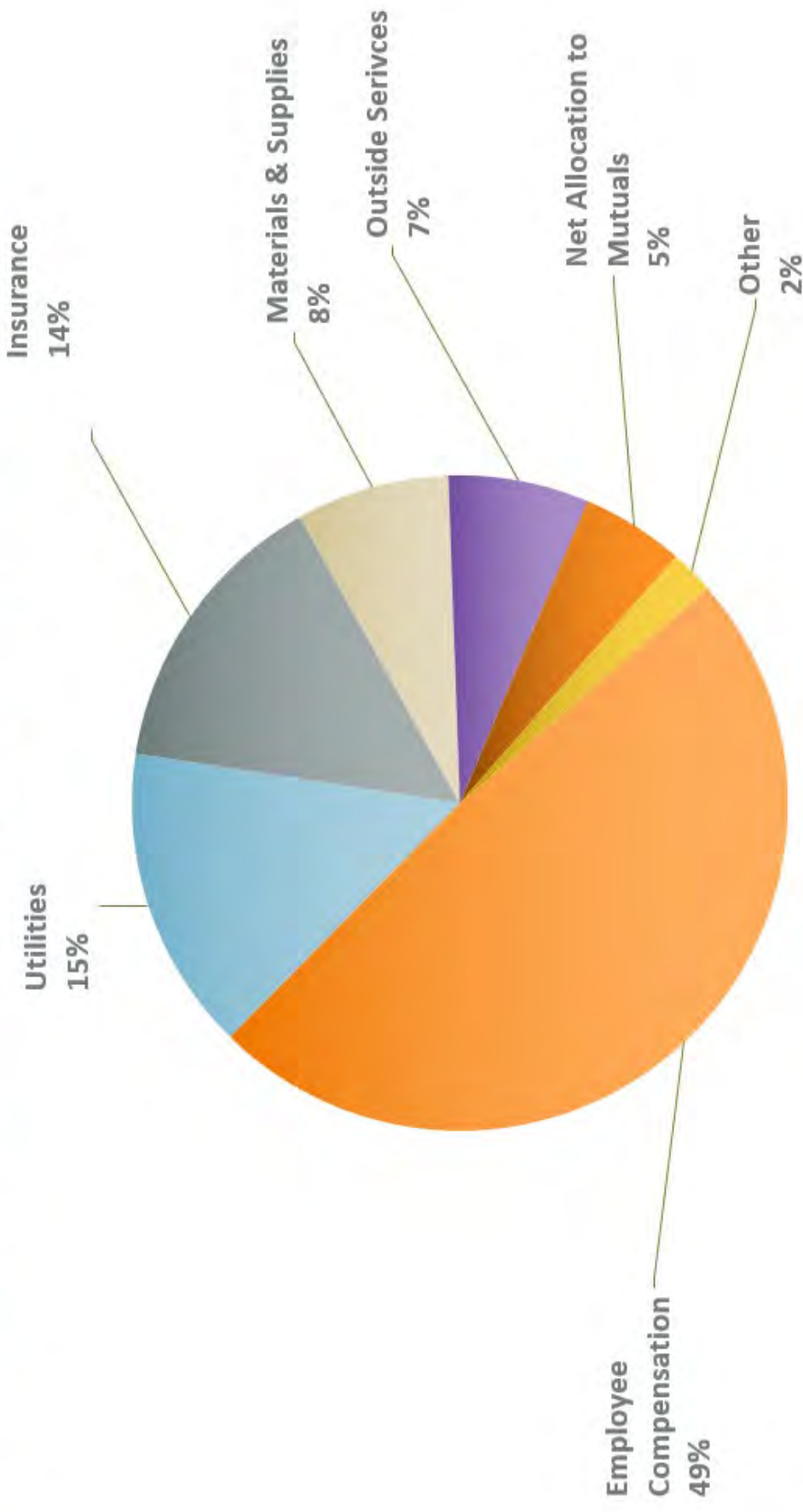
Financial Report

Preliminary as of January 31, 2022



UNITED LAGUNA WOODS
— M U T U A L —

Total Expenses Excluding Property and Sales Tax \$2,235,847



Financial Report

Preliminary as of January 31, 2022

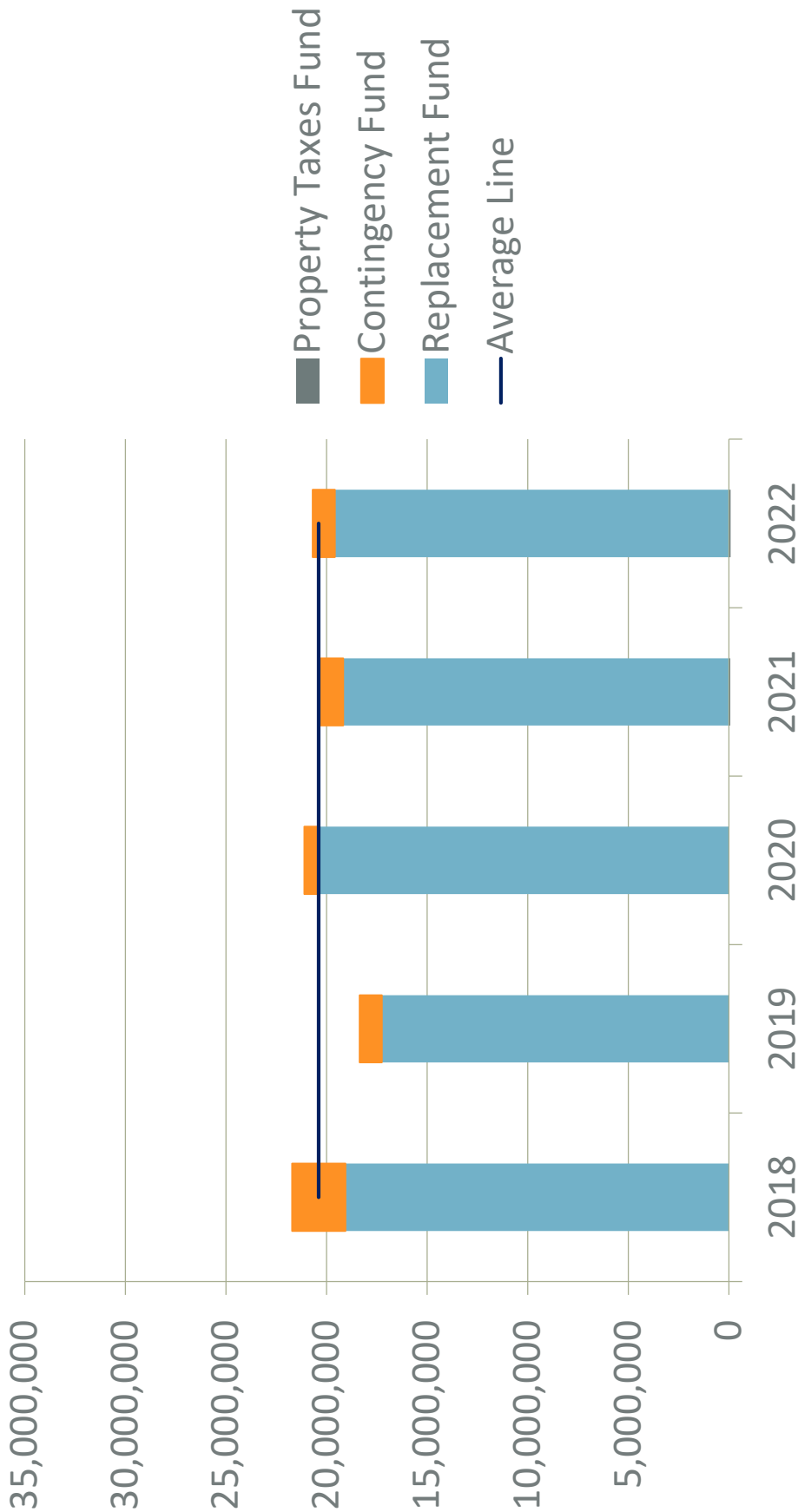


NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE	PROPERTY TAX
Beginning Balances: 1/1/22	\$1,114	\$19,168	(\$66)
Contributions & Interest	(10)	740	1,049
Expenditures	0	321	1,095
Current Balances: 1/31/22	\$1,104	\$19,587	(\$112)

Financial Report

Preliminary as of January 31, 2022

FUND BALANCES – United Mutual



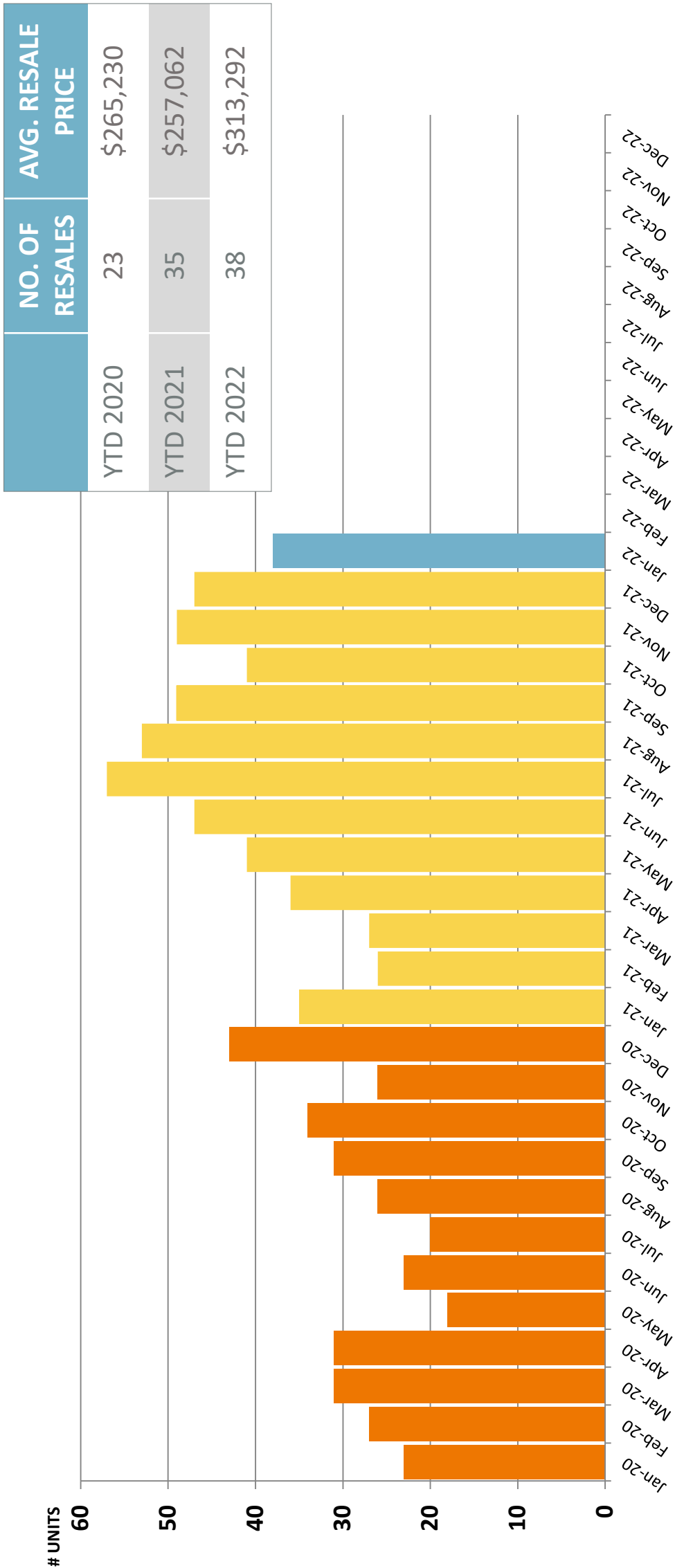
Financial Report

Preliminary as of January 31, 2022

RESALE HISTORY – United Mutual



UNITED LAGUNA WOODS
— M U T U A L —





FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Tuesday, February 22, 2022 – 1:30 p.m.
Virtual Meeting

DIRECTORS PRESENT: Azar Asgari – Chair, Lenny Ross, Pat English, Andre Torng

DIRECTORS ABSENT: None.

ADVISORS PRESENT: Dick Rader

STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez

OTHERS PRESENT: GRF – Juanita Skillman
VMS – Cynthia Rupert

Call to Order

Chair Azar Asgari, chaired the meeting and called it to order at 1:30p.m.

Acknowledgment of Media

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

Approval of Agenda

A motion was made and carried unanimously to approve the agenda as presented with the following addition:

- Add Agenda Item # 11 – Financial Statement and Budget Training

Approval of the Regular Meeting Report of January 25, 2022

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

Chair Remarks

Chair Asgari stated the following: “In no time, we will start budgeting for 2023, and we all will hear the cliché words that cost of living has gone up so does HOA should go up. But let together think ahead of time about it. Are there actions to take by residents to keep the expenses down like not using extra water in different usage. Or are there any actions that VMS staff can take to save like not printing hard copy if it is not necessary or can staff get regular training for fixing problem at the first attempt. For example, to fix a leaking facet in my bathroom three different staff in three different time came. The point is why we don’t address the saving part in the budget. If VMS asking to add more staff what the financial benefit of it would be. A few years ago, When I hired a handy man to do the flooring in my unit I loved when in each step he informed me how much I can save by different choices. I hope this year with new leaders we will hear more about saving plans in parallel to the need of rising HOA in the budgeting”.

Member Comments (Items Not on the Agenda)

A member of the community commented on the upcoming funding for the Landscape project to remove 393 Canary Island Pines. Steve Hormuth addressed her comments and proposed to have Kurt Wiemann, Director of Landscape, at the next Finance Committee meeting to provide details. In addition, Director Juanita Skillman from GRF invited the community to participate in the GRF Landscape Committee meeting on March 9, 2022 where details regarding the project will be discussed.

Department Head Update

Steve Hormuth, Director of Financial Services, provided updates on the 2021 Financial Audit.

Review Preliminary Financial Statements dated January 31, 2022

The committee reviewed financial statements for January 31, 2022 and questions were addressed.

Compensation and Outside Services

The committee reviewed the report. No actions were requested or taken.

Bank Negotiation Update

Steve Hormuth and Jose Campos, Assistant Director of Financial Services, informed the committee that on February 4, 2022 they met with Bank of America to discuss a reduction in fees. Steve Hormuth shared that while the bank was unable to reduce fees beyond the reduction made in March 2021, they would once again review the fees and earnings credit rate once the Federal Reserve adjusts interest rates in March 2022.

Reserve Study

The committee reviewed the Reserves Expenditures Summary Report. The purpose of this report is to keep track of the monthly progress and ensure were on schedule with the recommendation of the Reserve Study Specialist.

Financial Statement and Budget Training

Steve Hormuth and Jose Campos presented an instructional tutorial on how to interpret the monthly financial statements and annual budget. Questions were addressed.

Endorsements from Standing Committees

None.

Future Agenda Items

Investment Review – SageView Presentation

Committee Member Comments

None.

Date of Next Meeting

Tuesday, March 29, 2022 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:47 p.m.

azar asgari

azar asgari (Feb 28, 2022 13:18 PST)

Azar Asgari, Chair

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Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

REPORT PERIOD

February, 2022

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	97	77	\$35,050,394	\$25,440,878	\$365,108	\$330,401
February	68	58	\$24,969,401	\$18,806,125	\$367,197	\$324,244
March		*	75		*	\$377,127
April		*	63		*	\$357,133
May		*	85		*	\$342,108
June		*	100		*	\$400,805
July		*	107		*	\$328,466
August		*	96		*	\$353,621
September		*	102		*	\$354,456
October		*	97		*	\$364,379
November		*	100		*	\$381,935
December		*	93		*	\$372,392
TOTAL	165.00	135.00	\$60,019,795	\$44,247,003		
ALL TOTAL	165.00	1053.00	\$60,019,795	\$377,609,393		
MON AVG	82.00	67.00	\$30,009,898	\$22,123,502	\$366,153	\$327,322

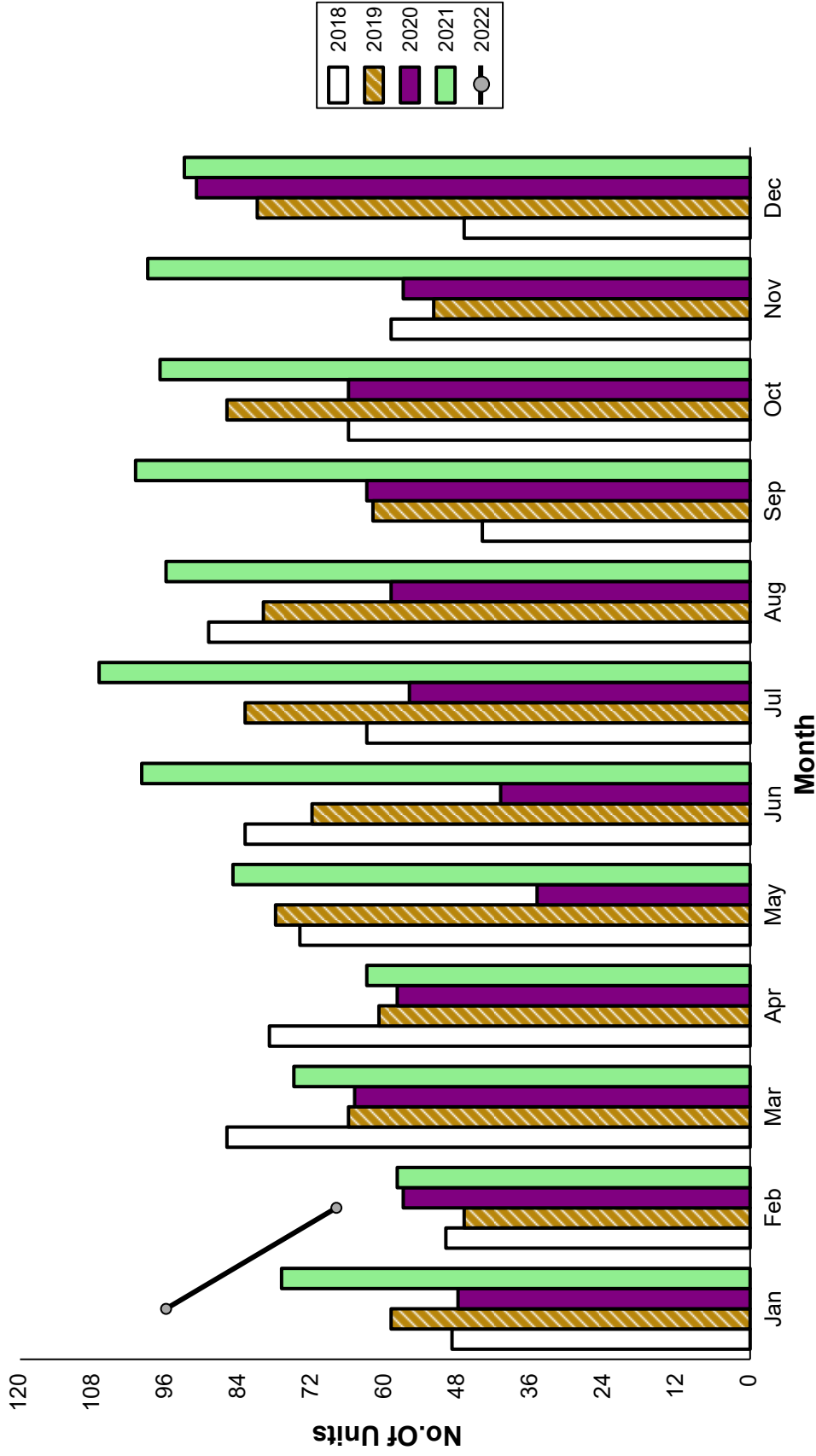
* Amount is excluded from percent calculation

% Change calculated (ThisYear - LastYear)/LastYear

Year to-date totals now include Mutual Fifty

ALL MUTUALS

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

February, 2022

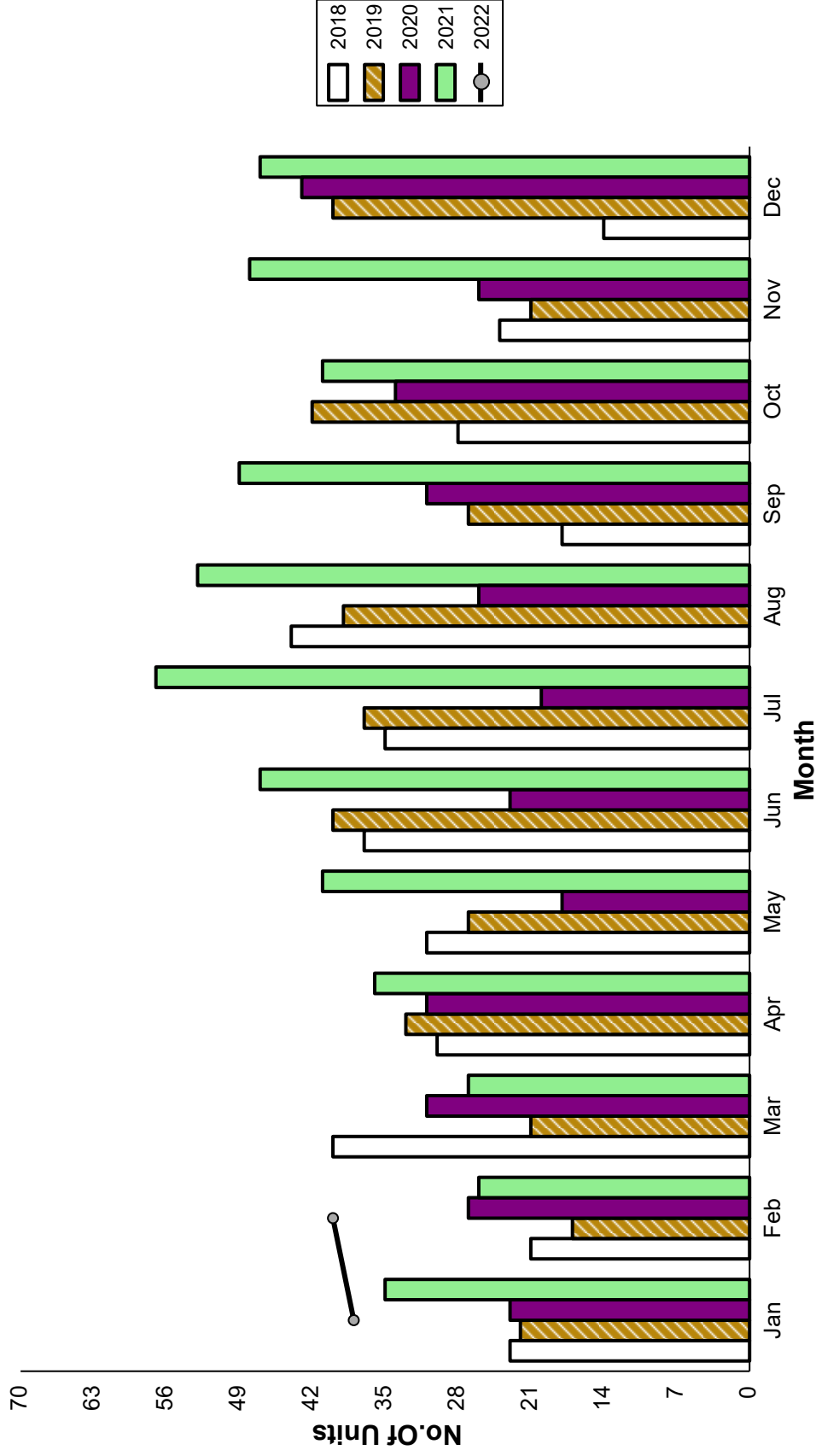
MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	38	35	\$11,905,094	\$8,997,153	\$313,292	\$257,062
February	40	26	\$11,864,401	\$6,846,600	\$296,610	\$263,331
March		*		\$6,978,425		* \$258,460
April		*		\$9,605,499		* \$266,819
May		*		\$10,258,400		* \$250,205
June		*		\$13,580,100		* \$288,938
July		*		\$16,700,700		* \$292,995
August		*		\$15,529,600		* \$293,011
September		*		\$15,157,100		* \$309,329
October		*		\$12,259,900		* \$299,022
November		*		\$13,969,200		* \$285,086
December		*		\$14,364,950		* \$305,637
TOTAL	78.00	61.00	\$23,769,495	\$15,843,753		
ALL TOTAL	78.00	508.00	\$23,769,495	\$144,247,627		
MON AVG	39.00	30.00	\$11,884,748	\$7,921,877	\$304,951	\$260,196
% CHANGE - YTD	27.9%		50.0%		17.2%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

UNITED MUTUAL

Resales - 5 Year Comparison



Monthly Resale Report United Mutual

PREPARED BY
Community Services Department

Feb-22

Month	NUMBER OF RESALES				TOTAL SALES VOLUME IN \$\$				AVG RESALE PRICE			
	2022	2021	2020	2019	2022	2021	2020	2019	2022	2021	2020	2019
January	38	35	23	22	\$11,905,094	\$8,997,153	\$6,100,300	\$5,282,150	\$313,292	\$257,062	\$265,230	\$240,098
February	40	26	27	17	\$11,864,401	\$6,846,600	\$6,375,200	\$4,256,150	\$296,610	\$263,331	\$236,119	\$250,362
March		27	31	21		\$6,978,425	\$7,863,500	\$6,355,000		\$258,460	\$253,661	\$302,619
April		36	31	33		\$9,605,499	\$7,209,488	\$9,292,051		\$266,819	\$232,564	\$281,577
May		41	18	27		\$10,258,400	\$4,523,500	\$6,380,503		\$250,205	\$251,306	\$236,315
June		47	23	40		\$13,580,100	\$6,174,899	\$10,297,790		\$288,938	\$268,474	\$257,445
July		57	20	37		\$16,700,700	\$5,274,500	\$9,189,800		\$292,995	\$263,725	\$248,373
August		53	26	39		\$15,529,600	\$6,909,300	\$10,018,600		\$293,011	\$265,742	\$256,887
September		49	31	27		\$15,157,100	\$7,774,500	\$7,328,900		\$309,329	\$250,790	\$271,441
October		41	34	42		\$12,259,900	\$9,982,400	\$10,220,400		\$299,022	\$293,600	\$243,343
November		49	26	21		\$13,969,200	\$6,469,388	\$5,065,500		\$285,086	\$248,823	\$241,214
December		47	43	40		\$14,364,950	\$10,896,560	\$9,175,800		\$305,637	\$253,408	\$229,395
TOTAL	78	61	50	39	\$23,769,495	\$15,843,753	\$12,475,500	\$9,538,300				
ALL TOTAL	78	508	333	366	\$23,769,495	\$144,247,627	\$85,553,535	\$92,862,644				
MON AVG	39	31	25	20	\$11,884,748	\$7,921,877	\$6,237,750	\$4,769,150	\$304,951	\$260,197	\$250,675	\$245,230
% CHANGE-YTD	27.9%	22.0%	28.2%	-46.6%	50.0%	27.0%	30.8%	-45.4%	17.2%	3.8%	2.2%	2.3%

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

Resales Report

United Laguna Woods Mutual

February, 2022

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
02/10/2022	18-H	1	\$280,000	Majorca	Laguna Woods Village Realty	TBD	Granite Escrow
02/11/2022	57-H	1	\$257,500	Majorca	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
02/07/2022	84-E	1	\$389,900	Majorca	Beverly Realty	HomeSmart Evergreen	Granite Escrow
02/14/2022	89-B	1	\$351,500	Granada	Regency Real Estate	Laguna Premier Realty, Inc	Blue Pacific Escrow
02/17/2022	107-R	1	\$1	Casa Blanca	FSBO	FSBO	Generations Escrow
02/22/2022	126-F	1	\$275,000	Majorca	Keller Williams Real Estate	Keller Williams Real Estate	Granite Escrow
02/25/2022	144-B	1	\$360,000	La Corona	Century 21 Rainbow	Residential Agent Inc.	Corner Escrow Inc.
02/11/2022	184-A	1	\$200,000	Cadiz	Century 21 Rainbow	Professional's Broker	Corner Escrow Inc.
02/03/2022	212-P	1	\$155,000	Cadiz	First Team Real Estate	1% Listing Broker	Generations Escrow
02/07/2022	226-D	1	\$242,500	Majorca	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
02/07/2022	241-B	1	\$359,000	Valencia	Seven Gables Real Estate	Berkshire Hathaway	Blue Pacific Escrow
02/24/2022	257-C	1	\$360,000	Seville	Laguna Premier Realty, Inc	HomeSmart Evergreen	Granite Escrow
02/08/2022	272-C	1	\$240,500	Majorca	Coldwell Banker	Harcourts Prime Properties	Corner Escrow Inc.
02/07/2022	400-A	1	\$235,000	Cadiz	Village Real Estate	McGuire Team Re/Max Select One	Corner Escrow Inc.
02/16/2022	438-C	1	\$322,000	Cordoba	First Team Real Estate	Regency Real Estate	Blue Pacific Escrow
02/10/2022	439-D	1	\$317,000	Cordoba	Laguna Premier Realty, Inc	Alston, Alston & Diebold	Blue Pacific Escrow
02/23/2022	447-E	1	\$300,000	Granada	Laguna Premier Realty, Inc	Residential Agent Inc.	Blue Pacific Escrow
02/15/2022	463-D	1	\$431,000	Majorca	Coldwell Banker	Laguna Woods Village Realty	Granite Escrow
02/16/2022	464-C	1	\$175,000	Majorca	Wise Choices Realty	Wise Choices Realty	Blue Pacific Escrow
02/15/2022	541-H	1	\$450,000	Granada	Websco Broker	Laguna Woods Village Realty	Granite Escrow
02/18/2022	594-C	1	\$430,000	Valencia	Laguna Premier Realty, Inc	Century 21 Rainbow	Granite Escrow
02/09/2022	622-Q	1	\$279,000	Casa Linda	The Shire Real Estate Group	James Hahn, Broker	Blue Pacific Escrow
02/01/2022	705-D	1	\$305,000	Valencia	J24 Realty	eXp Realty of California	Granite Escrow
02/10/2022	713-C	1	\$310,000	Valencia	HomeSmart Evergreen	HomeSmart Evergreen	Granite Escrow
02/17/2022	782-O	1	\$435,000	Casa Linda	Laguna Premier Realty, Inc	Century 21 Award	Blue Pacific Escrow

Resales Report

United Laguna Woods Mutual

February, 2022

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
02/17/2022	799-B	1	\$300,000	La Corona	FSBO	Mark Carlson, Broker	Corner Escrow Inc.
02/08/2022	800-A	1	\$250,000	La Corona	FSBO	FSBO	Granite Escrow
02/03/2022	810-O	1	\$327,500	Casa Contenta	eXp Realty of California	Laguna Premier Realty, Inc	Blue Pacific Escrow
02/07/2022	864-O	1	\$214,000	Casa Contenta	Villa Real Estate	IG Realty	Granite Escrow
02/18/2022	869-C	1	\$279,000	San Sebastian	Residential Agent Inc.	Residential Agent Inc.	Generations Escrow
02/08/2022	893-D	1	\$330,000	Casa Contenta	Village Real Estate		Granite Escrow
02/17/2022	909-P	1	\$335,000	Casa Linda	American Beachside	HomeSmart Evergreen	Escrow Options Group
02/08/2022	941-E	1	\$335,000	Granada	Regency Real Estate Brokers	Realty One Group West	Generations Escrow
02/17/2022	2036-D	1	\$250,000	Valencia	Keller Williams Real Estate	Keller Williams Real Estate	Preferred Escrow
02/04/2022	2065-B	1	\$317,500	Valencia	Laguna Premier Realty, Inc	JD Real Estate	Blue Pacific Escrow
02/04/2022	2067-D	1	\$310,000	Valencia	Village Real Estate Services	Orange County Real Estate	Corner Escrow Inc.
02/24/2022	2103-R	1	\$244,000	Monterey	Laguna Premier Realty, Inc	RE/PRO Real Estate	Blue Pacific Escrow
02/18/2022	2143-O	1	\$236,000	Casa Contenta	Remax Tiffany	HomeSmart Evergreen	Integra Escrow
02/24/2022	2209-D	1	\$350,000	Valencia	Village Real Estate	HomeSmart Evergreen	Corner Escrow Inc.
02/28/2022	2217-Q	1	\$326,500	Casa Contenta	Century 21 Rainbow	ReMax Universal Realty	Generations Escrow

Number of Resales: 40

Total Resale Price: \$11,864,401

Average Resale Price: \$296,610

Median Resale Price: \$307,500

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

February, 2022

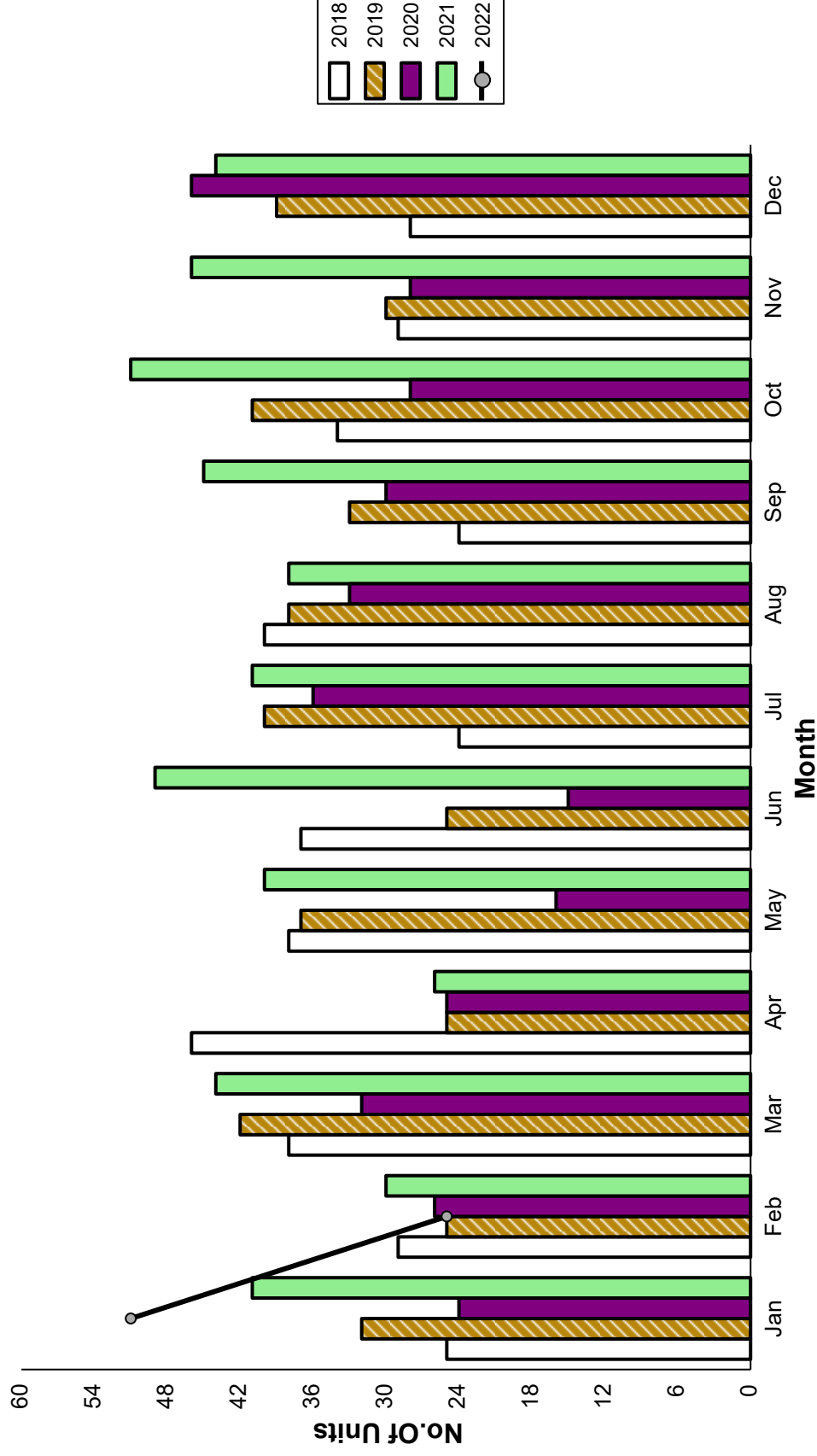
MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	51	41	\$22,789,400	\$16,433,725	\$446,851	\$400,823
February	25	30	\$12,688,000	\$11,904,525	\$507,520	\$396,818
March		*		\$20,903,100		* \$475,070
April		*		\$12,851,400		* \$494,285
May		*		\$18,741,800		* \$468,545
June		*		\$25,804,388		* \$526,620
July		*		\$17,901,388		* \$436,619
August		*		\$18,292,000		* \$481,368
September		*		\$20,638,940		* \$458,643
October		*		\$22,829,400		* \$447,635
November		*		\$23,744,300		* \$516,180
December		*		\$20,172,500		* \$458,466
TOTAL	76.00	71.00	\$35,477,400	\$28,338,250		
ALL TOTAL	76.00	495.00	\$35,477,400	\$230,217,466		
MON AVG	38.00	35.00	\$17,738,700	\$14,169,125	\$477,185	\$398,820
% CHANGE - YTD	7.0%		25.2%		19.6%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

THIRD MUTUAL

Resales - 5 Year Comparison



Monthly Resale Report Third Mutual

PREPARED BY
Community Services Department

Feb-22

Month	NUMBER OF RESALES				TOTAL SALES VOLUME IN \$\$				AVG RESALE PRICE			
	2022	2021	2020	2019	2022	2021	2020	2019	2021	2021	2020	2019
January	51	41	24	32	\$22,789,400	\$16,433,725	\$10,015,000	\$12,482,100	\$446,851	\$400,823	\$417,292	\$390,066
February	25	30	26	25	\$12,688,000	\$11,904,525	\$12,158,700	\$10,208,000	\$507,520	\$396,818	\$467,642	\$408,320
March		44	32	42		\$20,903,100	\$13,946,416	\$16,639,712		\$475,070	\$435,826	\$396,184
April		26	25	25		\$12,851,400	\$10,830,833	\$10,435,500		\$494,285	\$433,233	\$417,420
May		40	16	37		\$18,741,800	\$5,604,000	\$16,273,033		\$468,545	\$350,250	\$439,812
June		49	15	25		\$25,804,388	\$5,881,500	\$10,290,000		\$526,620	\$392,100	\$411,600
July		41	36	40		\$17,901,388	\$15,240,248	\$17,327,373		\$436,619	\$423,340	\$433,184
August		38	33	38		\$18,292,000	\$14,612,928	\$15,994,900		\$481,368	\$442,816	\$420,918
September		45	30	33		\$20,638,940	\$14,314,100	\$12,643,180		\$458,643	\$477,137	\$383,127
October		51	28	41		\$22,829,400	\$10,707,400	\$16,142,900		\$447,635	\$382,407	\$393,729
November		46	28	30		\$23,744,300	\$11,057,300	\$13,520,950		\$516,180	\$394,904	\$450,698
December		44	46	39		\$20,172,500	\$18,548,901	\$18,319,800		\$458,466	\$403,237	\$469,738
TOTAL	76	71	50	57	\$35,477,400	\$28,338,250	\$22,173,700	\$22,690,100				
ALL TOTAL	76	495	339	407	\$35,477,400	\$230,217,466	\$142,917,326	\$170,277,448				
MON AVG	38.0	35.5	25.0	28.5	\$17,738,700	\$14,169,125	\$11,086,850	\$11,345,050	\$477,186	\$398,821	\$442,467	\$399,193
% CHANGE-YTD	7.0%	42.0%	-12.3%	-13.6%	25.2%	27.8%	-2.3%	-7.0%	19.6%	-9.9%	10.8%	8.6%

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

Resales Report

Third Laguna Hills Mutual

February, 2022

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
02/24/2022	964-D	3	\$380,000	Monterey	Realty Source, Inc.	HomeSmart Evergreen	Blue Pacific Escrow
02/02/2022	2272-D	3	\$490,000	Valencia	Shoreline Properties	Redfin	Corner Escrow Inc.
02/09/2022	2300-N	3	\$245,000	Casa Contenta	Laguna Premier Realty, Inc	HomeSmart Evergreen	Granite Escrow
02/14/2022	2340-O	3	\$555,000	Casa Linda	Century 21 Astro	Century 21 Rainbow	Corner Escrow Inc.
02/25/2022	2341-A	3	\$275,000	San Sebastian	South West Realty	First Team Real Estate	Corner Escrow Inc.
02/15/2022	2372-D	3	\$565,000	Valencia	Century 21 Astro	Century 21 Astro	Corner Escrow Inc.
02/04/2022	2385-3C	3	\$290,000	Garden Villa	Century 21 Rainbow	Century 21 Rainbow	Corner Escrow Inc.
02/11/2022	2403-1B	3	\$345,000	Villa Capri	Laguna Premier Realty, Inc	Balboa Real Estate	Blue Pacific Escrow
02/08/2022	3088-B	3	\$425,000	Hermosa	Pacific Sotheby's International	Coldwell Banker Best Realty	Corner Escrow Inc.
02/09/2022	3110-C	3	\$408,000	La Brisa	Laguna Premier Realty, Inc	Coldwell Banker	Blue Pacific Escrow
02/14/2022	3149-C	3	\$700,000	La Reina	Katnik Brothers R.E.Services Corp.	Uniti Realty	Corner Escrow Inc.
02/24/2022	3176-D	3	\$900,000	La Reina	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
02/17/2022	3179-A	3	\$375,000	La Princesa	FSBO	FSBO	Corner Escrow Inc.
02/16/2022	3214-C	3	\$695,000	La Reina	Laguna Premier Realty, Inc	Century 21 Rainbow	Blue Pacific Escrow
02/18/2022	3365-2F	3	\$195,000	Sierra	Laguna Premier Realty, Inc	Mark Carlson, Broker	Corner Escrow Inc.
02/01/2022	3368-O	3	\$550,000	Catalina	Robert Ganem, Broker	Century 21 Rainbow	Escrow Leaders
02/24/2022	3421-1D	3	\$410,000	Casa Dorado	HomeSmart Evergreen	HomeSmart Evergreen	Escrow Options Group
02/08/2022	3507-A	3	\$800,000	Casa Rosa	Century 21 Rainbow	Presidential Real Estate	Corner Escrow Inc.
02/15/2022	3510-3B	3	\$340,000	Villa Nueva	Laguna Premier Realty, Inc	Keller Williams Realty Irvine	Blue Pacific Escrow
02/16/2022	4001-2C	3	\$305,000	Villa Nueva	Jack Wallace	Surterre Properties, Inc.	The Escrow Firm
02/24/2022	4003-3B	3	\$410,000	Villa Nueva	Alta Realty Group CA Inc	Realty Benefit	Granite Escrow
02/25/2022	5345-A	3	\$650,000	El Doble	Compass	eXp Realty of California	Granite Escrow
02/15/2022	5364-Q	3	\$380,000	La Brisa	Century 21 Rainbow	Century 21 Rainbow	Granite Escrow

Resales Report

Third Laguna Hills Mutual

February, 2022

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
02/25/2022	5526-C	3	\$600,000	El Prado	Robert Schaefer	Robert Schaefer	Generations Escrow
02/22/2022	5556-A	3	\$1,400,000	Casa Palma	Century 21 Rainbow	Laguna Premier Realty, Inc	Corner Escrow Inc.

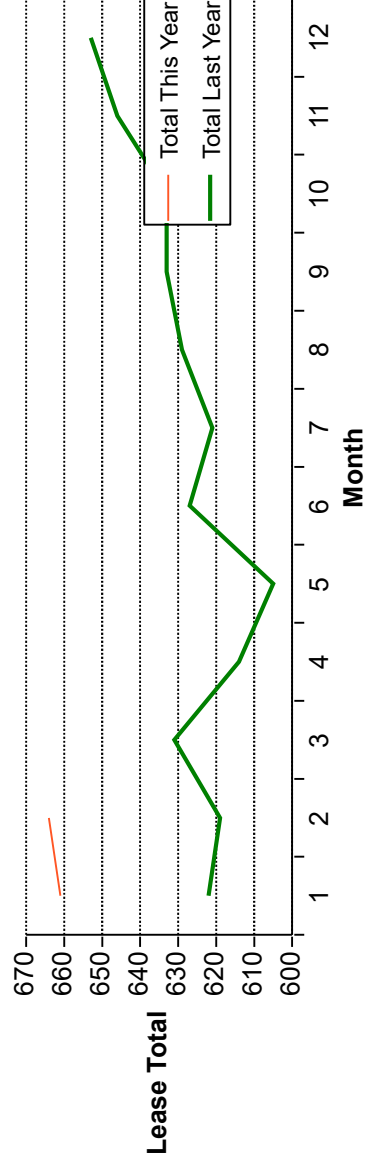
Number of Resales: 25

Total Resale Price: \$12,688,000

Average Resale Price: \$507,520

Median Resale Price: \$410,000

Monthly Active Leasing Report 2022 Period 2 (Mutual 1)



Year	Month	1 to 3 Month	4 to 6 Month	7 to 12 Month	12+ Month	Total This Year	Total Last Year	% Leased Last Year	% Leased This Year	% Change	Total Renewals	Total Expirations
2022	January	19	32	203	407	661	622	10.5	9.8	0.7	40	20
2022	February	17	30	219	398	664	619	10.5	9.8	0.7	50	29
2022	March						631					
2022	April						614					
2022	May						605					
2022	June						627					
2022	July						621					
2022	August						629					
2022	September						633					
2022	October						633					
2022	November						646					
2022	December						653					

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OPEN MEETING

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

Thursday, February 17, 2022 - 9:30 AM-11:30AM
Laguna Woods Village Community Center (Virtual Meeting)
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

COMMITTEE MEMBERS PRESENT: Anthony Liberatore, Acting Director Diane Casey, Acting Director Maggie Blackwell

COMMITTEE MEMBERS ABSENT: Reza Bastani, Cash Achrekar

ADVISORS PRESENT: Dick Rader

STAFF PRESENT: Robbi Doncost, Lauryn Varnum, Gavin Fogg, Richard DeLaFuente, Bart Mejia

1. Call to Order

Chair Liberatore called the meeting to order at 9:30am.

2. Acknowledgement of Media

Zoom platform via Granicus.

3. Approval of Agenda

Approved by consensus.

4. Approval of Meeting Report for December 16, 2021

Approved by consensus.

5. Chair's Remarks

None.

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

Acting Director Blackwell had questions regarding variance procedures, Chair Liberatore encouraged she wait for the variances to be heard before discussing the matter in depth.

7. Manor Alterations Division Manager Update

Staff Officer Robbi Doncost reported that Manor Operations is fully operational and staffed, unfortunately a large amount of staff was out due to quarantine procedures. Inspectors have been



temporarily reassigned to in-take operations, but there will likely be a backlog of approximately 5 days. Chair Liberatore inquired if an email communication can be sent to the community during periods of backlog.

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.

Status of Mutual Consents

8. Monthly Mutual Consent Report

Staff Officer Doncost summarized the report, explained the response time for all inquiries had returned to a 24-hour period, and standard permits were approved within approximately 5-10 business days.

Variance Requests:

A. Variance Request - 81-C Calle Aragon (Madrid, 4) Room Addition on the Existing Exclusive Area Front Patio, Bathroom Addition, and Enclosed Atrium

Staff Officer Richard DeLaFuentes summarized the report and answered questions clarifying the extension into exclusive-use common area. Mr. DeLaFuentes confirmed that this variance will not encroach upon common area, and that it aligns with the current slab. The variance request was approved by consensus.

B. Variance Request – 861-Q Ronda Mendoza (Castilla, HH08_1), Install (3) Exterior WiFi- Enabled Battery-Operated Security Cameras

Mr. DeLaFuentes read aloud two letters from neighbors disapproving of the proposed variance, and clarified that the staff has amended its position from recommending approval to neutrality. Acting Director Casey commented that the proposed system seems invasive to the privacy of the community. Acting Director Blackwell recalled that a previous resident had installed cameras, however they gave the feeling of an unsafe neighborhood and raised concerns over where the camera would be aimed. Advisor Rader commented that perhaps the Governing Docs Committee could consider the ramifications of this proposal.

Member Myskzo presented his argument to the committee, including offering to provide photos of where the cameras would be aimed. Discussion ensued regarding the concern for setting a precedent within the community with cameras. Ultimately, the committee elected by consensus to defer the decision to the Governing Docs Committee.

Acting Director Blackwell inquired about a specific variance discussed at the previous ACSC meeting. She inquired as to the process of alterations being resolved within a resale, and the grandfathering of in improper alterations. Staff Officer Gavin Fogg clarified that part of the resale inspection was to identify



alterations out of compliance, but policies have changed over time. Mr. Fogg suggested a private off-line discussion to further answer any questions Acting Director Blackwell's questions.

Items for Discussion

9. ACM: Legal Involvement Progress & Dual Mutual Involvement

Acting Director Blackwell asked for a summary of the current situation. Mr. Doncost explained that history of communications between the two mutuals regarding ACM policies, explaining that a meeting was attempted to have the Chair's speak directly. The current procedure is able to revised if both mutual's can create a mirrored process. Chair Liberatore pledged to contact United's legal representation to discuss the mutual's role/Manor Alteration's role.

10. Technology Update Automated Reminders & Permitless Alteration Receipts

Staff Officer Lauryn Varnum summarized the current technology updates, including the upcoming automated email reminders for members, and a fully digital permit system. The committee was very excited for the updates and looked forward to updates.

11. City of Laguna Woods & Manor Alterations Meeting

Mr. Doncost explained the ongoing meetings between the City and Manor Alterations served as an open path of communication. The meetings include discussion of new policies and the effect on both entities, any communal changes, and updates on staffing changes. The committee asked to be kept abreast of the updates.

Items for Future Discussion:

12. No issues were raised.

Concluding Business:

13. Committee Member Comments

Acting Director Blackwell inquired again about the same previous variance, with Mr. Fogg reiterating that the discussion should continue offline.

14. Date of Next Meeting – Thursday March 17, 2022 9:30 AM

15. Adjournment – 10:50 AM

X _____

Anthony Liberatore, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281

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OPEN MEETING

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

**Thursday, February 10, 2022 – 9:30 A.M.
VIRTUAL MEETING
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Diane Casey, Maggie Blackwell, Lenny Ross

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT: Juanita Skillman, Cash Achrekar

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Eve Morton

1. Call to Order

Called to order at 9:30 a.m.

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

Director Blackwell made a motion to approve the agenda. The committee was in unanimous support.

4. Approval of the Meeting Report for December 9, 2021

Director Blackwell made a motion to approve the Report. The committee was in unanimous support.

5. Chair's Remarks

Chair Casey stated this her first Zoom meeting as Chair. She is excited to hear Mr. Wiemann's reports and any comment from Members.

6. Department Head Update

Mr. Wiemann explained that Canary Island Pines (CIP) are too numerous and too close to some structures here in the Village. When these trees grow too close together, they compete for sunlight and water, affecting the long-term health of the trees. The Landscape Committee directed staff to put together a project to identify CIPs for removal. There are 979 CIP trees in United Mutual. Staff arborists spent the better part of two years examining every CIP for several characteristics; overall health, causing infrastructure damage, proximity to buildings, and proximity to other trees. Staff identified 393 trees who meet criteria to be removed.

The United Mutual Canary Island Pine Grove Reduction Project was put out to bid in January of 2022. Mr. Wiemann shared the bid results with the committee.

It was bid as a three-year project. There are some funds remaining from last year's budget and total cost for each year would be about \$200K.

He asked the committee if they want to recommend to the Board a supplemental funding to fund all three years or just approve the one year for now.

Chair Casey asked if these removals would be mapped first? Mr. Wiemann stated, yes, at some point.

The majority of these pines are in Gate 1 area.

Mr. Wiemann stated that Sections 3 and 4 should be done first, where there aren't as many trees.

Director Ross asked if money could be saved by using Village Landscape staff versus a contractor? Mr. Wiemann stated that Village staff doesn't have the proper equipment for this type of removal. Currently, when a tree needs to be removed which requires a crane, that work is given to a contractor.

Director Blackwell asked how long it takes to remove a tree. Mr. Wiemann responded four to six hours.

A Member said to consider how you will fund year two and three. He thinks it will result in a raise of the HOA fee.

Director Blackwell made a motion to use the excess tree funds from last year, along with the money in this year's tree budget. The committee was in unanimous support.

Mr. Wiemann will bring a formal request to the committee about this next month. He just needed direction from the committee on which way they wanted to fund this project.

a. Project Log

Mr. Wiemann reviewed the Project Log with the committee and answered some questions.

b. Off-Schedule Tree Work

Mr. Wiemann reviewed this report with the committee.

c. Key Performance Index Slides

Mr. Wiemann reviewed the landscape key performance index slides with the committee.

d. Recommended Locations for Turf Reduction

Mr. Wiemann showed the committee four possible locations in United Mutual for turf reduction. The cost for this turf reduction is already in this year's budget. Director Blackwell made a motion to move ahead with turf reduction for those four areas. Director Ross seconded. The committee was in unanimous support.

7. Member Comments (Items not on the agenda)

A Member state that Mr. Wiemann is doing an excellent job.

She is glad when there is more turf reduction around the trees. She is looking forward to more of the drought tolerant plants in the community to update the look.

She is thrilled with updates to the irrigation system.

She wishes they would show Mr. Wiemann's PowerPoint presentation on TV6.

There was a water break by her home. Staff was very responsive. She sent an email to Resident Services and it worked well. That option should be stressed in the e-blast. The wait line on phone is frustrating so email is much quicker.

Mr. Wiemann added that he is looking at an area within United designated as a chemical free zone. He is putting costs together

A Member asked Mr. Wiemann if he would include a report for each meeting to compare last year's water usage to this year, by month. Perhaps that would show the impact of turf modification on water use.

Mr. Wiemann reported that he can do such a report. But he can't separate residential use from other use. He will provide that information going forward.

Director Skillman reported that Village arborist, Bob Merget, is going to be at the GRF Landscape committee and will be telling us about our tree program. Also, Third Mutual Director, Donna Rane Szostak, is going to be reporting on water use.

A Member stated that more people need to know that information about the Kikuyu grass and how it can irritate pet feet and skin. He also said there are chemicals in many products that we use, not just herbicides on grass. We need to do more to educate residents that we only spray herbicides to certain areas at certain times.

A Member commented about replacing trees that are removed. Mr. Wiemann reported that, for the most part, there is no need to replace trees when they are removed. Although there are situations where a replacement is warranted, in most situations the trees are too numerous for the acreage.

Response to Member Comments

See above.

Items for Discussion and Consideration

8. Landscape Revision Request: 880-B Via Mendoza

Director Blackwell stated that Mutual does not allow a sliding glass door onto common area. So, a patio outside that sliding glass door is also not allowed.

The requestor was on this Zoom meeting and said what she is requesting is not permanent and can be removed when the house is sold.

Mr. Wiemann reported that a few years ago, United decided to follow Davis-Stirling rules regarding condominiums. Now, a Member would not be allowed to put in a sliding door there. This rule policy shift doesn't allow her to use that common area as she is requesting.

Director Blackwell moved to deny this request and Chair Casey seconded. The committee was in unanimous support.

Concluding Business:

9. Committee Member Comments

Director Blackwell said it's difficult when residents have ideas that we can't approve.

Chair Casey enjoyed this meeting and Mr. Wiemann's information.

Director Ross thanked Kurt and felt he did a phenomenal job, was organized, and clear. His is looking forward to continuing on with this committee.

10. Date of Next Meeting – Thursday, March 10, 2022

11. Adjournment at 11:40 a.m.

Diane Casey

Diane Casey (Feb 23, 2022 15:26 PST)

Diane Casey, Chair