



OPEN MEETING

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

**Tuesday, August 9, 2022- 9:30 a.m.
BOARD ROOM/VIRTUAL MEETING**

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

NOTICE OF MEETING AND AGENDA

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

- 1. Call to Order / Establish Quorum – President Liberatore**
- 2. Pledge of Allegiance to the Flag – Director Cash Achrekar**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. July 12, 2022 – Regular Open Session
 - b. July 28, 2022 – Agenda Prep Meeting
- 6. Report of Chair**
- 7. Open Forum (Three Minutes per Speaker) -** *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/95563492734> or call 1 (669) 900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.*
- 8. Responses to Open Forum Speakers**
- 9. VMS Board Update – Director Norman Kahn**
- 10. CEO Report**
- 11. Consent Calendar –** *All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. In the event that an item is removed from the Consent Calendar by Members of the Board, such item(s) shall be the subject of further discussion and action by the Board.*

- a. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed the United Laguna Woods Mutual preliminary financials for the month of June 2022, such review is hereby ratified.
- b. **Recommendation from the Landscape Committee**
 - 1. Recommendation to Approve Tree Removal Request: 28-A Avenida Castilla – Two of the Three Canary Island Pine Trees
 - 2. Recommendation to Deny Tree Removal Request: 426-A Avenida Castilla – One Canary Island Pine Tree
 - 3. Recommendation to Approve a Resolution for 15% reduction of Landscape Irrigation within United Mutual
- c. **Recommendation from the Architectural Control and Standards Committee**
 - 1. Variance Request – 646-C Avenida Sevilla, (Cordoba) New Patio Screen Wall Openings and Patio Trellis with Lighting
 - 2. Variance Request – 895-C Ronda Sevilla, (Seville) Approve Existing Patio Modifications
- d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in July 2022, and such review is hereby ratified.
- e. **Recommendation from the Finance Committee**
 - 1. Approve a Resolution for Recording a Lien against Member ID # 947-423-56
 - 2. Approve a Resolution for Recording a Lien against Member ID # 947-366-53

12. Unfinished Business

- a. Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of Joint Hearing Body (**MAY Initial Notification – Revised August – postpone 28-day notification for member review and comment to comply with Civil Code §4360**)
- b. Strategic Planning Update – President Liberatore - Oral Discussion
- c. Discretionary Investment Change to Treasuries (**July Initial Notification — 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)
- d. Update Committee Appointments

13. New Business

- a. Discuss and Consider Reoccurring Town Hall Meeting – (Board Oral Discussion)
- b. Discuss 2021 Operating Deficit
- c. Discuss and Consider Rescinding Resolution 01-20-52 Membership Trust Transfer. **(August Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360)**

14. Director Comments (Two minutes per director)

15. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on July 26, 2022; next meeting August 30, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer's Report
 - (2) United Finance Committee Report
 - (3) Resales/Leasing Reports
- b. Report of the Architectural Control and Standards Committee – President Liberatore. The Committee met on July 21, 2022; next meeting August 18, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of Member Hearings Committee – Director Ardani. The Committee met on July 28, 2022; next meeting August 25, 2022, 9:00 a.m. in the Board Room and as a virtual meeting.
- d. Report of the Governing Documents Review Committee – Director Blackwell. The Committee met on July 21, 2022; next meeting August 18, 2022, 1:30 p.m. in the Board Room and as a virtual meeting. (CLOSED MEETING)
- e. Report of the Landscape Committee – Director Casey. The Committee met on July 14, 2022; next meeting August 22, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Report of the Landscape Tree Ad Hoc Committee – Director Casey. The Committee met on July 18, 2022; next meeting TBA
- f. Report of the Maintenance & Construction Committee – Director English. The Committee met on June 22, 2022; next meeting August 24, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- g. Report of the United Resident Advisory Committee – Director Lee. The committee met on July 14, 2022; next meeting August 11, 2022, at 4:00 p.m. in the Elm Room and as a virtual meeting.

16. GRF Committee Highlights

- a. Report of the GRF Finance Committee – Director Asgari. The Committee met on June 15, 2022; next meeting August 17, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the GRF Strategic Planning Committee— Director Casey. The Committee met on May 2, 2022; next meeting TBA.
- c. Report of the Community Activities Committee – Director Blackwell. The committee met on July 14, 2022; next meeting August 11, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the GRF Landscape Committee – Director Casey. The Committee met on June 8, 2021; next meeting September 14, 2022, at 1:30 p.m. as a virtual meeting.
- e. Report of the GRF Maintenance & Construction Committee – Director Achrekar. The Committee met on June 8, 2022; next meeting August 10, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Clubhouse (Facilities) Ad Hoc Committee – Director Casey. The Ad Hoc Committee met June 24, 2022; next meeting TBA.
- f. Report of the Media and Communication Committee – Director Ardani. The Committee met on July 18, 2022; next meeting August 15, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Report of the Mobility and Vehicles Committee – Director Blackwell. The Committee met on June 1, 2022; next meeting August 3, 2022, 1:30 p.m. in the Board Room and as a virtual meeting.
- h. Report of the Security and Community Access Committee – Director Blackwell. The Committee met on June 27, 2022; next meeting August 29, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- i. Laguna Woods Village Traffic Hearings – Director Ardani. The Hearings were held on June 15, 2022; next hearings will be held August 17, 2022, at 9:00 a.m. as a virtual meeting.
- j. Report of the Disaster Preparedness Task Force – Director Casey. The Task Force met on July 26, 2022; next meeting September 27, 2022, at 9:30 in the Board Room a.m. and as a virtual meeting.
- k. Report of the Purchasing Task Force Ad Hoc Committee – Director Ardani. The Committee met on April 7, 2022; next meeting TBA.
- l. Report of the Information Technology Advisory Committee – Director Casey. The Committee met on August 5, 2022; next meeting August 12, 2022 as a virtual meeting.
- m. Report of the Insurance Ad Hoc Committee – Director Liberatore. The Committee met on July 25, 2022; next meeting TBA.
- n. Report of the Website Ad Hoc Committee – Director Liberatore. The

Committee met on July 6, 2022; next meeting August 10, 2022 at 10:00 a.m.
in the Sycamore Room.

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

- Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of Joint Hearing Body
- Rescinding Resolution 01-20-52 Membership Trust Transfer

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

CLOSED SESSION NOTICE AND AGENDA

Approval of Agenda

Approval of the Following Meeting Minutes;

- (a) July 6, 2022 – Special Closed Session*
- (b) July 12, 2022 – Regular Closed Session*
- (c) July 13, 2022 – Special Closed Session*
- (d) July 28, 2022 – Special Closed Session*

Discuss and Consider Member Disciplinary Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Legal and Litigation Matters

19. Adjourn

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OPEN MEETING

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

**Tuesday, July 12, 2022- 9:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

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

Directors Absent: None

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Paul Nguyen, Jose Campos, and Robert Carroll

Others Present: GRF: None
Third: None
VMS: Cynthia Rupert
Daniel Quirk of Sageview

1. Call Meeting to Order/Establish Quorum

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

2. Pledge of Allegiance to the Flag

Director Blackwell led the pledge of allegiance.

3. Acknowledge Media

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

4. Approval of Agenda

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

Director Ross made a motion to accept the agenda as amended, to accept addendum Item 13a, and to remove Item 11b and send it back to the Governing Documents Review Committee. Director Ardani seconded.

Hearing no changes or objections, the agenda was approved as amended unanimously.

5. Approval of Minutes

- a. March 30, 2022 – Special Open Session Budget Workshop
- b. June 02, 2022 – Special Open Meeting Budget Landscape Review
- c. May 26, 2022 – Special Open Session Budget Maintenance Review
- d. June 14, 2022 – Regular Open Session
- e. June 17, 2022 – Special Open Session (Strategic Planning)
- f. June 23, 2022 – Agenda Prep Meeting

Hearing no objections, March 30, 2022 – Special Open Session Budget Workshop Minutes, June 02, 2022 – Special Open Meeting Budget Landscape Review Minutes, May 26, 2022 – Special Open Session Budget Maintenance Review Minutes, June 14, 2022 – Regular Open Session Minutes, and June 23, 2022 – Agenda Prep Meeting Minutes were approved unanimously.

Hearing no objections, the June 17, 2022 – Special Open Session (Strategic Planning) minutes were approved as amended unanimously.

6. Report of the Chair – None

- President Liberatore commented on the upcoming Budget meetings. He notified residents to pay attention to decisions the Board makes, as they are acting on the behalf of residents.

7. Open Forum (Three Minutes per Speaker)

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

The following members made comments:

- A member commented on cross training VMS staff.
- Multiple members commented on experiencing issues with their home appliances, and the delay in getting their home appliances replaced/fixed.
- A member provided an update on the Foundation of Laguna Woods.
- A member commented on the Globe.

8. Responses to Open Forum Speakers

- Multiple Directors commented on the Globe.
- Director Achrekar thanked the member who spoke on the behalf of the Foundation of Laguna Woods.
- Multiple Directors commented on replacement of appliances.

9. VMS Board Update – Director Rupert

VMS Director Rupert provided an updated on the following items:

- Enhanced Efficiency
- Identifying Cost Savings
- Measure Performance
- Measure Satisfaction
- Identifying Trends
- Other Key Efforts

Director Rupert answered questions and discussion ensued among the Directors.

10. CEO Report

CEO Siobhan Foster discussed the following items:

- Business Plan Review meetings is underway for the 2023 Business Plan. Residents have the opportunity to provide input. The GRF Board will meet on July 13, 2022 at 9:30 a.m. The United Board will meet on July 15, 2022 at 1:30 p.m. The Third Board will meet on July 15, 2022 at 9:30 a.m. All meetings will take place in the Board Room and virtually via Zoom. Future Business Plan Review Meetings will take place on August 8, 2022, August 10, 2022, and August 12, 2022.
- VMS has been working to improve Manor Alterations. VMS is proud to launch the new real time Manor Alterations mutual consent log. This can be accessed by visiting lagunawoodsvillage.com > residence > manor alterations > mutual consent application status. Available to residents and contractors.
- 2023 Annual Reservation lottery is underway. Pick up a lottery card at the Recreation office or emailing them to recreations@vmsinc.org. This must be completed by Friday, July 15, 2022.

11. Consent Calendar

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

a. Recommendation from the Landscape Committee:

- (1) Recommendation to Deny Removal of One Canary Island Pine Tree
54-C Calle Aragon

RESOLUTION 01-22-41

Deny Removal of One Canary Island Pine Tree 54-C Calle Aragon

WHEREAS, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17, Tree Removal Guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on June 9, 2022, the Landscape Committee reviewed a request to remove one Canary Island Pine tree from the Member at 54-C, who cited the reasons as proximity to the building, structural damage, litter/debris, overgrown,

and poor condition; and

WHEREAS, the committee determined that the tree does not meet the guidelines established in Resolution 01-13-17, and thereby recommends denying the request for the removal of one Canary Island Pine tree located at 54-C Calle Aragon;

NOW THEREFORE BE IT RESOLVED, July 12, 2022, the Board of Directors denies the request for the removal of the Canary Island Pine tree at 54-C; and

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

- (2) Recommendation to Deny Tree Removal Request 100-A Via Estrada – Four Canary Island Pine Tree, One Silk Oak Tree, and Approve Removal of One Monterey Pine Tree

RESOLUTION 01-22-42

Deny Removal of four Canary Island Pine Trees, one Silk Oak Tree, and Approve Removal of one Monterey Pine Tree 100-A Via Estrada

WHEREAS, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17, Tree Removal Guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on June 9, 2022, the Landscape Committee reviewed a request to remove four Canary Island Pine trees, one Monterey Pine, and one Silk Oak tree from the Member at 100-A, who cited the reasons as overgrown, poor condition, structural damage, sewer damage, and the pooling of water at the unit's planter area; and

WHEREAS, the committee determined that the request for removal of four Canary Island Pine trees and one Silk Oak tree does not meet the guidelines established in Resolution 01-13-17, and thereby recommends denying the request for the removal of four Canary Island Pine trees and one Silk Oak tree located at 100-A Via Estrada; and

WHEREAS, the committee determined that the request for removal of one Monterey Pine tree meets the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Monterey Pine

tree located at 100-A Via Estrada;

NOW THEREFORE BE IT RESOLVED, July 12, 2022, the Board of Directors denies the request for the removal of four Canary Island Pine trees and one Silk Oak tree at 100-A; and

RESOLVED FURTHER, July 12, 2022, the Board of Directors approves the request for the removal of one Monterey Pine tree located at 100-A Via Estrada; and

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

- (3) Recommendation to Deny Removal of One Canary Island Pine Tree
220-D Avenida Majorca

RESOLUTION 01-22-43

Deny Removal of One Canary Island Pine Tree 220-D Avenida Majorca

WHEREAS, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17, Tree Removal Guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on June 9, 2022, the Landscape Committee reviewed a request to remove one Canary Island Pine tree from the Member at 220-D, who cited the reasons as the potential for structural damage, litter/debris, overgrown, and a conflict with the building, roof, gutters, and the air conditioning unit; and

WHEREAS, the committee determined that the tree does not meet the guidelines established in Resolution 01-13-17, and thereby recommends denying the request for the removal of one Canary Island Pine tree located at 220-D Avenida Majorca;

NOW THEREFORE BE IT RESOLVED, July 12, 2022, the Board of Directors denies the request for the removal of the Canary Island Pine tree at 220-D; and

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

THIS ITEM WAS REMOVED DURING THE APPROVAL OF THE AGENDA

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

President Liberatore called for an approval of the Consent Calendar.

Director Blackwell made a motion to approve the Consent Calendar. Director Achrekar seconded.

Hearing objections, the motion was approved as amended unanimously.

12. Unfinished Business

- a. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed the United Laguna Woods Mutual preliminary financials for the months of February, March, April, and May 2022, such review is hereby ratified.**

Director Asgari made a motion to ratify the Financials for the months of February, March, April, and May 2022. Director English seconded.

Hearing no objections, the motion was approved unanimously.

- b. Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of Joint Hearing Body (Oral Discussion)**

CEO Foster provided an update regarding the Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of Joint Hearing Body.

Discussion ensued among the board.

Multiple members commented with dealing with harassment from neighbors, and also commented on being in favor of this topic.

- c. Strategic Planning Update – President Liberatore (Oral Discussion)**

President Liberatore discussed strategic planning and provided an update from the meeting that occurred on June 17, 2022.

Discussion ensued among the board.

- d. Update Committee Appointments**

Discussion ensued among the board regarding the following resolution:

RESOLUTION 01-22-44

United Laguna Woods Mutual Committee Appointments

RESOLVED, July 12, 2022, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Control and Standards Committee

Anthony Liberatore (Chair)
Reza Bastani
Cash Achrekar
Non-Voting Advisors: Michael Mehrain

Finance Committee

Azar Asgari, Chair
Pat English
Lenny Ross
Advisor: Dick Rader

Governing Documents Review Committee

Maggie Blackwell (Chair)
Diane Casey
Pearl Lee
Advisor: Dick Rader, Juanita Skillman, Mary Stone

Landscape Committee

Diane Casey (Chair)
Maggie Blackwell
Lenny Ross
Advisors: Theresa Frost, Mike Peters, Annie Zipkin

Landscape Tree Ad Hoc

Diane Casey (Chair)
Advisors: Jack Salvador, Robert Reyes, Carl Randazzo, Joseph Sean Siry,
Cheryl Nielsen, Ken Benson, Mary Sinclair

Maintenance and Construction Committee

Pat English (Chair)
Reza Bastani
Pearl Lee
Non-voting Advisor: Ken Deppe

Members Hearing Committee

Neda Ardani (Chair)
Pearl Lee
Maggie Blackwell

New Resident Orientation

Maggie Blackwell (Chair)
Cash Achrekar

Resident Advisory Committee

Pearl Lee (Chair)
Diane Casey
~~Maggie Blackwell~~

Cash Achrekar

Advisor: Nancy Lannon

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

RESOLVED FURTHER Resolution 01-22-37, adopted June 14, 2022, is hereby superseded and canceled.

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

RESOLUTION 01-22-45

Golden Rain Foundation Committee Appointments

RESOLVED, July 12, 2022, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 29, 2014, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

GRF Strategic Planning Committee

Cash Achrekar

Diane Casey

Anthony Liberatore, Alternate

GRF Community Activities Committee

Maggie Blackwell

Diane Casey

GRF Finance

Azar Asgari

Pat English

Diane Casey, Alternate

GRF Landscape Committee

Maggie Blackwell

Diane Casey

GRF Maintenance & Construction

Cash Achrekar

Lenny Ross

Clubhouses & Facilities Renovation Ad Hoc Committee

Diane Casey
Pat English

GRF Media and Communications Committee

Neda Ardani
Maggie Blackwell

GRF Mobility and Vehicles Committee

Maggie Blackwell
Pearl Lee

GRF Security and Community Access

Maggie Blackwell
Cash Achrekar

Disaster Preparedness Task Force

Diane Casey
Anthony Liberatore
Cash Achrekar, Alternate

Laguna Woods Village Traffic Hearings

Neda Ardani
Anthony Liberatore, **Alternate**

Purchasing Ad Hoc Committee

Diane Casey
Neda Ardani

Information Technology Advisory Committee

Diane Casey
Cash Achrekar

Broadband Ad Hoc Committee

Diane Casey

~~Equestrian Center Ad Hoc Committee~~

~~Pat English~~
~~Pearl Lee~~

Insurance Ad Hoc Committee

Anthony Liberatore
Cash Achrekar
Lenny Ross

Website Ad Hoc Committee

Anthony Liberatore, **Alternate**
Pearl Lee
Azar Asgari, Alternate

RESOLVED FURTHER, that Resolution 01-22-38, adopted June 14, 2022, is hereby superseded and cancelled.

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

Director Blackwell made a Motion to approve the amended Committee Assignments of Resolution 01-22-44 and Resolution 01-22-45. Director Achrekar seconded.

The motion passed by a vote of 8-1. Director Bastani opposed. and Director Tornig abstained.

13. New Business

a. Discretionary Investment Change to Treasuries (July Initial Notification – Must postpone 28-days for member review and comments to comply with Civil Code §4360)

RESOLUTION 01-22-46

Discretionary Investment Change to Treasuries

WHEREAS, the United Laguna Woods Mutual Discretionary Investment balance as of June 30, 2022 was \$14,372,440.12; and

WHEREAS, the discretionary account is an investment account that allows the Corporation's investment manager to buy and sell investments without the Board's consent for each trade; and

WHEREAS, the funds maintained in the discretionary account, in the opinion of the managing agent, are not required within a reasonable time to pay obligations of the corporation; and

WHEREAS, the Board desires to transfer discretionary investment funds to Bank of America where the funds will be used to purchase US treasuries insured by the federal government;

NOW THEREFORE BE IT RESOLVED, August 9, 2022 that the Board of this corporation hereby authorizes the full discretionary investment account balance, currently held by Fidelity Investments, be transferred to the Bank of America reserve bank account; and

RESOLVED FURTHER, that the Board of this corporation hereby authorizes the managing agent of this corporation to purchase US treasuries at the current available rates with the following maturities: 25% of account balance maturing in 6 months; 25% of account balance maturing in 12 months; 25% of account balance maturing in 18 months; 25% of account balance maturing in 24 months; and

RESOLVED FURTHER, that the Board of this corporation hereby authorizes the managing agent of this corporation to provide old investment manager, SageView, a ninety-day termination notice as outlined in the investment advisory

services agreement dated October 1, 2019; 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.

Director Blackwell made a motion to approve the Resolution for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Asagri seconded.

Robert Carroll, Director of General Services, provided an overview of Discretionary Investment Change to Treasuries and introduced Daniel Quirk of SageView.

Discussion ensued among the board

A member commented on why SageView did not pull out earlier than today's discussion. An additional member commented on bond funds.

Hearing no changes or objections, the motion was called to a vote and passed 6-5. Directors' English, Liberatore, Blackwell, Casey, and Lee opposed.

14. Director Comments (Two minutes per director)

- Multiple Directors commented on committee assignments.
- Director Achrekar commented that decisions were made in a positive way.
- Director Blackwell commented on Committee meeting attendance.
- Director Ardani commented on the harassment policy.
- Director Asgari commented on better communications amongst the Board and residents.
- Director Torng commented on VMS procedures.

15. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on June 28, 2022; next meeting July 26, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

- (1) Treasurer's Report
- (2) United Finance Committee Report
- (3) Resales/Leasing Reports

- A member commented on getting clarity on Net Allocation.

- b. Report of the Architectural Control and Standards Committee – President Liberatore. The Committee met on May 19, 2022; next meeting July 21, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

- c. Report of Member Hearings Committee – Director Ardani. The Committee met on June 23, 2022; next meeting July 28, 2022, 9:00 a.m. in the Board Room and as a virtual meeting.

- d. Report of the Governing Documents Review Committee – Director Blackwell. The Committee met on June 16, 2022; next meeting July 21, 2022, 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the Landscape Committee – Director Casey. The Committee met on June 9, 2022; next meeting July 14, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – Director English. The Committee met on June 22, 2022; next meeting August 24, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- g. Report of the United Resident Advisory Committee – Director Lee. The committee met on June 9, 2022; next meeting July 14, 2022, at 4:00 p.m. in the Elm Room and as a virtual meeting.

16. GRF Committee Highlights

- a. Report of the GRF Finance Committee – Director Asgari. The Committee met on June 15, 2022; next meeting August 17, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the GRF Strategic Planning Committee— Director Casey. The Committee met on May 2, 2022; next meeting TBA.
- c. Report of the Community Activities Committee – Director Blackwell. The committee met on June 9, 2022; next meeting July 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the GRF Landscape Committee – Director Casey. The Committee met on June 8, 2021; next meeting September 14, 2022, at 1:30 p.m. as a virtual meeting.
- e. Report of the GRF Maintenance & Construction Committee – Director Achrekar. The Committee met on June 8, 2022; next meeting August 10, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Clubhouse (Facilities) Ad Hoc Committee – Director Casey. The Ad Hoc Committee met June 24, 2022; next meeting TBA.
- f. Report of the Media and Communication Committee – Director Blackwell. The Committee met on June 20, 2022; next meeting July 18, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Report of the Mobility and Vehicles Committee – Director Blackwell. The Committee met on June 1, 2022; next meeting August 3, 2022, 1:30 p.m. in the Board Room and as a virtual meeting.
- h. Report of the Security and Community Access Committee – Director Blackwell. The Committee met on June 27, 2022; next meeting August

29, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

- i. Laguna Woods Village Traffic Hearings – Director Ardani. The Hearings were held on June 15, 2022; next hearings will be held July 20, 2022, at 9:00 a.m. as a virtual meeting.
- j. Report of the Disaster Preparedness Task Force – Director Casey. The Task Force met on March 29, 2022; next meeting July 26, 2022, at 9:30 in the Board Room a.m. and as a virtual meeting.
- k. Report of the Purchasing Task Force Ad Hoc Committee – Director Ardani. The Committee met on April 7, 2022; next meeting TBA.
- l. Report of the Information Technology Advisory Committee – Director Casey. The Committee met on July 8, 2022; next meeting July 15, 2022 as a virtual meeting.
- m. Report of the Insurance Ad Hoc Committee – Director Liberatore. The Committee met on May 24, 2022; next meeting TBA.
- n. Report of the Website Ad Hoc Committee – Director Liberatore. The Committee met on July 6, 2022; next meeting August 10, 2022 at 10:00 a.m. in the Sycamore Room.

17. Future Agenda Items – None

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

The meeting recessed at 12:43 p.m. into the Closed Session.

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

During the March 8, 2022, Regular Closed Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) June 14, 2022—Regular Closed Session

(b) June 22, 2022—Special Closed Session

Discussed and Considered Litigation, Legal and Legislation Matters

Discussed Personnel Matters

Discussed Member and Board Disciplinary Matters

19. Adjourn

The meeting was adjourned at 3:42 p.m.

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

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OPEN SESSION

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

Thursday, July 28, 2022, at 2:00 p.m.
24351 El Toro Road, Laguna Woods, California
WILLOW ROOM/VIRTUAL MEETING

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

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

Directors Absent: Pat English

Staff Present: CEO-Siobhan Foster, Makayla Schwietert, Paul Nguyen, Catherine Laster

Others Present: None

- 1. Call Meeting to Order / Establish Quorum – President Liberatore**
President Liberatore called the meeting to order at 1:55 p.m. and established that a quorum was present.

- 2. Approval of the Agenda**
President Liberatore called for an approval of the agenda.

Hearing no changes or objections, the agenda was approved unanimously.

- 3. Discuss and Consider Items for the United Board Regular Meeting (open and closed sessions) on August 09, 2022**

Director Ross made a motion for the United Mutual Board to hold a two-hour town hall meeting on August 12, 2022. The first half of the meeting will be to discuss water issues, the second half of the meeting will be for open discussion, with a limit of two minutes per person per discussion. Director Blackwell seconded.

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

Director Casey made a motion to add an item to the closed session agenda.
Director Blackwell seconded.

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

Director Torng left the meeting at 3:20 p.m.

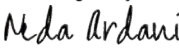
Director Blackwell made a motion to approve the amended agenda. Director Casey seconded.

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

4. Director Comments – None

5. Adjournment

President Liberatore adjourned the meeting at 3:21 p.m.

DocuSigned by:

33AA1B659E4B444...

Neda Ardani, Secretary of the Board
United Mutual Laguna Woods



RESOLUTION 01-22-XX

Approve Removal of Two of Three Requested Canary Island Pine Trees 28-A Avenida Castilla

WHEREAS, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17, Tree Removal Guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on July 14, 2022, the Landscape Committee reviewed a request to remove three Canary Island Pine trees from the Member at 28-A, who cited the reasons as litter/debris, overgrown and poor condition, and

WHEREAS, staff inspected the condition of the trees and determined two of the three requested Canary Island Pine trees do have codominant leaders, which presents a likelihood that one of the branches on either tree could experience a catastrophic failure, and

WHEREAS, the committee determined that two of the three trees do meet the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of two Canary Island Pine trees, located at 28-A Avenida Castilla;

NOW THEREFORE BE IT RESOLVED, August 9, 2022, the Board of Directors approves the request for the removal of two of the three requested Canary Island Pine trees, located at 28-A; and

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

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RESOLUTION 01-22-XX

Deny Removal of One Canary Island Pine Tree 426-A Avenida Castilla

WHEREAS, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17, Tree Removal Guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on July 14, 2022, the Landscape Committee reviewed a request to remove one Canary Island Pine tree from the Member at 426-A, who cited the reasons as litter/debris, overgrown and the resident cannot keep up with the removal of pine needles, which requires three hours per week; and

WHEREAS, staff inspected the condition of the tree and found the tree to be in good health; and

WHEREAS, the committee determined that the tree does not meet the guidelines established in Resolution 01-13-17, and thereby recommends denying the request for the removal of one Canary Island Pine tree, located at 426-A Avenida Castilla;

NOW THEREFORE BE IT RESOLVED, August 9, 2022, the Board of Directors denies the request for the removal of one Canary Island Pine tree, located at 426-A; and

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

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STAFF REPORT

DATE: August 9, 2022
FOR: Board of Directors
SUBJECT: California Water Restriction Mandates

RECOMMENDATION

Approve a resolution for 15 percent reduction of landscape irrigation to apply to all irrigation within United Mutual.

BACKGROUND

At the July 14, 2022, Open Landscape Committee meeting, the committee discussed this topic and made a recommendation of approval to the Board.

DISCUSSION

The Governor of California issued Executive Order M-7-22, calling for increased restrictions on outdoor potable water irrigation and tasking local water agencies with developing plans for further restrictions on irrigating non-functional turf.

United Mutual is responsible for the maintenance of 236.7 acres of irrigated landscape, 138 of those acres is turf; due to the fact the Mutuals trees are located in the turf areas, the turf will be considered functional. Non-functional turf is defined as any grass that is ornamental and not used for recreational purposes. The golf courses would also be exempt from the current restrictions. As United Mutual maintains 236.7 acres of irrigated landscape, approximately 95% of those acres are served by potable water and would be affected by current and future restrictions.

United Mutual Landscape Committee voted unanimously to implement 15 percent reduction of landscape irrigation to apply to all irrigation within United Mutual compared to 2020 water use levels.

FINANCIAL ANALYSIS

There is no cost to implementing this resolution and there are potential 15% water savings (\$200,000) from reduced water use.

Prepared By: Kurt Wiemann, Director of Landscape Services
Reviewed By: Jayanna Abolmoloki, Landscape Administrative Assistant

ATTACHMENT(S)

Attachment 1: Proposed Resolution

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RESOLUTION 01-22-XX

Irrigation Water Mandate

WHEREAS, July 14, 2022, the Landscape Committee recognized that the State of California is experiencing record drought conditions requiring parts of Southern California to reduce exterior irrigation water use; and

WHEREAS, the current water restriction mandates request a voluntary reduction in potable water use of 15 percent and irrigation water sources in United Mutual are mostly potable water; and

WHEREAS, the Landscape Committee determined that a 15 percent reduction of landscape irrigation is a prudent and proactive approach to the ongoing drought conditions in the region;

NOW THEREFORE BE IT RESOLVED, on August 9, 2022, that a 15 percent reduction in irrigation water use shall be applied to all irrigation within United Mutual; and

RESOLVED FURTHER, this resolution shall become in full force and effect on August 9, 2022; and

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

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STAFF REPORT

DATE: August 9, 2022
FOR: Board of Directors
SUBJECT: Variance Request: 646-C Avenida Sevilla
(Cordoba Style Manor – Plan 1A4) Modify Front Entry Screen Wall
With New Openings and Interior Trellis Feature

RECOMMENDATION

The United Architectural Controls and Standards Committee (ACSC) recommends the United Laguna Woods Mutual Board approve the request from Mr. & Mrs. Keith Kerr of 646-C Avenida Sevilla, a Cordoba Style Manor, for the modification of the front entry screen wall with new openings and interior trellis feature with the conditions stated in Appendix A.

BACKGROUND

The plan(s) (Attachment 1) indicate the new openings in the screen wall adjacent to the main entry gate. The decorative concrete block vertical elements to remain as existing.

The Plans also indicate installation of an interior patio trellis and lighting.

A city permit will be required for all demolition, build-back, and installation of new elements.

On July 21, 2022, the United ACSC voted to recommend the United Board approve the variance.

DISCUSSION

This alteration has been approved at other manors within the mutual.

There are no open Mutual Consents for this manor.

A Neighbor Awareness Notice was sent to Units of Building 646-A, 646-B, 646-D, and adjacent Building 647-A, 647-B, 647-C on July 7, 2022 due to sharing common walls, having line of sight, or being potentially affected during construction. At the time of writing the report, there have been no responses to the Neighbor Awareness Notices. Any responses will be noted at the hearing.

All future costs and maintenance associated with the subject alterations and the screen wall are the responsibility of the Mutual member(s) at 646-C.

Prepared By: Robbi Doncost, Manor Alterations Manager

Reviewed By: Gavin Fogg, Inspections Supervisor
Bart Mejia, Maintenance & Construction Assistant Director

ATTACHMENT(S)

Appendix A: Conditions of Approval
Attachment 1: Plan(s)
Attachment 2: Variance Request Form
Attachment 3: Photos
Attachment 4: Aerials
Attachment 5: Resolution

APPENDIX A

CONDITIONS OF APPROVAL

No improvement shall be installed, constructed, modified or altered at unit 646-C, ("Property") within the United Laguna Woods Mutual ("Mutual") unless and until a Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Shareholder or Owners ("Shareholder") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.

- a. The new openings shall be demolished as to cause the least amount of damage to the existing screen wall.
 - b. New waterproofing material shall be placed behind the existing stucco waterproofing to maintain the weather resistance integrity of the wall. Waterproofing shall be properly lapped in both horizontal and vertical orientation as to allow drainage.
 - c. All veneer surfaces shall match existing adjacent materials including texture, scale, and paint color. All stucco to be 7/8" (3) coat process, on paperbacked metal lath.
 - d. The entire front screen (front and rear) of the wall to be primed (same color) (1) coat, and final painting of matching color to be minimum (2) coats. Final painting shall provide adequate cover for complete blending of finished product.
 - e. A city permit shall be obtained for inspection of all mechanical, electrical, demolition, structural changes, and build back.
1. Any variations to the approved attached plans and these Conditions of Approval are not allowed and could result in a stop work notice and/or severe fines to the Shareholder.
2. Shareholder hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.

APPENDIX A

3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Shareholder at 646-C and all future Mutual Shareholders at 646-C.
4. Shareholder shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Shareholder acknowledges and agrees that all such persons are his/her invitees. Shareholder shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
5. Shareholder shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
6. Shareholder is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invitees.
7. Shareholder's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. Shareholder(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
10. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be

APPENDIX A

submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

11. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
12. Not Applicable. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Shareholder must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Shareholder. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Manor Alterations staff to review.
13. Not Applicable. Prior to the Issuance of a Mutual Consent for Alterations, if required, the Manor Owner shall verify with Plumbing if the manor plumbing has been treated with an ePIPE Epoxy Barrier, to assure that Mutual property is appropriately addressed during construction. Any repair or connection to the epoxy coated pipe should be performed in such a manner that the repair or the remodel of the existing system does not damage the epoxy barrier. Before repairing or remodeling any ACE Duraflo epoxy barrier, call 800-359-6369 to ensure the proper technique is used for the specific repair or remodel.
14. Prior to the issuance of a Mutual Consent for Unit Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Shareholder may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Shareholder's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Shareholder's expense during construction of the improvement.
15. Prior to the issuance of a Mutual Consent for Manor Alterations, the Shareholder shall request a Landscape Department inspection in order to assure all landscape irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the

APPENDIX A

Shareholder. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.

16. Prior to the issuance of a Mutual Consent for Manor Alterations, the Shareholder shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
17. Prior to the issuance of a Mutual Consent for Unit Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
18. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
19. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
20. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
21. Paver install must be set in compacted subgrade.
22. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
23. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
24. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
25. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
26. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
27. The Mutual Consent for Unit Alterations expires six months after the date of

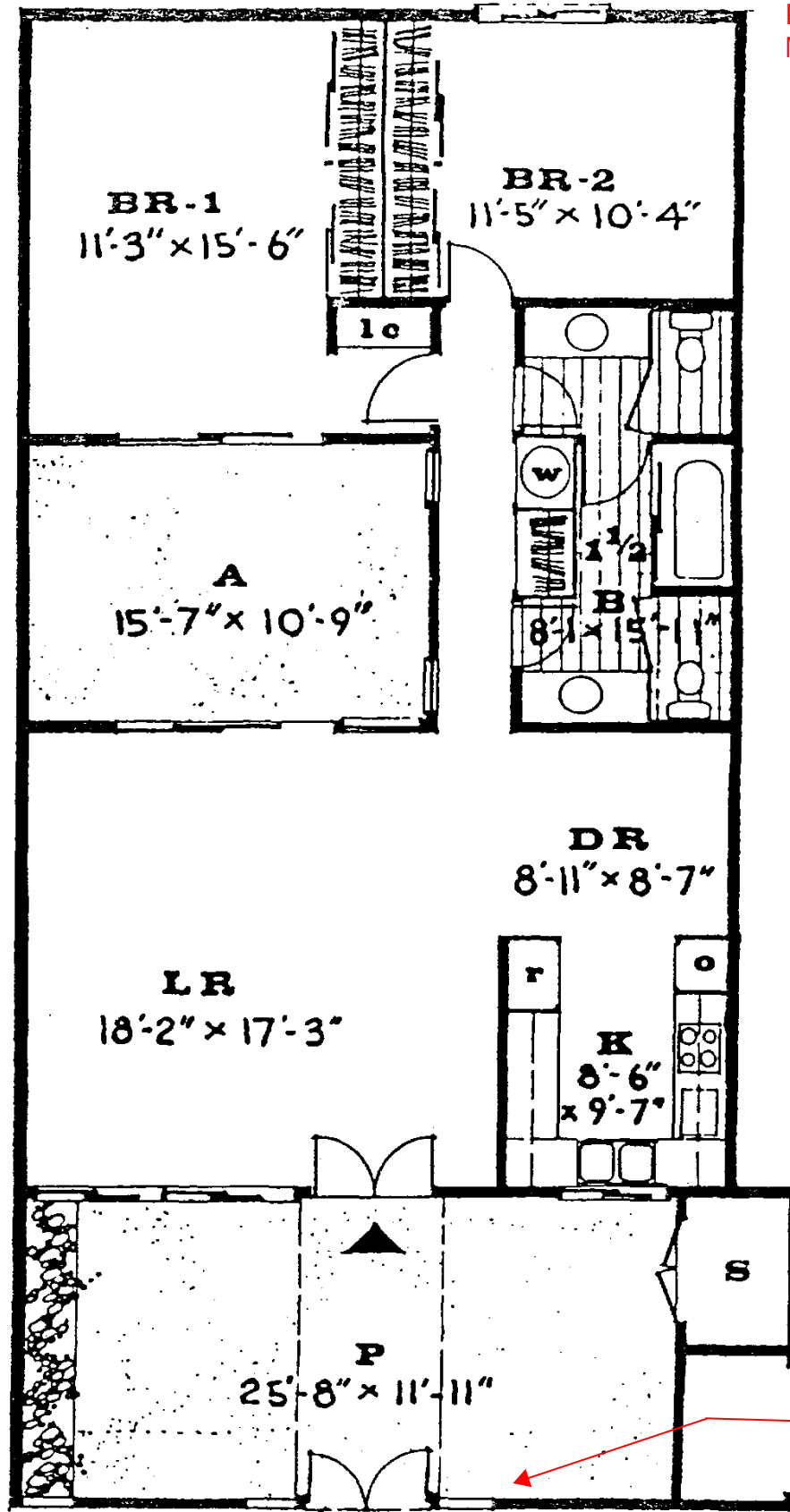
APPENDIX A

approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.

28. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Shareholder. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
29. Mutual Shareholder shall indemnify, defend and hold harmless United Mutual and its officers, directors, committee Shareholders and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Shareholder's improvements and installation, construction, design and maintenance of same.

ATTACHMENT 1
PLAN(S)

STANDARD FLOOR
PLAN CORDOBA
MANOR STYLE 1A4



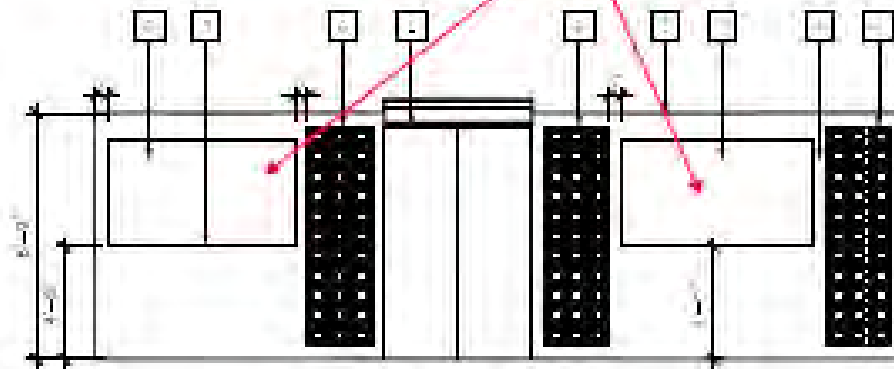
FRONT SCREEN
WALL ALTERED
IN THIS VARIANCE
REQUEST WITH
ADDITIONAL OPENINGS

CORDOBA(1,1A4,1A6 PLAN)

ATTACHMENT 1
PLAN(S)

NEW OPENINGS IN SCREEN WALL

THE OPENINGS
TO ALLOW MORE LIGHT AND AIR
INTO THE PATIO AREA



THIS IS AN "INTERIOR PATIO ELEVATION".

AN EXTERIOR ELEVATION WAS NOT PROVIDED BUT
A MICRO IMAGE OF THIS ELEVATION WOULD BE COMPARABLE

INTERIOR ELEVATION

ATTACHMENT 2 VARIANCE REQUEST FORM



MANOR # 646-C

☒ ULWM

☐ TLHM

Variance Request Form

SA _____

| | | |
|--|------------------|----------------------|
| Model: <u>CORDOBA</u> | Plan: _____ | Date: <u>5-31-22</u> |
| Member Name: _____ | Signature: _____ | |
| Phone: _____ | E-mail: _____ | |
| Contractor Name/Co: _____ | Phone: _____ | E-mail: _____ |
| Owner Mailing Address: (to be used for official correspondence) _____ | | |

Description of Proposed Variance Request ONLY:

NEW WALL OPENINGS TO EXISTING PATIO WALLS.

NEW VINYL PATIO COVER OVER ONE SIDE OF PATIO.

Dimensions of Proposed Variance Alterations ONLY:

OPENINGS TO MATCH HEIGHT OPENING AT THE TOP
LEVEL OF EXISTING UNIT WINDOWS. BOTTOM OF OPENING
WILL BE AT 4'-0" AFF. WIDTH OF BOTH OPENINGS TO BE
7'-3.5".

FOR OFFICE USE ONLY

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

Alteration Variance Request

Check Items Received:

- ☐ Drawing of Existing Floor Plan
- ☐ Drawing of Proposed Variance
- ☐ Dimensions of Proposed Variance
- ☐ Before and After Pictures
- ☐ Other: _____

Complete Submittal Cut Off Date:

Meetings Scheduled:

Third AC&S Committee (TACSC): _____

United M&C Committee: _____

Board Meeting: _____

☐ Denied

☐ Approved

☐ Tabled

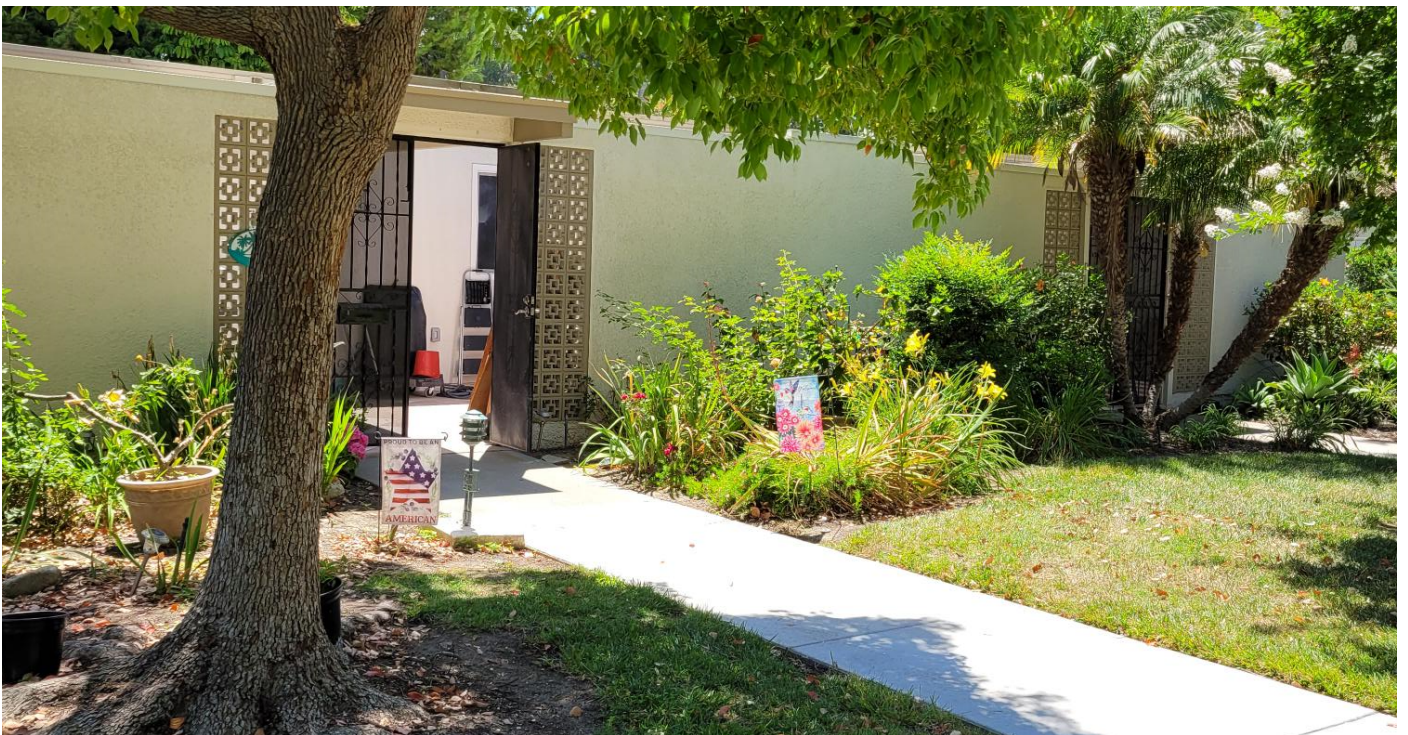
☐ Other _____

Agenda Item # 11c (1)

ATTACHMENT 3
PHOTOS

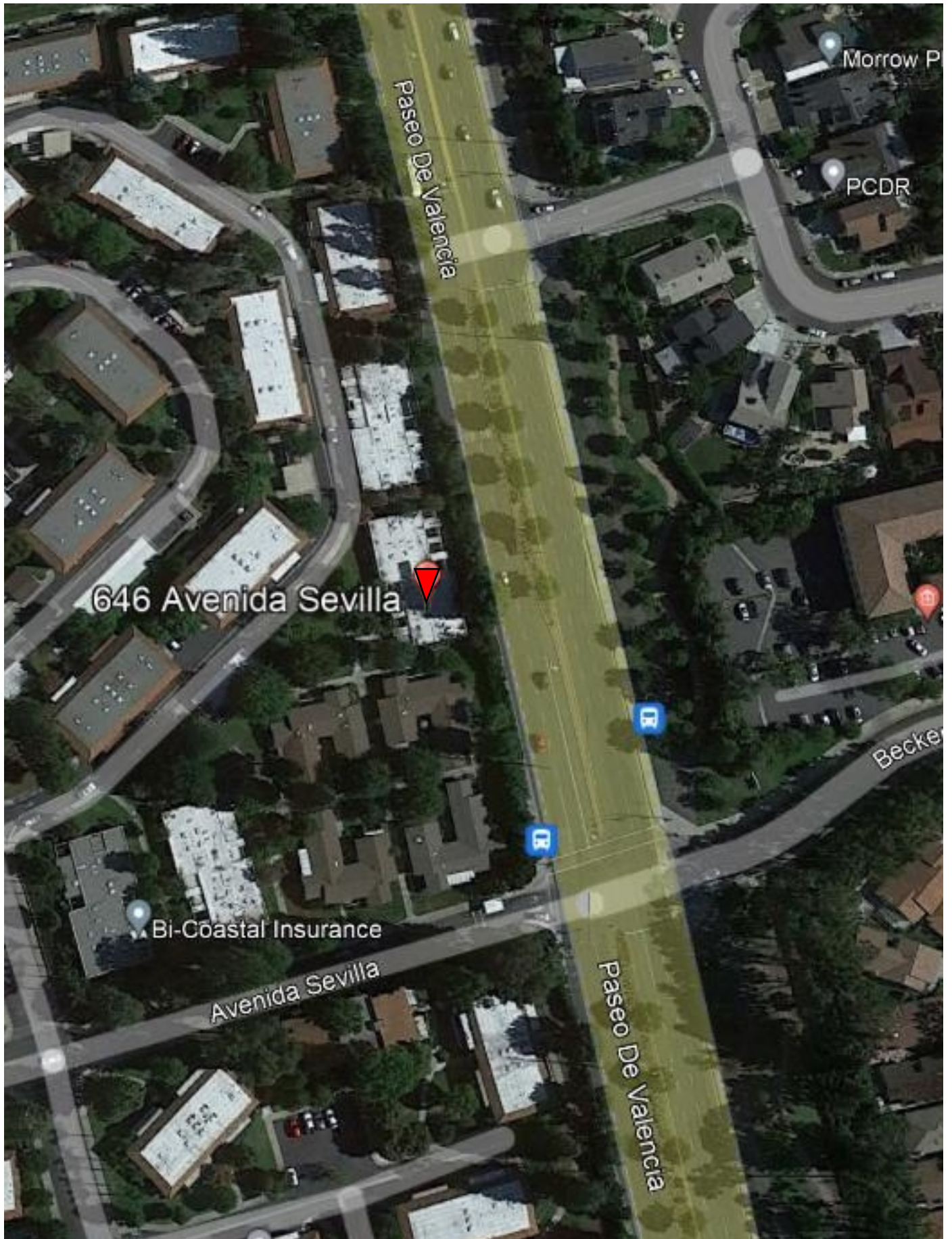


VIEW OF FRONT SCREEN WALL



VIEW OF FRONT SCREEN WALL WITH ADJOINING NEIGHBOR

ATTACHMENT 4
AERIALS



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ATTACHMENT 5



RESOLUTION 01-22-XX

Variance Request

WHEREAS, 646-C Avenida Sevilla, a Cordoba style manor, is requesting board approval of a variance to modify the front entry screen wall with new openings and interior trellis feature; and,

WHEREAS, Neighborhood Awareness Notices were sent to Owners at 646-A, 646-B, and 646-D, and adjacent owners at 647-A, 647-B, and 647-C on July 7, 2022, notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards committee meeting on July 21, 2022; and

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

NOW THEREFORE BE IT RESOLVED, on August 9, 2022, the Board of Directors hereby approves the request to modify the front entry screen wall with new openings and interior trellis feature; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 646-C Avenida Sevilla and all future Mutual Members at 646-C Avenida Sevilla; 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: August 9, 2022

FOR: Board of Directors

SUBJECT: Variance Request: 895-C (Seville Model Manor – Plan JJ04) to Approve an Added Trellis, Patio Pavers that Extend in Front of the Entry Door, and the Removal of a Patio Wall

RECOMMENDATION

The United Architectural Controls and Standards Committee (ACSC) recommends the United Laguna Woods Mutual Board approve the request from Mr. Jordan Doran (POA) for Mr. Phillip Doran of 895-C Avenida Sevilla, a Seville style manor, to approve the modified patio work with the conditions stated in Appendix A.

BACKGROUND

The Plan(s) (Attachment 1) indicate the patio screen wall height has been reduced by 1'-3" and a section of the screen wall removed, an overhead trellis installed, and tile installed at the exterior Patio adjacent to the Public Garden created by the mutual and in front of the entry door. The reduction of a portion of the screen wall and the installation of patio tiles in the Exclusive Use Common Area can be permitted as an After The Fact (ATF) permit and are not part of this variance request. See the Plan for the area of wall removed, and Pic #2 for visual reference.

A City permit indicates approvals of the trellis and reduced patio wall height. The City permit and drawings are a material component addressed in the Conditions of Approval.

The shareholder is in the process of obtaining an ATF mutual consent for both the reduction in screen wall height by Standard 8 and the patio tile installation allowed by Standard 15. The height of the wall and patio tile are not a part of this variance request. ATF mutual consents can be issued for that work.

On July 21, 2022, the United ACSC voted to recommend the United Board approve the variance.

DISCUSSION

It appears the modified patio work was approved by the City but no records of a mutual consent can be found in the archives.

Standard 8: Patio Block Walls last revised June 2018, Resolution 01-18-53 would allow the reduction in the CMU (concrete masonry unit) by Article 4.0 Applications, sub-article

4.1 which states in part, “No wall shall be over 5 feet in height or under 12 inches in height. Existing patio block walls may be raised or lowered in accordance with these dimensions.....” The shareholder will need to complete an ATF permit for the lowering of the walls.

The modified patio work does take further advantage of the mutual landscaping garden improvements, and do not conflict in any way with the use of the area. The wall removal is towards the Public Garden area and does not create a visual or material conflict with any improvements in Common Area. No encroachment is made into Common Area.

Standard 15: Floor Coverings: Exterior [Balconies and Patios] last revised Sept. 2018, Resolution 012-18-105, would allow the tile on the patio. The existing tiles are non-slip.

A Neighbor Awareness Notice was not sent to any adjacent manors as the work is existing, there are no recorded complaints and no new construction is requested by this request for variance.

All future costs and maintenance associated with the subject alterations and the screen wall are the responsibility of the Mutual member(s) at 895-C.

Prepared By: Robbi Doncost, Manor Alterations Manager

Reviewed By: Gavin Fogg, Inspections Supervisor

Bart Mejia, Maintenance & Construction Assistant Director

ATTACHMENT(S)

| | |
|---------------|------------------------|
| Appendix A: | Conditions of Approval |
| Attachment 1: | Plan(s) |
| Attachment 2: | Variance Request Form |
| Attachment 3: | Photos |
| Attachment 4: | Aerials |
| Attachment 5: | Resolution |

APPENDIX A

CONDITIONS OF APPROVAL

No improvement shall be installed, constructed, modified or altered at unit 895-C, ("Property") within the United Laguna Woods Mutual ("Mutual") unless and until a Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Shareholder or Owners ("Shareholder") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the Mutual approval:

- a. Mutual approval of the removed portion of the screen wall. Picture #2 is provided to visualize that area. This is a City permitted alteration but there is no record of a mutual consent with Manor Alterations.
 - b. Mutual approval of the existing constructed patio trellis in Exclusive Use Common Area. This is a City permitted alteration but there is no record of a mutual consent with Manor Alterations.
 - c. Mutual approval of the installed pavers in front of the entry doors.
 - d. Other existing alterations such as the reduction of the patio wall and installation of patio tiles are being processed with an After-the-Fact (ATF) mutual consent. The Mutual approves of the new entry tile to be processed with an After-the-Fact (ATF) mutual consent.
 - e. Shareholder is also conditioned to provide all existing record documents for the constructed patio improvements (lowered walls and trellis feature), including prior City permits and plans.
1. Any variations to the approved attached plans and these Conditions of Approval are not allowed and could result in a stop work notice and/or severe fines to the Shareholder.
 2. Shareholder hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.

APPENDIX A

3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Shareholder at 895-C and all future Mutual Shareholders at 895-C.
4. Shareholder shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Shareholder acknowledges and agrees that all such persons are his/her invitees. Shareholder shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
5. Shareholder shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
6. Shareholder is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invitees.
7. Shareholder's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. Shareholder(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
10. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be

APPENDIX A

submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

11. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
12. Prior to the issuance of a Mutual Consent for Unit Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Shareholder may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Shareholder's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Shareholder's expense during construction of the improvement.
13. Prior to the issuance of a Mutual Consent for Manor Alterations, the Shareholder shall request a Landscape Department inspection in order to assure all landscape irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Shareholder. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
14. Prior to the issuance of a Mutual Consent for Manor Alterations, the Shareholder shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
15. Prior to the issuance of a Mutual Consent for Unit Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
16. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.

APPENDIX A

17. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
18. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
19. Paver install must be set in compacted subgrade.
20. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
21. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
22. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
23. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
24. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
25. The Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
26. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Shareholder. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
27. Mutual Shareholder shall indemnify, defend and hold harmless United Mutual and its officers, directors, committee Shareholders and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Shareholder's improvements

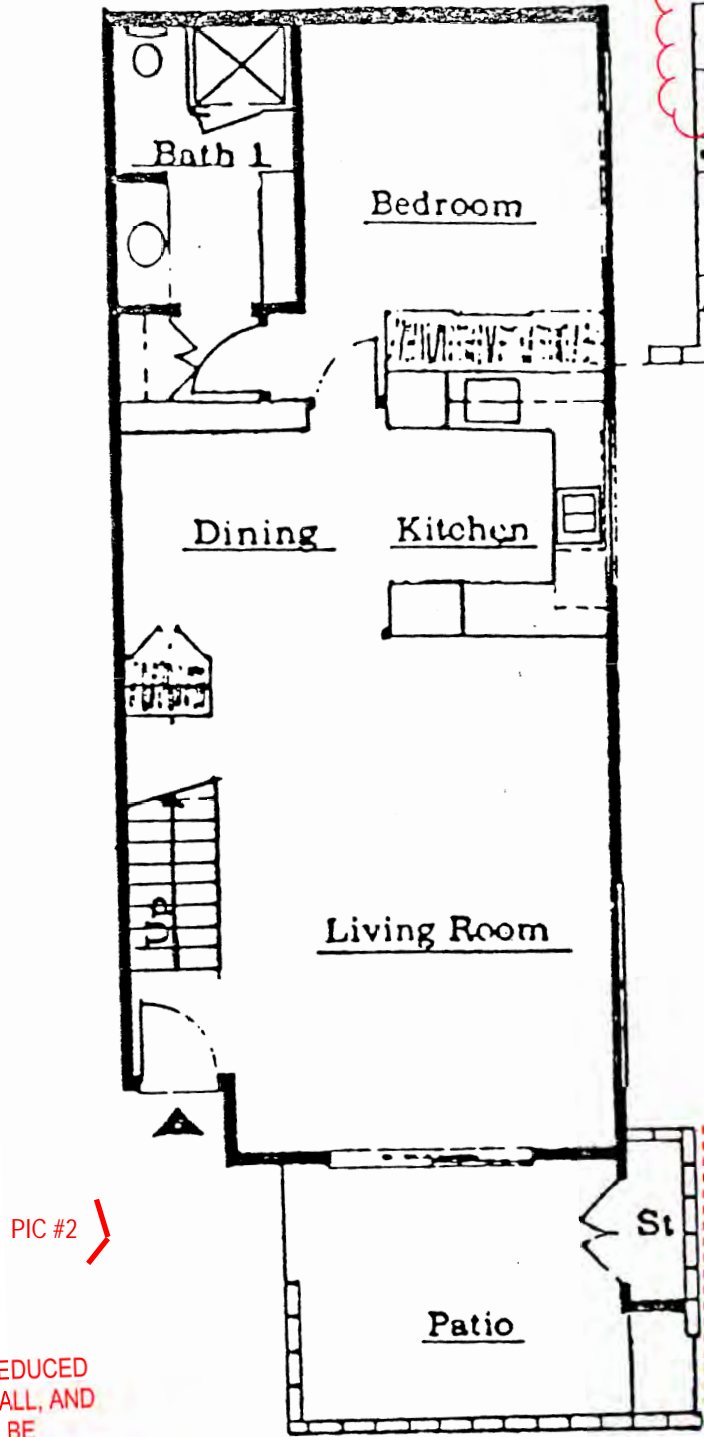
APPENDIX A

and installation, construction, design and maintenance of same.

ATTACHMENT 1
PLAN(S)

MODEL: SEVILLE
PLAN: JJ04
THE ACTUAL FLOOR PLAN
IS FLIPPED OR MIRROR
IMAGE OF THIS PLAN.
ACTUAL PLAN IS NOT
CONTAINED IN THE
ARCHIVE.

SECOND FLOOR PLAN
IS NOT PROVIDED AS
ALL VARIANCE WORK
IS RELATING TO THE
FIRST FLOOR PLAN
ONLY.



PIC #2

PATIO WALLS REDUCED
IN HT. TO 2'-9" TALL, AND
PATIO TILE CAN BE
APPROVED BY AN ATF PER

PIC #1

FIRST FLOOR

THIS WALL & STORAGE
CABINET WAS REMOVED
AND REQUIRES VARIANCE
APPROVAL.
SEE PIC #2.

ATTACHMENT 1
PLAN(S)

MODEL: SEVILLE
PLAN: JJ04
THE ACTUAL FLOOR PLAN
IS FLIPPED OR MIRROR
IMAGE OF THE PLAN.

PICTURE #2

AREA OF WALL
REMOVED TO TAKE
ADVANTAGE OF
PUBLIC GARDEN AREA.

REMOVAL OF THIS
SCREEN WALL IS
A PART OF THE
VARIANCE REQUEST



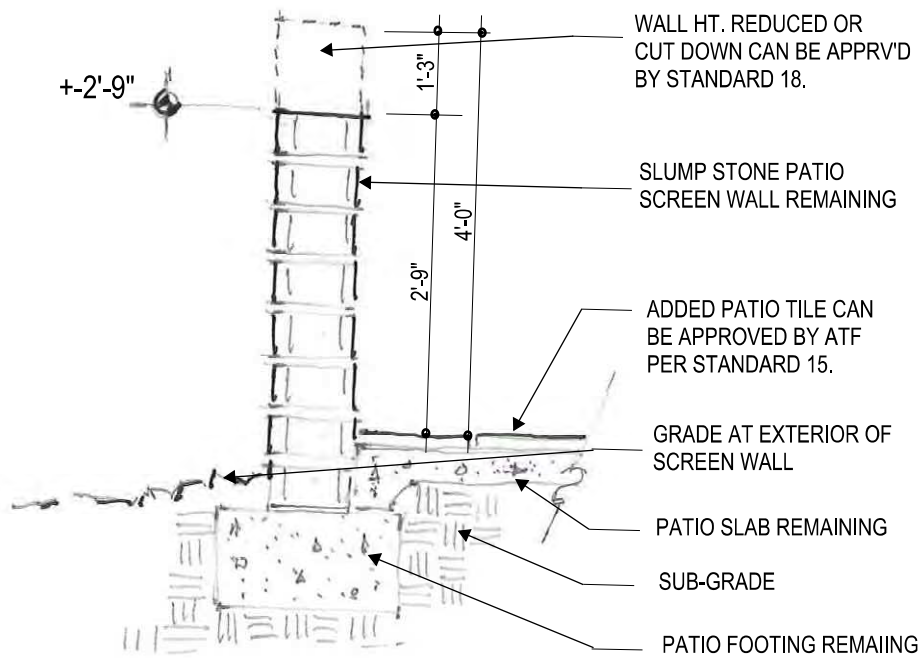
VIEW LOOKING AT MUTUAL
LANDSCAPED AREA
BEYOND PATIO

THE TILE CAN BE APPROVED
BY STANDARD 15 AS AN
ATF PERMIT.
THE TILE IS NON-SLIP
AND TEXTURED.



TILE ADDED TO PATIO SLAB

ATTACHMENT 1 PLAN(S)



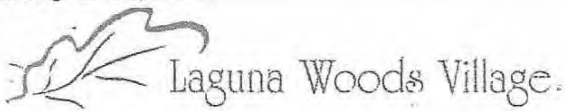
SECTION @ PATIO SCREEN WALL

NOT TO SCALE

NOTES ON SCREEN WALL

1. CITY PERMIT INDICATES APPROVAL OF SCREEN WALL.
2. NO REPRESENTATION OF FOOTING, SLAB, OR WALL GROUTING IS INTENDED BY THIS DRAWING.
3. THE DRAWING IS FOR ILLUSTRATION PURPOSES ONLY AND IS DIAGRAMATIC IN NATURE TO DEPICT HEIGHT AND TILE.

ATTACHMENT 2 VARIANCE REQUEST FORM



MANOR # 895-C

☒ ULWM

☐ TLHM

Variance Request Form

SA _____

| | | |
|---|---|------------------------|
| Model: <u>SEVILLE</u> | Plan: <u>JJ04</u> | Date: <u>7-12-2022</u> |
| Member Name: _____ | Signature: _____ <small>DocuSigned by: _____</small> | |
| Phone: _____ | E-mail: _____ | |
| Contractor Name/Co: _____ | Phone: _____ | E-mail: _____ |
| Owner Mailing Address: _____ <small>(to be used for official correspondence)</small> | | |

Description of Proposed Variance Request ONLY:

ONE PATIO WALL REMOVED (CONDITION OF VARIANCE)

TWO PATIO WALLS HEIGHT REDUCED TO 2'9" TALL

PATIO COVER WOOD CONSTRUCTED: CITY PERMIT 12912 A

PAVERS ON PATIO FLOOR EXTENDING TO FRONT DOOR AREA

REDUCTION OF 2 PATIO WALLS AND TILE ON PATIO
SLAB ARE NOT A PART OF THE VARIANCE. AN ATF
PERMIT WILL BE REQUIRED FOR THOSE ITEMS.

Dimensions of Proposed Variance Alterations ONLY:

PLEASE: MARKED UP FLOOR PLAN FOR ALL DIMENSIONS

SEE: ASSOCIATED PICTURES

FOR OFFICE USE ONLY

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

| Alteration Variance Request | Complete Submittal Cut Off Date: |
|--|---|
| <p>Check Items Received:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____ | <p>Meetings Scheduled:</p> <p>Third AC&S Committee (TACSC): _____</p> <p>United M&C Committee: _____</p> <p>Board Meeting: _____</p> <p><input type="checkbox"/> Denied <input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Tabled <input type="checkbox"/> Other _____</p> |

Agenda Item # 11c (2)

ATTACHMENT 3 PHOTOS



VIEW OF FRONT PATIO LOWERED WALL WITH CANOPY

GENERAL NOTES:

1. SCREEN WALL AND TRELLIS ARE ATTRACTIVE AND WELL PROPORTIONED.
2. THE LOWERED SCREEN WALL AND TRELLIS COMPLEMENT THE ADDED TRAIL FEATURE AND ALLOWS THE RESIDENT TO ENJOY MORE OF THE VIEW AND SURROUNDING VEGETATION.
3. PATIO PAVERS EXTEND IN FRONT OF ENTRY DOORS. STAFF RECOMMENDS APPROVAL.

ATTACHMENT 4
AERIALS



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ATTACHMENT 5



RESOLUTION 01-22-XX

Variance Request

WHEREAS, 895-C Ronda Sevilla, a Seville style manor, is requesting board approval of a variance to allow the shareholder to keep the removed portion of the screen wall, pavers in front of entry doors and constructed trellis with the conditions stated in Appendix A; and

WHEREAS, Neighborhood Awareness Notices were not sent to adjacent manors as the work is existing, no prior complaints have been received and no new construction is proposed in this request for variance; and

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

NOW THEREFORE BE IT RESOLVED, on August 9, 2022, the Board of Directors hereby approves the request to keep the removed portion of the screen wall, pavers in front of entry doors and constructed trellis; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 895-C Ronda Sevilla and all future Mutual Members at 895-C Ronda Sevilla; 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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Sublease Review Confirmation Checklist

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

The undersigned Board members affirm that they have reviewed select sublease applications for the period ending July 31, 2022.

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

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

| UNITED LAGUNA WOODS MUTUAL | |
|----------------------------|-------------------------------------|
| Signature | <u><i>Anthony M. Liberatore</i></u> |
| Print Name | <u>ANTHONY M. LIBERATORE</u> |
| Title | <u>PRESIDENT / UNITED OF UNITEA</u> |
| Date | <u>8/03/2022</u> |

Membership Trust Transfer Review Confirmation Checklist

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

The undersigned Board members affirm that they have reviewed select membership trust transfer applications for the period ending July 31, 2022.

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

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

UNITED LAGUNA WOODS MUTUAL

Signature Anthony M. Liberatore
Print name ANTHONY M. LIBERATORE
Title PRESIDENT OF UNITED MUTUAL
Date 8/03/2022



RESOLUTION 01-22-XX

Recording of a Lien

WHEREAS, Member ID 947-423-56; 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, August 9, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-423-56 and;

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

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RESOLUTION 01-22-XX

Recording of a Lien

WHEREAS, Member ID 947-366-53; 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, August 9, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-366-53 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: August 9, 2022

FOR: Board of Directors

SUBJECT: Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Formation of Joint Hearing Body

RECOMMENDATION

The Board of Directors adopt the Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and authorize the formation of a Joint Hearing Body to address claims of harassment, abuse and intimidation by directors to staff of Village Management Services, Inc. ("VMS"), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents.

BACKGROUND

The Board of Directors of United Laguna Woods Mutual ("United"), Golden Rain Foundation ("GRF"), and Third Laguna Hills Mutual ("Third") recognize the need for a clear and consistent policy to address claims of harassment, abuse and intimidation by members, residents, GRF, United, Third and VMS board directors and advisors, and member or resident guests. The claims of harassment, abuse and/or intimidation may involve members, residents, United, GRF, and Third and VMS board directors and advisors, member or resident guests, and VMS employees.

DISCUSSION

To address the need for a clear and consistent Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy, the board presidents and VMS Board chair collaborated with Jeffrey C. Beaumont, Esq. to develop the proposed policy and charter for a joint hearing body, modeled after the effective Village Traffic Hearing Committee. The proposed policy provides guidance relative to harassing, abusive, and/or intimidating behavior and issues a mechanism for addressing such behavior by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee.

The proposed policy is being considered by the board of directors of GRF, United and Third in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

On May 3, 2022, Director Joan Milliman made a motion to approve the resolution for discussion purposes and to postpone the final vote 28-days per Civil Code §4360. Director Juanita Skillman seconded the motion. There being no changes or objections, Resolution 90-22-XX was approved unanimously. (May Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360). During the board discussion, minor revisions to the proposed policy were suggested.

United Mutual and Third Mutual considered the proposed policy and charter at their May board meetings on May 10 and May 17, 2022, respectively. While both boards introduced the resolution, the boards offered input regarding the proposed policy and charter. Upon conclusion of the May board meetings, the board presidents and VMS Board chair reconvened to consider all input from the three boards and modified the documents to reflect the changes upon which there was agreement, or guided by law.

On June 7, 2022, due to the substantive nature of the proposed changes, the board unanimously reintroduced Resolution 90-22-XX and postponed action for 28-days to allow for Member review and comment to comply with Civil Code §4360. Director Milliman made the motion; Director Horton seconded the motion.

On June 14, 2022, United Mutual considered the proposed policy and charter and introduced the resolution while again offering input regarding the proposed policy and charter.

On June 21, 2022, Third Mutual considered the proposed policy and charter and voted to send the policy back to committee for revisions.

The board presidents and VMS Board chair reconvened to consider all input from the three boards and modified the documents to reflect the changes upon which there was agreement, or guided by law. Due to the substantive nature of the proposed changes, the board needs to reintroduce Resolution 90-22-XX and postpone action for 28-days to allow for Member review and comment to comply with Civil Code §4360.

On August 2, 2022, GRF unanimously introduced the proposed policy for discussion purposes and postponed the final vote 28-days per Civil Code §4360.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster, CEO

Reviewed By: Francis Gomez, Operations Manager
Eric Nunez, Director

ATTACHMENT(S)

Attachment 1: Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy

Attachment 2: Inter-Board Policy – Flow Chart

Attachment 3: Charter of Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee

Attachment 4: Resolution 01-22-XX



**Golden Rain Foundation, United Laguna Woods Mutual and Third Laguna Hills Mutual
Joint Hearing Body Committee
Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy**

I. Purpose

Harassment, abuse and intimidation is strictly prohibited in the community. The boards of directors of Golden Rain Foundation ("GRF"), Third Laguna Hills Mutual ("Third"), United Laguna Woods Mutual ("United") and Village Management Services ("VMS") require a clear and consistent policy to address claims of harassment, abuse and intimidation. This Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy ("Policy") provides guidance relative to such behavior and guidelines for addressing same by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee.

This policy applies to:

- a. Members;
- b. Residents;
- c. GRF, United, Third and VMS board directors and advisors; and
- d. Member or resident guests.

The claims of harassment, abuse and/or intimidation may be against:

- a. Members;
- b. Residents;
- c. GRF, Third, United and VMS board of directors and advisors;
- d. Member or resident guests; and
- e. VMS employees.

VMS investigates incidents of harassment, abuse and/or intimidation from an employer's standpoint pursuant to the VMS Anti-Harassment Policy, and by necessary implication, there will be overlap when an employee is harassed by any of the foregoing and vice-versa.

This Policy has been adopted by the boards of directors of GRF, Third and United in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

II. Definitions

- a. Abuse - See details under Conditions for Abuse.
- b. Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee ("Committee") - A hearing body formed via charter by the boards of directors of GRF, Third and United to address claims of harassment, abuse and intimidation by

members; residents; GRF, Third, United and VMS boards of directors and advisors; and member or resident guests. Claims may involve members; residents; GRF, Third, United and VMS boards of directors and advisors; member or resident guests; and VMS employees.

- c. Community - Laguna Woods Village, including, but not limited to, the community center, gate houses, clubhouses and amenities.
- d. Claimant - Member, resident, board member, advisor, member or resident guest who submits a claim of alleged harassment, abuse and/or intimidation ("claim") involving member, resident, board member, advisor, member or resident guest, and/or employee.
- e. Director - A board member from GRF, Third, United or VMS boards of directors.
- f. Governing documents - All of the following, collectively: articles of incorporation, bylaws, CC&Rs, rules and regulations, and resolutions or policies duly adopted by boards of directors of United (including occupancy agreement), GRF and Third; all as may be lawfully amended or modified from time to time.
- g. Harassment - See details under Conditions for Harassment.
- h. Intimidation - See details under Conditions for Intimidation.
- i. Member - Any person who is an owner of a unit in Third's or United's development who has been approved for membership in Third or United in accordance with the governing documents.
- j. Resident - An approved occupant of a residence in Laguna Woods Village.
- k. Respondent - Member, resident, board member, advisor, member or resident guest, or employee who is the subject of harassment, abuse and/or intimidation claim.
- l. Staff - Employees of VMS authorized to act on behalf of GRF, Third and United.

III. Conditions for Harassment

Below are various definitions and descriptions of harassment under both federal and California law:

- a. Federal law: Under federal law, "harassment" is defined to mean "a serious act or a course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose" (18 U.S.C.A. §1514[d][1][B]).
- b. California law: California Law: California defines "harassment" as unlawful violence, a credible threat of violence or a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys or harasses that person, and that serves no legitimate purpose (Code of Civil Procedure §527.6[b][3]).
- c. Department of Housing and Urban Development (HUD) "Final Rule": Recent federal regulations/guidelines enacted by the Department of Housing and Urban Development (HUD) impose certain obligations on GRF, United and Third with regard to the investigation and treatment of reported harassment. The new guidelines, adopted in August 2016, were enacted in an effort to further define and address housing discrimination in the form of harassment. In that regard, HUD's new guidelines now deem any form of harassment in housing or within housing developments a form of illegal discrimination. Based on HUD's guidelines, homeowners' associations, including GRF, United and Third, are considered housing

providers, and as such are required to evaluate alleged harassment to investigate whether a resident is being subjected to harassment to the extent that it may amount to illegal housing discrimination. Pursuant to the guidelines, GRF, United and Third are required to investigate all reported claims of potential harassment of residents and, as appropriate, take all action permitted under the governing documents to address such harassing behavior (24 CFR 100.600).

IV. Conditions for Abuse

Below are various definitions and descriptions of abuse under both federal and California law:

- a. Federal law: Under federal law, “abuse” is defined to mean “the knowing infliction of physical or psychological harm or the knowing deprivation of goods or services that are necessary to meet essential needs or to avoid physical or psychological harm” (42 USC §1397[j]).
- b. California law: Under California law, “abuse” includes, but is not limited to, intentionally or recklessly causing or attempting to cause bodily injury, sexual assault and placing a person in reasonable apprehension of imminent serious bodily injury to that person or to another. Abuse is not limited to the actual infliction of physical injury or assault (Family Code §6203). For purposes of this Policy, “abuse” also includes conduct that creates a hostile work environment as defined under California law.

V. Conditions for Intimidation

Below are various definitions and descriptions of intimidation under both federal and California law:

- a. Federal law: Under Federal law, “intimidation” is defined to mean “a serious act or course of conduct directed at a specific person that (i) causes fear or apprehension in such person; and (ii) serves no legitimate purpose” (18 USC §1514[d][1]).
- b. California law: Under California law, the definition of “intimidation” was noted “to make timid or fearful; to inspire or affect with fear; to make fearful; to frighten ... to deter, as by threats. ...” (In re Bell, 19 Cal. 2d 488, 122 P.2d 22 [1942][dissent]).

VI. Examples of Harassment, Abuse and/or Intimidation

Examples of harassment, abuse and/or intimidation in community, subject to review and interpretation by committee, may include:

- a. Physical intimidation;
- b. Threatening bodily harm or to harm one’s property;
- c. Discriminatory shouting and yelling;
- d. Stalking, such as following someone around to intimidate or “make a point”;
- e. Disrupting organized activities in progress, including board and committee meetings;
- f. Entering the second floor of the community center without escort or pass;
- g. Interfering, instructing or otherwise disrupting the work of vendors or staff;
- h. Unreasonable, hostile and/or telephone calls and/or emails without a legitimate purpose to a resident, vendor or staff;
- i. Disparaging someone;

- j. Humiliating someone; and/or
- k. Other behavior that the ordinary person would find unreasonable and/or threatening.

VII. Reporting Harassment, Abuse and/or Intimidation Claims

To report a claim, members; residents; GRF, United, Third and VMS board directors and advisors; member and resident guests; and/or VMS employees may contact:

- a. Security Department
 - i. By telephone: 949-580-1400
- b. Compliance Division
 - i. By telephone: 949-268-2255; or
 - ii. Via email: compliance@vmsinc.org

Staff will inform the claimant to call the Security Department for documentation of the reported harassment, abuse and/or intimidation. Staff may also inform the claimant to call the Orange County Sheriff's Department ("OCSD") if harassment, abuse and/or intimidation occur.

VIII. Assessment of Harassment, Abuse, and/or Intimidation Claims

Upon receipt of claim by Security Department or Compliance Division, the following steps will occur:

- a. Security Director informs CEO/General Manager ("CEO") and Human Resources ("HR") Director of claim.
- b. CEO confers with Security Director and HR Director to determine if claim may involve harassment, abuse and/or intimidation and requires further action;
 - i. If claim does not meet definition of harassment, abuse and/or harassment, Compliance Division reviews claim for other possible governing document violations and initiates enforcement action, if needed.
 - ii. If claim meets definition of harassment, abuse and/or harassment, claim will be investigated by third party or internally by Security Director or designee.
- c. CEO may implement interim administrative actions to prevent employee harassment, abuse and/or intimidation during investigation depending on facts/governing documents. Actions must not interfere with resident's rights.

IX. Investigation of Harassment, Abuse and/or Intimidation Claims

- a. If claim involves member, resident, board member, advisor, member or resident guest, investigator at direction of Security Director gathers sufficient evidence to determine whether prohibited conduct occurred (harassment, abuse and/or intimidation);
- b. If claim involves employee, investigator at direction of HR Director gathers sufficient evidence to determine whether prohibited conduct occurred (harassment, abuse and/or intimidation). VMS investigates claims from an employer's standpoint pursuant to federal and state laws regarding employees and the VMS Anti-Harassment Policy and confirmed cases of harassment, abuse and intimidation by necessary implication, there will be overlap when an employee is harassed by a member, board member and/or advisor. VMS will investigate harassment to

determine what action must be taken to protect employee while investigation results will be shared with the committee to determine what action to take against the member, board member or advisor. VMS and the committee must be able to share information and the sharing of such information is therefore expressly authorized for this purpose.

- c. Legal counsel reviews investigative report to confirm findings meet legal definition(s) of harassment, abuse and/or intimidation. If claim does not meet the definition(s), Compliance Division reviews claim for other possible governing document violations and initiates enforcement action, if needed.

X. If Harassment, Abuse and/or Harassment Claim Substantiated by Investigation – Member, Resident, Board Member, Advisor, Member or Resident Guest

- a. Pursuant to Civil Code §5855 and applicable governing documents, Compliance Division issues notice of hearing with committee to respondent, including summary of evidence;
 - i. When respondent is board member or advisor, two committee members from defendant's board do not participate in hearing. Four committee members from other boards hear and render decision on case.
- b. During disciplinary hearing, respondent has right to meet before committee in executive session.
- c. If committee finds respondent in violation of policy, committee may impose fine, suspend member privileges and/or consider legal action.
- d. Any respondent found to have violated policy may be removed as officer of their board, if serving as such, or from any committee they serve by their respective board (e.g., GRF, Third, United and VMS).

XI. Appeal of Committee Decision - Member, Resident, Board Member, Advisor, Member or Resident Guest

- a. Committee disciplinary decisions against respondent are subject to appeal to their respective corporation's board. If VMS board member is respondent, appeal would be to mutual board in which respondent resides.
 - i. When defendant is board member or advisor, two committee members from board who did not participate in committee hearing would participate in appeal hearing with full board.

XII. If Harassment, Abuse and/or Harassment Claim Substantiated by Investigation – Employee

- a. Pursuant to VMS Anti-Harassment Policy, when employee has engaged in prohibited conduct (harassment, abuse and/or intimidation), investigation results presented to CEO, and HR Director and legal counsel.
- b. CEO, HR Director and legal counsel review investigative findings and determine discipline to impose including suspension, demotion final warning and/or termination.

Attachments (for reference only):

ATT 1: Member Disciplinary Process (with footnote that it is subject to change and if it changes, the policy will reflect the updated disciplinary process)

ATT 2: Schedule of Monetary Penalties (with footnote that it is subject to change and if it changes, the schedule will reflect the updated penalties)

MEMBER DISCIPLINARY PROCESS

The following notice is provided pursuant to Civil Code Section §5310 and §5850.

Resolution 01-04-80, adopted July 13, 2004, by the United Laguna Woods Mutual (United) Board of Directors, established a member discipline process for the purposes of holding disciplinary hearings in a timely manner and ensuring progressive discipline. The board of directors is obligated to evaluate and impose if appropriate, member discipline under its bylaws and Civil Code §1363.

Each member of United is obligated to comply with the rules, terms and conditions as set forth in United's governing documents. Following is the disciplinary process adopted by the board of directors when violations occur:

- Upon notice of alleged violation, staff investigates and files an incident report (IR) and/or notice of clutter violation (NOV).
- By way of the initial investigation, should staff identify objective evidence of a violation by a member or their guests, staff will send a letter to the offending party describing the allegation(s) and the disciplinary action that may ensue if not corrected.
- Staff will monitor the situation, and if compliance with the request is not evident, an additional IR and/or NOV is filed, and a letter is sent to the offending party advising that a disciplinary hearing may be scheduled with the board of directors to determine if member discipline is merited. If the alleged violation has been resolved, no further action is required.
- If a disciplinary hearing is merited, staff will proceed with noticing the member for a hearing. Hearings are noticed based on United's Bylaws, Section 2, Discipline.
- During a member disciplinary hearing, the member has the right to meet before the board of directors in executive session. If the board finds the member to be in violation with the mutual's governing documents, the board may impose a fine based on the monetary fee schedule, suspend member privileges and/or consider legal action.

Violations include but are not limited to abandoned/inoperable vehicles, unauthorized alterations, animal nuisance, breezeway clutter, carport clutter, common area clutter, interior clutter, patio clutter, illegal occupancy, nuisance and nonpayment (assessments, chargeable service, disciplinary penalty, traffic citation, etc.).

The member disciplinary process is coordinated by the Compliance Division. A complaint may be registered by calling the Department of Security Services at 949-580-1400 or the Compliance Department at 949-268-CALL, or by emailing compliance@vmsinc.org.

SCHEDULE OF MONETARY PENALTIES

The following notice is provided pursuant to Civil Code Section §5310 and §5850.

The following schedules identify the violations and potential monetary penalties which may be imposed upon a member. Such penalties may be imposed following a hearing by United Laguna Woods Mutual (United) Board of Directors for a violation of those governing documents and rules and regulations by the member, co-occupant, guest or lessee.

| Type of Violation | Range of Penalties |
|--|--------------------|
| Alteration | |
| Examples: Debris, work without a permit, work beyond the allowed hours, expired permit, noncompliance with approved variance request, use of community trash bins, failure to maintain alteration, etc. | \$25 - \$500 |
| Clutter Restrictions | |
| Examples: Balcony, breezeway, carport, common area, interior, patio, vehicle, etc. | \$25 - \$500 |
| Landscape Restrictions | |
| Examples: Saucers/casters not present, too many plants (refer to landscape maintenance manual), vegetable plants, vines attached to walls, wind chimes, etc. | \$25 - \$500 |
| Maintenance/Repair | |
| Examples: (Major) failure to correct fire, safety, health hazard or other dangerous condition; (minor) broken blinds, etc., violation of the paint program, interior pest policy, moisture intrusion event, etc. | \$50 - \$500 |
| Nonpayment | |
| Examples: Nonpayment of assessments, chargeable services, disciplinary fines, facilities or services use charges, traffic citations, etc. | \$25 - \$500 |
| Nuisance Restrictions | |
| Behavior/Disturbances: Assault, theft, trespassing, yelling, etc. | \$25 - \$500 |
| Noise: Activities that interfere with quiet enjoyment such as improperly installed hardwood floors, neighbors playing music or television too loud, loud conversation, etc. | \$25 - \$500 |
| Odors: Strong cooking odors, BBQ smoke entering other units, etc. | \$25 - \$500 |
| Visual: Draping articles over balcony rails, etc. | \$25 - \$500 |

| | |
|--|--------------|
| Health/Safety: Hoarders who allow unsanitary conditions to exist that attract insects and rodents, or residents who wash dog feces and urine off their balcony onto the property below them, etc. | \$25 - \$500 |
| Violation of laws: Violations of federal, state, or local ordinances. An example would be public nudity or a resident engaged in drug dealing, etc. | \$25 - \$500 |
| Occupancy Restrictions | |
| Examples: Caregiver policy, short-term rentals, advertisement of short-term/vacation rentals, lease policy, unapproved occupancy, qualifying resident not in unit, room rentals, guest visitations exceeding 60 calendar days within a 12-month period, etc. | \$25 - \$500 |
| Other | |
| Illegal business, nonsmoking policy, portable storage container policy | \$25 - \$500 |
| Pet Restrictions | |
| Examples: Dog not on leash, dog not under control, unreasonable noise (barking), not picking up and disposing of feces, etc. | \$25 - \$500 |
| Examples: Breeding of animals for sale or commercial gain, injury to persons or damage to property caused by animal, etc. | \$50 - \$500 |
| Traffic Rules and Regulations | |
| Examples: Abandoned vehicle, commercial vehicles, excessive vehicles, vehicle oil, etc. | \$25 - \$500 |
| Any violation of the governing documents or rules and regulations not specifically identified in this schedule. | \$25 - \$500 |
| Second or Subsequent Violations of the Same Rule | |
| Ongoing violation of the same event may result in a daily fine in accordance with current monetary penalty schedule until compliance is achieved and/or double of fines imposed. | |

In addition to, or instead of the monetary penalty, the United Board of Directors may impose the following penalties, following a noticed hearing, for a violation of the governing documents or rules and regulations:

1. Suspension of the right to use any facilities owned, operated or managed by United, for a period not to exceed 30 days for each breach, and/or any facilities owned, operated or managed by the Golden Rain Foundation (GRF) for a period not to exceed 90 days for each breach.
2. United may also make an application to a court of competent jurisdiction for legal or equitable relief.

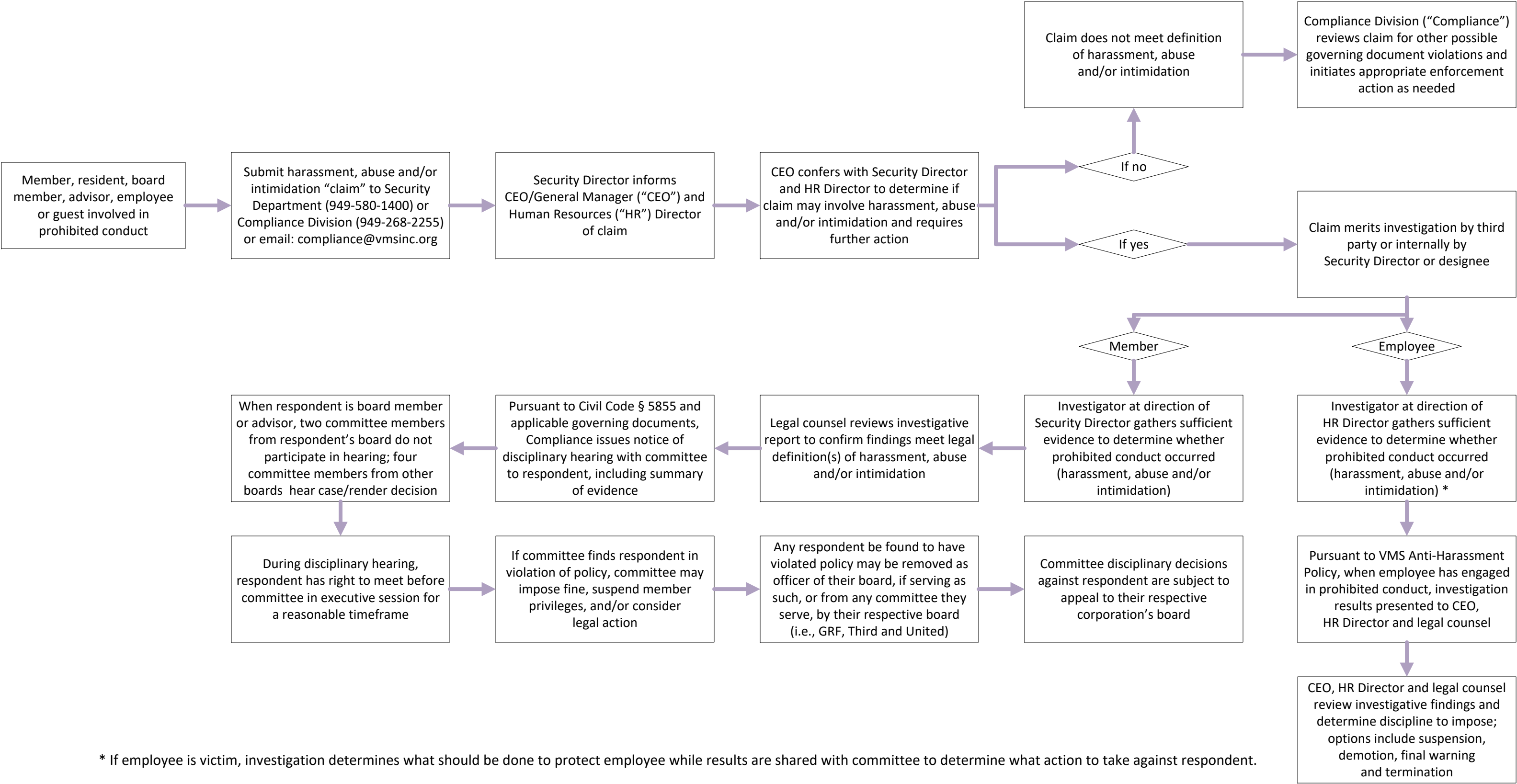
United Bylaws and rules and regulations provide that members/residents who receive a traffic citation may elect to waive their right to a hearing and attend traffic school or forfeit

a fine for certain violations and under certain circumstances (see schedule of traffic monetary penalties).

Delinquent regular or special assessments, plus any costs of collection, late charges and interest, shall become a lien on the owner's interest in the common interest development upon recordation of a Notice of Delinquent Assessment in the Official Records of Orange County, California; and said lien may be enforced as provided by Sections 5650-5690 of the California Civil Code, and as otherwise permitted by law.

If you have questions regarding the above information, please contact the Compliance Division during regular business hours at 949-268-CALL or at compliance@vmsinc.org.

Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“policy”) – Flow Chart



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**Golden Rain Foundation, United Laguna Woods Mutual and Third Laguna Hills Mutual
Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy
Charter of Joint Hearing Body Committee**

I. Introduction

This Charter of the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy ("Charter") serves to create the Joint Hearing Body Committee ("committee") for the Golden Rain Foundation ("GRF"), Third Laguna Hills Mutual ("Third") and United Laguna Woods Mutual ("United") pursuant to:

- a. Article VIII of the Amended and Restated Bylaws ("Bylaws") of GRF and California Corporations Code Section 7212, the board of directors of GRF is entitled to create committees to assist it in the execution of their powers and duties;
- b. Article VII, Section 1 of the Amended and Restated Bylaws ("Bylaws") of Third and California Corporations Code Section 7212, the board of directors of Third is entitled to create committees to assist it in the execution of their powers and duties; and
- c. Article VIII, Section 1 of the Amended and Restated Bylaws ("Bylaws") of United and California Corporations Code Section 7212, the board of directors of United is entitled to create committees to assist it in the execution of their powers and duties.

II. Purpose

The committee (as defined in Article III) will serve as a hearing body to address claims of harassment, abuse and intimidation ("claims") by:

- a. Members;
- b. Residents;
- c. GRF, Third, United and Village Management Services (VMS) boards of directors and advisors; and
- d. Member or resident guests.

Claims of harassment, abuse and intimidation may be against:

- a. Members;
- b. Residents;
- c. GRF, Third, United and VMS boards of directors and advisors;
- d. Member or resident guests; and
- e. VMS employees.

The committee will interface with the GRF, Third, United and VMS boards of directors, as well as VMS, legal counsel and other relevant individuals, and impose discipline and/or recommendations, as appropriate.

III. Committee

- a. Composition:
 - i. Committee shall be comprised of six members including two directors from each of GRF, Third and United boards of directors. VMS board is not represented on committee, as VMS board members are appointed by GRF, Third and United.
 - ii. When respondent is a board director or advisor to GRF, Third or United, the two members of the committee from the respondent's board will not participate in the hearing. The four committee members from the other boards will hear and render a decision on the case, preserving the two committee members' ability to hear a possible appeal that would be heard by the full board.
- b. Eligibility: Committee members must be in "good standing" at all times, defined as the following and the respective policies of each board, Resolution 90-xx-xx, 03-xx-xx, and 01-xx-xx:
 - i. Current in the payment of assessments and all other financial obligations to their respective organization, i.e., GRF, United and Third;
 - ii. No outstanding violations of the governing documents of their respective organization, as determined by their respective board;
 - iii. No active dispute, including pending claims, dispute resolution, litigation or the like between the committee member and their respective organization or board or VMS; and
 - iv. Committee members must attend committee meetings regularly and not have missed three consecutive board meetings.
- c. Term:
 - i. Committee membership shall be concurrent with each member's term on their respective board of directors to which they have been elected or appointed.
 - ii. Committee members serve at pleasure of their respective board to which they have been elected or appointed to serve on committee and may be removed with or without cause, at any time, in sole discretion of their respective board.

IV. Scope of Authority – Powers of Committee

- a. Mission: Committee is formed to serve as hearing body to address claims submitted by members, residents, board members and advisors, and member or resident guests. Claims may involve members, residents, board members and advisors, member or resident guests, and VMS employees.
- b. Review: Committee has the power and authority to review claims, investigative reports and interface with the boards of directors of GRF, United and Third, as well as VMS, legal counsel and other relevant individuals.
- c. Impose discipline: Committee shall have authority to impose discipline against the respondent, subject to notice and hearing procedures, pursuant to rules, regulations and fine and enforcement policy duly adopted by the boards of GRF, United and Third.

V. Scope of Authority – Committee Member Compensation and Conduct

No committee member shall receive compensation of any kind for participation on the committee.

VI. Scope of Authority – Meetings

- a. Meetings: Committee shall meet as necessary and as required to perform its duties privately in executive session to maintain confidentiality.
- b. Meeting minutes: Minutes of all meetings shall be prepared and maintained.
- c. Tie votes: In the event of a tie vote, the motion would fail pursuant to Robert's Rules of Order.

VII. Scope of Authority – Effect of Decisions by Committee

- a. Appeal: Decisions by the committee to impose disciplinary action against respondent shall be subject to a conditional right of appeal, whereas the right to appeal only applies to the appeal of a decision that can be addressed by the board hearing the appeal.
 - i. Fines: If the committee imposes a fine, the respondent can appeal to their respective board and that board can affirm or overturn that decision, given the board can levy fines.
 - ii. Access to amenities: If the committee bans the respondent from accessing the administrative building or the clubhouse/amenities, a mutual board cannot hear any appeal regarding same as GRF has the authority to impose that discipline, and therefore the respondent would need to appeal to GRF, not a mutual board.

VIII. Scope of Authority – Insurance/Defense/Indemnity

- a. D&O insurance: GRF, United and Third shall at all times maintain a directors' and officers' liability insurance policy, as required by law and their respective governing documents (i.e., bylaws), which shall cover volunteer committee members, among others, for actions and/or omissions done in the official capacity of a member's service on the committee, and as authorized by the boards of GRF, United and Third.
- b. Defense/indemnity: GRF, United and Third will defend and indemnify committee members for claims, costs, defense fees, etc., incurred as a result of their official service on the committee, including any self-insured retention costs, and shared by GRF, United and Third.

IX. Scope of Authority – Confidentiality

- a. Confidentiality: Committee members are obligated to maintain strict confidentiality of information obtained while on the committee, beyond the term of service on the committee, and such information shall only be used for its purpose as provided herein.
- b. Executive session: The Open Meeting Act authorizes boards to meet in executive session to consider litigation, matters relating to the formation of contracts, member discipline and personnel matters. (Civil Code Section 4935.) The underlying principle of the Open Meeting Act is transparency. While focusing primarily on the interests of transparency by way of Civil Code Section 4935, the California legislature has underscored the importance of individual and corporate privacy. If boards were required to discuss such sensitive matters in a public forum, individuals would be irreparably damaged. It is paramount that committee members similarly acknowledge and respect the privacy interests of GRF, Third and United and its members, exercising constant vigilance in the handling of confidential information.

Attachment 3

- c. Information sharing: VMS investigates incidents of harassment from an employer's standpoint, and by necessary implication there will be overlap when an employee is harassed by a director or advisor. For example, VMS will investigate the harassment to determine what action must be taken to protect the employee, while the committee will also investigate and determine what action to take against the director or advisor. Accordingly, VMS and the committee must be able to share information, and the sharing of such information is therefore expressly authorized for this purpose.



RESOLUTION 01-21-XX

Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee

WHEREAS, the Board of Directors of United Laguna Woods Mutual (“United”), Golden Rain Foundation (“GRF”), and Third Laguna Hills Mutual (“Third”) require a clear and consistent policy to address claims of harassment, abuse and intimidation by directors to staff of Village Management Services, Inc., fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents; and

WHEREAS, this Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“Policy”) is intended to provide guidance relative to such behavior and issue a mechanism for addressing same by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee; and

WHEREAS, this Policy is being adopted by the Board of Directors of United, GRF, and Third in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

NOW THEREFORE BE IT RESOLVED, August 9, 2022, that the Board of Directors of this Corporation hereby introduces the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee, 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.

MAY Initial Notification – Revised AUGUST

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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STAFF REPORT

DATE: July 12, 2022
FOR: Board of Directors
SUBJECT: Discretionary Investment Change to Treasuries

RECOMMENDATION

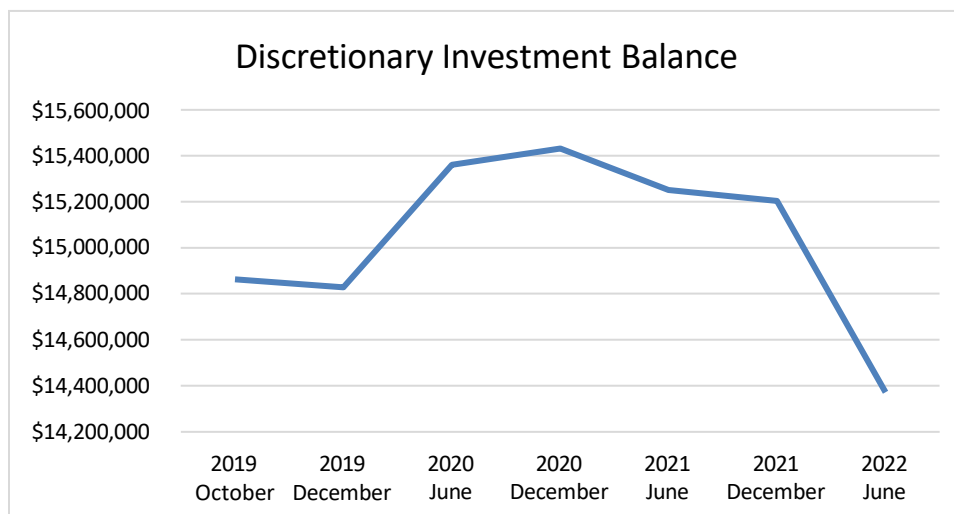
The Finance Committee recommends transferring the total Discretionary Investment account balance held by Fidelity Investments to Bank of America where the funds will be immediately used to purchase federally insured treasuries with maturities of: 25% 6 months; 25% 12 months; 25% 18 months; 25% 24 months. Concurrently with the transfer, the Finance Committee recommends the Board approve a ninety-day termination notice of investment advisory services performed by SageView Advisor Group.

BACKGROUND

On November 6, 2018 an Investment Task Force was formed and chartered to conduct an in-depth analysis of investments on behalf of United Laguna Woods Mutual, Third Laguna Hills Mutual and the Golden Rain Foundation (Corporations) to ensure exceptional service from a professional investment manager, maximize yields within the Board-approved investment policies, and minimize fees.

Representatives from SageView presented their proposal (issued to all board members on June 13, 2019) to GRF Finance on June 19, 2019 and by a unanimous vote, the Committee recommended that all investment management services for the Corporations be awarded to SageView Advisory Group with investment balances to be held by Fidelity Investments. Applicable fees from SageView were 7 basis points for a portfolio of index funds or 20 basis points for an actively managed bond portfolio. Fees from the preceding investment manager were 26 basis points for an actively managed portfolio. On July 19, 2019, the Board approved entering into an agreement with Sageview Advisor Group for investment management services. In October 2019 all discretionary investments were transferred from the previous investment custodian Merrill Lynch to Fidelity Investments.

Since October 2019 when the funds were first transferred to Fidelity, the account balance has ranged from a high of \$15,431,999 in December 2020 to its current low of \$14,372,440.



On May 31, 2022 the United Finance Committee approved a motion to sell the existing investment portfolio of bond index mutual funds held by Fidelity in exchange for treasury bills and bonds to be held by Bank of America. The committee's recommended laddering of treasuries is:

| Portfolio | Maturity |
|-----------|----------|
| 25% | 6 Month |
| 25% | 12 Month |
| 25% | 18 Month |
| 25% | 24 Month |

DISCUSSION

During the May 31, 2022 United Finance Committee meeting, the committee members expressed concern over the decreasing investment values since December 2020. To avoid the uncertainty that comes with investing in index mutual funds, the committee expressed their desire to maintain United's investments in an account fully insured by the federal government. If approved, the resulting sale and exchange for treasuries held by Bank of America would cause the advisory services performed by SageView to longer be needed.

FINANCIAL ANALYSIS

A transfer of approximately \$14,400,000 from the current index fund portfolio to treasuries may yield an estimated \$416,160 based on treasury rates available through Bank of America as of July 8, 2022. Additionally, approximately \$10,000 of expense would be avoided by no longer needing SageView to provide advisory services at a cost of 7 basis points.

| Maturity | Percent | Amount | Yield | Return |
|----------|---------|------------|-------|---------|
| 6 Month | 25% | 3,600,000 | 2.65% | 95,400 |
| 12 Month | 25% | 3,600,000 | 2.84% | 102,240 |
| 18 Month | 25% | 3,600,000 | 2.97% | 106,920 |
| 24 Month | 25% | 3,600,000 | 3.10% | 111,600 |
| | | 14,400,000 | | 416,160 |

As unrealized losses have accumulated since January 2021, a sale of the current portfolio would lead to a realized loss of approximately \$1,011,000 in 2022 as of the writing of this report. As the bond market will continue to fluctuate until sale date, the estimated realized loss will change.

Prepared By: Steve Hormuth, Director of Financial Services

ATTACHMENT

ATT1 - Resolution



RESOLUTION 01-22-XX

DISCRETIONARY INVESTMENT CHANGE TO TREASURIES

WHEREAS, the United Laguna Woods Mutual Discretionary Investment balance as of June 30, 2022 was \$14,372,440.12; and

WHEREAS, the discretionary account is an investment account that allows the Corporation's investment manager to buy and sell investments without the Board's consent for each trade; and

WHEREAS, the funds maintained in the discretionary account, in the opinion of the managing agent, are not required within a reasonable time to pay obligations of the corporation; and

WHEREAS, the Board desires to transfer discretionary investment funds to Bank of America where the funds will be used to purchase US treasuries insured by the federal government;

NOW THEREFORE BE IT RESOLVED, August 9, 2022 that the Board of this corporation hereby authorizes the full discretionary investment account balance, currently held by Fidelity Investments, be transferred to the Bank of America reserve bank account; and

RESOLVED FURTHER, that the Board of this corporation hereby authorizes the managing agent of this corporation to purchase US treasuries at the current available rates with the following maturities: 25% of account balance maturing in 6 months; 25% of account balance maturing in 12 months; 25% of account balance maturing in 18 months; 25% of account balance maturing in 24 months; and

RESOLVED FURTHER, that the Board of this corporation hereby authorizes the managing agent of this corporation to provide old investment manager, SageView, a ninety-day termination notice as outlined in the investment advisory services agreement dated October 1, 2019; 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.

JULY Initial Notification—28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied

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RESOLUTION 01-22-XX

Golden Rain Foundation Committee Appointments

RESOLVED, August 9, 2022, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 29, 2014, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

GRF Strategic Planning Committee

Cash Achrekar
Diane Casey
Anthony Liberatore, Alternate

GRF Community Activities Committee

Maggie Blackwell
Diane Casey

GRF Finance

Azar Asgari Pat
English
Diane Casey, Alternate

GRF Landscape Committee

Maggie Blackwell
Diane Casey

GRF Maintenance & Construction

Cash Achrekar
Lenny Ross

Clubhouses & Facilities Renovation Ad Hoc Committee

Diane Casey
Pat English

GRF Media and Communications Committee

Neda Ardani
Maggie Blackwell

GRF Mobility and Vehicles Committee

Maggie Blackwell
Pearl Lee

GRF Security and Community Access

Maggie Blackwell
Cash Achrekar

Disaster Preparedness Task Force

Diane Casey
Anthony Liberatore
Cash Achrekar, Alternate

Laguna Woods Village Traffic Hearings

Neda Ardani
Anthony Liberatore, Alternate

Purchasing Ad Hoc Committee

Diane Casey
Neda Ardani

Information Technology Advisory Committee

Diane Casey
Cash Achrekar

Broadband Ad Hoc Committee

Diane Casey

Insurance Ad Hoc Committee

Anthony Liberatore
Cash Achrekar
Lenny Ross

Website Ad Hoc Committee

Anthony Liberatore
Pearl Lee

Compliance Ad Hoc Committee

Maggie Blackwell
Pearl Lee

RESOLVED FURTHER, that Resolution 01-22-45, adopted July 12, 2022, is hereby superseded and cancelled.

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

ENDORSEMENT (to Board)

2021 Operating Deficit Transfer

Steve Hormuth, Director of Financial Services, presented a staff report recommending the board to approve a \$241,238 transfer from the Contingency Fund to the Operating Fund. An approved transfer would reimburse the Operating Fund for the operating deficit occurring during 2021. Director Asgari made a motion to approve the recommendation.

The motion passed by unanimous decision to accept this recommendation and present at the next Board meeting.

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STAFF REPORT

DATE: August 9, 2022
FOR: Board of Directors
SUBJECT: Operating Deficit Transfer

RECOMMENDATION

Staff recommends approval of a \$241,238 transfer from the Contingency Fund to the Operating Fund due to the Operating Fund deficit in 2021.

BACKGROUND

United's annual business plan is approved each year with zero anticipated Operating Fund (OPR) surplus or deficit. If actual OPR revenues exceed OPR expenses at the close of the fiscal year, IRS Revenue Ruling 70-604 requires the surplus to either be returned to the membership or be applied to next year's assessment. Historically, surpluses have been transferred to the Contingency Fund (CNF). Deficits however have not been addressed in prior years and have led to a downward trend in available cash.

DISCUSSION

United ended the 2021 fiscal year with \$23,036,575 in OPR Revenues and \$23,277,813 in OPR Expenses (less depreciation), a net OPR loss of \$241,238. The primary drivers of the loss were unforeseen increases in Water and Property Insurance premiums. To avoid further depletion of OPR cash, staff recommends applying a consistent approach to operating deficits as it does with operating surpluses:

Operating Fund Surplus: Transfer OPR → CNF
Operating Fund Deficit: Transfer CNF → OPR

FINANCIAL ANALYSIS

The balance in the Contingency Fund as of June 30, 2022 was \$1,113,771 allowing sufficient funds available for the \$241,238 transfer.

Prepared By: Steve Hormuth, Director of Financial Services
Reviewed By: Jose Campos, Assistant Director of Financial Services
Pam Jensen, Controller

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ENDORSEMENT (to Board)

Rescinding Resolution 01-22-52 Membership Trust Transfer

Board oversight of sublease activity is not referenced in Resolution 01-20-52 and should be discontinued. Because the Board infrequently receives membership transfer requests when a material change of ownership occurs, it has oversight of the process. The simple transfer of membership vesting by Board approved members into a revocable living trust does not appear to require further Board oversight.

Pamela Bashline presented Sublease and Transfer of Trust Documents along with Review of Resolution 01-22-52. The Committee members made comments and asked questions.

Director Casey made a motion to rescinded Resolution 01-20-52, Membership Trust Transfer.

By unanimous vote, the motion carried.

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STAFF REPORT

DATE: July 21, 2022
FOR: Governing Documents Review Committee
SUBJECT: Rescinding Resolution 01-22-52 Membership Trust Transfer

RECOMMENDATION

Staff recommends that Resolution 01-20-52 be rescinded. It requires the Board Secretary and one other director to review membership transfers at the end of each month.

BACKGROUND

In 2020, the United Laguna Woods Mutual (United) Board of Directors adopted Resolution 01-20-52 as a means of achieving oversight of staff activity with respect to membership transfers (ATT 1). While the resolution does not reference first time subleases, that review was somehow concurrently initiated.

As a matter of course, United previously delegated its authority to staff for the review and approval of renewed sublease applications. This was likely done in recognition of the volume of sublease applications, many of which are time sensitive. The only difference between a first-time sublease and a renewal sublease is the length of time the unit has been subleased. Staff's vetting process is the same for both scenarios: written sublease agreement in place; credit report and nation-wide background reports on interim basis; sublease application completed; and payment of fee(s) as appropriate. The history of violations, delinquencies and late payments is researched by staff. When sublessor and/or sublessee are problematical, staff reports are prepared and routed to the Board of Directors.

Membership transfers which seek to add or subtract members from the stock certificate are routed to the Board of Directors for review and action. This transfer activity has greatly decreased in recent months as a result of recognizing United's Bylaws, Article III, Section 6, which provides: Memberships shall not be transferable except as provided herein. (a) Death of Member with No Surviving Member or (b) Option of Corporation to Purchase. Requests for membership transfers outside these parameters are now routed to an escrow process. Conversely, simple membership transfers changing the vesting of ownership from individual members approved by the Board to a revocable living trust are prepared and authorized by staff. Resolution 01-20-52 requires Board oversight of the membership transfer documents / process, but this would seem to be important only when a material change of ownership occurs.

DISCUSSION

The review confirmation checklists were intended to mirror the review of financial reports as required by California Civil Code Section 5500. However, the sublease and trust transfer

checklists do not fulfill the meaningful review of monthly financial income and expense activity. It is a redundant activity looking for a problem to solve. The time spent by staff to segregate the monthly first time sublease applications and simple trust transfer applications, generate the review confirmation checklist, arrange an appointment with a director and ensure the checklist is routed to the Corporate Secretary is mechanical and redundant.

Board oversight of sublease activity is not referenced in Resolution 01-20-52 and should be discontinued. Because the Board infrequently receives membership transfer requests when a material change of ownership occurs, it has oversight of the process. The simple transfer of membership vesting by Board approved members into a revocable living trust does not appear to require further Board oversight.

FINANCIAL ANALYSIS

None.

Prepared By: Pamela Bashline, Community Services Manager

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

ATT 1 –Rescind Resolution 01-20-52

ATT 2 - RESOLUTION 01-22-XX



RESOLUTION 01-20-52

Membership Trust Transfers

WHEREAS, the Governing Documents Review Committee (the “Committee”) of United Laguna Woods Mutual (“United”) held a meeting on June 18, 2020 at which a quorum of the Committee was present;

WHEREAS, the Committee has been charged with identifying areas of improvement including, but not limited to, reduction of its paperwork by 20 percent;

WHEREAS, the Amended and Restated Bylaws, dated August 2, 2017 give United the authority to establish policy and perform various administrative responsibilities and activities;

WHEREAS, such administrative responsibilities include review and action regarding membership trust transfers;

NOW, THEREFORE, BE IT RESOLVED, on July 14, 2020, that the Board of Directors of this Corporation hereby authorizes Catherine Laster, Management Analyst, and Pamela Bashline, Community Services Manager, as Authorized Agents to sign on behalf of the Corporation as directed by the Board of Directors to approve membership trust transfers, effective immediately; and

RESOLVE FURTHER, that two Board Directors will make random checks each month and sign a form that this was completed; and

RESOLVED FURTHER, that the directors, officers and agents of United are hereby authorized on behalf of United to carry out the purposes of this Resolution.

JULY Initial Notification

Should the Board endorse the proposed resolution, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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RESOLUTION 01-22-XX

SIMPLE MEMBERSHIP TRUST TRANSFERS AND FIRST TIME SUBLEASES REVIEW CONFIRMATION CHECKLISTS

WHEREAS, the Governing Documents Review Committee (the “Committee”) of United Laguna Woods Mutual (“United”) held a meeting on July 21, 2022 at which a quorum of the Committee was present; and

WHEREAS, the Committee has been charged with identifying areas of improvement including; and

WHEREAS, the Amended and Restated Bylaws, dated August 2, 2017, give United the authority to establish policy and perform various administrative responsibilities and activities; and

WHEREAS, such administrative responsibilities include review and action regarding simple trust transfers, wherein an existing Board-approved member(s) desires to transfer his membership into a revocable living trust with no other changes; and

WHEREAS, such administrative responsibilities include review and action regarding first-time subleases, wherein an existing Board-approved member(s) desires to sublease his stock cooperative for a period of not less than 30 days and which sublease authorization is renewable annually;

NOW, THEREFORE, BE IT RESOLVED, on September 13, 2022, that the Board of Directors of this Corporation, rescinds Resolution 01-20-52 which increases rather than reduces the Board’s paperwork and because the review confirmation checklists track only routine transactions while applications regarding all other membership transfers and problematic first-time sublease authorizations are routed to the Board for review and action; and

RESOLVED FURTHER, that the directors, officers and agents of United are hereby authorized on behalf of United to carry out the purposes of this Resolution.

AUGUST INITIAL NOTIFICATION

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28 days from the postponement to comply Civil Code §4360.

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SLIDE 1 – Through the reporting period of **June 30, 2022**, total revenue for United was \$22,945K compared to expenses of \$21,496K, resulting in net revenue of \$1,449K.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund (without Depreciation or unrealized loss) shows an operating surplus of \$801K through the reporting period. This chart shows how much of our revenue went into operations, with \$11,260K coming in from assessments and \$828K coming from non-assessment revenue (without Unrealized loss). This is compared to operating expenditures of \$11,287K (without Depreciation).

SLIDE 3 – This next chart takes the full income statement and compares those results to budget. We can see that United ended the period better than budget by \$2,426K when combining both operating and reserve savings.

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

Outside Services \$2,012K; Timing. Budgets are spread evenly for programs such as building structures, waste line remediation, roof replacement, tree maintenance, countertops/floors/shower enclosures, and plumbing. Favorable variance was offset by Landscape shrub-bed maintenance, which was contracted to outside vendor for a short-term as the budgeted positions are filled.

Employee Compensation \$850K; Favorable variance resulted primarily in M&C departments and Landscape due to open positions. Impacted areas include ground maintenance, damage restorations, carpentry, and plumbing. Recruitment is in progress to fill current open positions.

Materials and Supplies \$366K; Favorable variance resulted in several areas of operations such as interior components, paint, and appliances due to timing of expenditures. Although budgeted throughout the year, expenditures will occur later.

Insurance \$155K; Favorable variance resulted due to lower premiums for property and casualty insurance upon renewal on 10/1/2021.

Unrealized Gain/(Loss) On Investments (\$912K); Unfavorable variance due to adverse conditions for bond index fund investments during the reporting period. A monthly entry is made to reflect investment market conditions, which fluctuate.



Utilities (\$152K); Unfavorable variance due to less seasonal rainfall. Budget was based on a five-year average of water consumption, however, seasonal rainfall through May was 72% lower than 5-year average during the same period.

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$915K, excluding the Unrealized Loss on Available for Sale Investments. If you include the unrealized loss on investments, non-assessment revenue totaled \$3K. Revenue is organized by category, starting with our largest revenue generating category Fees and Charges to Residents, followed by Laundry, Lease Processing Fee, Resale Processing Fee, and so forth.

SLIDE 6 – On this pie chart, we see the expenses to date of \$21M, showing that our largest categories of expense are for Employee Compensation, Property Tax, followed by, Utilities, Outside Services, Insurance, Materials and Supplies, and so forth. At the upper right corner, we show a breakout of the utility category.

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

SLIDE 8 – Our fund balances are shown here. The Contingency Fund balance on June 30, 2022 was \$1,114K. The Reserve Fund balance on June 30, 2022 was \$19,938K. Contributions and investment revenue collected totaled \$4,575K while expenditures were \$3,805K. Property Taxes Fund balance on June 30, 2022 was (\$118K). Contributions and investment revenue collected totaled \$6,295K while expenditures were \$6,306K.

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

SLIDE 10 – We have a slide here to show resale history from 2020 - 2022. Through June 30, 2022, United sales totaled 253, which is 41 resales higher than prior year for the same time period. The average YTD resale price for a United Mutual manor was \$335K, which is \$71K higher than prior year for the same time period.

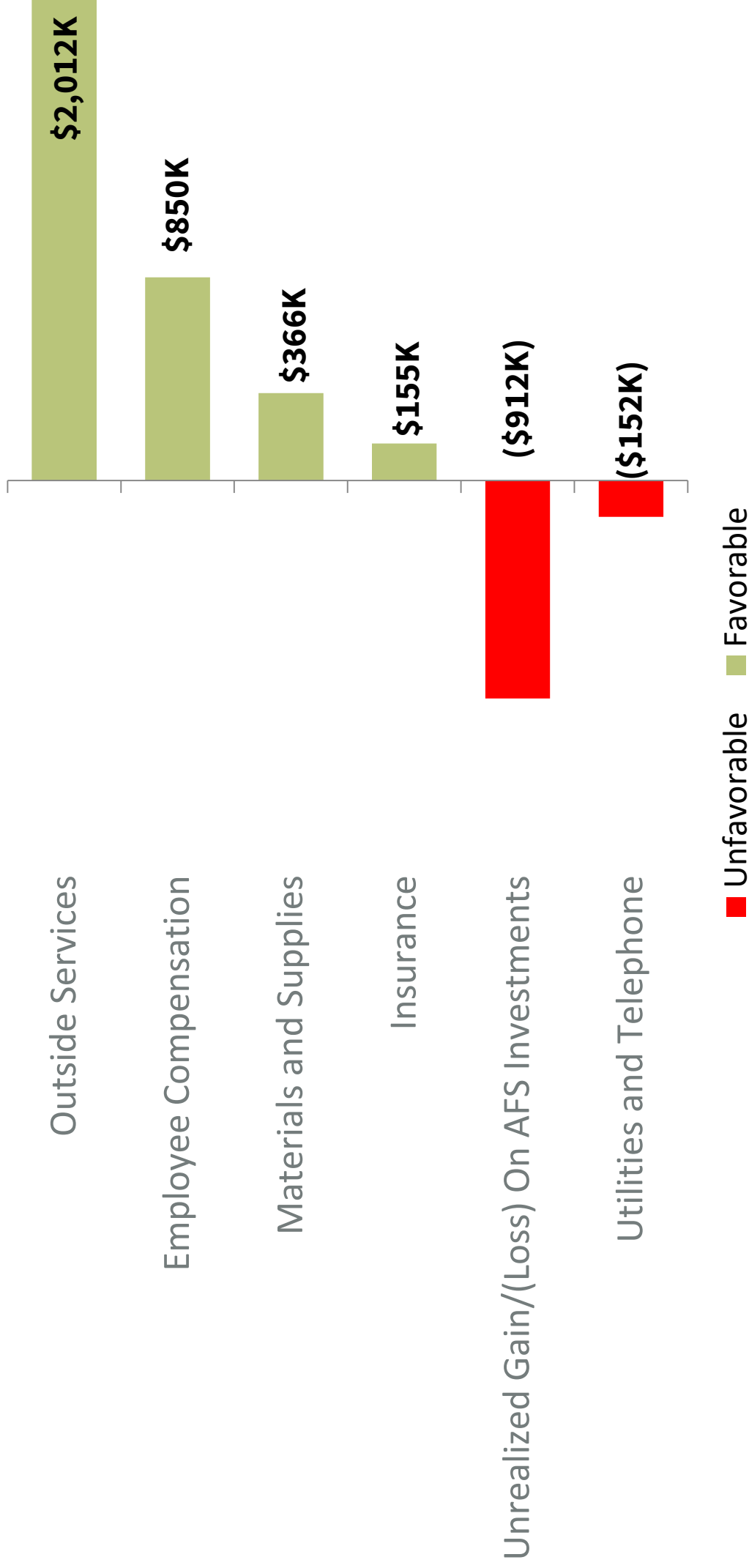
| INCOME STATEMENT (in Thousands) | | ACTUAL |
|------------------------------------|--|----------|
| Assessment Revenue | | \$22,942 |
| Non-assessment Revenue | | \$3 |
| Total Revenue | | \$22,945 |
| Total Expense | | \$21,496 |
| Net Revenue/(Expense) | | \$1,449 |

| OPERATING ONLY INCOME STATEMENT ¹ (in Thousands) | ACTUAL |
|---|----------|
| Assessment Revenue | \$11,260 |
| Non-assessment Revenue ¹ | \$828 |
| Total Revenue | \$12,088 |
| Total Expense ² | \$11,287 |
| Operating Surplus | \$801 |

1) Excludes unrealized loss

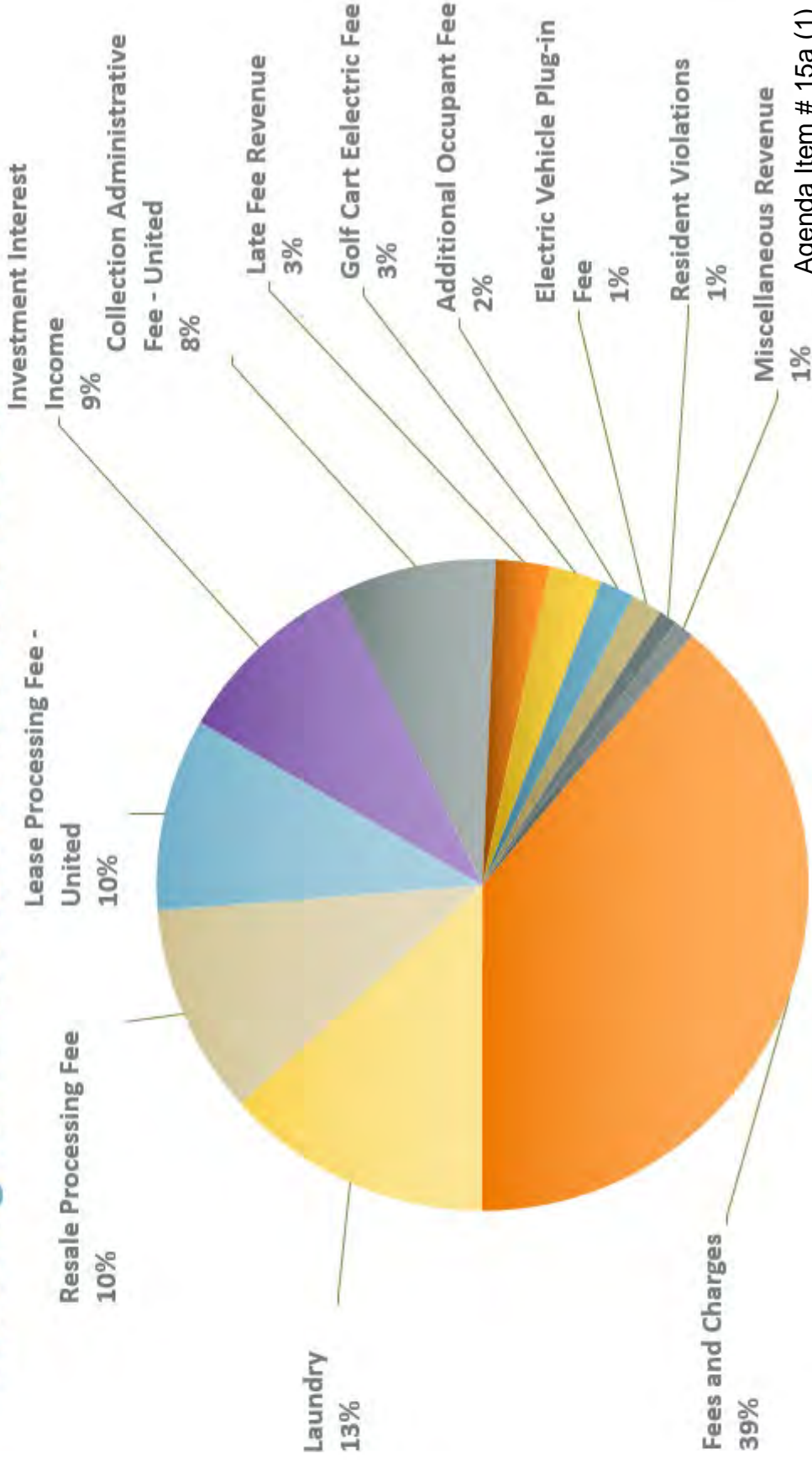
2) Excludes depreciation

| INCOME STATEMENT (in Thousands) | ACTUAL | BUDGET | VARIANCE B/(W) |
|------------------------------------|----------|----------|-------------------|
| Assessment Revenue | \$22,942 | \$22,848 | \$94 |
| Non-assessment Revenue | \$3 | \$916 | (\$913) |
| Total Revenue | \$22,945 | \$23,764 | (\$819) |
| Total Expense | \$21,496 | \$24,741 | \$3,245 |
| Net Revenue/(Expense) | \$1,449 | (\$977) | \$2,426 |



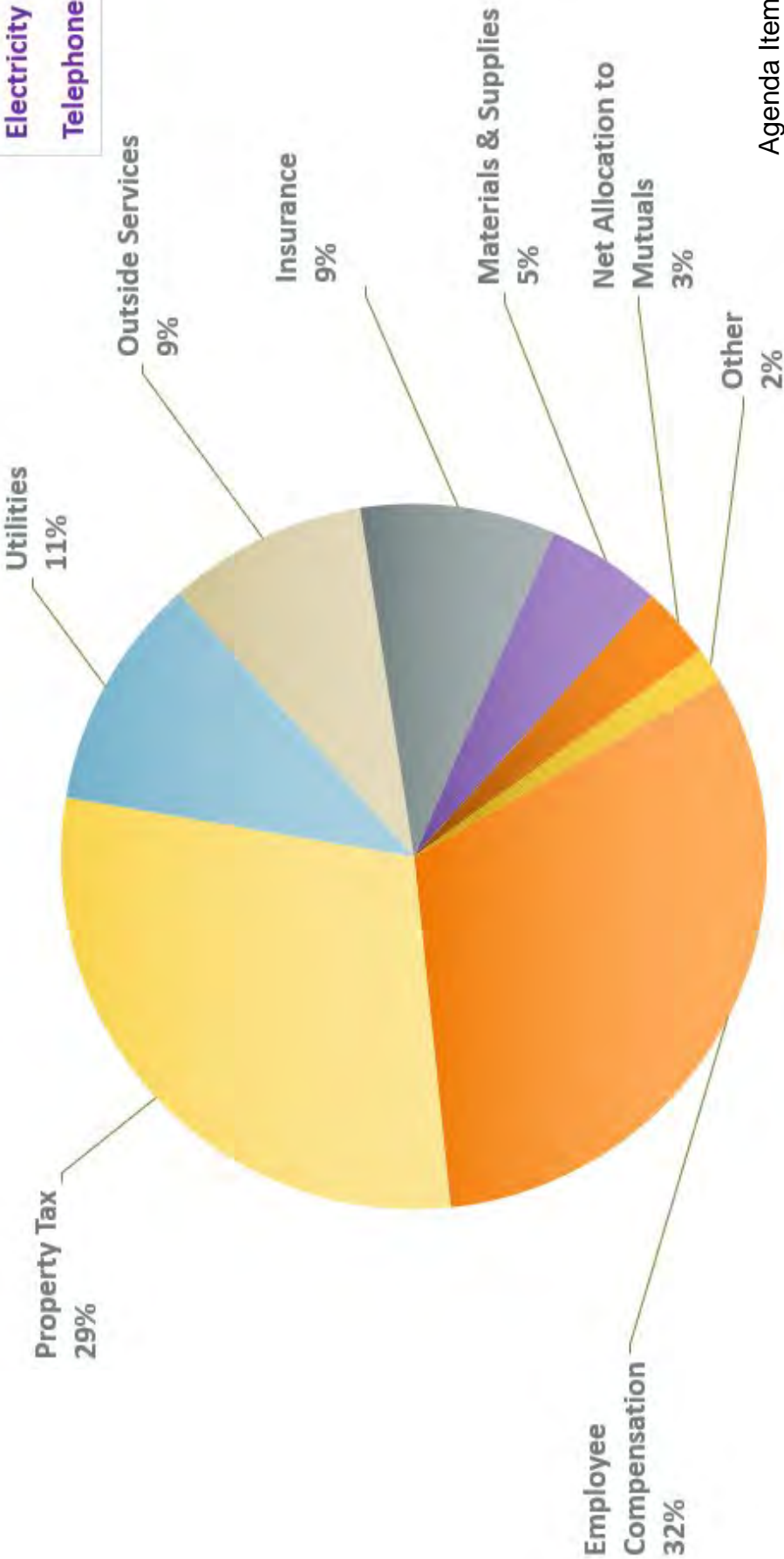


Total Non Assessment Revenues \$914,928 excluding Unrealized Loss on AFS Investments





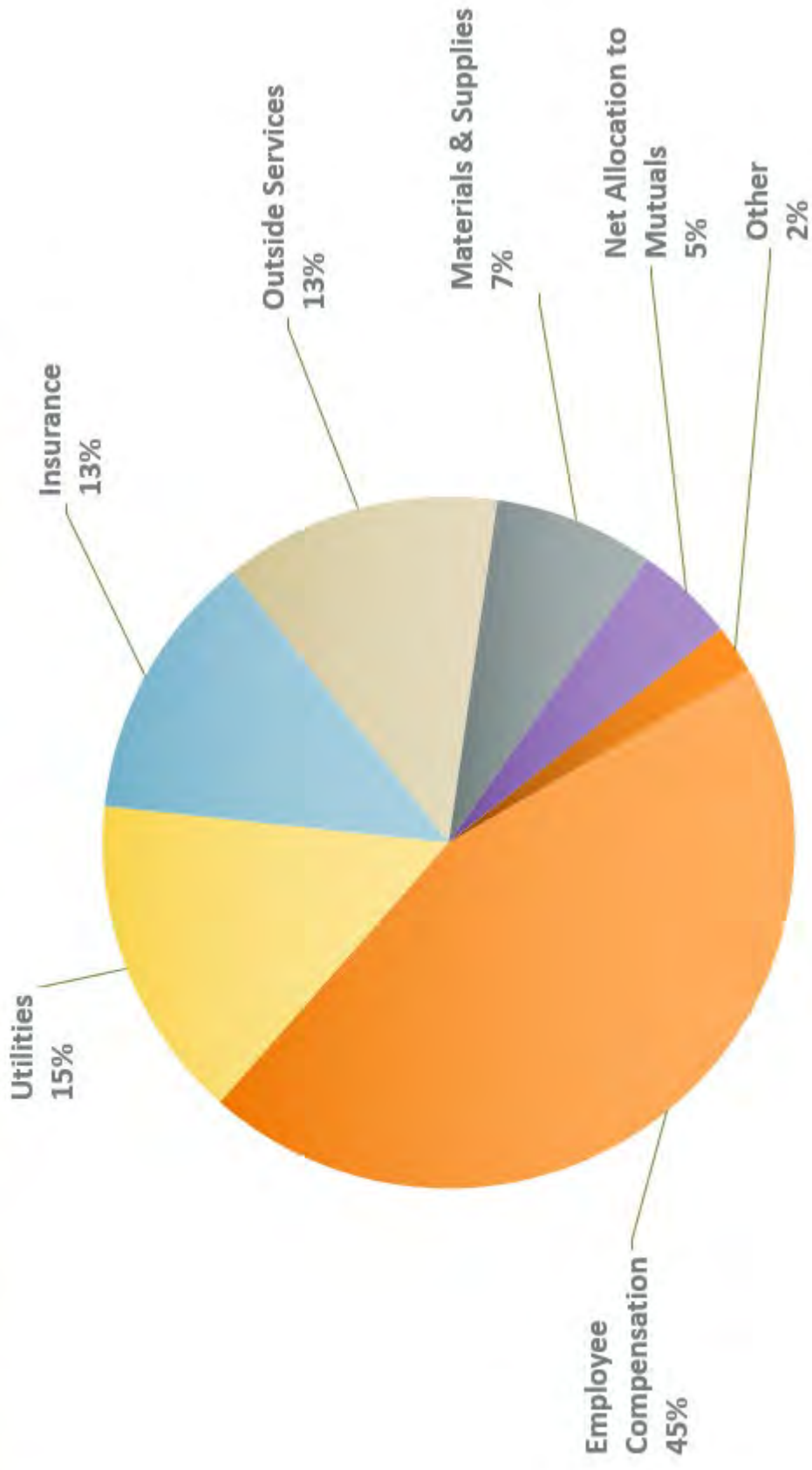
Total Expense \$21,496,395



| | |
|-------------|-----------|
| Water | \$994,331 |
| Sewer | \$961,372 |
| Trash | \$272,532 |
| Electricity | \$77,646 |
| Telephone | \$322 |



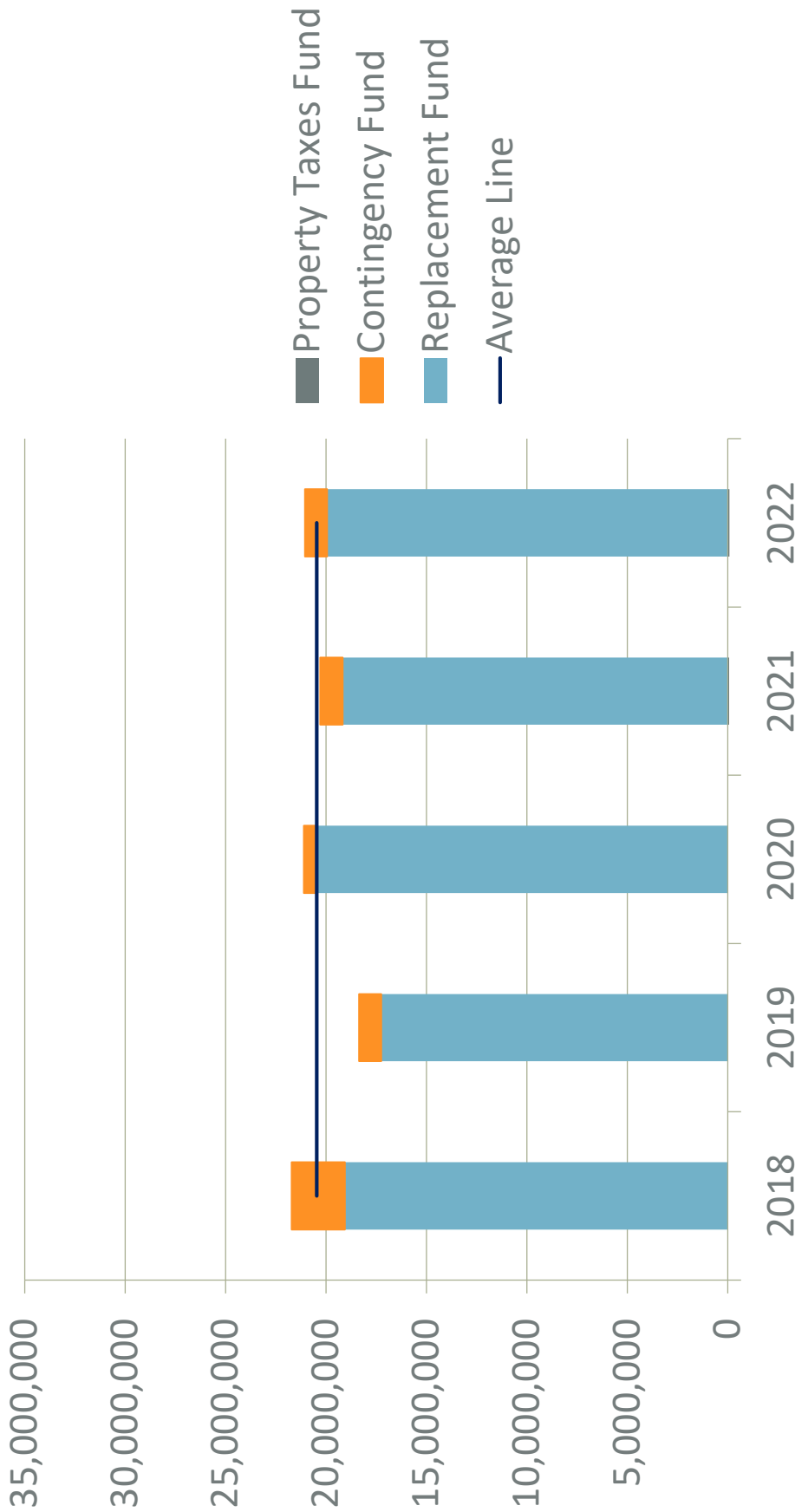
Total Expenses Excluding Property Tax \$15,189,476



| NON-OPERATING FUND BALANCES (in Thousands) | CONTINGENCY | RESERVE | PROPERTY TAX |
|--|-------------|----------|-----------------|
| Beginning Balances: 1/1/22 | \$1,114 | \$19,168 | (\$107) |
| Contributions & Interest | 0 | 4,575 | 6,295 |
| Expenditures | 0 | 3,805 | 6,306 |
| Current Balances: 6/30/22 | \$1,114 | \$19,938 | (\$118) |

Financial Report

Preliminary as of June 30, 2022



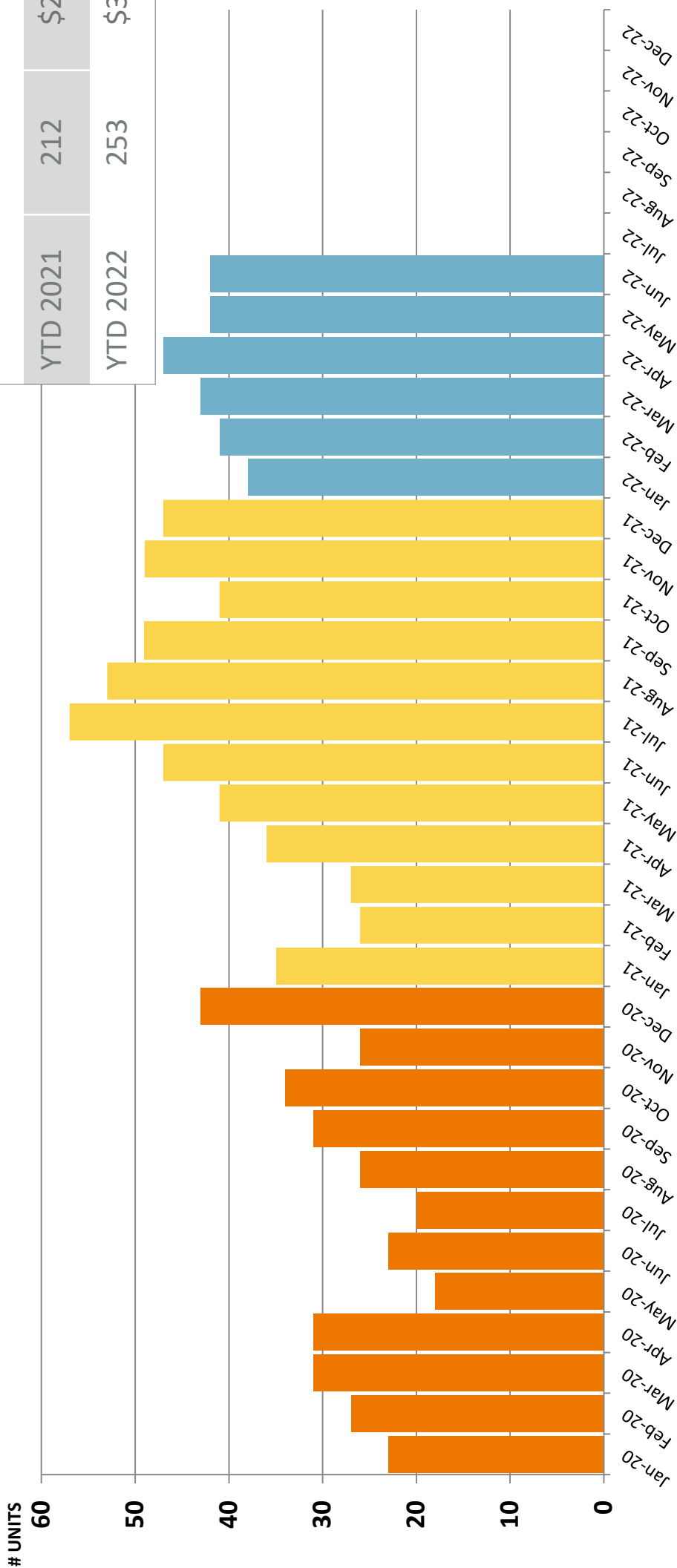
Financial Report

Preliminary as of June 30, 2022



UNITED LAGUNA WOODS
MUTUAL

| | NO. OF RESALES | AVG. RESALE PRICE |
|----------|-------------------|----------------------|
| YTD 2020 | 153 | \$251,226 |
| YTD 2021 | 212 | \$264,136 |
| YTD 2022 | 253 | \$335,323 |





FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Tuesday, June 28, 2022 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Azar Asgari – Chair, Anthony Liberatore, Lenny Ross
DIRECTORS ABSENT: Pat English
ADVISORS PRESENT: Dick Rader
STAFF PRESENT: Siobhan Foster, Steve Hormuth, Jose Campos, Erika Hernandez
OTHERS PRESENT: United – Diane Casey, Maggie Blackwell, Cash Achrekar
GRF – Juanita Skillman, Elsie Addington
VMS – Norman Kahn

Call to Order

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

Acknowledgment of Media

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

Approval of Agenda

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

Approval of the Regular Meeting Report of June 28, 2022

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

Chair Remarks

Director Asgari stated the following: “In any corporation, finance is the most watched department and Laguna Woods Village is not an exception. As you all know, United has two accounts for covering all its incomes and expenses: Operating account, and reserve account. Under the reserve account there was \$14.8 million in October 2019, at the time Sage view took over to invest for us. We hoped the money grows for years to come to cover our future expenses. The growth was \$603,955 by 2020. Since that gain was never cashed by last month in June 2022, after almost two years, we lost \$832,433 and back to the less than original money means \$14.3 million. To not take the same roller coaster road again United must take some action in our investment with more stable plan to create cash and be prepared for the future expenses of our community”

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, provided a brief summary of the changes made to the 2023 Business Plan and the discretionary investment change.

Review Preliminary Financial Statements dated June 30, 2022

The committee reviewed financial statements for June 30, 2022 and questions were addressed and noted by staff.

A member commented on the maturity duration of the holdings presented in the Sageview/Fidelity report. Comments were noted by staff. No further actions.

Compensation and Outside Services

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

Collections and Lien Policy and Notice of Assessments and Foreclosure

Steve Hormuth presented the current 2022 Collections and Lien Policy recommending to send it to legal counsel for review. Director Asgari made a motion to approve the recommendation. The motion was passed unanimously.

2021 Operating Surplus/Deficit

Steve Hormuth presented a staff report recommending the board to approve a \$241,238 transfer from the Contingency Fund to the Operating Fund due to the 2021 operating deficit and further avoid depletion of operating cash. Director Asgari made a motion to approve the recommendation. The motion passed by unanimous decision to accept this recommendation and present at the next Board meeting.

Discretionary Investments Update

Steve Hormuth summarized the action taken by the Board during the July meeting approving the sell-off of the current investments with Fidelity and reinvest into 6-month T-Bills, 25% into 1-year T-Bills, 25% into 18-month T-Bills, and the remaining 25% into 24-month T-Bills. Discussion ensued amongst the committee and members.

A member reminded the committee that the vote was preliminary and required ratification at the upcoming Board meeting.

A member stated via email that the vote should be stricken down in order to allow more review on this recommendation.

A couple members suggested that the committee seek advice from a third-party Financial Advisor before finalizing the decision.

A member commented on the variation of the market and inability to foretell the future in investments.

A member expressed that the community is not seeking to make money quickly as possible for they are a non-profit organization and the Board should reconsider the action taken.

Questions and comments were noted by staff.

Endorsements from Standing Committees

None.

Future Agenda Items

Member Education - Supplemental Tax

Committee Member Comments

None.

Date of Next Meeting

Tuesday, August 30, 2022 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 4:05 p.m.

DRAFT

Azar Asgari, Chair

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Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

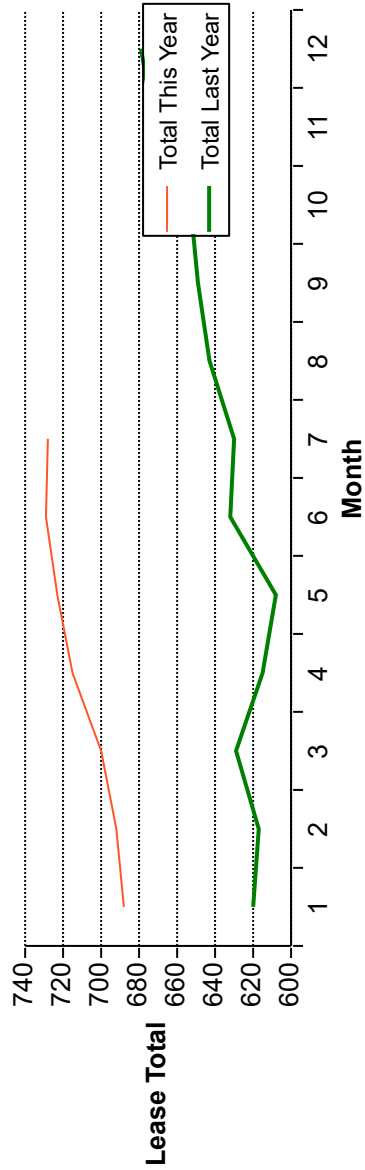
July, 2022

| MONTH | NO. OF RESALES | | TOTAL SALES VOLUME IN \$\$ | | AVG RESALE PRICE | |
|----------------|----------------|-----------|----------------------------|----------------|------------------|-------------|
| | THIS YEAR | LAST YEAR | THIS YEAR | LAST YEAR | THIS YEAR | LAST YEAR |
| January | 38 | 35 | \$11,905,094 | \$8,997,153 | \$313,292 | \$257,062 |
| February | 41 | 26 | \$11,864,402 | \$6,846,600 | \$289,376 | \$263,331 |
| March | 43 | 27 | \$13,513,900 | \$6,978,425 | \$314,277 | \$258,460 |
| April | 47 | 36 | \$16,880,200 | \$9,605,499 | \$359,153 | \$266,819 |
| May | 42 | 41 | \$16,042,396 | \$10,258,400 | \$381,962 | \$250,205 |
| June | 42 | 47 | \$14,862,850 | \$13,580,100 | \$353,877 | \$288,938 |
| July | 36 | 57 | \$14,458,900 | \$16,700,700 | \$401,636 | \$292,995 |
| August | | * 53 | | * \$15,529,600 | | * \$293,011 |
| September | | * 49 | | * \$15,157,100 | | * \$309,329 |
| October | | * 41 | | * \$12,259,900 | | * \$299,022 |
| November | | * 49 | | * \$13,969,200 | | * \$285,086 |
| December | | * 47 | | * \$14,364,950 | | * \$305,637 |
| TOTAL | 289.00 | 269.00 | \$99,527,742 | \$72,966,877 | | |
| ALL TOTAL | 289.00 | 508.00 | \$99,527,742 | \$144,247,627 | | |
| MON AVG | 41.00 | 38.00 | \$14,218,249 | \$10,423,840 | \$344,796 | \$268,259 |
| % CHANGE - YTD | 7.4% | | 36.4% | | 28.5% | |

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report 2022 Period 7 (Mutual 1)



| Year | Month | 1 to 3 Month | 4 to 6 Month | 7 to 12 Month | 12+ Month | Total This Year | Total Last Year | % Leased Last Year | % Leased This Year | Total Renewals | Total Expirations |
|------|-----------|-----------------|-----------------|------------------|--------------|--------------------|--------------------|-----------------------|-----------------------|-------------------|----------------------|
| 2022 | January | 17 | 29 | 141 | 501 | 688 | 620 | 10.9 | 9.8 | 40 | 18 |
| 2022 | February | 17 | 26 | 156 | 493 | 692 | 617 | 10.9 | 9.8 | 50 | 18 |
| 2022 | March | 17 | 25 | 171 | 487 | 700 | 629 | 11.1 | 9.9 | 39 | 26 |
| 2022 | April | 14 | 29 | 196 | 476 | 715 | 615 | 11.3 | 9.7 | 66 | 28 |
| 2022 | May | 14 | 28 | 214 | 467 | 723 | 608 | 11.4 | 9.6 | 32 | 31 |
| 2022 | June | 16 | 32 | 223 | 458 | 729 | 632 | 11.5 | 10.0 | 67 | 26 |
| 2022 | July | 19 | 30 | 229 | 450 | 728 | 630 | 11.5 | 10.0 | 49 | 27 |
| 2022 | August | | | | | 643 | | | | | |
| 2022 | September | | | | | 649 | | | | | |
| 2022 | October | | | | | 653 | | | | | |
| 2022 | November | | | | | 672 | | | | | |
| 2022 | December | | | | | 679 | | | | | |



OPEN MEETING

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

**Thursday, July 21, 2022 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637**

REPORT

MEMBERS PRESENT: Anthony Liberatore - Chair, Cash Achrekar,
Maggie Blackwell (in for Reza Bastani)

MEMBERS ABSENT: Reza Bastani
Michael Mehrair - Advisor

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant
Director, Robbi Doncost – Manor Alterations Manager,
Gavin Fogg – Manor Alterations Supervisor, Abraham
Ballesteros – Manor Alterations Inspector II, Sandra
Spencer – Administrative Assistant

1. Call Meeting to Order

Chair Liberatore called the meeting to order at 9:45 a.m. after a short recess in order to obtain a quorum.

2. Acknowledgement of Media

The meeting was being broadcast on Granicus and Zoom. No media was present.

3. Approval of Agenda

Hearing no objection, the agenda was approved by unanimous consent.

4. Approval of Meeting Report for May 19, 2022

Hearing no objection, the meeting report for May 19, 2022 was approved by unanimous consent.

5. Chair's Remarks

Chair Liberatore thanked Director Blackwell for standing in for Director Bastani.

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

None.

7. Division Manager Update

Mr. Mejia updated the committee on his efforts to continue to improve and simplify the variance process; the fee schedule; reviewing the list of items that do not need a city permit; the ability to E-file documents to be recorded with the county; and beta-testing an app that will allow resale inspectors to input their findings electronically.

With regard to customer service, incoming telephone calls are recorded for later reference; customer response surveys are available at various stages of the application process in order to find ways to improve the process.

Mr. Mejia noted that Abraham Ballesteros has replaced Richard de la Fuente as Inspector II. Mr. Ballesteros has been with VMS for 7 years including prior experience in Manor Alterations and Resident Services; cross training is taking place to minimize the impact of absent personnel to the services provided by the department; temporary staff has made great progress in processing the backlog of pending mutual consents and variances; and the search continues for an Administrative Coordinator.

Mr. Mejia provided an update on the mutual's involvement in asbestos containing material abatement. A "demolition mutual consent" is currently issued to allow the work to take place. When the abatement is complete, a certified Air Clearance Form is submitted to the mutual to clear the property for occupancy. Staff continues to work towards shortening the length of time it takes to process these requests.

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

8. Monthly Mutual Consent Report

The report was pulled for discussion and Mr. Mejia answered questions from the committee. It was noted that the legend was omitted in error and will be restored for future agenda packets.

Hearing no objection, the Consent Report was approved unanimously.

9. Variance Requests

Mr. Mejia introduced the matrix and explained the reasons for presentation to the ACSC in this manner. The matrix summarizes the variances and eliminates the need for a staff report at the committee level. If the committee approves the variances, a staff report will accompany the attachments to the Board meeting for final approval.

A. 646-C New Patio Screen Wall Openings

Mr. Mejia presented the variance to add patio screen wall openings and a trellis with lighting to the patio of the manor. After discussion, a motion was passed unanimously to recommend the variance for approval to the United Board.

B. 895-C Approve Existing Patio Modifications

Mr. Mejia presented the variance to approve the existing patio modifications which include a partial wall removal, added trellis, and patio tiles.

After discussion, a motion was passed unanimously to recommend the variance for approval to the United Board.

Items for Discussion:

10. Electric Vehicle Charging Update (verbal)

Mr. Mejia updated the committee on the status on the applications at Clubhouse 1 (east of the library) and the PAC. Staff is also looking at programs to improve the electrical system to allow residents to charge in carports including potential programs through Tesla and other sources for grants/assistance.

Items for Future Agendas:

- TBD

Concluding Business:

11. Committee Member Comments

- Director Blackwell appreciated being able to view the plans electronically on the dais tablet, reminded staff and the committee to keep watch on variances that may involve common area and thanked the staff for a good report on the status of Manor Alterations.
- Director Achrekar commented on the new resales inspection app.
- Chair Liberatore thanked staff for their efforts.

12. Date of Next Meeting – August 18, 2022

13. Adjournment

The meeting was adjourned at 10:29 a.m.

Draft

Anthony Liberatore, Chair

Anthony Liberatore, Chair
Baltazar Mejia, Staff Officer
949-597-4616



OPEN MEETING

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

**Thursday, July 14, 2022 – 9:30 A.M.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Diane Casey, Maggie Blackwell, Anthony Liberatore substituting for Lenny Ross

COMMITTEE MEMBERS ABSENT: Lenny Ross

OTHERS PRESENT: None.

ADVISORS PRESENT: Mary Sinclair, Ann Beltran

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call to Order

Chair Casey called the meeting to order at 9:31 a.m.

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

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

4. Approval of the Meeting Report for June 9, 2022

Director Blackwell made a motion to approve the report. Director Liberatore seconded. The committee was in unanimous support.

5. Chair's Remarks

Chair Casey began her remarks by reading a poem written by William Blake. Chair Casey stated she is happy to introduce her two Advisors, Ann Beltran and Mary Sinclair. Chair Casey also announced the date of the first Tree Ad Hoc Committee meeting, which is set for July 18, 2022.

6. Department Head Update

Mr. Wiemann stated that he is happy to have the two new Advisors on board as well. Mr. Wiemann shared that he met with El Toro Water District and learned that they are still at “level two,” regarding water mandates, which translates into a voluntary 15% reduction in water use.

Mr. Wiemann discussed his expectation of what landscaping throughout the community will look like over the next several months as water use is reduced. Mr. Wiemann also shared that the nursery has many drought-tolerant plants ready for planting, and that we are looking at semi-permanent changes.

Director Blackwell made a motion to reduce irrigation water use by 15% below regular levels. Director Liberatore seconded. The committee was in unanimous support of the motion.

Mr. Wiemann shared that Village Television is in the process of filming a video to highlight the work of the tree crew.

Mr. Wiemann also informed the committee that the environmental assessment had been placed on the back-burner due to budget, but it is being processed now.

Members made comments and asked questions.

7. Member Comments (Items not on the agenda)

Topics included:

- Shrub pruning
- Landscape crew start-times
- Mulch used to reduce water use
- Weeds

8. Response to Member Comments

Director Blackwell informed the audience that the Landscape department only plants at certain times every year. Director Blackwell also mentioned that weeds grow faster than anything else, and we no longer use round-up which was the most effective method to remedy weeds.

Director Liberatore reminded the audience that Southern California does not receive much rainfall per year, which makes it difficult to grow grass.

Chair Casey informed the audience that grass will be addressed later in the year.

Mr. Wiemann stated that a drought presentation on TV6 is a great idea. Mr. Wiemann also shared that he is expecting staff to receive many more calls regarding Landscape dying.

Mr. Wiemann stated that the start-times for Landscape crews are not vindictive. He shared that there are only a few locations within the Village where equipment can be dropped off. However, Mr. Wiemann can ask that the locations rotate to reduce frequent noise disturbances in the early morning hours.

Mr. Wiemann stated that he agrees shrubs should not be topped, but it cannot be undone because certain shrubs have been topped in the past. Mr. Wiemann stated that going forward, new shrubs planted will not be topped.

9. Moving the Meeting Date to Approximately One Week Earlier

Chair Casey informed the audience that the committee would like to move the regular meeting date and time to the fourth Monday of each month at 1:30 p.m. to allow for timely submission of documents to the United Board each month.

Director Blackwell made a motion to move the regular meeting of the United Laguna Woods Mutual Landscape Committee to the fourth Monday of every month at 1:30 p.m. Director Liberatore seconded. The committee was in unanimous support.

10. Discuss Plantings and Pots in Common Areas

Mr. Wiemann stated that the committee is reviewing a potential policy revision for this topic, and that it would be placed on the next agenda.

Members made comments and asked questions.

11. Tree Removal Request: 28-A Avenida Castilla – Three Canary Island Pine Trees

Director Blackwell made a motion to accept staff recommendation to approve the request for the removal of two of the three Canary Island Pine trees. Director Liberatore seconded. The committee was in unanimous support.

12. Tree Removal Request: 426-A Avenida Castilla – One Canary Island Pine Tree

Director Blackwell made a motion to accept staff recommendation to deny the request for the removal of one Canary Island Pine tree. Director Liberatore seconded. The committee was in unanimous support.

Concluding Business:

13. Committee Member Comments

Various comments were made.

14. Date of Next Meeting – Monday, August 22, 2022 at 1:30 p.m.

15. Adjournment at 10:59 a.m.

Diane Casey

Diane Casey (Jul 26, 2022 12:07 PDT)

Diane Casey, Chair

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OPEN MEETING

**REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL
LANDSCAPE TREE AD HOC COMMITTEE**

**Thursday, July 18, 2022 – 9:00 A.M.
Sycamore Room / Virtual Meeting
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Diane Casey, Carl Randazzo, Ken Benson, Mary Sinclair, Robert Reyes

COMMITTEE MEMBERS ABSENT: Cheryl Nielsen, John Salvador

OTHERS PRESENT: None.

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki, Robert Merget

1. Call to Order

Chair Casey called the meeting to order at 9:17 a.m.

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

The agenda was approved by consensus.

4. Chair's Remarks

None.

5. Department Head Update

Mr. Wiemann stated that the intention behind the Ad Hoc committee is to be informal, however, the agenda must be honored due to the fact that it is an official committee. Mr. Wiemann thanked the Ad Hoc Committee members for participating.

6. Purpose of the Ad Hoc Committee

Mr. Wiemann informed the committee that the purpose is to bring members into the tree removal process, to brainstorm, talk, and to educate the community through the Ad Hoc Committee.

Members made comments and asked questions.

7. Status of Environmental Review

Mr. Wiemann discussed the environmental review with the committee.

Members made comments and asked questions.

8. Urban Forest Report

Mr. Wiemann discussed the urban forest report with the committee.

Members made comments and asked questions.

9. Tree Evaluation Presentation

Mr. Merget reviewed each slide of this presentation with the committee and discussed the tree evaluation process that his crew considers during tree inspections.

10. Field Trip to Visit Tree Requests

The committee boarded a Village bus and arrived at multiple tree request locations to evaluate the trees in-person. Mr. Merget lead the group, and explained why the different trees needed different services.

Concluding Business:

11. Committee Member Comments

Various comments were made.

12. Date of Next Meeting – TBD

13. Adjournment at 11:30 a.m.

Diane Casey

Diane Casey (Jul 26, 2022 12:06 PDT)

Diane Casey, Chair



OPEN MEETING

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

**Wednesday, June 22, 2022 - 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

MEMBERS PRESENT: Pat English - Chair, Maggie Blackwell (in for Reza Bastani), Diane Casey (in for Pearl Lee)

MEMBERS ABSENT: Reza Bastani, Pearl Lee

OTHERS PRESENT: **GRF:** Elsie Addington, Juanita Skillman
United: Neda Ardani
Richard Rader

ADVISORS PRESENT: None

STAFF PRESENT: Manuel Gomez - Maintenance & Construction Director, Baltazar Mejia - Maintenance & Construction Assistant Director, Ian Barnette - Maintenance & Construction Assistant Director, Guy West, Projects Division Manager, Manager, Laurie Chavarria – Senior Management Analyst, Sandra Spencer - Administrative Assistant

1. Call to Order

Director Blackwell called the meeting to order at 9:30 a.m.

2. Acknowledgement of Media

Director Blackwell noted that no members of the media were present.

3. Approval of Agenda

The agenda was amended to include the discussion of Senate Bill 326 for the visual inspections of exterior elevated elements as Item 11. The meeting agenda was approved as amended.

4. Approval of Meeting Report for April 27, 2022

The minutes of the April 27, 2022, Regular Open Meeting will be approved at the next committee meeting.

5. Chair's Remarks

Chair English arrived and assumed the Chair position and remarked that she was happy to be at the meeting and thanked the board members for being ready to stand in as needed.

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

- A member commented on the condition of the gravel under the stairs in Building 118 and requested the gravel be replaced with bricks.
- A member commented on the prior to paint program and asked for an update.

Mr. Gomez noted the comments and will follow up with the members directly.

7. Department Head Update

Mr. Gomez suggested staff was available to answer questions regarding the consent calendar, if requested.

Mr. Gomez informed the committee that attics at 810-N and 810-Q have insulation contaminated by rodent activity which will be replaced by an outside vendor at a cost of \$5,150. Staff recommends the committee approve proceeding with the work which would be paid from the operating budget.

Staff was directed to proceed as recommended.

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

8. Project Log

9. Solar Production Report

Mr. Gomez provided a brief overview for the benefit of those standing in for others on the committee.

Hearing no objection, the Consent Calendar was approved by unanimous consent.

Items for Discussion and Consideration:

10. Solar Installation Return on Investment Summary - Verbal Report, Bart Mejia

Mr. Mejia provided a verbal report and answered questions from the committee. Discussion ensued regarding the number of accounts in the program; the electricity the mutual doesn't have to pay for and the initial investment components (installation, replacement of water heaters, and upgrade of electrical panels.) Based on research and estimates, it is projected that it will take 14 years to recover the initial \$3.8 million investment. Some equipment will need to be replaced at Year 20 at a cost of \$250,000 and at Year 30, solar panels and other technology will need to be replaced as appropriate.

Staff was directed to provide the calculations to the committee.

11. Senate Bill 326 for the Visual Inspections of Exterior Elevated Elements

Mr. West provided an update via a PowerPoint presentation and answered questions from the committee. Proposals have been received and a contract award will be recommended at the closed session of this committee immediately following this meeting.

Items for Future Agendas: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

- Review Solar Panel Policy

Concluding Business:

12. Committee Member Comments

Director Casey commented on water being wasted while waiting for it to get hot. Mr. Gomez offered to bring back a report to a future meeting with description of issue and options for members.

Richard Rader suggested promoting the use of cold water detergents and shortening drying times.

13. Date of Next Meeting: August 24, 2022

14. Recess

The meeting was recessed at 10:27 a.m.

DRAFT

Pat English, Chair

Pat English, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380



FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, June 15, 2022 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Jim Hopkins – Chair, Azar Asgari, Donna Rane-Szostak, Elsie Addington, Mark Laws, Sue Stephens (Alternate for Al Amado)

DIRECTORS ABSENT: Al Amado, Pat English, Diane Casey, Deborah Dotson, Craig Wayne

ADVISORS PRESENT: Rosemarie DiLorenzo

STAFF PRESENT: Steve Hormuth, Eric Nunez, Erika Hernandez

OTHERS PRESENT: GRF – Egon Garthoffner, Juanita Skillman, Reza Karimi
United – Richard “Dick” Rader

Call to Order

Director James Hopkins chaired the meeting and was called to order at 1:40 p.m.

Acknowledgement of Media

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

Approval of Meeting Agenda

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

Approval of the Regular Meeting Report of April 20, 2022

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

Chair Remarks

None.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, discussed the previous and upcoming 2023 budget meetings and the acceptance of two donations from the Judy Saxon Trust. The first donation was in the amount of \$15,000 for the expressed purpose of moisture intrusion. The second donation was in the amount of \$3,000 to be used for Maintenance and Construction. A staff report will be presented at the July 5th board meeting where the board will adopt a resolution and acknowledge the donation.

Review Preliminary Financial Statements dated May 31, 2022

The committee reviewed the financial statements dated May 31, 2022. Questions were addressed.

Endorsement from Standing Committees

Security Services – Supplemental Appropriation for Replacement of Stop Signs. Eric Nunez, Director of Security Services, presented a staff report that was previously reviewed at the GRF Board meeting on June 7th. The staff report recommended the replacement of 21 stop signs with solar powered, flashing LED lights with a supplemental appropriation from the Equipment Fund in the amount of \$42,913. Director Elsie Addington made a motion to endorse the recommendation to replace stop signs as written. Chair Hopkins seconded the motion. The motion failed by a 3-2 vote. Director Hopkins requested those with a dissenting vote to share their concerns via email in an effort to communicate the collective concerns to the board.

Future Agenda Items

Project Log Presentation

SageView Presentation

Committee Member Comments

None.

Date of Next Meeting

Wednesday, August 17, 2022 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:27 p.m.


James (Jun 21, 2022 11:13 PDT)

James Hopkins, Chair



OPEN MEETING

**MINUTES OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
STRATEGIC PLANNING COMMITTEE**

**Monday, May 2, 2022 – 9:30 a.m.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center 24351 El Toro Road**

Director Present: Debbie Dotson, Anthony Liberatore, Ira Lewis, Bunny Carpenter, James Hopkins, Gan Mukhopadhyay and Robert Mutchnick, Ryna Rothberg, Diane Casey

Directors Absent: Cash Achrekar

Staff Present: CEO-Siobhan Foster, Michelle Estrada, Makayla Schwieter

Others Present: Richard Rader (Advisor)
GRF: Elsie Addington, Joan Milliman, Juanita Skillman (left the meeting at 9:51 a.m.)

1. Call to Order—Director Dotson, Chair

Chair Dotson called the meeting to order at 9:39 a.m. and established that a quorum was present.

2. Acknowledgment of Media

Chair Dotson acknowledged the media as present.

3. Approval of the Agenda

Director Mutchnick made a motion to approve the agenda. Director Rothberg seconded the motion.

Hearing no changes or objections, the agenda was approved unanimously.

4. Approval of the Minutes

a. GRF Strategic Planning Committee Meeting – March 7, 2022

Chair Dotson requested that the minutes of March 7, 2022 be revised to remove Elsie Addington from attendance.

Hearing no further changes or objections, Chair Dotson declared the minutes of March 7, 2022 were approved unanimously.

5. Members Comments – None

6. Chair's Remarks

Chair Dotson commented on the questionnaire results of the VMS Strategic Planning Meeting. A similar questionnaire will be developed and distributed to the GRF Strategic Planning Committee. Chair Dotson provided an overview of items that reviewed at several committee meetings.

7. CEO Report on VMS Strategic Planning Meeting

CEO Foster provided an overview of the 3-year goals that were reviewed during the VMS Strategic Planning Meeting on March 22, 2022.

CEO Foster answered questions from the committee.

8. Old Business

a. Ideas for Long-Term Planning

Chair Dotson commented on that she will continue to work with the committee on ideas.

9. Future Agenda Items

- a. Questionnaires
- b. Surveys

10. Next Meeting – TBA

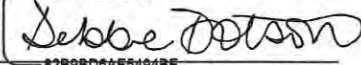
11. Committee Member Comments

- Director Rothberg asked to receive the minutes from the last two meetings.
- Director Mutchnick commented on Third Mutual's review of electric vehicle charging stations.
- Director Liberatore expressed his appreciation for what the committee is doing to improve the community.
- Director Lewis provided a suggestion of placing electric vehicle charging stations at specific locations. Additionally, he asked for a map of open space within the community.
- Director Hopkins commented on the role of the committee.
- Director Mukhopadhyay commented that he agrees with the other committee members and noted that the committee has limited resources and time.
- Director Carpenter commented on obtaining a reserve study.
- Advisor Rader commented on a tabled item from a previous meeting in regards to an additional swimming pool.

Director Casey joined the meeting at 10:10 a.m.

12. Adjournment

There being no further business the meeting was adjourned at 10:20 a.m.

DocuSigned by:

82B9B06AE6494BE...
Debbie Dotson, Chair
GRF Strategic Planning Committee

OPEN MEETING

REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE

Thursday, July 14, 2022 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Elsie Addington, Maggie Blackwell, Annie McCary, Diane Casey, Cush Bhada, Ryna Rothberg, Dennis Boudreau, Ajit Gidwani

MEMBERS ABSENT: None

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman

STAFF PRESENT: Brian Gruner, Jennifer Murphy, Jayanna Abolmoloki

Call to Order

Chair Horton called the meeting to order at 1:31 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Rothberg made a motion to approve the agenda, Director Blackwell seconded.

Motion passed unanimously.

Approval of Committee Report for June 9, 2022

Director Blackwell made a motion to approve the reports, Director McCary seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton welcomed the audience.

Report of the Recreation and Special Events Director

Mr. Gruner reminded the audience to be respectful and quiet while in session as noise travels to the dais which makes it difficult to hear the discussion. Mr. Gruner stated operational updates as follows: July is CPRS Parks Make Life Better month; there has

been progress made in regards to the hiring of staff; 50/50 rule was clarified by stating residents are allowed to bring in one guest during prime time and approval needed from the Recreation Department for any special activities, leagues or tournaments; the Clubhouse 1 projector screen will be installed August 4; a Garden Center composting class will be held in August; the renovation at Performing Arts Center will be completed in approximately two to three weeks.

Mr. Gruner stated past events as follows: the July 4 Celebration event had over 600 in attendance and over 100 participants in the July 4 parade; Kids Splash Days have sold out and August 12 is the last date for this event.

Ms. Murphy stated tomorrow is last day for the 2023 annual lottery for room reservations; the free Monday movie, *Belfast*, will be held on July 18 at the Performing Arts Center at 2 p.m.; the patio concert on August 4 at Clubhouse 1 will host Private Eyes from 6:30 to 8:30 p.m.; the Library will host Storytime on August 10, 1:30 to 2:30 p.m. for ages 3 to 6; August 12 will be the final Kids Splash Day at Pool 2, noon to 4 p.m.; Queen Nation will play on August 20 at Performing Arts Center at 7 p.m.; BBQ Buffet will be hosted on August 22 at Clubhouse 5.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding the following: dedicated music studio for musicians; Garden Center plot charges; indoor versus outdoor club dances; book signing with author Brett Housley at Library on July 30 at 1:30 p.m.; Garden Center operating rules change to L.6.

Mr. Gruner stated the Garden Center plot charges were incurred due to resident procuring a model plot that had an existing fence erected by GRF.

CONSENT

Director McCary made a motion to approve the consent calendar, Director Bhada seconded.

Motion passed unanimously.

REPORTS

Aquadettes Request for Exception to GRF Poster Policy

Director Bhada made a motion to approve the Aquadettes request for an exception to the GRF poster policy, Director Addington seconded.

Discussion ensued.

Motion passed unanimously.

Online Reservation System – Members were called to speak regarding the following: in opposition to the online reservation system at tennis; in support of the online reservation system at tennis; in support of online reservation system at Pool 2; harassment and bullying at tennis; expansion of online reservation system at tennis; yearly review of online reservation system at tennis; tennis board does not speak for all membership; leagues and tournaments to be allowed with restrictions; challenge court changes at tennis.

Chair Horton stated objections have been heard, however the committee must be fair to all residents that utilize the tennis courts.

Mr. Gruner stated no charges will be implemented to utilize the tennis courts and the cost of the new online reservation system is 70% less at approximately \$120 per month for all amenities that utilize this system.

Staff was directed to host a meeting with the tennis club board, tennis players, staff and Chair Horton.

At this time, the committee took a five-minute recess.

ITEMS FOR DISCUSSION AND CONSIDERATION

Donation of Lathe Machine for Clubhouse 4 Workshop – Mr. Gruner stated the background of the need of an updated machine and read the recommendation of the lathe machine donation.

Director Bhada made a motion to approve the donation of the lathe machine for the Clubhouse 4 workshop, Director Rothberg seconded.

Discussion ensued.

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

Golf Greens Committee Update – Staff was directed to keep this item under Future Agendas.

Club Insurance – Staff was directed to remove this item from the agenda.

CONCLUDING BUSINESS

Committee Member Comments

Director McCary inquired as to club insurance being addressed at the club president meeting. Mr. Gruner stated this was addressed. Director Blackwell stated the committee should attend these meetings going forward.

Director Casey stated all the Recreation offerings for residents are appreciated, however cost of monthly dinners has risen leaving some without means to attend.

Director Rothberg equated the dissention within community groups is indicative of what is happening in the government.

Advisor Boudreau stated to include both sides of the online reservation system in the future meeting so all are represented as a club should not run any GRF facility and any player should be able to play without altercation.

Director Addington concurred with Advisor Boudreau.

Director Bhada stated tennis club would like to remove the online reservation system as the committee did for pickleball. Mr. Gruner stated the length of time for games is not comparable between the two sports and the discontinuation of the online reservation system at pickleball has also garnered some complaints.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, August 11, 2022.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:12 p.m.

____*Yvonne Horton*____

Yvonne Horton, Chair



OPEN MEETING

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
LANDSCAPE COMMITTEE**

Wednesday, June 8, 2022 – 1:30 P.M.

**BOARD ROOM/ VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Juanita Skillman, Reza Karimi, Ira Lewis, Maggie Blackwell

COMMITTEE MEMBERS ABSENT: Diane Casey

OTHERS PRESENT: Bunny Carpenter, Yvonne Horton

ADVISORS PRESENT: None

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki, Angel De La Torres, Maribel Flores, Juan Uicab

1. Call to Order

Chair Skillman called the meeting to order at 1:30 p.m.

2. Acknowledgement of Media

No press was present.

3. Approval of the Agenda

Director Lewis made a motion to approve the agenda. Director Karimi seconded. The committee was in unanimous support.

4. Approval of the Meeting Report for March 9, 2022

The report was approved without objections.

5. Committee Chair Remarks

Chair Skillman stated that she would like to bring attention to the two Landscape employees who were recently honored at the Village Management Services, Inc. Employee Excellence Award Ceremony. Chair Skillman recognized Maribel Flores, and Juan Uicab. Chair Skillman also addressed a recent publication from Letters to the Editor.

6. Department Head Update

6a. Update on Master Control Irrigation System (MCIS)

Mr. Wiemann stated that bids came in for the MCIS, slightly lower than expected. WeatherTRAK has committed to hold their bid prices as quoted during project development, despite the recent 20% increase in equipment costs. Mr. Wiemann explained that the benefits of a new system are numerous, such as, the efficiency of having finite control over the watering system from a mobile device or tablet.

Members made comments and asked questions.

6b. Discuss Village Tree Signage

Mr. Wiemann discussed the history of tree signs in the Village, and he explained that nailing signs to the trees is not a healthy option. Mr. Wiemann stated that if the Committee wanted to replace them, he would recommend the construction of a tree signage plan, which would come with a significant cost.

Mr. Wiemann added that the Landscape Department has mapped trees in the community, and that map will be available on the website for residents in the future.

Chair Skillman stated that 3 publications of colored tree maps are available at the History Center, and the Village Library.

Reports

7. Update on the Creek

Mr. Wiemann directed the Committee's attention to the last two paragraphs of this staff report to highlight recent updates regarding wildlife in the creek, and cattail maintenance.

Members made comments and asked questions.

Items for Discussion and Consideration

8. Member Comments (Items Not on the Agenda)

None.

9. Response to Member Comments

None.

10. Angel De La Torres; Grounds Maintenance Landscape Manager

Mr. De La Torres reviewed the PowerPoint presentation and provided insight into the daily operations of the Grounds Maintenance section.

Members made comments and asked questions.

Concluding Business:

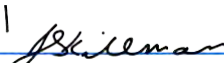
11. Committee Member Comments

Director Blackwell stated that we will see what happens over the next year, and that she believes it is a good idea to remove outdoor water spigot handles within the Mutual.

Director Karimi asked for an update on the plant nursery. Mr. Wiemann stated that the nursery will begin tracking data digitally, now that the office has received a computer and the network access necessary for this task.

12. Date of Next Meeting – Wednesday, September 14, 2022 at 1:30 p.m.

13. Adjournment at 2:26 p.m.


Juanita S. Skillman (Jun 16, 2022 16:31 PDT)

Juanita Skillman, Chair

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**REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
MAINTENANCE AND CONSTRUCTION COMMITTEE***

Wednesday, June 8, 2022 – 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom

MEMBERS PRESENT: Egon Garthoffner - Chair, Jim Cook, Ralph Engdahl, Gan Mukhopadhyay, Lenny Ross, Sue Stephens

MEMBERS ABSENT: Cash Achrekar

OTHERS PRESENT: **GRF:** Bunny Carpenter, Reza Karimi, Juanita Skillman
Third: John Frankel
Advisors: Steve Leonard, Carl Randazzo and Bill Walsh
Richard Rader

STAFF PRESENT: Guy West – Projects Division Manager, Manuel Gomez – Maintenance & Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette, Maintenance & Construction Assistant Director, Rodger Richter – Project Manager, Laurie Chavarria – Sr. Management Analyst, Sandra Spencer – Administrative Assistant

1. Call to Order

Chair Garthoffner called the meeting to order at 9:30 a.m.

2. Acknowledgement of Media

Chair Garthoffner noted that the meeting was broadcasting on Granicus and Zoom and was being recorded.

3. Approval of the Agenda

Director Ross requested that EV Charging Update be added to the agenda as Item 15. Hearing no objection, the agenda was approved as amended.

4. Approval of Meeting Report for April 13, 2022

Hearing no objection, the meeting report was approved.

5. Chair's Remarks

Chair Garthoffner stated that he would comment during each agenda item.

6. Member Comments

- A member commented that she looks forward to a status update on the EV charging.
- A member commented that projects that have already been approved, be moved forward.

7. Department Head Update

Mr. West reported that results from the RFP for the Clubhouse 1 Interior Designer Consultant will be presented, and a staff recommendation will be made, at the June 24, 2022, Clubhouse Renovation Ad Hoc committee meeting.

Consent:

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

The Project Log was pulled for discussion.

8. Project Log

Chair Garthoffner updated the committee on the status of each item. Staff answered questions from the committee.

Items for Discussion and Consideration:

9. Employee Parking Lot Lighting Status Update – Verbal Report, Staff

Mr. West provided a PowerPoint update on the project which was completed on April 18, 2022 and then answered questions from the committee. Comments included that this style of lighting fixture is being considered for two areas of the Equestrian Center.

10. Call Center Remodel Status Update – Verbal Report, Staff

Mr. West stated that the contract has been executed and the materials ordered. The project is estimated to be completed by the end of July, 2022.

11. EMS Status Update – Verbal Report, Staff

Mr. Mejia provided an update and answered questions from the committee. Discussion ensued regarding the current analog Legacy system; the lack of parts due to age of system; and having to revert back to thermostats in some areas. Mr. Barnette clarified that changing the controller is not a solution as the analog system will not communicate with a digital EMS system.

Also discussed were the benefits to converting to an EMS including savings over time; remote as well as local control; running the system only when needed; and system reports when

there are failures so service technicians can be alerted.

Mr. Mejia stated that the new HVAC system in Clubhouse 3 separated the office space from the main auditorium to save energy; is compatible with an EMS; and would be a good option for an EMS system. Mr. Mejia suggested obtaining quotes to update the system with an EMS and presenting them to the committee at a future meeting.

12. MelRok Energy Management System – Verbal Report, Staff

Mr. Mejia updated the committee and answered questions. There was discussion regarding the cost; approximate installation date; availability of reports; prior work done by the Village Energy Task Force; and the idea of utilizing the system at the Community Center since the HVAC units would be compatible.

Staff offered to invite the CEO of MelRok to a future meeting to provide information to the committee.

13. Building E Feasibility Study – Verbal Report, Staff

Mr. West informed the committee that the consultant will present the feasibility study to the committee at 1:30 p.m. on June 29, 2022, at a special meeting of the GRF M&C Committee.

14. Proposed Clubhouse Maintenance Program – Verbal Report, Chair Garthoffner

Chair Garthoffner presented his list of ideas and elaborated on each topic which included Records Keeping on New Enterprise Computer System, Develop Inspection Schedule, Checklists as Appropriate, Maintenance Records, and Photo and Digital Records as Appropriate. Staff answered questions from the committee regarding records, technician assignments, and inspection schedules.

15. EV Charging Update – Verbal Update

Mr. Mejia provided an update to the committee. Discussion ensued regarding the costs which would be covered by the SCE Charge Ready 2 Program; the remaining clubhouse site that SCE is scheduled to evaluate; the 10-year commitment required by SCE; the approximate number of registered EVs in the village; whether the EV owners should shoulder the cost of the charging stations; infrastructure and funding available within each mutual as well as GRF; and the convenience and perceived value of having this amenity within the village.

Staff offered to hold a special meeting of the committee if SCE returns a positive evaluation of the remaining site should that report not coincide with a regular M&C committee meeting.

Staff was directed to include EV Charging Update on future agendas.

Staff was directed to provide a Community Center ChargePoint summary.

Open House for Contractors

Mr. West answered questions from the committee about staff responsibilities and use of specialty contractors; possible reasons few bids are received for certain jobs; and if the current contractors are still the lowest bidders. After discussion, the committee agreed that the present method of soliciting contractors was acceptable.

Staff was directed to remove this item from future agendas.

Concluding Business:

15. Committee Member Comments

- Chair Garthoffner commented that he would like to schedule a special meeting to discuss EV charging.
- Chair Garthoffner also commented that a committee workshop will be scheduled in July.
- Director Ross commented on the merging lanes and security arms at the Gate 3 entrance.
- Director Ross also commented that as a realtor, EV charging at Clubhouses is a valuable amenity.
- Advisor Walsh commented that there are many dark areas in the community and expressed interest in costs for additional light poles.
- Director Carpenter commented on the MelRok system.
- Director Carpenter also commented that GRF is not totally responsible for providing EV charging and the mutuals need to work with GRF to find a solution.
- Advisor Leonard commented that he is resigning as an advisor to the committee and the August 10, 2022 meeting will be his last.

16. Date of Next Meeting: August 10, 2022

17. Adjournment

The meeting was adjourned at 12:45 p.m.



Egon Garthoffner, Chair

Egon Garthoffner, Chair
Guy West, Staff Officer
Telephone: 949-268-2380



OPEN MEETING

**THE GOLDEN RAIN FOUNDATION
REPORT OF THE CLUBHOUSE RENOVATION AD HOC COMMITTEE***

**Friday, June 24, 2022 at 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room & Virtual with Zoom**

MEMBERS PRESENT: Egon Garthoffner, Cush Bhada, Gan Mukhopadhyay, Deborah Dotson, John Frankel, Diane Casey, Ralph Engdahl, Reza Karimi

MEMBERS ABSENT: Pat English

OTHERS PRESENT: **GRF:** Bunny Carpenter, Juanita Skillman

STAFF PRESENT: Guy West - Projects Division Manager, Manuel Gomez - Maintenance & Construction Director, Brian Gruner - Recreation and Special Events Director, Rodger Richter - Projects Manager, Laurie Chavarria, Sr. Management Analyst, Sandra Spencer - Administrative Assistant

1. Call to Order

Chair Garthoffner called the meeting to order at 9:30 a.m.

2. Acknowledgment of Media

Chair Garthoffner noted that the meeting was broadcasting on Granicus and Zoom and was being recorded.

3. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

4. Approval of Meeting Report for January 28, 2022

Hearing no objection, the meeting report was approved.

5. Chair's Remarks

Chair Garthoffner stated he would comment on each item.

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

- A member commented on the condition of the archery range and that the swamp cooler was not working.
- A member commented that she has asked staff to repair the HVAC system at the archery range on several occasions.

Staff was directed to address the issue.

7. Department Head Update

Mr. West reported on the progress of the Performing Arts Center (PAC) via a PowerPoint Presentation. All rooms finished except the kitchen flooring due to a delay in receiving the tile flooring. The work is expected to be complete two weeks after the tile arrives.

Items for Discussion:

8. Clubhouse/PAC 3 Restroom Beautification (Verbal Discussion)

Mr. West provided a PowerPoint presentation showing the current conditions in CH3 and the upgraded restrooms at CH2 for comparison. Discussion ensued regarding suggested features to replace; meeting ADA guidelines; how to address the temporary closure of the restrooms during upgrades; consideration of waterless/low flow urinals; automation of doors and other features; height of toilets; inclusion of cabinet replacement; and to wait until all materials are on site before beginning work.

Mr. West answered questions from the committee.

Staff was directed to add this project to the scope of work for the interior designer selected for CH1.

9. On-Going Beautification of Clubhouses (Verbal Discussion)

Chair Garthoffner offered photos of sample automated doors to suggest as an option when deciding on features for the beautification of CH 1.

Items for Future Agendas:

- CH1 - Shuffleboard/Archery Building

Concluding Business:

10. Committee Member Comments

Director Bhada inquired on the timeline for the work to begin on CH 1.

11. Date of Next Meeting: TBD

12. Recess – The meeting was recessed at 10:10 a.m.


Egon Garthoffner, Chair

Egon Garthoffner, Chair
Guy West, Staff Officer
949-268-2380

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**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
MEDIA AND COMMUNICATIONS COMMITTEE**

**Monday, July 18, 2022 – 1:30 p.m.
Board Room / Virtual Hybrid Meeting**

REPORT

Members Present: Chair Joan Milliman; Directors Neda Ardani, Maggie Blackwell, James Cook, Annie McCary, Juanita Skillman; Advisors Theresa Frost, Lynn Jarrett, Tom Nash, Carmen Pacella, Lucy Parker

Members Absent: Director Ryna Rothberg

Others Present: Elsie Addington, Egon Garthoffner

Staff Present: Eileen Paulin, Elizabeth Cortez

1. Call to Order

Meeting was called to order at 1:32 p.m. and a quorum was established by Chair Milliman.

2. Acknowledgement of Media

None present.

3. Approval of Agenda

Approved by unanimous consent.

4. Approval of Report for June 20, 2022

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman welcomed everyone in attendance.

6. Member Comments

Ms. Mary Wall asked the difference between Broadband Services and Channel 6, and about franchise tax fees. Ms. Paulin answered that Channel 6 is our community television channel and Broadband Services includes the cable and internet system and infrastructure. Ms. Paulin confirmed that we do pay a franchise tax fee. A discussion ensued.

Mr. Larry Irion asked about adding a sports channel so residents can watch baseball. Chair Milliman discussed streaming services. A discussion ensued.

Items for Discussion

7. Media and Communications Report – Eileen Paulin

Ms. Paulin discussed media and communications messaging regarding:

- The June/July 2022 Village Breeze

- Club, Fourth of July and Equestrian Center events
- Water use and her visit to El Toro Water District
- Organic waste recycling and clipping pickup service
- New resident orientations and docent tours

8. Website Ad Hoc Committee – Eileen Paulin

Ms. Paulin stated that the Website Ad Hoc Committee met on July 6 with the goal to finalize and send out an RFP. The department is receiving feedback from VMS employees who were surveyed about the website and meeting the needs of end users. The feedback will be shared at the August 10 meeting.

9. Broadband Services Report – Eileen Paulin

Ms. Paulin reported on

- Subscriber counts
- Meeting attendance
- Programming fees

The Broadband Group will give a final report including budget. Director McCary asked about service disruptions to which Ms. Paulin stated there would not be service disruptions.

Director Cook stated the trend of higher internet speeds suggests that the transition to streaming might be occurring on its own. Ms. Paulin stated the next step is to get the fiber from the vault to the unit. A discussion ensued.

Ms. Paulin mentioned she will play the recording of the meeting with The Broadband Group for the Broadband Ad Hoc Committee as it is a good overview of the trends and technology.

Advisor Parker asked about the Village Television YouTube Channel, which can be found at <https://www.youtube.com/c/VillageTelevision> and is not the same as YouTube TV, a paid service. The Village Television YouTube Channel is free and shows aired programs on demand.

Director Skillman mentioned residents are having technical difficulties with CBS, but she is able to get the programming through streaming service. Ms. Paulin stated this is an issue with CBS, which is working on the problem.

Items for Future Agendas

None discussed.

Concluding Business

Committee Member Comments

Advisor Pacella stated the meeting was informative and he looks forward to The Broadband Group report.

Director Ardani and Advisor Frost commended the meeting.

Director Parker mentioned the CBS technical issue and that it's a relief to know it's not a problem with her TiVo.

Advisor Jarrett mentioned she is surprised to see on the iContact Report that people unsubscribe from the "What's Up in the Village" email blast. Ms. Paulin mentioned that most are people who move away and realtors.

Director Blackwell stated she sent in two articles to the Village Breeze and they came back to her transformed in print as phenomenal articles with more information than she put in. Great job! It looked like there were many hands working on this.

Director Skillman mentioned realtors who come to the library and pick up copies of the Village Breeze

to give out to prospective residents. She also hands out a library brochure. The Globe gives the library 10 extra copies of each edition. The editions are available for free after one week.

Ms. Paulin mentioned the Third Communications Committee had a good meeting last week.

Chair Milliman thanked everyone and stated the Broadband Ad Hoc Committee and Website Ad Hoc Committee meetings are coming up soon.

Date of Next Meeting – Monday, August 15, 2022, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 2:22 p.m.

p.p. Joan Milliman / SLM
Joan Milliman, Chair
Media and Communications Committee

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OPEN MEETING

**REPORT OF REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
MOBILITY AND VEHICLES COMMITTEE**

**Wednesday, June 1, 2022 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637**

MEMBERS PRESENT: Don Tibbetts (Chair), Egon Garthoffner, Maggie Blackwell, Jim Cook, Cush Bhada, Margaret Bennett, Pearl Lee

ADVISORS:

MEMBERS ABSENT:

OTHERS PRESENT: Elsie Addington, Joan Milliman

STAFF PRESENT: Robert Carroll, Francisco Perez, Liz Cortez

1. Call to Order

Chair Tibbetts called the meeting to order at 1:45 p.m.

2. Acknowledgment of Media

No media was present.

3. Approval of the Agenda

Agenda was approved by acclamation.

4. Approval of Meeting Report for

The regular meeting report of April 6, 2022 was approved by acclamation.

5. Chair's Remarks

Chair Tibbetts proposed discussion on implementing committee meetings in person only. Chair Tibbetts concluded committee meetings will continue to be conducted as hybrid.

6. Member Comments (Items Not on the Agenda)

Rhoda Lindner – commented on the current Age Well proposal.

7. Response to Member Comments

Chair Tibbetts responded to the member.

Reports

8. Director's Report

Staff provided the committee with a current overview of the Laguna Woods Village Transportation ridership for the Fixed-Route, Journey and BOOST transportation programs.

Staff also provided a map of Laguna Woods Transportation boundaries. Staff is following guidance from County/State mandates for mask requirements in public Transportation as it relates to COVID-19 restrictions.

The committee was provided with a delivery update of the vehicles per the 2021 capital approved purchases. The delay of new vehicle deliveries is a result of a worldwide chip shortage and supply change issues. In addition, staff provided to the committee the 2022 capital vehicle list.

Staff provided an update on the topic of purchasing used vehicles for cost savings. Staff will look into whether or not a policy is needed for this to occur and provide an update at future meetings.

Staff will begin fleet right-sizing discussions with department directors to review right-sizing opportunities for their current GRF fleet.

Items for Discussion

None

Items for Future Agendas:

Alternative Fuel Vehicles

Concluding Business:

Committee Member Comments:

None

Date of Next Meeting – Wednesday August 3, 2022 at 1:30 p.m.

Adjournment:

The meeting was adjourned at 2:18 p.m.


Don Tibbetts (Jun 30, 2022 09:57 PDT)



REPORT OF THE REGULAR MEETING OF THE
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS
SECURITY AND COMMUNITY ACCESS COMMITTEE

The Regular Meeting of the Security and Community Access Committee was held on Monday, June 27, 2022 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Don Tibbetts, Sue Stephens, Maggie Blackwell, Craig Wayne, Anthony Liberatore (Alternate for Reza Karimi)

OTHERS PRESENT: Bunny Carpenter, Elsie Addington, Juanita Skillman, Egon Garthoffner

STAFF PRESENT: Eric Nuñez, Tom Siviglia, Jayanna Abolmoloki

CALL TO ORDER

Don Tibbetts, Chair, called the meeting to order at 1:37 p.m.

ACKNOWLEDGEMENT OF PRESS

Media was not present.

APPROVAL OF AGENDA

By way of consensus, the Committee approved the agenda with requested changes that effected the order in which reports were discussed.

APPROVAL OF MEETING REPORT

By way of consensus, the Committee approved the April 25, 2022 meeting report.

CHAIRMAN'S REMARKS

Chair Tibbetts mentioned that there were three letters published in the globe the previous week that were opposed to the solar powered flashing stop-sign installations.

MEMBER COMMENTS

Multiple members made comments and asked questions.

Topics included:

- Speeding on Via Mariposa toward Gate 4
- Gate access and entry issues
- Vehicle access in cul-de-sac 217

RESPONSE TO MEMBER COMMENTS

Mr. Nuñez stated that staff would look into the speeding issue and report back at the next committee meeting.

REPORTS

Disaster Preparedness Task Force Report

Chief Nuñez stated that the last Disaster Preparedness Task Force committee meeting was cancelled due to Finance needing to use the board room at that time. However, Chief Nuñez did meet with Judith Troutman and received information regarding the task force.

RV Update

Mr. Nuñez stated that the paving project in RV Lot B will begin on June 29, 2022.

Security Statistics

Mr. Nuñez explained the statistics provided within the agenda packet. Members made comments and asked questions.

ITEMS FOR DISCUSSION AND CONSIDERATION

Pedestrian Gates Verbal Presentation

Mr. Nuñez provided this presentation verbally. Members made comments and asked questions.

Calle Sonora Parking Permit Addendum to GRF Traffic Rules and Regulations Staff Report

Mr. Nuñez paraphrased the staff report. Members made comments and asked questions. A motion was made for the staff report to be escalated to the GRF Board. By unanimous consent, the motion was approved.

“No Bicycle” Signs at Aliso Creek Park Staff Report

Mr. Siviglia paraphrased the staff report. Members made comments and asked questions. A motion was made for the staff report to be escalated to the GRF Board. By unanimous consent, the motion was approved.

Gate 1 Westside Fence Extension Discussion

Mr. Siviglia directed the committee’s attention toward the attachment in the packet relating to this topic. Members made comments and asked questions. By unanimous consent, the committee requested that staff return with a financial analysis.

ITEMS FOR FUTURE AGENDAS

Gate 1 Westside Fence Extension Financial Analysis


CONCLUDING BUSINESS

DATE OF THE NEXT MEETING

The next meeting is scheduled for Monday, August 29, at 1:30 p.m. in a hybrid meeting on Zoom, and in the Board Room in the Laguna Woods Village Community Center.

ADJOURNMENT

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 2:57 p.m.

 Jun 29, 2022
Don Tibbetts (Jun 29, 2022 16:43 PDT)

Don Tibbetts, Chair

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