

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

**Tuesday, May 9, 2017 - 9:30 AM
Laguna Woods City Hall - 24264 El Toro Road**

NOTICE AND AGENDA

Before an action item is open for discussion a motion and a second must be recognized by the Chair. After the Board discusses the issue, the Chair will open the floor to the audience on the immediately pending motion or resolution. There is a maximum time limit of three (3) minutes per member during the Member Comments period. There is a maximum time limit of minutes for member comments on motions before the Board. A Member may only address the Chair once for each agenda item.

1. Call Meeting to Order / Establish Quorum – Juanita Skillman
2. Pledge of Allegiance – Don Tibbetts
3. Acknowledge Media
4. Approval of Agenda
5. Approval of Minutes
 - (a) April 11, 2017 – Regular Open Session
6. Member Comments

At this time the members may address the Board of Directors regarding any item within the jurisdiction of the Board of Directors of the United Laguna Woods Mutual. There is a maximum time limit of three (3) minutes per member and a member may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Member's Forum.

7. Response to Member Comments (Time Limit of three (3) Minutes per Director)
8. Report of the Chair
9. Update from VMS – Anthony Liberatore
10. Report of the CEO
11. Consent Calendar

All matters listed under the Consent Calendar are considered routine and will be enacted by the Board by one motion in the form listed below. In the event that an item is removed from the Consent Calendar by a member(s) of the Board, such item(s)

shall be the subject of further discussion and action by the Board.

(a) Maintenance & Construction Committee Recommendations:

- 587-D Approve relocating front powder room, bathroom to existing enclosed atrium.
- 396-B Approve converting atrium into master bath /closet and add window to master bedroom.
- 360-A Approve replacing existing entry steps with ramp.
- 360-A Approve window addition to previously approved variance room addition in patio.
- 2159-D Approve a door addition from enclosed patio to entry way.
- 703-B Approve the extension of kitchen into patio.
- 862-P Approve installing air conditioning unit with copper piping.
- 236-B Approve converting enclosed balcony into master bedroom.
- 565-C Approve Removing Existing Steps and Replace with Terraced Steps

(b) Landscape Committee Recommendations:

- 621-B Approve request for tree removal (see Agenda Item 12(c) page 2)
- 712-C Deny request for drainage addition (see Agenda Item 12(c) page 2)

(c) Finance Committee Recommendations:

None

(d) Approve changing the Name of the Executive Hearing Committee to Member Hearings Committee

(e) Approve Red Curb Request Procedures

12. **COMMITTEE REPORTS**

Before an action item is open for discussion a motion and a second must be recognized by the Chair. After the Board discusses the issue, the Chair will open the floor to the audience on the motion or resolution. A Member may only address the Chair once for each agenda item. There is a maximum time limit of three (3) minutes on motions before the Board. The Board reserves the right to limit the total amount of time allotted.

(a) Finance Committee Report – Pat English

- I. United Financial Update
- II. Report of Delinquencies
- III. Report on Resale & Sub-Lease Activity
- IV. 2017 Budget Calendar

(b) Report of the Maintenance & Construction Committee – Don Tibbetts

I. Entertain a Motion to Establish a Committee and Charter for the United Architectural Control and Standards Committee – **Resolution**

(c) Report of the Landscape Committee – Maggie Blackwell

(d) Report of the Governing Documents Review Committee – Juanita Skillman

(e) Report of the Communications Committee – Maggie Blackwell

(f) Report of the Laguna Woods Village Traffic Hearings – Don Tibbetts

(g) Report of the Preparedness for Disaster Task Force – Andre Torng

(h) Report of Disciplinary Cases – Juanita Skillman

13. **Unfinished Business**

(a) Entertain a Motion to Approve United Mutual Committee Appointments – **Resolution**

(b) Entertain a Motion to Approve GRF Committee Appointments – **Resolution**

(c) Entertain a Motion to refer the Drone Policy back to Security and Community Access

(d) Entertain a Motion to Approve Directors Code of Conduct – **Resolution**

(e) Entertain a Motion to Approve Revisions to the Parking Decal Policy – **Resolution (the 30 day notification requirement has been satisfied)**

14. **New Business**

(a) Select Audit Committee Representative Appointment

15. GRF Committee Highlights

16. Directors' Forum (Time Limit of 3 Minutes per Director)

17. RECESS

FUTURE AGENDA ITEMS

1. Entertain a Motion to Approve Limiting the Use of Common Area – Resolution (initial notification – postponed to June to conform to the 30 day notification requirement)
2. Entertain a Motion to Approve the 90 Day Lease Recognition Program

3. Entertain a Motion to Approve Changes to the Damage Restoration Hearing Determination Letter
4. Entertain a Motion to Approve GRF Giving United the Ability to Turn Off Cable

CLOSED EXECUTIVE SESSION AGENDA

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

1. Approval of Agenda
2. Approval of the Following Meeting Minutes;
 - a. April 11, 2017 – Regular Executive Session
 - b. April 21, 2017 – Special Executive Session
3. Discuss and Consider Member Matters
4. Discuss Personnel Matters
5. Discuss and Consider Contractual Matters
6. Discuss and Consider Litigation Matters

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

April 11, 2017

The Regular Meeting of the Board of Directors of United Laguna Woods Mutual, a California Non-Profit Mutual Benefit Corporation, was held on Tuesday, April 11, 2017 at 9:30 AM at 24264 El Toro Road, Laguna Woods, California.

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

Directors Absent: None

Staff Present: Open Session: Lori Moss and Leslie Cameron,
Executive Session: Lori Moss, Leslie Cameron, and Francis Rangel

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

(1) CALL TO ORDER

Janey Dorrell, 2nd VP of the Corporation, chaired and opened the meeting, and stated that it was a Regular Meeting held pursuant to notice duly given. A quorum was established, and the meeting was called to order at 9:30 AM.

(2) PLEDGE OF ALLEGIANCE

Director Juanita Skillman led the Pledge of Allegiance to the Flag.

(3) ACKNOWLEDGEMENT OF MEDIA

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

(4) APPROVAL OF AGENDA

Without objection the agenda was approved as presented.

(5) UNITED MUTUAL MEMBER COMMENTS AND PUBLIC FORUM

United Mutual Members were given the opportunity to speak to items within the jurisdiction of the Board of Directors.

- Maxine McIntosh (69-C) recognized the service of former 1st VP Jan LaBrage and President Lenny Ross.
- Michael Statsmann (910-Q) commented on the proposed limitations of the parking decal.
- Mary Walters (239-D) inquired about the amount of units for sale and an update of the manors that are renovated.
- Michael Landry (693-B) Inquired if current cars will be grandfathered in for the parking decal.

- Jack Arnold (404-D) Commented on the lack of driving visibility at Gate 2. He also stated that 74.6% of drivers do not stop at the signs and what can be done to enforce it.
- Katherine La Paglia (818-Q) spoke in favor of the new parking restrictions.
- Elizabeth Sehi (541-H) commented that two items were stolen from her carport and that landscaping does not clean up the mess they leave after they are finished mowing.
- Roberta Berk (933-B) Commented on the variance fee for the parking decal and asked for clarification.
- Parinaz Azarnia (400-N) concerned about her realtor agent that helped her purchase her share and that she received no information about the alterations she is responsible for in the manor.
- Debbie Byrne (498-B) concerned about future golfers that may not get golf carts due to the new parking restrictions.
- Pamela Grundke (2214-B) Thanked and recognized Jan LaBarge and Lenny Ross for their service and commitment to the community. She complimented Armando for the framing of her window, William for the bathroom heater, and the young man that took care of her dishwasher and that VMS is doing a great job.
- Norma Benner (2051-D) Thanked the Board for the work that they do on the community's behalf and was opposed to the resolution for land use.

(6) RESPONSE TO MEMBER COMMENTS

United Mutual Directors Morrison, Torng, Leonard, Tibbetts, Skillman, Blackwell and Achrekar, briefly responded to Member Comments.

(7) REPORT OF THE CHAIR

Chair Janey Dorrell commented on the following:

- Chair Dorrell thanked Lenny Ross for his 2 ½ years of service.
- Chair Dorrell thanked previous and present Board Members for their work with the Land Use issues.

(8) Update from VMS Director – Director Stone

Director Stone, VMS Director,

- An initial benefits study was performed and our benefits and pay are in line with surrounding communities. The Health Benefits Study has not yet been done.
- Bartenders will not be tipped and their hourly wage not reduced as VMS expects equal service to every member.
- There was a special closed meeting on 3/29 to review union agreement with legal counsel and any changes will have to be submitted from the union 60 days before the contract expires.
- Mr. Rahn, Landscape Director, updated the VMS Board on the landscape department. This update is the first of the ongoing updates that will be heard by VMS from all department heads.

- VMS thanked Ms. Parker, Financial Services Director, and Ms. Backes, Controller, for their work on the 2016 audit.
- If you have a bulky item to be picked up please call waste management.
- The General Manager's office has recently received emails from residents expressing appreciation of Maintenance and Construction staff.
- The Resident at 736-B sent kudos to management about the landscape staff who fixed the sprinklers issue, adding that staff did a great job and deserves recognition.
- Shower rooms, particularly at CH4, are tired and in need of repair. Maintenance staff was working at CH 4 locker rooms last week and this week. Staff has re-grouted the shower floors and walls as well as the dry down area in the showers. Shower heads, shower flanges, shower arms were all being replaced. CH1 is next in line.
- Resident at 847 O took the time to write and compliment Edgar Romero for the fabulous job he did cleaning the breezeway. She reported that it was full of yellow powder from the pine trees and he swept and washed the whole area.
- Kudos to Michael Partain and Michael Carre in HR because to date VMS has offered 17 CPR/AED and First Aid classes with 378 employees (40 percent) receiving their certification, with 565 employees remaining.
- The VMS Board wants to pass on kudos to the Alternations Division who has been short on staff but the remaining crew has stepped up and is working on templates for standard letters and conditions of approval for variances.

(9) REPORT OF CEO

Lori Moss, Community Manager, spoke about the following;

- As reported in the VMS Update we are receiving many positive comments from United's residents on the improvements with landscaping and Ms. Moss thanked the audience for their positive feedback.
- United will hold their first evening orientation all residents are invited to attend on May 10, at 6 PM. All residents are also invited to Thursday Docent tours or on one Saturday a month and for more details call 268-2337.
- Residents were reminded to anonymously call Compliance if they see violations or nuisances at 268-CALL (2255)
- We have requested letters of interest from lobbying firms to help the Village with state legislation, opening doors to state agencies such as the PUC and Fish and Wildlife, and to look for potential funding/grants. Interviews will be conducted in the next few weeks.
- Life Magazine was mailed out. This is a quarterly publication of Recreation and Special Events.
- Tune into TV-6 to hear Brad Hudson's State of the Village.
- If you provided an e-mail for RFID you are more than likely registered and if you don't get an e-mail it may be in your spam box.
- The updated Village Disaster Plan will be presented to the GRF Security Committee and the next phase will be training Block and Building Captains trained to pass information down to residents.
- Please download the Dwelling Live app. This app will allow residents to register guests on line or from a mobile phone for admittance into the community.

(10) APPROVAL OF MINUTES

Without objection the minutes of March 21, 2017 were approved as written.

(11) CONSENT CALENDAR

Director Leonard moved, seconded by Director English, to approve the consent calendar. By a vote of 8-0-0 the motion carried.

(a) Maintenance & Construction Committee Recommendations:
None

(b) Landscape Committee Recommendations:
None

(c) Finance Committee Recommendations:
Approval of Resolution to Record Lien against Members ID; 947-369-46

RESOLUTION 01-17-40

Recording of a Lien

WHEREAS, Member ID 947-369-46; 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, April 11, 2017, that the Board of Directors hereby approves the recording of a Lien for Member 947-369-46 and;

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

12) COMMITTEE REPORTS

(a, al, all, alll) Finance Report

Director English reported from the Finance Committee, gave a United Mutual financial update, gave a brief update on delinquencies and commented on the Resale Activities Report.

(b) Maintenance and Construction Committee

Director Tibbetts reported from the Maintenance and Construction Committee.

- Directors Tibbetts and Leonard met with Mr. Munoz, Operations and Maintenance Director, and discussed implementing an Architectural Standards and Control Committee.

(c) Landscape Committee

Director Blackwell reported from the Landscape Committee.

(d) Governing Documents Review Committee

Director Skillman reported from the Governing Documents Review Committee.

- The 90 Day Lease Recognition Program is intended to be on the Board agenda in May.

(e) Report of the Communications Committee

Director Blackwell reported from the Communications Committee.

- Don't forget to sign up for the Village Breeze as it is a great tool for Village information.
- Use the Search Engine on the Village website as it will help you to find the information you may be looking for.
- If you use the YouTube app you can find Director reports on the Committees and Board reports

(f) Laguna Woods Village Traffic Hearings

There was no report from the Laguna Woods Village Traffic Hearings.

(g) Report of the Preparedness Disaster Ad-Hoc Committee

Director Torng reported from the Report of the Preparedness Disaster Committee.

(h) Report on Disciplinary Cases

Director Tibbetts provided an update on the Disciplinary cases.

(13) UNFINISHED BUSINESS

(a) Entertain Motion (the 30 day notification requirement has been satisfied)

Secretary of the Board, Director Skillman, deferred the reading of the resolution to Director Blackwell and read the following resolution approving revisions to the Collection and Lien Enforcement Policy:

RESOLUTION 01-17-41

2017 Collection & Lien Enforcement Policy

WHEREAS, in accordance with California Civil Code, the United Laguna Woods Mutual maintains a collection and lien enforcement policy that outlines the procedures, policies and practices employed by United Laguna Woods Mutual in enforcing lien rights or other legal remedies for default in payment of assessments; and

April 11, 2017

WHEREAS, the Mutual would like to formalize certain practices and procedures used for the collection of non-assessment delinquencies such as fines, fees, and chargeable services pursuant to the Governing Documents and current law;

NOW THEREFORE BE IT RESOLVED, April 11, 2017, that the Board of Directors hereby adopts a revised 2017 United Laguna Woods Mutual Collection and Lien Enforcement Policy as attached to the official minutes of this meeting; and

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

The 30 day notification requirement has been satisfied in accordance with Civil Code §4360.

Director Blackwell moved, seconded by Director English, to approve the resolution as written.

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

(b) Entertain a Motion to Approve Limiting the Use of Common Area – Resolution (initial notification – must postpone to June to conform to the 30-day requirement)

Secretary of the Board, Director Skillman, deferred the reading of the resolution to Director Blackwell and read the following resolution approving revisions to the Land Use Alteration Policy:

LAND USE ALTERATION POLICY

ADOPTED APRIL 2002, RESOLUTION U-02-46
REVISED NOVEMBER 2002, RESOLUTION U-02-155
REVISED APRIL 2004, RESOLUTION 01-04-54
REVISED MAY 2007, RESOLUTION 01-07-45
REVISED MAY 2008, RESOLUTION 01-08-73

REVISED APRIL 11, 2017, RESOLUTION 01-17-XX

WHEREAS, the Board of Directors of United Laguna Woods Mutual ("Board") established policies and procedures for the construction of any alterations, additions and expansions; and

WHEREAS, the Board, through Resolutions U-02-46, U-02-155, 01-04-54, 01-07-45 and 01-08-73 (collectively referred to as the "Land Use Policy") adopted and implemented the Land Use Policy to allow members, in limited circumstances, to make exclusive use of certain portions of the common area to expand the footprint of their manor; and

WHEREAS, members have expressed concern over the Land Use Policy and, in general, the Board's policy to allow members to use common area for their

exclusive use by making alterations to manors that expand the structure beyond the original footprint; and

WHEREAS, the Board has consulted with staff, legal counsel and heard from the members (including in a town hall meeting on February 28, 2017, in Clubhouse 3) and has decided to terminate the Land Use Policy and not allow members to make exclusive use of common area through such alterations; and

NOW THEREFORE BE IT RESOLVED, June 13, 2017, that the Land Use Policy be rescinded; and

BE IT FURTHER RESOLVED, that the Board of Directors shall not approve any alterations expanding the original footprint of manors, but that all such alterations currently in place, which have already been approved under the Land Use Policy, are grandfathered; 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.

Initial notification- must postpone until June to conform to the 30-day notification requirement Civil Code §4360.

Director Blackwell moved, seconded by Director Skillman, to approve the resolution as written. Discussion Ensued.

- Director English spoke in opposition of the Common Land Use Resolution
- Roberta Berk (933-B), Norma Benner (2051-D), Jack Bassler (327-A) and Manuel Armendarez (917-D) spoke in opposition Common Land Use.
- Connie Barton (514-D), Mary Stone (356-C), Pamela Grundke (2214-B) and Dick Rader (270-D) spoke in favor of the Common Land Use Resolution.
- Barbara Copley (410-D) explained that the resolution has nothing to do with the foot print of the manor and has not affected prices and sales.

By a vote of 7-1-0 (Director English opposed) the motion carried.

(14) NEW BUSINESS

(a) Entertain a Motion to Approve Amendments to the Qualifiers Attached to Resolution 01-13-50 for Subleasing Manors

Secretary of the Board, Director Juanita Skillman, reviewed the amended redlined No. 3 Qualifier as attached to Resolution 01-13-50 for Subleasing Manors:

~~A prohibition on any membershareholder owning more than one membershareholdership/manor in United, and/or being identified as the "membershareholder" under more than one Occupancy Agreement, at any one time, except as provided for and subject to certain conditions. Under United's Interim Dual Ownership Agreement (as provided in Resolutions U-02-164, 01-10-222 and 01-03-147), including but not limited to the requirements that (i) a membershareholder may not sublease a manor listed for sale during any permitted period of dual ownership, (ii) the membershareholder must reasonably proceed to sell the manor listed for sale within six (6) months from the membershareholder's signing of the Interim Dual Ownership Agreement, (iii) the Board is prohibited from approving any individual membershareholder's request for an Interim Dual Ownership Agreement more frequently than one (1) time in any two (2) year period and (iv) with respect to dual ownership, both trustees and beneficiaries under any trust having any ownership interest in a manor/membershareholdership shall be considered a membershareholder with respect to such manor/membershareholdership; and~~

Director Skillman made a motion, seconded by Director English, to approve amendments to the Qualifiers Attached to Resolution 01-13-50 for Subleasing Manors. Discussion ensued.

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

(b) Entertain a Motion to Approve Amendments to the Policy Schedule of Monetary Penalties

Director Skillman gave the following reasons for the amendments; GRF penalties were removed and that the Board wants to move from a slap on the hand to a more severe penalty.

Director Skillman made a motion, seconded by Director Morrison, to approve amendments to the Policy Schedule of Monetary Penalties. Discussion Ensued.

- Director Achrekar commented on creating more clarification on the schedule
- Director Tibbetts commented on the verbiage of any illegal acts that there should be examples. The Board agreed to add examples and to change the word "example" to i.e.
- Dick Rader (270-D) commented on being more specific and adding a modifier stating that the fees can be doubled and tripled
- Director Leonard stated that there is no need to state the doubling and tripling on the schedule as there can be a daily fine applied and does not feel it needs to go back to the committee for re-consideration.
- Manuel Armendariz (917-D) commented on adding more language to the schedule.

- Barbara Copley (410-D) stated that it does not need to be sent back as it was deliberated over and there was staff involvement

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

(c) Approve Hosting Laguna Hills Memorial Day Half-Marathon, 10K and 5K

Director Achrekar made a motion, seconded by Director Skillman, to approve hosting the Laguna Hills Memorial Day half-marathon, 10K and 5K.

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

(d) Introduction of Candidates for Appointment to United Board to Fill Two Vacancies (Terms ending 2017)

Chair Dorrell made an announcement that Ronald Beldner has pulled his application for the Board appointment.

i-v. Each of the four candidates, Manuel Armendarez, Jack Bassler, Reza Bastani and Maxine McIntosh, addressed the Board with a two minute statement. Directors asked question of all the candidates.

vi. Ballots were distributed to the United Board of Directors.

vii. The Ballots were collected and counted. Jack Bassler and Maxine McIntosh received the majority of votes.

(e) Announce United Board Directors to Fill Two Vacancies (Term Ending 2017)

Maxine McIntosh and Jack Bassler were appointed as the new Directors to fill the two vacancies with a term ending in 2017. Both Directors were asked to be seated with the Board.

(f) Election of Officers by Opening Nominations

i-ii. Director Leonard moved, seconded by Director Achrekar to open nominations for election of Officers. Officers nominations were made, ballots issued, collected and counted.

The following Directors were elected:

President – Juanita Skillman

First Vice President – Janey Dorrell

Second Vice President – Cash Achrekar and Don Tibbetts

Secretary – Maggie Blackwell

Treasurer – Pat English

ii. The Ballots were collected and counted.

iii. Entertain Motion to Approve Election of Officers – **Resolution**

April 11, 2017

RESOLUTION 01-17-42

Appointment of Officers

RESOLVED, on April 11, 2017, pursuant to United Laguna Woods Mutual Bylaws Article IX which sets guidelines, terms and responsibilities for the election of Officers to this Corporation the following persons are hereby elected to the office indicated next to their names to serve:

Juanita Skillman	President
Janey Dorrell	1st Vice President
Don Tibbetts	2nd Vice President
Maggie Blackwell	Secretary
Pat English	Treasurer

RESOLVED FURTHER, that the following Staff persons are hereby appointed as a non-voting ex Officio officers of this Corporation:

<i>Bradley Hudson</i>	<i>Vice President ex Officio</i>
<i>Lori Moss</i>	<i>Vice President ex Officio</i>

RESOLVED FURTHER, that Resolution 01-16-108, adopted November 8, 2016, is hereby amended to the extent that it differs; and

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

Director Achrekar moved, seconded by Director Torng to approve the resolution for Appointment of Officers.

By way of a unanimous vote the motion.

(15) GRF COMMITTEE HIGHLIGHTS

- There were no highlight reports

(16) DIRECTOR'S FORUM

- The Directors welcomed Directors McIntosh and Bassler to the Board of Directors.

(17) MEETING RECESS

The Regular Open Session Meeting recessed for lunch at 12:31 PM and reconvened into the Regular Executive Session at 1:29 PM.

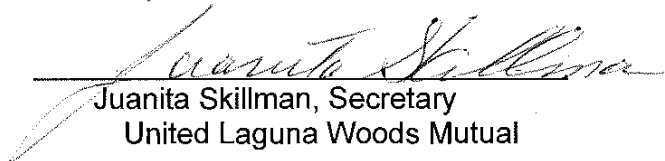
April 11, 2017

ADJOURNMENT

With no further business before the Board of Directors, the meeting was adjourned at 3:21 PM.

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

During the March 14, 2017, Regular Executive Session meeting the Board reviewed and approved the following minutes; March 29, 2017, Special Executive Session; March 30, 2017, Special Executive Committee Hearing. The Board held zero Disciplinary Hearings; discussed and considered numerous Member Disciplinary matters; discussed and considered numerous Member matters; discussed and considered Contractual matters; and discussed and considered Litigation matters.


Juanita Skillman, Secretary
United Laguna Woods Mutual

**YEAR 2017 COLLECTION AND LIEN ENFORCEMENT POLICY AND
PROCEDURES FOR ASSESSMENT DELINQUENCIES**

The following is a statement (the "Policy Statement") of the specific procedures, policies and practices employed by United Laguna Woods Mutual, a California nonprofit mutual benefit corporation ("United") in enforcing lien rights or other legal remedies for default in payment of assessments against its members ("Shareholders"). This Policy Statement is provided pursuant to the requirements of California Civil Code Section 5310(a)(7) and incorporates by reference the disclosure provided by United pursuant to California Civil Code Section 5730.

The collection of delinquent assessments is of vital concern to all Shareholders of United. Such efforts ensure that all Shareholders pay their fair share of the costs of services and facilities provided and maintained by United. Shareholders' failure to pay assessments when due creates a cash-flow problem for United and causes those Shareholders who make timely payment of their assessments to bear a disproportionate share of the community's financial obligations.

Assessments are the separate debt of shareholders. United may employ single collection recourses or combinations thereof as allowed by law. In addition to any other rights provided for by law or described in the governing documents, including, but not limited to the Articles of Incorporation, Bylaws and each Shareholder's Occupancy Agreement ("Governing Documents"), the Board has the right to collect delinquent assessments as stated herein.

WE SINCERELY TRUST THAT ALL SHAREHOLDERS, IN THE SPIRIT OF COOPERATION AND IN RECOGNITION OF THEIR LEGAL OBLIGATIONS, WILL MAKE TIMELY PAYMENTS AND AVOID THE IMPOSITION OF LATE CHARGES AND POSSIBLE RESULTANT LEGAL ACTION, AND REIMBURSEMENT FOR THE COSTS OF SUCH LEGAL ACTION. IT IS IN YOUR BEST INTEREST AND THE BEST INTEREST OF THE COMMUNITY AS A WHOLE TO MAKE YOUR MONTHLY PAYMENTS ON TIME.

REGARDLESS OF WHETHER A LIEN IS RECORDED AGAINST YOUR LEASEHOLD INTEREST DURING THE COLLECTION OF PAST-DUE ASSESSMENTS, ALL SHAREHOLDERS HAVE A PERSONAL AND ONGOING OBLIGATION TO PAY ASSESSMENTS AND CHARGES.

Delinquency reports are made available monthly by United's managing agent to the Board of United, identifying the delinquent Shareholder, the delinquent amount and the length of time the assessments have been in arrears. Additionally, to ensure the prompt payment of monthly assessments United employs the following collection and lien enforcement procedures. The policies and practices outlined herein shall remain in effect until such time as they may be changed, modified, or amended by a duly adopted resolution of United's Board of Directors.

Pursuant to United's Governing Documents, as well as the California Civil Code, the following are United's collection and lien enforcement policies and procedures for assessment delinquencies. Also following, pursuant to Paragraphs 3, 14 and 20, are United's collection policies and procedures for the collection of fines, fees and chargeable services charged against Shareholders pursuant to the Governing Documents and current law:

1. Assessments; Assessments Due Date. "Carrying Charges" as defined by United's Occupancy Agreement, also referred to as "fees" in United's Bylaws, are referred to in this paragraph and throughout this Policy Statement as "assessments." Assessments are due and payable to United, in advance, in equal monthly installments, on the first (1st) day of each month. **It is each Shareholder's responsibility to pay assessments in full each month regardless of whether a billing statement is received.** Special assessments shall be due and payable on the due date specified by the Board of Directors in the notice imposing the special assessment. In no event shall a special assessment be due and payable earlier than thirty (30) days after the special assessment is duly imposed. If a special assessment is payable in installment payments and an installment payment of that special assessment is delinquent for more than 30 days, all remaining installments will be accelerated and the entire unpaid balance of the special assessment shall become immediately due and payable. The remaining balance shall be subject to late charges and interest as provided herein.

2. Reminder Notice; Administrative Collection Fee. If Assessments are not received by United on or before the close of business on the sixteenth (16th) day of the month (or if a special assessment is not received by United on or before the close of business on the fifteenth (15th) day after it is due), a Reminder Notice is sent to the Shareholder. PLEASE NOTE THAT TO BE CONSIDERED TIMELY, THE PAYMENT MUST BE RECEIVED BY UNITED WITHIN THIS FIFTEEN (15) DAY GRACE PERIOD. SIMPLY PLACING THE PAYMENT IN THE MAIL BEFORE THE GRACE PERIOD EXPIRES IS NOT SUFFICIENT. It is the policy of United not to waive any duly imposed late charges, interest, or collection fees and costs. Each delinquent account shall incur an administrative collection fee, in the amount of Two Hundred Dollars (\$200) (the "Administrative Collection Fee"), which is charged by United's managing agent to cover staff's costs to prepare the files for delivery to United's collection agent in order to carry out collection activities authorized hereunder, as well as direct costs incurred in recording and/or forwarding documents in connection with the collection process. This Administrative Collection Fee may be increased by majority vote of United's Board, and may be collected by United's collection agent on United's behalf, and remitted to United's managing agent, or may be directly collected by United's managing agent. IT IS THE SHAREHOLDER'S RESPONSIBILITY TO ALLOW AMPLE TIME TO DROP OFF OR MAIL ALL PAYMENTS SO THAT THEY ARE RECEIVED BEFORE THE DELINQUENCY DATE. All notices or invoices for assessments will be sent to Shareholders by first-class mail addressed to the Shareholder or the Shareholder's designee at his or her address as shown on the books and records of United unless otherwise required by law. However, it is the Shareholder's responsibility to be aware of the assessment payment due dates and to advise United of any changes in the Shareholder's mailing address.

3. Late Charges; Interest. Assessments not received by the sixteenth (16th) day of the month will incur a late fee in the amount of Twenty Dollars (\$20.00), which amount is consistent with statutory authority. Further, both state law and United's governing documents provide for interest on the delinquent assessment, late charges and collection fees and costs. Accordingly, interest may be imposed thirty (30) days after the assessment is due, at an annual percentage rate not to exceed Twelve Percent (12%), consistent with Civil Code Section 5650. Such interest may be imposed and collected per the foregoing sentence regardless of whether the Shareholder's delinquent account is referred to United's collection agent for collections. Non-assessment fines, fees and chargeable services are subject to the same late charges and interest.

4. Thirty-Day Pre-Lien Letter Notice to Delinquent Shareholder. If full payment of the delinquent amount is not received by the close of business on the thirtieth (30th) day after the date of the Reminder Notice, United's managing agent will send a pre-lien letter (also referred to as a final demand for payment letter) to the Shareholder as required by Civil Code Section 5660 by certified and regular first class mail, to the Shareholder's mailing address of record in United's books and records advising of, among other things required by law, the delinquent status of the account, including an itemized statement of the charges owed by the shareholder, impending collection action and the Shareholder's rights including a statement that the shareholder will not be liable to pay charges, interest and costs of collection if it is determined the assessment was paid on time to United, and the right to request a meeting with the Board of Directors of United pursuant to Civil Code Section 5665, the right to dispute the assessment debt by submitting a written request for dispute resolution pursuant to Civil Code pursuant to Article 2 (commencing with Section 5900) of Chapter 10 ("IDR"), and the right to request alternative dispute resolution pursuant to Article 3 (commencing with Section 5925) of Chapter 10 ("ADR"). Notwithstanding the provisions of this paragraph, United may cause a pre-lien letter to be sent to a delinquent Shareholder at any time when there is an open escrow involving the Shareholder's leasehold interest, may cause a pre-lien letter to be sent to a delinquent Shareholder if any special assessment becomes delinquent, and/or may turn the delinquent account over to United's collection agent to send a pre-lien letter to a delinquent Shareholder.

5. Recordation of a Lien Against a Delinquent Shareholder's Leasehold Interest. If a Shareholder does not pay the amounts set forth in the pre-lien letter and does not request IDR or ADR within thirty (30) days of the date of the pre-lien letter, the delinquent account will be turned over to United's collection agent for collections. The Board shall decide, by majority vote in an open meeting, whether to authorize United's collection agent to record a lien for the amount of any delinquent assessments, late charges, interest, and collection fees and costs, including attorneys' fees against the Shareholder's leasehold interest. If United authorizes United's collection agent to record a lien against the Shareholder's leasehold interest, the Shareholder will incur additional fees and costs for preparing and recording the lien. The lien may be enforced in any manner permitted by law, including without limitation, judicial or non-judicial foreclosure (Civil Code Section 5700).

6. Enforcement of a Lien. United's collection agent may be authorized to enforce the lien thirty (30) days after recordation of the lien, in any manner permitted by law, which may include recording a Notice of Default. United may foreclose the lien by judicial or non-judicial foreclosure when either (a) the delinquent assessment amount totals One Thousand Eight Hundred Dollars (\$1,800.00) or more, excluding accelerated assessments, late charges, interest, and collection fees and costs or (b) the assessments are delinquent for more than twelve (12) months. **YOU COULD LOSE YOUR LEASEHOLD INTEREST AT UNITED IF A FORECLOSURE ACTION IS COMPLETED.** A non-judicial foreclosure sale by United to collect upon a debt for delinquent assessments is subject to a statutory right of redemption. The redemption period within which your leasehold interest may be redeemed ends ninety (90) days after United's foreclosure sale, per California Civil Code Section 5715(b). The Shareholder will incur significant additional fees and costs if a Notice of Default is recorded and a foreclosure action is commenced against the Shareholder's leasehold interest. The decision to foreclose on a lien must be made by a majority of the Board of Directors in an Executive Session meeting and the Board of Directors must record their votes in the minutes of the next open meeting of the Board. The Board must maintain the confidentiality of the delinquent Shareholder(s) by identifying the matter in the minutes by only the parcel number of the property in which the

Shareholder has a leasehold interest. Prior to initiating any foreclosure sale on a recorded lien, United shall offer delinquent Shareholders the option of participating in IDR, ADR, or both IDR and ADR as requested by the Shareholder.

United may commence and maintain a lawsuit directly on the debt without waiving its right to establish a lien and initiate foreclosure against the owner's separate interest for the delinquent assessment. In any action to collect delinquent assessments, late charges, or interest, the prevailing party will be entitled to costs and reasonable attorney's fees.

7. Inspection of Books and Records. A Shareholder is entitled to inspect United's accounting books and records to verify the amounts owed pursuant to Civil Code Section 5200, *et seq.*

8. Application of Payments. Any payments made shall be first applied to assessments owed and only after the assessments owed are paid in full, shall such payment be applied to late charges, interest, and collection fees and costs, including attorneys' fees.

9. Account Sent to United's Collection Agent In Error. In the event it is determined that the Shareholder has paid the assessments on time, the Shareholder will not be liable to pay the charges, interests, and fees and costs of collection associated with collection of those assessments. If it is determined that a lien was recorded in error, a release of lien shall be recorded within twenty-one (21) calendar days and the owner of the separate interest will be provided with a copy of the release of lien. If the lien was recorded in error, United shall promptly reverse all late charges, fees, interest, attorney's fees, and costs of collection.

10. Payment Under Protest. A Shareholder may but is not obligated to, pay under protest any disputed charge or sum levied by United, including but not limited to, an assessment, fine, penalty, late fee, collection cost, or monetary penalty imposed as a disciplinary measure, and by so doing, specifically reserve the right to contest the disputed charge or sum in court or otherwise.

11. Right to Dispute the Debt. A Shareholder has the right to dispute the assessment debt by submitting a written request for dispute resolution to the collection agent for delivery to United pursuant to Civil Code Section 5900 *et seq.* A dispute, by itself, will not impede United's ability to record a lien.

12. Right to Request Alternative Dispute Resolution ("ADR"). A Shareholder has the right to request alternative dispute resolution with a neutral third party pursuant to Civil Code Section 5925 *et seq.* before United may initiate foreclosure against the Shareholder's leasehold interest, except that binding arbitration shall not be available if United intends to initiate a judicial foreclosure.

13. Payment Plan Requests. Any Shareholder who is unable to pay assessments will be entitled to make a written request for a payment plan to United, or United's collection agent, as applicable, to be considered by the Board of Directors. A Shareholder may also request to meet with the Board in executive session to discuss a payment plan if the payment plan request is mailed within fifteen (15) days of the postmark date of the pre-lien letter. The Board will consider payment plan requests on a case-by-case basis and is under no obligation to grant payment plan requests. Payment plans shall not interfere with United's ability to record a lien on a Shareholder's separate interest to secure payment for the Shareholder's delinquent assessments. If the Board authorizes a payment plan, it may

incorporate payment of ongoing assessments that accrue during the payment plan period. If a payment plan is approved by the Board, additional late charges from the Shareholder will not accrue while the Shareholder remains current under the terms of the payment plan. If the Shareholder breaches an approved payment plan, United may resume its collection action from the time the payment plan was approved.

14. Termination of Shareholder's Rights under Occupancy Agreement. Nothing herein limits or otherwise affects United's right to proceed in any lawful manner to collect any delinquent sums owed to United (such as duly levied and imposed assessments, fines, fees and chargeable services, and any associated late fees and interest), or to pursue any other discipline set forth in United's governing documents, including but not limited to a termination of the Shareholder's rights under the Occupancy Agreement pursuant to Article 14 therein and pursuant to the procedures set forth in Article IV, Section 3 of the Bylaws and pursuing an unlawful detainer action or other proceeding which may apply to the eviction of tenants.

15. Release of Lien. Prior to the release of any lien, or dismissal of any legal action, all assessments, late charges, interest, and fees and costs of collection, including attorneys' fees, must be paid in full to United.

16. No Right of Offset. There is no right of offset. A Shareholder may not withhold assessments owed to United on the alleged grounds that the Shareholder is entitled to recover money or damages from United for some other obligation.

17. Returned Checks. United may charge the Shareholder a Twenty-Five Dollar (\$25.00) fee for the first check tendered to United that is returned unpaid by the Shareholder's bank and Thirty-Five Dollars (\$35.00) for each subsequent check passed on insufficient funds. If the check cannot be negotiated, United may also seek to recover damages of at least One Hundred Dollars (\$100.00), or, if higher, three (3) times the amount of the check up to One Thousand, Five Hundred Dollars (\$1,500.00) pursuant to Civil Code Section 1719.

18. Additional Mailing Addresses. Shareholders have the right to provide a secondary address to United for mailing of an additional copy of notices and other correspondence related to collection of delinquent assessments. The Shareholder's request shall be in writing and shall be mailed to United in a way that shall indicate that United has received it. A Shareholder may identify or change a secondary address at any time, provided that, if a secondary address is identified or changed during the collection process, United shall only be required to send notices to the indicated secondary address from the point United receives the request.

19. Charges Subject to Change. All charges listed herein are subject to change upon thirty (30) days prior written notice. After a delinquent account has been turned over to United's collection agent, United's collection agent's charges may vary from United's and are subject to change without prior written notice. Shareholders in collections should rely on United collection agent's charges and statement of account.

20. Notice and Hearing Prior to Suspension of Shareholder Privileges. Until the Shareholder has paid all amounts due, including delinquent assessments, late charges, interest and costs of collection, including attorneys' fees, and duly imposed fines, fees and chargeable services, and associated late fees

and interest, the Board of Directors may suspend the Shareholder's right to vote, and suspend the Shareholder's right to use United's recreational facilities and/or the facilities or services provided by the Golden Rain Foundation of Laguna Woods after providing the Shareholder with a duly noticed hearing pursuant to Civil Code Section 5855. However, any suspension imposed shall not prevent the delinquent Shareholder from the use, benefit and pleasure of the Shareholder's leasehold interest (i.e., the manor).

When the Board is to meet in executive session to consider or impose a monetary charge as a means of reimbursing United for costs incurred by it in the repair of damage to common area and facilities caused by a member or the member's guest or tenant, the Board shall notify the member in writing, by either personal delivery or individual delivery pursuant to Section 4040, at least 10 days prior to the meeting. (Civil Code Section 5855(a).) The notice shall contain, at a minimum, the date, time, and place of the meeting, the nature of the alleged violation for which a member may be disciplined or the nature of the damage to the common area and facilities for which a monetary charge may be imposed, and a statement that the member has a right to attend and may address the board at the meeting.

21. Overnight Payments. The mailing address for overnight payment of assessments is: United Laguna Woods Mutual, Attn: Assessments, 24351 El Toro Road, Laguna Woods, CA 92637.

22. Annual Notice to Members. United shall distribute its collection policy to each member during the 60-day period immediately preceding the beginning of United's fiscal year.

23. No limitations. Nothing herein limits or otherwise affects United's right to proceed in any lawful manner to collect any delinquent sums owed to United.

**BOARD OF DIRECTORS
UNITED LAGUNA WOODS MUTUAL**

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ENDORSEMENT

Mr. Maganbhai N Patel of 587-D Avenida Majorca- Relocate Front Powder Room, Bathroom to existing enclosed Atrium.

By way of the Consent Calendar, the Committee unanimously voted to recommend the Board approve the request for a variance to Relocate Front Powder Room, Bathroom to existing enclosed Atrium with the following conditions:

1. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 587-D.
2. A required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center.
3. A required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe.
4. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.
5. During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.
6. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action!

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RESOLUTION 01-17-XX

Variance Request

RESOLVED, May 9, 2017, that the variance request of Mr. Maganbhai N Patel of 587-D Avenida Majorca to relocate front powder room, bathroom to existing enclosed atrium, is hereby approved; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 587-D Avenida Majorca; and

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

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

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

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

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

RESOLVED FURTHER, 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

Ms. Tania Rahmany of 396-B Avenida Castilla - Convert Atrium into Master Bath /Closet and Add Window to Master BDRM.

By way of the Consent Calendar, the Committee unanimously voted to recommend the Board approve the request for a variance to Convert Atrium into Master Bath /Closet and Add Window to Master Bedroom with the following conditions:

1. The Mutual Member(s) at 396-B must sign and submit to United Laguna Woods Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services Manager, the "Recordable Common Area Agreement" for the subject expansion utilizing Common Area.
2. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 396-B.
3. Prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.
4. A required Mutual Consent for Manor Alteration(s) and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits.
5. A required Mutual Roof Alteration Notification (Tie-In Form) must be submitted to the Laguna Woods Village Manor Alterations Department prior to the issuance of a Mutual Consent.
6. All alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 14: Exhaust Fan/ Vent Installations, Section 18: Gutters & Downspouts, Section 29: Washer and Dryer Installations, Section 30: Water Heater Relocation Section 31: Windows and Window Attachments.
7. Prior to issuance of mutual consent for manor alterations a "Recordable Common Area Agreement" must be filed with the County Clerk.
8. During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.

9. Prior to the Issuance of a Mutual Consent for Manor Alternation Permit, the Mutual Member shall request a Broadband infrastructure inspection to assure that mutual property cable and utility wiring is appropriately addressed during construction.

10. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, all drainage modifications associated with the alterations are to be completed by the Maintenance Division at the expense of the Mutual member(s) at Manor 396-B. All gutter drainage shall be directed away from structures, free-standing walls, foundations, and pedestrian walkways.

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

RESOLUTION 01-17-XX

Variance Request

RESOLVED, May 9, 2017, that the variance request of Ms. Tania Rahmany of 396-B Avenida Castilla to convert atrium into master bath /closet and add window to master bedroom, is hereby approved; and

RESOLVED FURTHER, the Mutual Member(s) at 396-B must sign and submit to United Laguna Woods Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services Manager, the "Recordable Common Area Agreement" for the subject expansion utilizing Common Area; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 396-B; and

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

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

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

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 14: Exhaust Fan/ Vent Installations, Section 18: Gutters & Downspouts, Section 29: Washer and Dryer Installations, Section 30: Water Heater Relocation Section 31: Windows and Window Attachments; and

RESOLVED FURTHER, prior to issuance of mutual consent for manor alterations a "Recordable Common Area Agreement" must be filed with the County Clerk; and

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

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Manor Alternation Permit, the Mutual Member shall request a Broadband infrastructure inspection to assure that mutual property cable and utility wiring is appropriately addressed during construction; and

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Manor Alterations Permit, all drainage modifications associated with the alterations are to be completed by the Maintenance Division at the expense of the Mutual member(s) at Manor 396-B. All gutter drainage shall be directed away from structures, free-standing walls, foundations, and pedestrian walkways; and

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

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

ENDORSEMENT

Mr. Suk Soo Kim of 360-A Avenida Castilla - Replace Existing Entry Steps with Ramp.

By way of the Consent Calendar, the Committee unanimously voted to recommend the Board approve the request for a variance to Replace Existing Entry Steps with Ramp with the following conditions:

1. The Mutual Member(s) at 360-A must sign and submit to United Laguna Woods Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services Manager, the "Recordable Common Area Agreement" for the subject expansion utilizing Common Area.
2. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 360-A.
3. Prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.
4. A required Mutual Consent for Manor Alteration(s) and City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits.
5. All landscape, irrigation, and drainage modifications associated with the alterations are to be completed by the Landscape Division at the expense of the Mutual member(s) at Manor 360-A.
6. All alterations must be installed in accordance to California State Building Code.
7. Prior to issuance of mutual consent for manor alterations a "Recordable Common Area Agreement" must be filed with the County Clerk.
8. Prior to the issuance of a mutual consent for manor alterations, Neighbor Awareness Form(s) must be obtained from the affected neighbor at 360-B, 359-B, 359-C and 318-C. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods.

9. During construction, both the mutual consent for manor alterations and any applicable city building permits must be on display at all times in the front window.

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

RESOLUTION 01-17-XX

Variance Request

RESOLVED, May 9, 2017, that the variance request of Mr. Suk Soo Kim of 360-A Avenida Castilla to replace existing entry steps with a ramp, is hereby approved; and

RESOLVED FURTHER, the Mutual Member(s) at 360-A must sign and submit to United Laguna Woods Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services Manager, the "Recordable Common Area Agreement" for the subject expansion utilizing Common Area; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 360-A; and

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

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

RESOLVED FURTHER, all landscape, irrigation, and drainage modifications associated with the alterations are to be completed by the Landscape Division at the expense of the Mutual member(s) at Manor 360-A; and

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

RESOLVED FURTHER, prior to issuance of mutual consent for manor alterations a "Recordable Common Area Agreement" must be filed with the County Clerk; and

RESOLVED FURTHER, prior to the issuance of a mutual consent for manor alterations, Neighbor Awareness Form(s) must be obtained from the affected neighbor at 360-B, 359-B, 359-C and 318-C. No construction

may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods; and

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

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

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

ENDORSEMENT

Mr. Suk Soo Kim of 360-A Avenida Castilla - Window Addition to previously approved Variance Room Addition.

A motion was made to recommend the Board approve the request for Window Addition to previously approved Variance Room Addition. By a vote of 4/0/0 the motioned carried with the following conditions:

1. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 360-A.
2. Prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.
3. A required Mutual Consent for Manor Alteration(s) and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits.
4. All alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 31: Windows and Window Attachments.
5. During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.
6. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action!

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RESOLUTION 01-17-XX

Variance Request

RESOLVED, May 9, 2017, that the variance request of Mr. Suk Soo Kim of 360-A Avenida Castilla - Window Addition to previously approved Variance Room Addition, is hereby approved; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 360-A; and

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

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

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 31: Windows and Window Attachments; and

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

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

RESOLVED FURTHER, 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

Ms. May Lan of 2159-D Via Mariposa East- Door Addition from Enclosed Patio to Entry Way.

A motion was made to recommend the Board approve the request for a Door Addition from Enclosed Patio to Entry Way. By a vote of 4/0/0 the motioned carried with the following conditions:

1. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 2159-D.
2. Existing Mutual Consent 170197 (Door Revision from Bedroom to Patio) must be approved prior to completion.
3. Prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.
4. A required Mutual Consent for Manor Alteration(s) and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits.
5. All alterations must be installed in accordance to California State Building Code, and United Laguna Woods Mutual Standards Section 11: Doors, Exterior.
6. During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.
7. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action!

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RESOLUTION 01-17-XX

Variance Request

RESOLVED, May 9, 2017, that the variance request of Ms. May Lan of 2159-D Via Mariposa East - door addition from enclosed patio to entry way, is hereby approved; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 2159-D; and

RESOLVED FURTHER, existing Mutual Consent 170197 (Door Revision from Bedroom to Patio) must be approved prior to completion; and

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

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

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Laguna Woods Mutual Standards Section 11: Doors, Exterior; and

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

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

RESOLVED FURTHER, 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

Mr. John Lavinio of 703-B Avenida Sevilla - Extension of Kitchen into Patio

A motion was made to recommend the Board approve the request for an Extension of Kitchen into Patio. By a vote of 4/0/0 the motioned carried with the following conditions:

1. The Mutual Member(s) at 703-B must sign and submit to United Laguna Woods Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services Manager, the "Recordable Common Area Agreement" for the subject expansion utilizing Common Area.
2. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 703-B.
3. Prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.
4. A required Mutual Consent for Manor Alteration(s) and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits.
5. A required Mutual Roof Alteration Notification (Tie-In Form) must be submitted to the Laguna Woods Village Manor Alterations Department prior to the issuance of a Mutual Consent.
6. All landscape, irrigation, and drainage modifications associated with the alterations are to be completed by the Landscape Division at the expense of the Mutual member(s) at Manor 703-B.
7. All alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 11: Doors, Exterior and Section 31: Window and Window Attachments, Section 17: Patio Gates and Courtyard Doors and Section 8: Patio Block Walls.
8. Prior to the issuance of a mutual consent for manor alterations, Neighbor Awareness Form(s) must be obtained from the affected neighbor at 703-A, 704-B and 704-C. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods.

9. Prior to issuance of mutual consent for manor alterations a "Recordable Common Area Agreement" must be filed with the County Clerk.

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

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

12. Prior to the issuance of a mutual consent for manor alterations, Member must provide a report from a Certified Plumber confirming waste lines have been inspected with a camera and show no signs of repair needed.

RESOLUTION 01-17-XX

Variance Request

RESOLVED, May 9, 2017, that the variance request of Mr. John Lavinio of 703-B Avenida Sevilla - extension of kitchen into patio, is hereby approved; and

RESOLVED FURTHER, the Mutual Member(s) at 703-B must sign and submit to United Laguna Woods Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services Manager, the "Recordable Common Area Agreement" for the subject expansion utilizing Common Area; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 703-B; and

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

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

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

RESOLVED FURTHER, all landscape, irrigation, and drainage modifications associated with the alterations are to be completed by the Landscape Division at the expense of the Mutual member(s) at Manor 703-B; and

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

RESOLVED FURTHER, prior to the issuance of a mutual consent for manor alterations, Neighbor Awareness Form(s) must be obtained from the affected neighbor at 703-A, 704-B and 704-C. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods; and

RESOLVED FURTHER, prior to issuance of mutual consent for manor alterations a "Recordable Common Area Agreement" must be filed with the County Clerk; and

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

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

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

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

ENDORSEMENT

Ms. Sharon J. Ballantyne of 862-P Ronda Mendoza, Install Air Conditioning Unit with Copper Piping.

By way of the Consent Calendar, the Committee unanimously voted to recommend the Board approve the request for a variance to Install Air Conditioning Unit with Copper Piping with the following conditions:

1. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 862-P.
2. Prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.
3. A required Mutual Consent for Manor Alteration(s) and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits.
4. All landscape, irrigation, and drainage modifications associated with the alterations are to be completed by the Landscape Division at the expense of the Mutual member(s) at Manor 862-P.
5. All alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 6: Air Conditioning Units/Heat Pumps
6. During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.
7. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action!

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RESOLUTION 01-17-XX

Variance Request

RESOLVED, May 9, 2017, that the variance request of Ms. Sharon J. Ballantyne of 862-P Ronda Mendoza, Install Air Conditioning Unit with Copper Piping, is hereby approved; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 862-P; and

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

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

RESOLVED FURTHER, all landscape, irrigation, and drainage modifications associated with the alterations are to be completed by the Landscape Division at the expense of the Mutual member(s) at Manor 862-P; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 6: Air Conditioning Units/Heat Pumps; and

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

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

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

ENDORSEMENT

Mr. Thomas L Skaggs of 236-B Calle Aragon – Convert Enclosed Balcony into Master Bedroom.

By way of the Consent Calendar, the Committee unanimously voted to recommend the Board approve the request for a variance to Convert Enclosed Balcony into Master Bedroom with the following conditions:

1. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 236-B.
2. Prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.
3. A required Mutual Consent for Manor Alteration(s) and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits.
4. All alterations must be installed in accordance to California State Building Code.
5. During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.
6. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action!

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RESOLUTION 01-17-XX

Variance Request

RESOLVED, May 9, 2017, that the variance request of Mr. Thomas L Skaggs of 236-B Calle Aragon – convert enclosed balcony into master bedroom, is hereby approved; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 236-B; and

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

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

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

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

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

RESOLVED FURTHER, 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

Ms. Shirley A Macy of 565-C Avenida Sevilla - Remove Existing Steps and Replace with Terraced Steps

Staff recommends the Board approve the removal of the existing steps and replace with terraced steps at Manor 565-C with the following conditions:

1. The Mutual Member(s) at 565-C must sign and submit to United Laguna Woods Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services Manager, the "Recordable Common Area Agreement" for the subject expansion utilizing Common Area.
2. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 565-C.
3. Prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.
4. A required Mutual Consent for Manor Alteration(s) and City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits.
5. All landscape, irrigation, and drainage modifications associated with the alterations are to be completed by the Landscape Division at the expense of the Mutual member(s) at Manor 565-C.
6. All alterations must be installed in accordance to California State Building Code.
7. Prior to issuance of mutual consent for manor alterations a "Recordable Common Area Agreement" must be filed with the County Clerk.
8. Prior to the issuance of a mutual consent for manor alterations, Neighbor Awareness Form(s) must be obtained from the affected neighbor at 561 D, 561-

Q and 566-D. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods.

9. During construction, both the mutual consent for manor alterations and any applicable city building permits must be on display at all times in the front window.
10. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action!

RESOLUTION 01-17-XX

Variance Request

RESOLVED, May 9, 2017, that the variance request of Ms. Shirley A Macy of 565-C Avenida Sevilla to remove existing steps and replace with terraced steps, is hereby approved; and

RESOLVED FURTHER, the Mutual Member(s) at 565-C must sign and submit to United Laguna Woods Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services Manager, the "Recordable Common Area Agreement" for the subject expansion utilizing Common Area; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 565-C; and

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

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

RESOLVED FURTHER, all landscape, irrigation, and drainage modifications associated with the alterations are to be completed by the Landscape Division at the expense of the Mutual member(s) at Manor 565-C; and

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

RESOLVED FURTHER, prior to issuance of mutual consent for manor alterations a "Recordable Common Area Agreement" must be filed with the County Clerk; and

RESOLVED FURTHER, prior to the issuance of a mutual consent for manor alterations, Neighbor Awareness Form(s) must be obtained from the affected neighbor at 561 D, 561-Q and 566-D. No construction may

proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods; and

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

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

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

RESOLUTION 01-17-XX

**Change the Name of the Executive Hearing Committee to
Member Hearings Committee**

WHEREAS, the Board established an Executive Committee on February 10, 2015 as a Committee of three or more Directors for the sole purpose of hearing disciplinary hearing matters; and

WHEREAS, the Board recommends to change the name to fit the purpose of the Committee;

NOW THEREFORE BE IT RESOLVED, May 9, 2017, that the Board of Directors hereby agrees to change the name of the Executive Hearing Committee to the Member Hearings 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.

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ENDORSEMENT (to United)

Red Curb Request Procedures

A significant amount of area that could be used for vehicle parking has curb that is painted red. The Committee can expect resident requests in the future to paint curbs red for a variety of reasons. Staff recommends that the Board adopt a policy to address these requests on a principle basis, rather than on an ad hoc basis.

The proposed policy specifies that curbs will be painted red only when required by statute, or when a safety issue has been identified by a formal study.

A motion was made and carried by a vote of 4/0/0 to recommend the Board adopt the attached Red Curb Request Procedure and Proposed Resolution.

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STAFF REPORT

DATE: April 26, 2017
FOR: Maintenance and Construction Committee
SUBJECT: Red Curb Request Procedures

RECOMMENDATION

Approve the attached Red Curb Request Procedures and Resolution.

BACKGROUND

Last fall the Third M&C Committee requested an assessment of parking supply and demand in the Mutual. Staff commissioned the study with an outside consultant having expertise in the area and previous experience within Laguna Woods Village. The consultant presented a study with recommendations for action at the Third M&C Committee meeting on January 9, 2017.

Based on a review of the actions taken by Third Mutual, the United M&C Committee, at their meeting on January 25, 2017, directed staff to move forward on the establishment of a procedure for the evaluation and approval of requests for red curbs.

Staff prepared a set of Red Curb Reset Procedures and a resolution for the Committee's consideration and approval (Attachments 1 & 2).

DISCUSSION

As the Committee is aware, a significant amount of area that could be used for vehicle parking has curb that is painted red. The Committee can expect resident requests in the future to paint curbs red for a variety of reasons. Staff recommends that the Board adopt a policy (Attachment 1) to address these requests on a principle basis, rather than on an ad hoc basis.

The policy will have several benefits. Firstly, it will allow residents to know what types of requests are considered appropriate. Secondly, it will better enable the staff to treat resident requests equally. Thirdly, it will prevent frivolous requests.

The proposed policy specifies that curbs will be painted red only when required by statute, or when a safety issue has been identified by a formal study. Such impressionistic and non-empirical criteria as convenience and aesthetics are not recommended. In the event staff recommends denial of a red curb request the member has the option to appeal to the Board.

FINANCIAL ANALYSIS

None

Prepared By: David Collins, Senior Management Analyst

Reviewed By: Ernesto Munoz, P.E., Maintenance Operations Director
Lori Moss, Community Manager

ATTACHMENT(S):

Attachment 1: Proposed Red Curb Reset Procedures
Attachment 2: Proposed Resolution

Attachment 1

RED CURB REQUEST PROCEDURE

1. Any request from a resident to have curbs painted red shall be reviewed and decided on by VMS Maintenance & Construction Division Staff. Denials may be appealed to the Maintenance and Construction Committee. Staff shall provide a report with a recommendation for action to the Maintenance & Construction Committee on all appeals.
2. Staff shall only recommend approval of such a request if:
 - A. Legal requirements imposed on the Mutual such as Fire Lanes, etc. require a red curb.
 - Or
 - B. A finding is made from an engineering study that such red curb is needed for safety reasons.

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Attachment 2

RESOLUTION 01-17-XX

RED CURB REQUEST PROCEDURES

WHEREAS, available parking has become a premium in the Mutual; and

WHEREAS, the Board of Directors wishes to prevent any parking space from being eliminated without sufficient justification; and

WHEREAS, there is currently no policy regarding the painting of roadway curbs in the community red; and

WHEREAS, the Maintenance and Construction committee recommends that the Board of Directors of United Laguna Woods Mutual ("Board") establish policy and procedures for Red Curb Requests in the community;

WHEREAS, such procedure allows staff to approve painting red curbs only when required by statute, or when a safety issue has been identified by a formal study, with appeals going to M&C; and

NOW THEREFORE BE IT RESOLVED, May 9, 2017, that the Board of Directors of the Corporation hereby approve the Red Curb Request Procedures; 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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United Treasurers Report
as of March 31, 2017 (in Thousands)

INCOME STATEMENT

ACTUAL

TOTAL REVENUE

\$9,854

TOTAL EXPENSE

8,351

Revenue over Expense

\$1,503

Slide 1

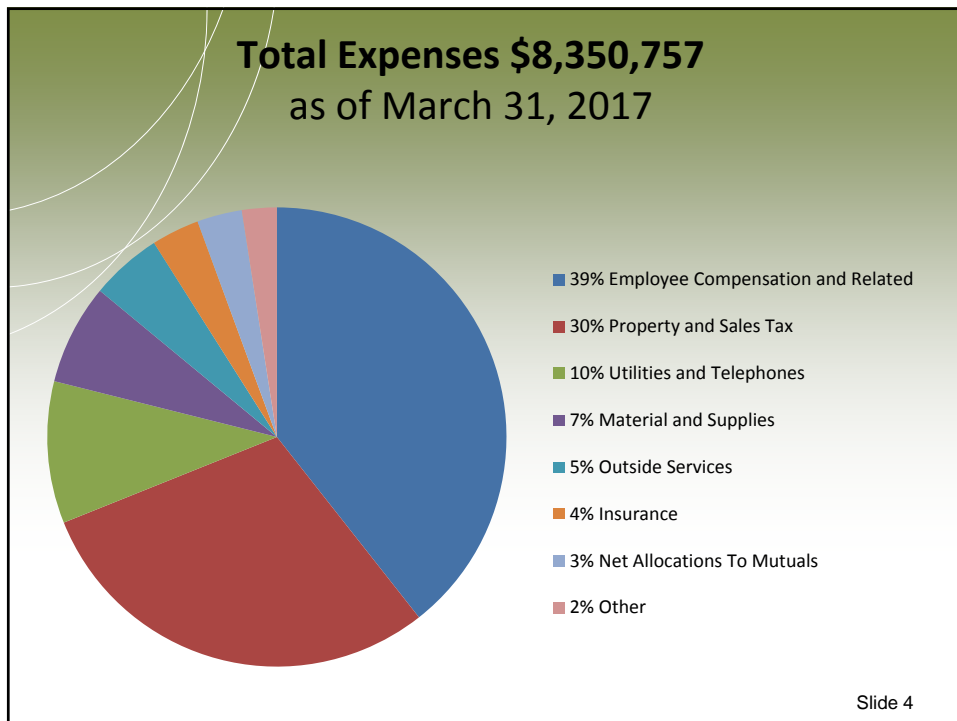
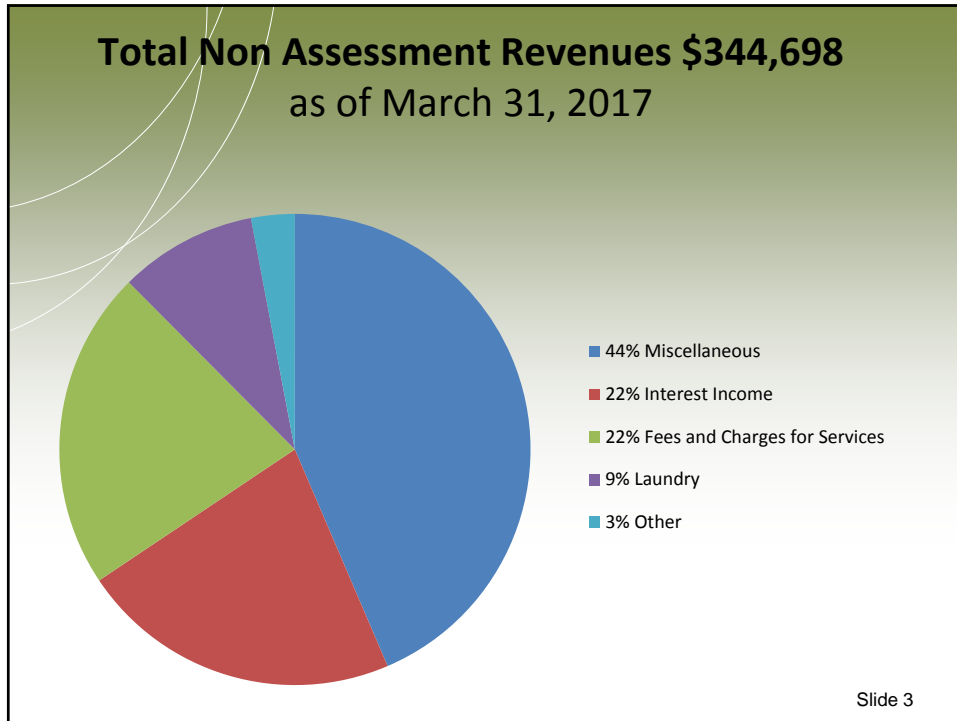
United Treasurers Report
as of March 31, 2017 (in Thousands)

With a favorable bottom line of \$1,503K, compared to a planned surplus of \$24K through March, United was better than budget by \$1,479K primarily due to:

Expenditures:

- Wasteline Replacements, work started late April
- Water Heater Replacements, researching methods
- Roof Replacements, work scheduled later in the year
- Timing of operating material purchases

Slide 2



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

FUND BALANCES

ACTUAL

BEGINNING BALANCES: 1/1/17 **\$20,412**

Contributions & Interest **3,059**

Expenditures **(1,707)**

Current Balances: 3/31/17 **\$21,764**

Slide 5

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Monthly Resale Report

PREPARED BY
Community Services Department

MUTUAL
All Mutuals

REPORT PERIOD
April, 2017

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	76	78	\$23,481,992	\$20,660,350	\$308,974	\$264,876
February	64	70	\$18,628,200	\$20,379,400	\$291,066	\$291,134
March	80	89	\$24,765,800	\$22,910,361	\$309,573	\$257,420
April	88	97	\$29,024,579	\$28,616,128	\$329,825	\$295,012
May	*	91	*	\$24,537,100	*	\$269,638
June	*	86	*	\$22,067,900	*	\$256,603
July	*	91	*	\$27,013,400	*	\$296,851
August	*	104	*	\$32,699,074	*	\$314,414
September	*	83	*	\$23,485,500	*	\$282,958
October	*	76	*	\$21,449,050	*	\$282,224
November	*	88	*	\$27,762,000	*	\$315,477
December	*	70	*	\$20,628,100	*	\$294,687
TOTAL	308.00	334.00	\$95,900,571	\$92,566,239		
MON.AVG	77.00	83.00	\$23,975,143	\$23,141,560	\$309,859	\$277,111

* Amount is excluded from percent calculation

Monthly Resale Report

PREPARED BY
Community Services Department

MUTUAL
United

REPORT PERIOD
April, 2017

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	38	46	\$8,968,930	\$9,883,000	\$236,024	\$214,848
February	36	38	\$8,740,700	\$9,023,400	\$242,797	\$237,458
March	38	45	\$9,580,000	\$8,501,500	\$252,105	\$188,922
April	43	48	\$10,177,429	\$10,445,600	\$236,684	\$217,617
May	*	47	*	\$10,833,200	*	\$230,494
June	*	44	*	\$9,229,600	*	\$209,764
July	*	45	*	\$10,900,900	*	\$242,242
August	*	48	*	\$11,613,874	*	\$241,956
September	*	42	*	\$10,834,000	*	\$257,952
October	*	36	*	\$8,062,550	*	\$223,960
November	*	45	*	\$11,308,800	*	\$251,307
December	*	34	*	\$8,099,300	*	\$238,215

TOTAL	155.00	177.00	\$37,467,059	\$37,853,500		
MON AVG	38.00	44.00	\$9,366,765	\$9,463,375	\$241,903	\$214,711
% CHANGE - YTD	-12.4%		-1.0%		12.7%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Resale Report

PREPARED BY
Community Services Department

MUTUAL
Third

REPORT PERIOD
April, 2017

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	38	30	\$14,513,062	\$10,663,350	\$381,923	\$355,445
February	28	31	\$9,887,500	\$11,354,000	\$353,125	\$366,258
March	42	44	\$15,185,800	\$14,408,861	\$361,567	\$327,474
April	45	49	\$18,847,150	\$18,170,528	\$418,826	\$370,827
May		*		\$13,703,900		* \$311,452
June		*		\$12,838,300		* \$305,674
July		*		\$16,112,500		* \$350,272
August		*		\$21,085,200		* \$376,521
September		*		\$12,651,500		* \$308,573
October		*		\$13,386,500		* \$334,663
November		*		\$16,453,200		* \$382,633
December		*		\$12,528,800		* \$348,022

TOTAL	153.00	154.00	\$58,433,512	\$54,596,739		
MON. AVG	38.00	38.00	\$14,608,378	\$13,649,185	\$378,860	\$355,001
% CHANGE - YTD	-0.6%		7.0%		6.7%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

UNITED LAGUNA WOODS MUTUAL

MONTHLY LEASING REPORT

Report Period:
Apr-17

LEASES IN EFFECT							New Monthly Transactions		
MONTH	1 Month	3 Months	6 Months	12 Months	12+Months		Leases	Renewals	Extensions
JAN.	1	35	67	408	8		38	2	0
FEB.	0	33	66	406	9		40	0	1
MARCH	1	32	60	415	10		60	0	1
APRIL	2	20	38	406	13		42	0	11
MAY									
JUNE									
JULY									
AUGUST									
SEPT.									
OCT.									
NOV.									
DEC.									
Monthly Average Percentage Leased	1.0	30.0	57.8	408.8	10.0		45.0	0.5	3.3
518 / 6323 = 8%							New Leases = Units Sublet		
Total this year		Total last year		Total Expirations					
519		484		44					
514		481		33					
518		468		65					
479		471		71					



Laguna Woods Village

Budget Calendar

for Development of the 2018 Business Plan

DESCRIPTION	All Boards	GRF	United	Third
Fee Schedule Review		May/June	May/June	May/June
Landscape Review			Mon May 22 9:30 A.M. Board Room	Tue May 23 9:30 A.M. Board Room
Maintenance Review			Fri May 26 9:30 A.M. Board Room	Wed May 24 9:30 A.M. Board Room
All Boards All Directors Review Proposed CEO Budget	Tue Jun 27 9:30 A.M. Board Room			
Board Review	Mon Jul 10* 9:30 A.M. Board Room	Mon July 17 9:30 A.M. Board Room	Fri Jul 14 9:30 A.M. Board Room	Wed Jul 12 9:30 A.M. Board Room
Board Review (TV6)		Wed Aug 9 9:30 A.M. Board Room	Thu Aug 10 9:30 A.M. Board Room	Fri Aug 11 9:30 A.M. Board Room
Board Resolutions		Tue Sept 5 9:30 A.M. Board Room	Tue Sept 12 9:30 A.M. Board Room	Tue Sept 19 9:30 A.M. Board Room

*The July 10th meeting will be noticed as a Corporate Members meeting for review of the GRF Plan

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ENDORSEMENT (to United)

Architectural Control & Standards Committee Formation

The Maintenance & Construction (M&C) Committee is responsible to uphold specific standards and limitations regarding the use of common areas for proposed alterations and modifications, and is authorized to approve member requests for alterations or modifications of their respective manor.

Staff anticipates a reduced impact to the M&C Committee from reduction of Board Members and staff time spent attending various meetings. The Maintenance Operations Division will report and staff the M&C Committee. The Manor Alterations Department will report and staff the proposed Architectural Control and Standards Committee.

A motion was made and carried by a vote of 4/0/0 to recommend the Board adopt the attached Architectural Control and Standards Committee Charter.

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STAFF REPORT

DATE: May 9, 2017
FOR: Board of Directors
SUBJECT: Architectural Control and Standards Committee

RECOMMENDATION

Staff recommends the establishment of an Architectural Control and Standards Committee and adoption of a Committee Charter.

BACKGROUND

The Maintenance & Construction (M&C) Committee is responsible to uphold specific standards and limitations regarding the use of common areas for proposed alterations and modifications, and is authorized to approve member requests for alterations or modifications of their respective manor.

On April 26, 2017 the Maintenance and Construction (M&C) Committee approved the establishment of the Architectural Control and Standards Committee. Staff was asked to prepare a Committee Charter for Board review (attachment 1).

DISCUSSION

The Committee will report directly to the Board on alterations, variance requests and standards. The following are benefits of establishing a standing committee:

- Reduce the time to respond to members
- Relieve the burden from the M&C Committee members
- Allow for the M&C Committee meetings to occur every two months
- Process is streamlined as the Architectural Control committee will only review alteration matters, variance requests and standard policies
- Endorsements will go directly to the Board for approval or denial
- Members will be able to speak to their matter without having to sit through other items
- Standing committee will be in compliance with Occupancy Agreement, Article 12. Alterations and Additions

FINANCIAL ANALYSIS

Staff anticipates a reduction in time spent at the Maintenance and Construction meetings as a result of this committee being established.

Prepared By: Brett Crane, Manor Alterations Interim Manager

Reviewed By: Ernesto Munoz, P.E., Maintenance Operations Director
Lori Moss, Community Manager

Committee Routing: Maintenance & Construction Committee

ATTACHMENT(S)

Architectural Control and Standards Committee Charter

UNITED LAGUNA WOODS
MUTUAL ARCHITECTURAL CONTROL AND STANDARDS
COMMITTEE CHARTER

RESOLUTION 01-17-XXX

Architectural Control and Standards Committee Charter

RESOLVED, that pursuant to the Occupancy Agreement, Article 12 and the Bylaws, the Architectural Control and Standards Committee is hereby established as a standing committee of this Corporation; and

RESOLVED FURTHER, May 9, 2017, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of the Architectural Control and Standards Committee of the Corporation as follows:

1. The Architectural Control and Standards Committee shall have the responsibility to recommend approval or denial of all requests for nonstandard alterations and modifications, or alterations that have generated neighbor objection. Final recommendations shall be noted on the Mutual's monthly Board meeting Agenda Consent Calendar.
2. In their decision, the Committee shall consider the following criteria:
 - Compliance with existing standards
 - Aesthetic effect
 - Cost impact on the Mutual
 - Conformity with Local and State Building Codes
 - Compliance with applicable law
 - Value impact
3. The Board may choose to become involved in a Member's appeal of the Committee's decision. Should the Board become involved, prior to the review of the appeal, the Committee will document justification of their decision. If necessary, the Committee has the authority to consult with the Mutual Legal Counsel for advice.
4. The Committee shall have the authority to recommend new Architectural Standards or any revisions of all Mutual Architectural Standards. Final approval will rest with the Mutual Board.
5. The Committee shall require Neighbor Awareness and Approval forms for all alteration requests including requests that appear to conform to standards.
6. The Committee shall review advancements in technology and methods that could result in increased efficiencies and/or cost savings to the Mutual.
7. The Committee may impose contingencies upon approvals to ensure the structural, architectural, or common area integrity of the Members' request.

8. The Committee shall insure that all structural alterations, including any internal and external physical changes, performed or caused to be performed by a Member, shall not be performed without prior written consent of the Mutual. Consent is given either by proper processing of approved alteration standard, or use of the variance request process. The Committee will recommend a Disciplinary Hearing for all alterations preceding approval or deviation from approved changes.
9. The intended activities of the Committee may include but may not be limited to meeting when necessary, meeting on a monthly basis, reviewing staff recommendations regarding compliance with architectural standards or variance requests, conducting tours, and providing communications to the Community.
10. This committee shall exist and function in accordance with United Laguna Woods Mutual Bylaws and Occupancy Agreement.
11. This Committee shall be comprised of no more than five Directors.
12. This committee may appoint up to three voting advisors, subject to the approval of the Board.

NOW THEREFORE BE IT RESOLVED, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to carry out the purpose of this resolution.

OPEN MEETING

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

Wednesday, April 12, 2017 – 1:30 p.m.

Laguna Woods Village Community Center Sycamore Room – 24351 El Toro Road

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

MEMBER ABSENT: None

OTHER DIRECTORS PRESENT: Juanita Skillman, Janey Dorrell

STAFF PRESENT: Kurt Rahn, Mike Swingholm, Raul Arceo, Bob Merget

Call to Order

The Chair called the meeting to order at 1:32 p.m.

Acknowledgement of the Press

The press was not represented.

Approval of the Agenda

The agenda was approved as presented.

Approval of Committee Report of February 27, 2017

The report was approved as written.

Resident Comments (Items Not on the Agenda)

Danny Henson (325-Q) informed the Committee about his work with the bluebird boxes throughout United. He inquired about if the Board needed to be more involved, and how to go about involving them. Members of the Committee pointed out that the bluebird boxes have not required board oversight in the past and suggested instead that he form a club.

Sonia Appell (821-N) commented on the bluebird boxes and Mr. Henson's work. She inquired about the disposition of a request that had been turned in earlier in the year. She also expressed concern regarding the small park area inside CDS 95. Staff will follow up.

Kerry Stiles (921-B) commented on the weed growth along lower Aliso Creek. Staff will follow up.

Roger Steen (366-A) inquired about the yellow stakes and a plant that was removed without explanation. Staff will follow up.

Judi Harklerode (722-C) described a rat problem related to a neighbor's pomegranate tree. She gave the Committee her Mutual Request Form for removal of the tree. Staff will follow up.

Jean Lustig (511-C) commented about Mr. Henson's work with the bluebird boxes.

President Skillman reminded everyone that the common area landscaping does not belong to the individual residents, but to the Mutual. Additionally, she reminded everyone that residents are not owners, but rather shareholders; the corporation is the owner.

Chairman's Remarks

Chair Blackwell asked Mr. Rahn for any pertinent comments or updates. He reminded the Committee of staff's slower moving maintenance cycle during the colder months designed to be more thorough and detailed; and that now that the season is warmer and plants are beginning to grow faster, the crews will shift to a quicker cycle that will focus only on keeping things neat and tidy. Re-seeding and plant replacements will be done sparingly during the hot months.

ACTION ITEMS

Committee Tour (conducted following the meeting)

Committee Members Present: Maggie Blackwell, Andre Torng

2037-B Via Mariposa East (Bender) – Request for Seating Area in CDS 205

The Committee reviewed the staff report and discussed the creation of a seating area in the open lawn area surrounded by buildings 2032, 2035, and 2036. The work will consist primarily of minor turf reduction, the addition of a decomposed granite walkway with a seating area, and the addition of two benches. This work will be performed utilizing resources from the current operating budget. By a unanimous vote, the Committee directed staff to work with the residents to create a small seating area at this location, including two benches, and using the 2017 Operating Budget. This work falls within the scope of the budget and the purview of the Committee, therefore Board approval is not necessary.

The African Tulip tree Ms. Bender requested at the previous meeting has been selected and is scheduled for planting.

621-B Avenida Sevilla (Wang) – Request for Tree Removal – Liquidamber styraciflua

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

Recommendation: the board representatives of this corporation unanimously recommend approval of this request to remove the Liquidamber tree.

712-C Avenida Majorca (Edelstein) – Request for Drainage Addition

The Committee found no reason to justify recommending a variance to the Mutual's policy stating that the Member is responsible for any risks or costs in connection with the alteration.

Recommendation: the board representatives of this corporation unanimously recommend denial of this request to install drainage at the Mutual's expense.

ITEMS FOR DISCUSSION AND CONSIDERATION

There were none.

STATUS REPORTS

CDS 8/40 Project Update

The Committee and staff discussed the progress of the project. Director Torng inquired about the time frame of the project. Staff reminded the Committee that more than half would be completed prior to Summer, with the remainder being finished in the cooler Fall months. Little to no work will be done in the Summer due to the difficulty of establishing plants on a large scale during the heat. The Committee visited the site during their tour.

CONCLUDING BUSINESS

Committee Member Comments


Advisor Grundke paid staff a compliment for their good work, recognizing that improvements take time. She asked for residents' patience for staff to address any issues residents may have. She also complimented President Skillman for her reminder about shareholder vs. owner.

Date of Next Meeting

The date of the next meeting of the United Laguna Woods Mutual Landscape Committee is tentatively scheduled for Wednesday, June 14, 2017 at 1:30 p.m. in the Sycamore Room of the Corporation's principal offices, 24351 El Toro Road, Laguna Woods, California.

Adjourn

There being no further business, the meeting adjourned at 2:35 p.m.


Maggie Blackwell, Chair

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MEETING OF THE UNITED LAGUNA WOODS MUTUAL
GOVERNING DOCUMENTS REVIEW COMMITTEE

Monday, April 24, 2017 – 2:00 PM
Laguna Woods Village Community Center, Sycamore Room
24351 El Toro Road, Laguna Woods, CA 92637

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

OTHERS PRESENT: United Directors Cash Achrekar, Jack Bassler, and Janey Dorrell
and GRF Director John Beckett

STAFF PRESENT: Eve Morton and Pamela Bashline

REPORT

1. Call to Order

Chair Skillman called the meeting to order at 2:00 p.m.

2. Acknowledgement of Press

No Press present.

3. Member Comments

None.

4. Chair's Remarks

None.

Reports:

5. Approval of Report from the March 27, 2017 meeting

Director Leonard moved to approve the report. Director Blackwell seconded. All were in favor.

Items for Discussion and Consideration:

New Business:

6. Discuss Damage Restoration Hearing Determination Letter

Chair Skillman feels it is important that the damage costs be broken out so people don't just see one lump sum.

Advisor Strom said to include the section of the Occupancy Agreement referred to in this letter.

Chair Skillman said she would like to check with Betty Parker to make sure check may be made out United and not GRF.

Some additional wording changes were discussed.

The committee requested staff make the changes and use the letter going forward.

7. Draft a Resolution regarding turning off cable for non-payment

Chair Skillman reported that currently United sends a request to GRF who has a hearing to make a decision and then tells Broadband to turn off the cable. She would now like United to make the decision and so a resolution allowing United to do this must be written to be approved by the Board.

Chair Skillman will check with Broadband to see if there is a fee to turn their cable service back on and, if so, would like to add that fee to the resolution.

Advisor Strom felt residents must be warned when their cable will be turned off.

Director Leonard suggested there be wording in their first late notice advising them that their cable *will* be turned off in certain timeframe if their account is not brought up-to-date. Chair Skillman said she will work with Betty Parker on the wording.

Ms. Morton was asked to draft the resolution and endorsement on this for the Board.

8. Discuss Proposed Operating Rules for Hot Tub

Chair Skillman explained that United board has asked the Committee to discuss and make recommendations regarding their opinion on whether United should have hot tub rules. This is also on United M & C's agenda this month.

Resident Theresa Frost handed out to the committee some residents' ideas on hot tub rules.

There was discussion regarding noise and levels of noise and what is acceptable.

Dick Rader suggested looking at what other cities rules are regarding hot tubs.

There was discussion regarding weight of water on slabs and the effect of vibrations on slabs.

Chair Skillman reported that United's attorney said people who already have a hot tub would be allowed to keep them.

Theresa Frost said having a hot tub in the atrium of the Valencia model is what is the problem.

Discussion of responsibility of realtors to disclose hot tub noise.

Advisor Copley read the section of the Occupancy Agreement which has to do with residents enjoyment of the Village.

Chair Skillman will give this proposed hot tub policy to M&C and they can look at it and amend or decide to not allow hot tubs at all. Director Dorrell said to make clear to M&C that this is not a recommendation.

Advisor Stone said neighbor to neighbor issues should be decided by a court of law.

9. Discuss and Consider Process for Updating the Trust

Chair Skillman reported that their attorney would like to be involved in this process. There will be a special meeting of this committee which he will attend to interpret process and steps he feels United Directors should follow in their recommendations for updating the Trust.

Advisor Stone said figuring out which parts of the trust are still in effect is important.

Director Blackwell said we must decide what is pertinent.

10. Discuss 90-day Advisory Letter to Shareholders

Chair Skillman explained that Chuck Holland is working on the process for sending out this letter.

Pamela Bashline explained that Lori Moss and Jeff Beaumont are working on a version of this letter.

Chair Skillman wondered if it was feasible for Chuck to generate letters with all the alterations regarding a residence. Advisor Strom believes some long ago handwritten cards with information have not been entered into Stellar.

Chair Skillman said she will have a meeting with Ms. Moss and Jeff Beaumont to discuss this further.

CONCLUDING BUSINESS:

11. Committee Member Comments

Advisor Stone said this committee should be working on policies and not disputes the residents have about a policy.

Director Leonard feels any member comments should be kept to three minutes.

12. Discuss date of next meeting

Date of next meeting will be Monday, May 22.

13. Adjournment at 4:20 p.m.

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CONCLUDING BUSINESS:

11. Committee Member Comments

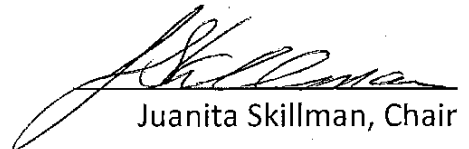
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13. Adjournment at 4:20 p.m.



Juanita Skillman, Chair

ULWM Membership Disciplinary Report

	Feb	Mar	Apr
Total Number of Cases:	302	324	306
Cases Resolved this Month:	105	43	26

Allegations:

Abandoned Vehicle:	11	21	17
Alteration Maintenance:	7	7	11
Animal Nuisance:	17	19	8
Assessment Delinquency:	2	2	3
Balcony Clutter:	12	12	11
Breezeway Clutter:	8	9	9
Carport Clutter:	34	40	39
Common Area Clutter:	9	11	11
Electrical Upgrade:	1	1	0
Electrical Vehicle:	0	0	0
Illegal Occupancy	33	39	41
Interior Clutter:	10	9	10
Landscape:	26	27	23
Maintenance:	0	0	5
Nuisance:	46	48	42
Other:	3	0	0
Short Term Rentals:	19	15	12
Traffic Violations:	7	7	10
Patio Clutter:	22	21	22
Unauthorized Alteration:	33	33	30
Vehicle Oil:	4	3	2

Abandoned Vehicles, Animal Nuisance, Balcony Clutter, Carport Clutter, Nuisance Restrictions, and Unauthorized Alterations have decreased. However, Alteration Maintenance has increased.

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RESOLUTION 01-17-XX

United Laguna Woods Mutual Committee Appointments

RESOLVED, May 9, 2017, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Communications Committee

~~Jan LaBarge, Chair~~
Maggie Blackwell, **Chair**
Maxine McIntosh

Executive Hearings Committee

Juanita Skillman, Chair
~~Lenny Ross, Co-Chair~~
Janey Dorrell, **Co-Chair**
Steven Leonard
Cash Achrekar

Finance Committee

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

Governing Documents Review Committee

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

Laguna Canyon Foundation

~~TBD~~

Laguna Woods Village Traffic Hearings

Don Tibbetts – Morning
~~Lenny Ross – Afternoon~~
Jack Bassler – Afternoon Session

Landscape Committee

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

Maintenance and Construction Committee

Don Tibbetts, Chair

Steve Leonard, Co-Chair

~~Jan LaBarge~~

Janey Dorrell

Pat English

Jack Bassler

Non-voting Advisor: Del Ng

New Resident Orientation

Per Rotation List

Preparedness for Disaster

Andre Torng, Chair

Gary Morrison

Cash Achrekar

~~Janey Dorrell, Co-Chair~~

Non-voting Advisors: Kathleen Matthews, Kay Anderson

Resident Advisory Committee

Maxine McIntosh, Chair

Janey Dorrell

Juanita Skillman, Chair

~~Andre Torng, Co-Chair~~

Non-voting Advisors: Kay Anderson, Nancy Lannon

Architectural Review Committee

Don Tibbetts, Chair

Steve Leonard

Jack Bassler

Janey Dorrell

Non-Voting Advisor: Reza Bastani

RESOLVED FURTHER, that Resolution 01-17-30, adopted February 14, 2017 is hereby superseded and canceled.

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

RESOLUTION 01-17-XX

Golden Rain Foundation Committee Appointments

RESOLVED, May 9, 2017, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 29, 2014, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Business Planning

Pat English

~~Lenny Ross~~

Juanita Skillman

Community Activities

Jan LaBarge

Janey Dorrell

Maxine McIntosh

Finance

Pat English

~~Lenny Ross~~

Juanita Skillman

Financial Reporting Study Group

Pat English

~~Lenny Ross~~

Landscape Committee

~~Juanita Skillman~~

Maggie Blackwell

Maxine McIntosh

Maintenance & Construction

Don Tibbetts

Steve Leonard

Jack Bassler

Media and Communications Committee

~~Jan LaBarge~~

~~Juanita Skillman~~

Maggie Blackwell

Steve Leonard

Mobility and Vehicles Committee

Janey Dorrell
Steve Leonard

Andre Torng

Security and Community Access

Gary Morrison
~~Andre Torng~~

Cash Achrekar

Town Hall Meetings

Per Rotation

RESOLVED FURTHER, that Resolution 01-17-31, adopted February 14, 2017, is hereby superseded and cancelled.

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



United Laguna Woods Mutual

Regular Board Meeting

May 9, 2017

Entertain a Motion to Refer the Drone Policy back to the Security and Community Access Committee; who have scheduled a meeting on May 18, 2017 at 1:30 at Clubhouse 1.

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UNITED LAGUNA WOODS MUTUAL

DIRECTORS CODE OF CONDUCT

May, 2017

This Code of Conduct is implemented with the purpose of protecting and advancing the interests of United Laguna Woods Mutual ("United"). This Code of Conduct is mandatory for and binding on all directors, officers, committee members or other volunteers of United.

BOARD & MEMBERSHIP MEETINGS

Directors should be respectful to one another and to Members, staff and all residents and vendors in the community, to ensure that business is carried out in an orderly and expedient fashion during and outside meetings. Directors should respect United's parliamentary rules, policies, practices, and decorum. Director comments and deliberations must be in clear and simple terms, and must avoid repetition, disruptive behavior, profanity, personal attacks, rhetorical concerns discussed by the same person, or harassment. Directors are expected to act with integrity, demonstrating zero tolerance for unethical behavior, both for themselves and their colleagues. Directors are expected to have courage and demonstrate a willingness to do the right thing and make the right decisions, even if it is difficult or unpopular (i.e., no fence sitting). The violation of these rules may result in a director's or officer's involuntary recusal pursuant to United's Governing Documents and applicable law, and may result in discipline pursuant to the Governing Documents and applicable law.

BOARD RESPONSIBILITIES

The general duties for directors are to enforce United's governing documents, collect and preserve United's financial resources, insure United's assets against loss as required by the governing documents or applicable law, and keep the common areas in a state of good repair. To fulfill that responsibility, directors must:

- regularly attend all Board meetings and committee meetings for assigned committees. If you miss three (3) consecutive committee meetings you are subject to being removed from the committee.
- be prepared for all meetings that you are attending.
- review material provided in preparation for board meetings.
- be punctual and on time for all meetings.
- demonstrate professional etiquette and behavior.

- stay focused at meetings and do not be distracted by doing outside activities, such as pleasure reading, using electronic devices, etc.
- actively participate in board and committee deliberations; recognize the difference between productively participating in discussions and counter-productively dominating deliberations through the volume or length of comments. Work with other members of the Board/committee to create workable compromises as necessary.
- stay on topic, ask questions as they are needed but be sure the questions are related to the current topic being discussed.
- make relevant, informed comments focused on the specific aspect of the issue being considered.
- review the Association's financial reports.
- make reasonable inquiry before making decisions.
- make all decisions and actions in good faith, and in consideration of the best interests of United, and not in the best interests of the individual director or faction of the community.
- Board members must not take actions or make decisions that result in a personal benefit to the director at the expense of United.
- avoid relationships, such as unique business, financial or personal relationships (or hoped-for-relationships) that create an actual or the perception of a conflict of interest.
- act with professional courtesy and respect towards fellow directors, members, residents and vendors.
- all Board members must present themselves to our Members with high level of professionalism during our meetings, as well as when meetings are not held.
- do not respond to the mass emails within our community, with your email response, especially those that pertain to issues before the Board. Any such emails can be used in legal disputes against you and our Board.
- legal issues must be advised from United Board Members to the President who will advise United's legal counsel, and as direction is provided from legal counsel the President will so advise the Board. Any two directors may contact United's legal counsel if they believe, based on good cause and support, that the President is breaching his/her obligations as President and/or director.

PROFESSIONAL CONDUCT

In general, directors and committee members must conduct all dealings with Members, residents, vendors and staff with professional courtesy, honesty and fairness. This means that directors must not engage in any harassing, abusive, threatening, intimidating or discriminatory conduct. The Board has a "no discrimination and harassment" policy. The following will not be tolerated:

- disparaging, offensive, racist and/or bigoted remarks, including any remarks and statements made to any Member, resident and their family members or visitors, including but not limited to, any contractor, sub-contractor, plumber, landscaper, vendor, communications and service provider.
- disparaging, off color, offensive and/or bigoted remarks, including remarks and/or statements made to anyone claiming to be, or perceived to be lesbian, gay, transgender, bi-sexual, homosexual, trans-sexual, or any person that enters the community.
- disparaging, offensive, racist and/or bigoted remarks regarding the race, color, creed, culture, ethnicity, country of origin, citizenship, and/or citizenship status made to any resident, their family members, visitors, including, but not limited to, any contractor, sub-contractor, landscaper, plumber, vendor, communications and service provider.

Directors must safeguard information that belongs to United. Directors and committee members are responsible for protecting United's confidential information. As such, they may not use confidential information for the benefit of themselves, or their relatives, or for persons with whom they have a business relationship. Except when disclosure is duly authorized by the Board or committee (i.e., majority), or legally mandated, no director or committee member may disclose confidential information. Confidential information includes, without limitation:

- private personal information of fellow directors, committee members or staff.
- private personnel information of United's members.
- disciplinary actions against or concerning members of United.
- assessment collection information against or concerning members of United.
- legally privileged communications (including disputes or otherwise), and communications deemed confidential by the board, in which the board is or may be involved--directors may not discuss such matters with persons not on the board without the prior approval of the board of directors, which may also require the approval of United's legal counsel. Failure to follow these restrictions could constitute a breach of the attorney-client privilege and result in the loss of confidential information.

INTERACTING WITH STAFF

Directors shall not direct staff unless with Board authority (i.e., majority). However, directors may work with staff when necessary in the following situations: to carry out decisions of the Board; to carry out decisions of a committee, made within the scope and authority of the committee; and to gather information in preparation of an upcoming action of the Board as proposed in a pending agenda. Notwithstanding, directors shall not interact with staff in a manner that prevents them from fulfilling their primary job responsibilities.

DISCLOSURE & RECUSAL

Directors and committee members must immediately disclose the existence of any actual and potential conflict of interest relating to him- or herself or his or her membership or manor. Directors and committee members must withdraw from participation in decisions in which they have an actual, material interest; however, it is strongly recommended that directors withdraw from participation in decisions in which they also have a potential material interest.

A director or member of a committee shall not vote on any of the following matters:

- discipline of the director or committee member.
- an assessment or fee against the director or committee member for damage to the common area or facilities.
- a request, by the director or committee member, for a payment plan for overdue assessments.
- a decision whether to foreclose on a lien on the separate interest of the director or committee member.
- review of a proposed physical change to the separate interest of the director or committee member.
- a grant of exclusive use common area to the director or committee member.

VIOLATIONS OF POLICY

Directors and committee members who violate this policy are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to immediate disciplinary action, including, but not limited to:

- censure.
- removal from committees.
- removal as an officer of the board.
- request for resignation from the board.
- recall by the membership.
- legal proceedings.

Prior to taking any of the actions described above, the Board (or an executive committee appointed for this purpose) shall investigate the potential violation. The Board or committee shall review the evidence of violation, endeavor to meet with the director/committee member believed to be in violation, confer with United's legal counsel, and (if a committee) present its findings and recommendations to the Board for appropriate action. The Board shall endeavor to meet with the director/committee member in executive session prior to imposing disciplinary action against that person.

ACKNOWLEDGMENT

I acknowledge that I have received and read the United's Directors Code of Conduct and have had the opportunity to ask questions about same. I understand my obligations as a director/committee member under this Code of Conduct and will act in accordance with my obligations.

Signature: _____ Date: _____

Print name: _____

RESOLUTION 01-17-XX

WHEREAS, pursuant to California's Common Interest Development Meeting Act (California *Civil Code* § 1363.05) and the governing documents of United Laguna Hills Mutual ("United"), United's Board of Directors (the "Board") is required to hold meetings in open session and executive session, as may be applicable, to deliberate and act upon the business and affairs of United; and

WHEREAS, the Board believes that efficient Board meetings are not possible unless those meetings are conducted in a professional, orderly and timely fashion; and

WHEREAS, the Board wishes to promote such professionalism, order and timeliness, and regulate Board meetings in an even and consistent fashion; and

WHEREAS, the Board believes that in order to effectuate the items described above, each Board member should execute the "Code of Conduct";

NOW THEREFORE BE IT RESOLVED, on May 9, 2017 that Resolution 01-10-265 adopted November 15, 2017 is hereby superseded and cancelled; and

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

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**United Laguna Woods Mutual, Laguna Woods California
VEHICLE, TRAFFIC, AND PARKING RULES
Resolutions 01-14-154, 01-15-45, 01-15-91, 01-16-32**

PROPOSED 2017 VEHICLE DECAL LIMIT

5.5 RESIDENT VEHICLE DECAL LIMIT

Each MANOR is allowed to receive a limited number of GRF decals based on the number of original construction bedrooms.

- 1 Bedroom MANOR up to 1 decal
- 2 Bedroom MANOR up to 2 decals

Decals may be issued in any combination to eligible motor vehicles, golf carts and golf cars, up to the total authorized per Manor for new residents.

Decal counts do not include motorhomes and commercial vehicles stored in the GRF Recreational Vehicle Storage Area. At least one vehicle must park in the carport.

A variance request for additional decals, at a cost of \$25 per variance request, must be submitted for review and approval. An RFID sticker may be required at an additional cost.

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RESOLUTION 01-17 XX

United Laguna Woods Mutual Traffic Rules and Regulations

WHEREAS, the Traffic Rules and Regulations are intended to mirror the California Vehicle Code and to adhere to the Davis-Stirling Act; and

WHEREAS, the Parking Committee of this Corporation recognizes the need to amend a portion of the Mutual Traffic Rules and Regulations to accommodate for parking; and

WHEREAS, each manor is allowed to receive a certain amount of GRF parking decals; and

WHEREAS, new residents will be issued one decal per bedroom; and

WHEREAS, residents may apply for a variance for a \$25 fee;

NOW THEREFORE BE IT RESOLVED, May 9, 2017, that the Board of Directors of this Corporation hereby adopts the revised United Laguna Woods Mutual Traffic Rules and Regulations, as attached to the minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-16-32 adopted April 12, 2016 is hereby superseded and cancelled; and

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

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STAFF REPORT

DATE: May 8, 2017
FOR: Board of Directors
SUBJECT: Select Audit Committee Representative Appointment

RECOMMENDATION

Review resumes and appoint a resident to represent the United Board on the Select Audit Committee

BACKGROUND

United Laguna Woods Mutual has a vacancy on the Select Audit Task Force. Advertisement was placed in the What's Up in the Village blast and in the Globe requesting that resumes be submitted to the CEO's office by May 4, 2017 at noon.

DISCUSSION

The Task Force meets periodically with the majority of meetings happening during the annual audit from December through March. The Task Force requires a commitment of approximately 12 meetings for approximately two hours each, in addition to some personal study time to review the financials and audit report. Members service under the direction of the GRF Treasurer who serves as the chair of the Committee.

The Select Audit Task Force serves as the liaison between the Finance Committees of the Laguna Woods Village Corporations and the independent auditors to oversee the annual audit of the financial statements of the corporations, review reports from the auditors, and recommend any appropriate action in connection therewith.

Residents with significant accounting, auditing and/or corporate financial experience are ideal candidates. Two resumes have been received.

FINANCIAL ANALYSIS

None

Prepared By: Lori Moss, Community Manager
Reviewed By: Leslie Cameron, Assistant Corporate Secretary