



## **OPEN MEETING**

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

**Tuesday, March 14, 2023 - 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*

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- 1. Call to Order / Establish Quorum – President Ross**
- 2. Pledge of Allegiance to the Flag – Director Asgari**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
  - a. February 14, 2023 – Regular Open Session
  - b. February 23, 2023 – Agenda Prep Meeting
  - c. February 24, 2023 – Special Open 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](mailto:meeting@vmsinc.org) to have your message read during the Open Forum.*
- 8. Responses to Open Forum Speakers**
  - a. Response to open forum speakers
  - b. Response to past open forum speakers – Director Achrekar
- 9. VMS Board Update – None**
- 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 months of January 2023, such review is hereby ratified.
- b. **Recommendation from the Landscape Committee - None**
- c. **Recommendation from the Architectural Control and Standards Committee – None**
- d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in February 2023, and such review is hereby ratified. (CHECK LIST)
- e. **Recommendation from the Finance Committee - None**

**12. Unfinished Business**

- a. Update United Committee Assignments
- b. Entertain a Motion to Approve the Revision to Architectural Standard 35: Solar Panels, 1 Story Buildings, and Buildings with Unshared Roof Space **(February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**
- c. Entertain a Motion to Approve the Revision to Architectural Standard 42: Solar Panels, 2 Story Buildings with Flat Roofs **(February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**
- d. Entertain a Motion to Amend the United Anti-Harassment Policy **(February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

**13. New Business**

- a. Town Halls – (Oral Discussion)
- b. Entertain a Motion to Deny Reimbursement Request From 707-G
- c. Entertain a Motion to Adopt 2023 United Investment Policy **(March initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

- d. Entertain a Motion to Approve Treasury Bill Investments
- e. Entertain a Motion to Approve Temporary Borrowing Policy

**14. Director Comments (Two minutes per director)**

**15. Committee Reports**

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on February 28, 2023; next meeting March 28, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Treasurer's Report – March
  - (2) United Finance Committee Report – February
  - (3) Resales/Leasing Reports – February
  - (4) Report of the Investment Ad Hoc Committee – Director Asgari. The Committee met on February 23, 2023; next meeting TBA.
  - (5) Report of the Private Loan Research Ad Hoc Committee – Director Asgari. The Ad Hoc Committee met on March 9, 2023; next meeting TBA.
- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The Committee met on January 19, 2023; next meeting April 20, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of Member Hearings Committee – Director Lee. The Committee met on; March 9, 2023; next meeting April 13, 2023, 9:00 a.m. in the Sycamore Room and as a virtual meeting.
- d. Report of the Governing Documents Review Committee – Director Blackwell. The Committee met on February 16, 2023; next meeting March 16, 2023, 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the Landscape Committee – Director Casey. The Committee met on February 24, 2023; next meeting March 27, 2023, 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – President Ross. The Committee met on February 22, 2023; next meeting April 26, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- g. Report of the United Resident Advisory Committee – Director Liberatore. The committee met on March 9, 2023; next meeting April 13, 2023, 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 February 15, 2023; next meeting April 19, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.

- b. Report of the Community Activities Committee – Director Casey. The committee met on March 9, 2023; next meeting April 13, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the GRF Landscape Committee – Director Casey. The committee met on February 8, 2023; next meeting May 10, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the GRF Maintenance & Construction Committee – Director Simon. The committee met on December 14, 2022; next meeting April 12, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
  - (1) Clubhouse (Facilities) Ad Hoc Committee – Director Simon. The Ad Hoc Committee met March 6, 2023; next meeting March 15, 2023, at 1:30 p.m. in the Board Room.
- e. Report of the Media and Communication Committee – Director Casey. The committee met on February 22, 2023; next meeting March 20, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Website Ad-Hoc Committee – Director Asgari. The committee met on February 8, 2023; next meeting TBA.
  - (2) Broadband Ad Hoc Committee – Director Casey. The committee met on January 24, 2023; next meeting March 20, 2023, at 3 p.m. in the Sycamore Room
- f. Report of the Mobility and Vehicles Committee – Director Asgari. The Committee met on March 2, 2023; next meeting April 5, 2023, at 1:30 p.m. in the Board Room.
- g. Report of the Security and Community Access Committee – Director Blackwell. The Committee met on February 27, 2023; next meeting April 24, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- h. Laguna Woods Village Traffic Hearings – Director Achrekar. The Traffic Hearings were held on January 18, 2023; next hearings on March 15, 2023, at 9:00 a.m. in the Board Room.
- i. Report of the Disaster Preparedness Task Force – Director Liberatore. The Task Force met on January 31, 2023; next meeting March 28, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- j. Report of the Information Technology Advisory Committee – Director Casey. The Committee met on February 24, 2023; next meeting TBA.
- k. Report of the Compliance Ad Hoc Committee – Director Blackwell. The Committee met on March 8, 2023; next meeting TBA.

**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.*

13c. Adopt 2023 United Investment Policy

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

**CLOSED SESSION NOTICE AND AGENDA**

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) February 14, 2023 – Regular Closed Session*

*Discuss and Consider Member Disciplinary Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Legal and Litigation Matters*

- 19. Adjourn**

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**OPEN MEETING**

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

**Tuesday, February 14, 2023 - 9:30 a.m.  
Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

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Directors Present: Lenny Ross, Thomas Tuning, Anthony Liberatore Diane Casey, Maggie Blackwell, Azar Asgari, Alison Bok, Cash Achrekar, Pearl Lee, Mary Simon

Directors Absent: None

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Paul Nguyen, Carlos Rojas, Robert Carroll, Steve Hormuth, Bart Mejia, Blessilda Wright, Susan McInerney, Eileen Paulin

Others Present: GRF: None  
Third: None  
VMS: Norman Kahn

**1. Call Meeting to Order/Establish Quorum**

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

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

## **5. Approval of Minutes**

- a. January 10, 2023 – Regular Open Session
- b. January 26, 2023 – Agenda Prep Meeting

Hearing no objections, the meeting minutes were approved by unanimous consent.

## **6. Report of the Chair**

President Ross commented on the following items:

- Welcomed everyone to the meeting, and encouraged continued resident attendance.
- Two available vacant positions; One vacancy position for a United Representative on the VMS Board, and One vacancy position for a United Director position.
- United Mutual has successfully saved money by changing Investments and Financial Advisors.
- Building E Update – Employees will be moved to a new rental office space, to allow for a healthier work environment.

Director Achrekar entered the meeting at 9:37 a.m.

## **7. Presentation: Discussion of Social Services – (Oral Discussion)**

Susan McInerney, Manager, Social Services, provided an oral presentation on Social Services.

The following topics were discussed:

- Social Services Mission
- The Team (5 social workers, social work graduate level interns, administrative supervisor, administrative specialist)
- Services provided (assessments, resources and referrals, support groups, counseling services, social isolation prevention, cognitive health program, educational seminars, and short-/long-term care planning)
- How residents are connected to the services (self-referral, family, neighbors, doctors, adult protective services, OCSC, and other VMS departments)
- Social Services Statistics
- The Foundation of Laguna Woods Village
- Cognitive Behavioral Therapy Program for Later-Life Depression
- Partnership with Council on Aging Southern California
- UCI Division Geriatric Medicine and Gerontology Collaboration
- Mobility and Stability Monthly Fall Prevention Classes

Ms. McInerney answered questions from the Board.



## **8. Open Forum (Three Minutes per Speaker)**

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

The following members made comments:

- A member commented on items that the Board can improve on, and wished the Board a Happy Valentine's Day.
- A member commented on and provided updates regarding the Foundation of Laguna Woods Village.
- A member commented on how to improve services and reduce association dues.
- A member inquired regarding the CD ladder status.
- A member commented on the challenges it is for older single women to live in the Village.
- A member commented on issues regarding the occupancy agreement.

## **9. Responses to Open Forum Speakers**

### **a. Response to Open Forum Speakers**

- Director Asgari provided a response regarding the CD Ladder status.

### **b. Response to Past Open Forum Speakers – Anthony Liberatore**

- Director Liberatore commented on the responses to the previous Open Forum Speakers from the January board meeting, and advised on updates.

## **10. VMS Board Update**

VMS Director Kahn provided an update on the following items:

- Not many updates, as the Board has been seating new directors and bringing them up-to-date.
- Staffing is a continued focus for the VMS Board.

VMS Director Kahn answered questions and discussion ensued among the Board.

## **11. CEO Report**

CEO Siobhan Foster discussed the following items:

- Budget Calendar – 2024 Milestones
- Strategic Plan Update – Late January, the VMS Board, executive staff, and United, GRF, and Third board members met to update the VMS Strategic plan. The process included:
  - A SWOT Analysis
  - Refinement of the mission and value statements
  - Affirmation of 3-year goals
  - Establishment of 6-month strategic objectives to support goals
- Thanking the Laguna Woods Art Association for the newly installed 2023 exhibit and sharing their talents with the community. More than 150 pieces of artwork are displayed along the first and third floor hallways and alcoves of the Community Center.

CEO Foster answered questions from the board.

## **12. Consent Calendar**

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

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

**b. Recommendation from the Landscape Committee**

- (1) Recommendation to Deny Off-Schedule Tree Trimming Request: 818-O Via Alhambra – One Magnolia Tree

**RESOLUTION 01-23-02**

**Deny Off-Schedule Trimming of One Magnolia Tree  
818-O Via Alhambra**

**WHEREAS**, on January 23, 2023, the Landscape Committee reviewed a request for the off-schedule trimming of one Magnolia tree received from the Member at 818-O, who cited the reasons as lack of sunlight; and

**WHEREAS**, staff inspected the condition of the tree and found the tree to be in good health with an open canopy; and

**WHEREAS**, the committee is recommending to accept Staff's recommendation to deny the off-schedule trimming of the tree and maintain the scheduled trimming in 2024;

**NOW THEREFORE BE IT RESOLVED**, February 14, 2023, the Board of Directors denies the off-schedule trimming of the tree at 818-O and maintains the scheduled trimming of the tree in 2024; 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: 2077-D Via Mariposa East – One Chinese Elm Tree

**RESOLUTION 01-23-03**

**Deny Removal of Chinese Elm Tree  
2077-D Ronda Granada**

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

- a. 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.
- b. Trees should not be removed because of view obstruction.
- c. Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- d. 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 January 23, 2023, the Landscape Committee reviewed a request from the Member at 2077-D, to remove one Chinese Elm tree, the reasons cited are overgrown, poor condition, and structural damage; and

**WHEREAS**, staff inspected the condition of the tree and found the tree to be in fair 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 Chinese Elm tree located at 2077-D Ronda Granada;

**NOW THEREFORE BE IT RESOLVED**, February 14, 2023, the Board of Directors denies the request for the removal of one Chinese Elm tree located at 2077-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.

- c. **Recommendation from the Architectural Control and Standards Committee**  
- None
- d. **Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in November 2022, and such review is hereby ratified.**
- e. **Recommendation from the Finance Committee**
  - (1) Approve a Resolution for Recording a Lien against Member ID # 947-385-22

## **RESOLUTION 01-23-04**

### **Recording of a Lien**

**WHEREAS**, Member ID 947-385-22; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

**WHEREAS**, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

**NOW THEREFORE BE IT RESOLVED**, February 14, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-385-22 and;

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

Director Asgari made a motion to approve the Consent Calendar. Director Casey seconded.

Hearing no changes or objections, the Consent Calendar was approved unanimously.

## **13. Unfinished Business**

### **a. Update Committee Assignments**

## **RESOLUTION 01-23-05**

### **United Laguna Woods Mutual Committee Appointments**

**RESOLVED**, February 14, 2023, that the following persons are hereby appointed to serve the Corporation in the following capacities:

#### **Architectural Controls and Standards Committee**

Anthony Liberatore (Chair)

Maggie Blackwell

~~Alison Bek~~

Mary Simon

**Finance Committee**

Azar Asgari, Chair

Thomas Tuning

~~Mary Simon~~

Alison Bok

**Governing Documents Review Committee**

Maggie Blackwell (Chair)

~~Mary Simon~~

Diane Casey

Azar Asgari

**Landscape Committee**

Diane Casey (Chair)

Lenny Ross

Anthony Liberatore

**Landscape Tree Ad Hoc**

Diane Casey (Chair)

**Maintenance and Construction Committee**

~~Reza Bastani (Chair)~~ (Lenny Ross ~~—temporarily~~) (Chair)

Pearl Lee

Mary Simon

~~Lenny Ross~~

Alison Bok

**Members Hearing Committee**

Pearl Lee (Chair)

Thomas Tuning

Alison Bok

**New Resident Orientation**

Maggie Blackwell

Cash Achrekar (Chair)

Pearl Lee

**Resident Advisory Committee**

Anthony Liberatore (Chair)

Pearl Lee

Cash Achrekar

**Investment Ad Hoc Committee**

Azar Asgari, Chair

**Loan Ad Hoc Committee**

Azar Asgari (Chair)

**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 01-22-83, adopted December 13, 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 01-23-06**

##### **Golden Rain Foundation Committee Appointments**

**RESOLVED**, February 14, 2023, 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**

Mary Simon

Reza Bastani (Lenny Ross temporary)

##### **GRF Community Activities Committee**

Diane Casey

Pearl Lee

##### **GRF Finance**

Azar Asgari

Thomas Tuning

##### **GRF Landscape Committee**

Diane Casey

Lenny Ross

##### **GRF Maintenance & Construction**

Reza Bastani

Lenny Ross

Mary Simon

~~Alison Bok~~

**Clubhouses & Facilities Renovation Ad Hoc Committee**

~~Reza Bastani (Alison Bok Temporary)~~

Anthony Liberatore

Mary Simon

**GRF Media and Communications Committee**

Maggie Blackwell

~~Anthony Liberatore~~

Mary Simon

**GRF Mobility and Vehicles Committee**

Azar Asgari

Alison Bok

**GRF Security and Community Access**

Maggie Blackwell

Cash Achrekar

**Disaster Preparedness Task Force**

Anthony Liberatore

~~Alison Bok~~

Cash Achrekar

**Laguna Woods Village Traffic Hearings**

Cash Achrekar

Pearl Lee

**Purchasing Ad Hoc Committee**

Thomas Tuning

Lenny Ross

**Information Technology Advisory Committee**

Diane Casey

Mary Simon

~~Thomas Tuning~~

**Broadband Ad Hoc Committee**

Diane Casey

~~Maggie Blackwell~~

Alison Bok

**Insurance Ad Hoc Committee**

~~Anthony Liberatore~~

~~Lenny Ross~~

**Website Ad Hoc Committee**

Anthony Liberatore  
Azar Asgari

**Compliance Ad Hoc Committee**

Maggie Blackwell  
Pearl Lee

**RESOLVED FURTHER**, that Resolution 01-22-82, adopted December 13, 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 Asgari made a motion to approve Resolution 01-23-05 and Resolution 01-23-06. President Ross seconded.

Discussion ensued among the board.

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

- b. Entertain a Motion to Rescind Resolution 01-22-73: Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Formation of Joint Hearing Body**

**RESOLUTION 01-23-07**

**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") adopted the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy ("Policy") was 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**, the Board elected not to adopt an amended Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee; and

**NOW THEREFORE BE IT RESOLVED**; February 14, 2023, that the Board of Directors of this Corporation hereby rescinds Resolution 01-22-73, Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the



Joint Hearing Body Committee adopted November 8, 2022; 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 Asgari made a motion to approve Resolution 01-23-07. Director Tuning seconded.

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

**14. New Business**

**e. Town Halls – (Oral Discussion)**

Director Casey provided updates regarding the Town Hall meeting that occurred on January 13, 2023.

Director Asgari provided updates regarding the Town Hall meeting that occurred on February 10, 2023.

Director Blackwell commented on what will be discussed on the agenda for the Town Hall Meeting on Friday, March 10, 2023.

**b. Entertain a Motion to Approve Supplemental Appropriation for United Turf Reduction Projects**

**RESOLUTION 01-23-08**

**Supplemental Appropriation for Turf  
Reduction**

**WHEREAS**, the 2022 Business Plan allocated \$388,294 for turf reduction and replacement of high water use plant material; and

**WHEREAS**, the United Landscape Committee directed staff to develop turf removal locations and strategies; and

**WHEREAS**, as a result of the extended design time frames, the budgeted funds for turf reduction for Fiscal Year 2022 were not fully expended, with a balance of \$189,480;

**NOW THEREFORE BE IT RESOLVED**, on February 14, 2023, that the

Board of Directors of this Corporation hereby authorizes a supplemental appropriation of \$189,480 to complete the Turf Removal Projects budgeted in Fiscal Year 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.

Director Casey made a motion to approve Resolution 01-23-08. Director Bok seconded.

Hearing no changes or objections, the motion was called to a vote and passed 9-0-1. Director Achrekar abstained.

**c. Entertain a Motion to Approve Supplemental Appropriation for Shepherd's Crook Installation**

**RESOLUTION 01-23-09**

**Supplemental Appropriation  
for Shepherd's Crook  
Installation**

**WHEREAS**, in May 2017, the City of Laguna Woods issued CUP-1135 governing the replacement of barbed-wire fencing with Shepherd's Crook fence; and

**WHEREAS**, The 2023 Business Plan approved by the United Board allocates \$35,000, from the Reserve Fund to install approximately 300 linear feet of Shepherd's Crook fencing along El Toro Road; and

**WHEREAS**, on December 28, 2022 and on January 31, 2023, the United M&C and Finance Committees endorsed a recommendation for a supplemental appropriation in the amount of \$40,000 to install an additional 400 linear feet of Shepherd's Crook along El Toro Road, east of Gate 1;

**NOW THEREFORE BE IT RESOLVED**, on February 14, 2023, the Board of Directors of this Corporation hereby authorizes a supplemental appropriation in the amount of \$40,000 to be funded from the Reserve Fund; and

**RESOLVED FURTHER**, a supplemental appropriation is authorized from the Reserve Fund in the amount of \$40,000 to be used for this project; 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 Asgari made a motion to approve Resolution 01-23-09. Director Tuning seconded.

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

**d. Entertain a Motion to Approve Exclusive Use Agreement for Common Area Parking for 901-Q**

Director Tuning made a motion to approve Exclusive Use Agreement for Common Area Parking for 901-Q. Director Asgari seconded.

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

**e. Entertain a Motion to Approve the Revision to Architectural Standard 35: Solar Panels, 1 Story Buildings, and Buildings with Unshared Roof Space (February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

**RESOLUTION 01-23-XX**

**Alteration Standard, Section 35:**

**Solar Panels, 1 Story Buildings and Buildings**

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

**WHEREAS**, the Board recognizes the need to revise Standard 35 - Solar Panels, 1 Story Buildings;

**NOW THEREFORE BE IT RESOLVED**, March 14, 2023 that the Board hereby adopts Standard 35 - Solar Panels, 1 Story Buildings as attached to the official meeting minutes; and

**RESOLVED FURTHER**, that Resolution 01-08-61 adopted April 8, 2008, is hereby superseded in its entirety and no longer in effect; and

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

is to be applied at the time an application is approved; and

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

**RESOLVED FURTHER**, the Mutual Consent processing time for Solar Panel installation requests is to be completed within 45 days from receipt of a complete application; 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.

### **RESOLUTION 01-23-XX**

#### **Solar Application Processing Fee**

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

**WHEREAS**, in order to offset a portion of the administrative costs associated with processing variance requests, which is often followed by multiple resubmittals, and can be followed by an appeal to the Board in accordance with Resolution 01-20-27; and

**WHEREAS**, the following revisions are approved: 1) The Solar Installation Application Fee is revised to \$223; and

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

**NOW THEREFORE BE IT RESOLVED**, March 14, 2023, to partially offset administrative costs associated with processing alteration and variance requests, the Board of Directors of this Corporation hereby revise the alteration and inspection fees as attached to the official minutes of this meeting and the new Alteration Fee Schedule will be adopted; and

**RESOLVED FURTHER**, that Resolution 01-19-22 adopted February 12, 2019 is hereby superseded and canceled; and

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

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

Maintenance and Construction Assistant Director, Bart Mejia, provided a presentation regarding this item, and answered questions from the Board

There being no objections, the motion was approved unanimously. (FEBRUARY Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

- f. **Entertain a Motion to Approve the Revision to Architectural Standard 42: Solar Panels, 2 Story Buildings with Flat Roofs (February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

#### **RESOLUTION 01-23-XX**

##### **Alteration Standard, Section 42: Solar Panels, 2 Story Buildings**

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

**WHEREAS**, the Board recognizes the need to revise Standard 42 - Solar Panels, 2 Story Buildings;

**NOW THEREFORE BE IT RESOLVED**, March 14, 2023 that the Board hereby adopts Standard 42 - Solar Panels, 2 Story Buildings as attached to the official meeting minutes; and

**RESOLVED FURTHER**, that Resolution 01-14-130 adopted October 23, 2014, is hereby superseded in its entirety and no longer in effect; and

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

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

**RESOLVED FURTHER**, the Mutual Consent processing time for Solar Panel installation requests is to be completed within 45 days from receipt of a complete application; 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.

**RESOLUTION 01-23-XX**

**Solar Application Processing Fee**

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

**WHEREAS**, in order to offset a portion of the administrative costs associated with processing variance requests, which is often followed by multiple resubmittals, and can be followed by an appeal to the Board in accordance with Resolution 01-20-27 and

**WHEREAS**, the following revisions are approved: 1) The Solar Installation Application Fee is revised to \$223; and

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

**NOW THEREFORE BE IT RESOLVED**, March 14, 2023, to partially offset administrative costs associated with processing alteration and variance requests, the Board of Directors of this Corporation hereby revise the alteration and inspection fees as attached to the official minutes of this meeting and the new Alteration Fee Schedule will be adopted; and

**RESOLVED FURTHER**, that Resolution 01-19-22 adopted February 12, 2019 is hereby superseded and canceled; and

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

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

Maintenance and Construction Assistant Director, Bart Mejia, provided a presentation regarding this item, and answered questions from the Board

There being no objections, the motion was approved unanimously. (FEBRUARY Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

**g. Entertain a Motion to Amend the United Anti-Harassment Policy**

**(February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

**RESOLUTION 01-23-XX**

**Amend the United Anti-Harassment Policy**

**WHEREAS**, the United Laguna Woods Mutual Board of Directors, has recognized the need to amend the Harassment Policy to set forth guidelines for harassment complaints received by the Board;

**NOW THEREFORE BE IT RESOLVED**, March XX, 2023, that the Board of Directors of this Corporation hereby adopt the amended Harassment Policy, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 01-18-102, adopted September 28, 2018, is hereby superseded and cancelled; and

**RESOLVED FURTHER**, that the officers and agenda 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 Tuning seconded the motion.

There being no objections, the motion was approved unanimously. (FEBRUARY Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

**h. Private Loan Research Ad Hoc Committee Appointments**

Director Asgari provided updates regarding the Private Loan Research Ad Hoc Committee, and requested approval to add the following members to the committee:

- Eric Carlson
- Richard Lapoint
- Robert Tucker
- Ken Benson

Director Achrekar made a motion to authorize the above members to serve on the Committee. Director Bok seconded.

Hearing no changes or objections, the motion was called to a vote and passed 8-1-1. Director Liberatore opposed. Director Lee abstained.

**15. Director Comments (Two minutes per director)**

- Director Asgari reminded the Directors to act with a professional manner at these meetings.
- Director Casey commented on how Directors should not be interrupting each other.
- Director Lee commented the importance of making the building numbers more visible to the eye, additionally to have some more brightening of building colors to the village.

**16. Committee Reports**

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on January 31, 2023; next meeting February 28, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Treasurer’s Report – February
  - (2) United Finance Committee Report – January
  - (3) Resales/Leasing Reports – January
  - (4) Report of the Investment Ad Hoc Committee – Director Asgari. The Committee met on February 9, 2023; next meeting TBA.
  - (5) Report of the Loan Ad Hoc Committee – Director Asgari. Next meeting TBA.
- b. Report of the Architectural Controls and Standards Committee – Director Blackwell. The Committee met on January 19, 2023; next meeting March 16, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of Member Hearings Committee – Director Lee. The Committee met on; January 12, 2023; next meeting February 9, 2023, 9:00 a.m. in the Sycamore Room and as a virtual meeting.
- d. Report of the Governing Documents Review Committee – Director Blackwell. The Committee met on January 19, 2023; next meeting February 16, 2023, 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 January 23, 2023; next meeting February 27, 2023, 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – Director Bastani. The Committee met on December 28, 2022; next meeting February 22, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- g. Report of the United Resident Advisory Committee – Director Liberatore. The committee met on February 9, 2023; next meeting March 9, 2023, at 4:00 p.m. in the Elm Room and as a virtual meeting.



## **17. GRF Committee Highlights**

- a. Report of the GRF Finance Committee – Director Asgari. The committee met on December 21, 2022; next meeting February 15, 2023, 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 October 3, 2022; next meeting TBA.
- c. Report of the Community Activities Committee – Director Casey. The committee met on January 12, 2023; next meeting March 9, 2023, 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 December 14, 2022; next meeting February 8, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the GRF Maintenance & Construction Committee – Director Simon. The committee met on December 14, 2022; next meeting April 12, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
  - (1) Clubhouse (Facilities) Ad Hoc Committee – Director Simon. The Ad Hoc Committee met January 24, 2023; next meeting TBA.
- f. Report of the Media and Communication Committee – Director Blackwell. The committee met on January 16, 2023; next meeting February 22, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Website Ad-Hoc Committee – Director Liberatore. The committee met on February 8, 2023; Next meeting TBA
  - (2) Broadband Ad Hoc Committee – Director Casey. The committee met on January 24, 2023; next meeting TBA.
- g. Report of the Mobility and Vehicles Committee – Director Asgari. The Committee met on February 1, 2023; next meeting April 5, 2023, at 1:30 p.m. in the Board Room.
- h. Report of the Security and Community Access Committee – Director Blackwell. The Committee met on October 31, 2022; next meeting February 27, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- i. Laguna Woods Village Traffic Hearings – Director Achrekar. The Traffic Hearings were held on January 18, 2023; next hearings on February 15, 2023, at 9:00 a.m. in the Board Room.
- j. Report of the Disaster Preparedness Task Force – Director Liberatore. The Task Force met on January 31, 2023; next meeting March 28, 2023,

at 9:30 a.m. in the Board Room and as a virtual meeting.

- k. Report of the Information Technology Advisory Committee – Director Casey. The Committee met on January 27, 2023; next meeting TBA.
- l. Report of the Compliance Ad Hoc Committee – Director Blackwell. The Committee met on January 27, 2023; next meeting TBA.

#### **18. Future Agenda Items**

- e. Revision to Architectural Standard 35: Solar Panels, 1 Story Buildings, and Buildings with Unshared Roof
- f. Revision to Architectural Standard 42: Solar Panels, 2 Story Buildings with Flat Roofs
- g. Amend the United Anti-Harassment Policy

#### **19. 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 1:13 p.m. into the Closed Session.

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

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) January 10, 2023 – Regular Closed Session*

*Discuss and Consider Member Disciplinary Matters*

*Discuss Personnel Matters*

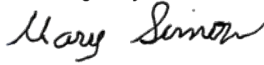
*Discuss and Consider Contractual Matters*

*Discuss and Consider Legal and Litigation Matters*

#### **20. Adjourn**

The meeting was adjourned at 5:10 p.m.

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Mary Simon, Secretary of the Board  
United Laguna Woods Mutual



**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**

**Wednesday, February 23, 2023, at 2:00 p.m.  
24351 El Toro Road, Laguna Woods, California  
WILLOW ROOM/VIRTUAL MEETING**

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

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Directors Present: Anthony Liberatore, Maggie Blackwell, Cash Achrekar, Pearl Lee, Mary Simon, Alison Bok, Azar Asgari, Thomas Tuning

Directors Absent: Lenny Ross, Diane Casey

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

Others Present: None

- 1. Call Meeting to Order / Establish Quorum – First Vice President Tuning**  
First Vice President Tuning called the meeting to order at 2:02 p.m. and established that a quorum was present.
- 2. Approval of the Agenda**  
First Vice President Tuning called for an approval of the agenda.  
  
Hearing no changes or objections, the agenda was approved by consent.
- 3. Discuss and Consider Items for the United Board Regular Meeting (open and closed sessions) on March 14, 2023**  
  
Hearing no changes or objections, the agenda was approved by consent.
- 4. Director Comments**
  - Director Asgari requested a number she can text to staff
- 5. Adjournment**  
First Vice President Tuning adjourned the meeting at 2:31 p.m.

DocuSigned by:

*Mary Simon*

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Mary Simon, Secretary  
United Mutual Laguna Woods



## **SPECIAL OPEN MEETING**

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

**Friday, February 24, 2023 - 2:00 p.m.  
Sycamore Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

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**Directors Present:** Lenny Ross, Anthony Liberatore, Azar Asgari, Thomas Tuning, Diane Casey, Alison Bok, Maggie Blackwell, Pearl Lee, Mary Simon, Cash Achrekar

**Directors Absent:** None

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

**Candidates Present:** Daniel Kenney, Sue Margolis, Richard Rader

**Others Present:** GRF – Elsie Addington, Juanita Skillman

**1. Call Meeting to Order / Establish Quorum**

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

**2. State Purpose of Meeting – President Ross**

President Ross stated the purpose of the meeting.

**3. Approval of the Agenda**

Director Bok made a motion to approve the agenda. Director Tuning seconded.

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

**4. Introduction of United Candidates**

President Ross introduced the United VMS Candidates:

- Daniel Kenney
- Sue Margolis
- Richard Rader

**5. Candidate Opening Statements**

The candidates were given two minutes to give an opening statement.

Directors Blackwell and Lee entered the meeting at 2:03 p.m.

Directors Simon and Achrekar entered the meeting at 2:08 p.m.

**6. Candidate Interviews**

The candidates were given 1-2 minutes to answer questions from the board.

**7. Candidate Closing Statements**

The candidates were given 2 minutes to give a closing statement.

**8. Entertain a Motion to commence Balloting**

Director Bok made a motion to commence balloting. Director Achrekar seconded.

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

**9. Entertain a Motion to Cease Balloting**

Director Tuning made a motion to cease balloting. Director Blackwell seconded.

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

**10. Tabulation of Ballots and Announce Results – Corporate Secretary**

Assistant Corporate Secretary, Paul Nguyen, tabulated the ballots and announced the results.

- Daniel Kenney – 6 votes
- Sue Margolis – 1 vote
- Richard Rader – 3 Votes

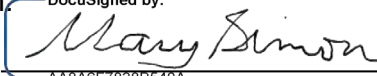
Daniel Kenney was elected to a 3-year term ending in December 2025.

**11. Member Comments - None**

**12. Director Comments - None**

**13. Adjournment**

The meeting was adjourned at 3:10 p.m.

DocuSigned by:  
  
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Mary Simon, Secretary of the Board  
United Laguna Woods Mutual

## Sublease Review Confirmation Checklist

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

The undersigned Board members affirm that they have reviewed select sublease applications for the period ending February 28, 2023.

\_\_\_\_\_ 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 confirm to established rules and regulations.

UNITED LAGUNA WOODS MUTUAL

Signature *Anthony M. Libera*

Print Name Anthony M. Libera

Title DIRECTOR

Date 03/02/2023

UNITED LAGUNA WOODS MUTUAL

Signature \_\_\_\_\_

Print Name Secretary out of state

Title \_\_\_\_\_

Date \_\_\_\_\_

## Membership Trust Transfer Review Confirmation Checklist

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

The undersigned Board members affirm that they have reviewed select membership trust transfer applications for the period ending February 28, 2023.

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

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

UNITED LAGUNA WOODS MUTUAL

Signature Anthony M. Liberatori

Print Name Anthony M. Liberatori

Title DIRECTOR

Date 03/02/2023

UNITED LAGUNA WOODS MUTUAL

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

*secretary  
out of state*





## **RESOLUTION 01-23-XX**

### **United Laguna Woods Mutual Committee Appointments**

**RESOLVED**, March 14, 2023, that the following persons are hereby appointed to serve the Corporation in the following capacities:

#### **Architectural Controls and Standards Committee**

Anthony Liberatore (Chair)  
Maggie Blackwell  
Mary Simon

#### **Finance Committee**

Azar Asgari, Chair  
Thomas Tuning  
Alison Bok

**Non-Voting Advisors: Mike Daillak, Robert Radus**

#### **Governing Documents Review Committee**

Maggie Blackwell (Chair)  
Diane Casey  
Azar Asgari

**Non-Voting Advisors: Dick Rader, Juanita Skillman, Mary Stone**

#### **Landscape Committee**

Diane Casey (Chair)  
Lenny Ross  
Anthony Liberatore

**Non-Voting Advisors: Ann Beltran, Mary Sinclair**

#### **Landscape Tree Ad Hoc**

Diane Casey (Chair)

**Non-Voting Advisors: Cheryl Nielsen, Mary Sinclair, Ken Benson,  
Jack Salvador, Carl Randazzo, Robert Reyes**

#### **Maintenance and Construction Committee**

Lenny Ross (Chair)  
Mary Simon  
Alison Bok

#### **Members Hearing Committee**

Pearl Lee (Chair)  
Thomas Tuning

Alison Bok

**New Resident Orientation**

Maggie Blackwell  
Cash Achrekar (Chair)  
Pearl Lee

**Resident Advisory Committee**

Anthony Liberatore (Chair)  
Pearl Lee  
Cash Achrekar

**Investment Ad Hoc Committee**

Azar Asgari, (Chair)  
Alison Bok  
Members: Ken Benson, Mike Daillak, Robert Cunningham

**Loan Ad Hoc Committee**

Azar Asgari (Chair)  
Non-Voting Advisor: Manny Robledo  
Members: Ken Benson, Eric Carlson, Richard Lapoint, Robert Tucker

**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 01-23-05, adopted February 14, 2023, 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.

**ENDORSEMENT (to Board)**

**Revised Architectural Standard 35: Solar Panels, 1 Story Buildings, and Buildings with Unshared Roof Space**

Baltazar Mejia, Maintenance & Construction Assistant Director, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend the board approve the revised Architectural Standard 35: Solar Panels, 1 Story Buildings, and Buildings with Unshared Roof Space.

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## STAFF REPORT

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**DATE:** March 14, 2023  
**FOR:** Board of Directors  
**SUBJECT:** Revision to Architectural Standard 35: Solar Panels, 1 Story Buildings, and Buildings with Unshared Roof Space

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### **RECOMMENDATION**

Staff recommends the United Architectural Controls and Standards Committee (ACSC) endorse the revised Architectural Standard Section 35 Solar Panels, 1 Story Buildings and the revised fee schedule to the United Laguna Woods Mutual Board.

### **BACKGROUND**

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology. There are currently 40 Architectural Standards available for members to use to perform alterations to their manor. Architectural Standard Section 35 – Solar Panels, 1 Story Buildings was last revised in April 2008, via Resolution 01-08-61 (Attachment 1).

### **DISCUSSION**

Architectural Standard Section 35 Solar Panels, 1 Story Buildings (Attachment 2) needs to be revised to reflect current Federal and State regulations, City-adopted Building Codes, Municipal Codes, and mutual policies.

The proposed revisions to Standard Section 35 – Solar Panels, 1 Story Buildings along with the accompanying revised resolution are included in Attachments 3 and 4. Attachment 5 contains a final version of the proposed changes.

California Civil Code Section 714 has specific requirements for the processing time and solar energy system restrictions. The proposed standard has been revised to incorporate these requirements.

In December 2017, per Resolution 01-17-149 (Attachment 6), United Mutual approved the solar panel mutual consent processing fees to be based on valuation rather than the flat basic fee. The average valuation of a solar panel installation project is over \$10,000, which means the alteration applications is the maximum \$700.

The Alteration fees were last revised in February 2019, via resolution 01-19-22 (Attachment 6).

Staff recommends that solar panel installations be reassigned to a fixed fee in the Alterations Fee Schedule based on the attached Mutual Consent Processing Analysis for Solar Panel Applications (Attachment 7) billed at the current bill rates. The proposed Solar installation fee for

2023 is \$223 and will be adjusted annually with the adoption of the new bill rates for Manor Alterations. A revised fee resolution and fee schedule are included as (Attachment 8).

On January 19, 2023, the ACSC reviewed and approved the revisions to the Standard (Attachment 4).

### **FINANCIAL ANALYSIS**

Based on the Mutual Consent Processing Analysis for Solar Panel Applications, it is anticipated that revenue for 2023 revenue will be reduced by \$954; however, the proposed new rates, which are based on actual average processing times, more closely represent and reimburse the staff time used to process these applications.

**Prepared By:** Gavin Fogg, Manor Alterations Interim Manager

**Reviewed By:** Baltazar Mejia, Maintenance & Construction Assistant Director

### **ATTACHMENT(S)**

Attachment 1 – Current Resolution 01-08-61

Attachment 2 – Current Standard 35 Solar Panels, 1 Story Buildings

Attachment 3 – Revised Resolution 01-23-XX

Attachment 4 – Redlined Revised Standard 35 Solar Panels, 1 Story Buildings

Attachment 5 – Final Draft Standard 35 Solar Panels, 1 Story Buildings

Attachment 6 – Current Resolution 01-19-22

Attachment 7 – Mutual Consent Processing Analysis for Solar Panel Applications

Attachment 8 – Proposed Fee Resolution and Fee Schedule

**ATTACHMENT 1 – CURRENT RESOLUTION 01-08-61**

**RESOLUTION 01-08-61**

**Alteration Standard, Section 35:**

**Solar Panels, 1 Story Buildings and Buildings, and Buildings with Unshared Roof Space**

**WHEREAS**, this Corporation recognizes the need to establish a policy to address the proper installation and maintenance of Solar Panels, 1 Story Buildings;

**NOW THEREFORE BE IT RESOLVED**, April 8, 2008, the Board of Directors of this Corporation hereby approves the new Mutual Alteration Standard, Section 35 - Solar Panels, 1 Story Buildings and Buildings with Unshared Roof Space as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution U-96-62, adopted May 14, 1996 is hereby amended; 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.

**ATTACHMENT 2 – CURRENT STANDARD 35**  
**SOLAR PANELS, 1 STORY BUILDINGS**

**UNITED LAGUNA WOODS MUTUAL**

**SECTION 35 SOLAR PANELS, 1 STORY BUILDINGS, AND BUILDINGS WITH  
UNSHARED ROOF SPACE**

ADOPTED APRIL 2008, RESOLUTION 01-08-61

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

**1.0 GENERAL REQUIREMENTS**

- 1.1 PERMITS AND FEES:** A Mutual Consent for Manor Alterations Department is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Manor Alterations Department with City permit numbers prior to beginning work.
- 1.2 MEMBERS RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.
- 1.3 CODES AND REGULATIONS:** All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.
- 1.5 PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily.



## ATTACHMENT 2

### **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION**

**RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Manor Alterations Department.

- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor(s), their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

## 2.0 **APPLICATIONS**

- 2.1. Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.2. This section refers only to single story dwellings and the roof section of buildings that covers the footprint of the Manor that is unshared roof space for which the request is being submitted
- 2.3. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual Member.
- 2.4. All costs associated with roof replacement above and beyond the typical cost for roof replacement that is due to the solar panel installation shall be borne by the Member(s).
- 2.5. Detailed, site specific plans for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to the Manor Alterations Department for approval.
- 2.6. Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings, per the California Building Code.
- 2.7. The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.

## **ATTACHMENT 2**

- 2.8.** Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties.
- 2.9.** Flat roof mounting must leave a minimum of two feet between the panels and the parapet to permit access.
- 2.10.** Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.11.** Detailed plans of the installation of roof jacks should be submitted to the Manor Alterations Department for approval, and installation of roof jacks, including hot mopping and flashing, is required to be completed during the original installation.
- 2.12.** The installer is responsible for ensuring that lag screws have adequate pullout strength and shear capacities.
- 2.13.** The installer is responsible for maintaining the waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers.
- 2.14.** Connections to the manor's electrical system must be coordinated with the local electric utility.
- 2.15.** Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.
- 2.16.** All work must comply with the California Building Code.



**ATTACHMENT 3 – REVISED RESOLUTION 01-23-XX**

**RESOLUTION 01-23-XX**

**Alteration Standard, Section 35:**

**Solar Panels, 1 Story Buildings and Buildings**

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

**WHEREAS**, the Board recognizes the need to revise Standard 35 - Solar Panels, 1 Story Buildings;

**NOW THEREFORE BE IT RESOLVED**, March 14, 2023 that the Board hereby adopts Standard 35 - Solar Panels, 1 Story Buildings as attached to the official meeting minutes; and

**RESOLVED FURTHER**, that Resolution 01-08-61 adopted April 8, 2008, is hereby superseded in its entirety and no longer in effect; and

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

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

**RESOLVED FURTHER**, the Mutual Consent processing time for Solar Panel installation requests is to be completed within 45 days from receipt of a complete application; 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.

**February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**

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**ATTACHMENT 4 – REDLINED REVISED STANDARD 35**  
**SOLAR PANELS, 1 STORY BUILDINGS**



**UNITED LAGUNA WOODS MUTUAL**

**STANDARD SECTION 35 SOLAR PANELS, 1 STORY BUILDINGS, AND**  
**BUILDINGS WITH UNSHARED ROOF SPACE**

ADOPTED APRIL 2008, RESOLUTION 01-08-61  
GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104  
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08  
**REVISED [DATE], RESOLUTION 01-23-XX**

**1.0 GENERAL REQUIREMENTS**

- 1.1 PERMITS AND FEES:** A Mutual Consent for Manor Alterations Department is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Manor Alterations Department with City permit numbers prior to beginning work.
- 1.2 MEMBERS RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.
- 1.3 CODES AND REGULATIONS:** All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.
- 1.5 PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a



~~detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~

~~**1.6 DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Manor Alterations Department.~~

~~**1.7 CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~

~~**1.8 CONTRACTOR'S CONDUCT:** Member's contractor(s), their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

~~SEE STANDARD SECTION 1: GENERAL REQUIREMENTS~~

## **2.0 APPLICATIONS**

- 2.1.** Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.2.** This section refers only to single story dwellings and the roof section of buildings that covers the footprint of the Manor; that is unshared roof space for which the request is being submitted
- 2.3.** All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual Member.
- 2.4.** All costs associated with roof replacement above and beyond the typical cost for roof replacement that is due to the solar panel installation shall be borne by the Member(s).



- 2.5. Detailed, site specific plans for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to ~~the Manor Alterations Department~~ for approval.
- 2.6. Structural details and calculations for the installation of the proposed solar system existing roof structure~~existing roof structure~~, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings. Consult with the City for additional requirements. ~~, per the California Building Code.~~
- ~~2.7. The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.~~
- 2.7. Solar Panels installed on any PVC Flat roof under warranty with the Mutual's reroofing contractor shall require the roofing contractor holding the warranty to complete the roof tie-in work at the member's expense. PVC Flat roofs that remain under a Johns Manville materials warranty shall require a Johns Manville (JM) Approved Contractor perform the tie-in work at the member's expense.
- 2.8. Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties. The lowest point of the solar array equipment shall be a minimum of 10 inches above the flat roof. The top of stanchions used to connect the array to the roof shall be water tight and meet or exceed all current I.C.C (International Code Council), State and City standards.
- 2.9. The solar panel array must be located a Flat roof mounting must leave a minimum of ~~two~~ 3 feet from the edge of the roof; and a minnum of 3 feel shall be maintained between rows of solar ~~the~~ panels, and between any architectural features such as, but not limited to skylights, mechanical equipment, and vent ipes in order to enable proper access for maintenance. ~~the parapet to permit access.~~
- ~~2.9.~~

## ATTACHMENT 4



- 2.10. Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.11. Detailed plans of the installation of roof jacks should be submitted to ~~the~~ Manor Alterations ~~Department~~ for approval, and installation of roof jacks, including hot mopping and/or flashing, is required to be completed during original installation.; ~~is required to be completed during the original installation.~~
- 2.12. ~~The installer is responsible for ensuring that~~ lag screws must have adequate pullout strength and shear capacities.
- ~~2.13.~~ The installer is responsible for maintaining the waterproof integrity of the roof ~~including the selection and use of appropriate flashing and sealers.~~
- ~~2.13.~~
- 2.14. Connections to the manor's electrical system must be coordinated with the local electric utility.
- ~~2.15.~~ Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.
- ~~2.15.~~ 2.16. A solar panel system can only serve a single manor. Leasing of Solar Panels is not allowed.
- ~~2.17.~~ All solar panel installations located on the roof of a unit must be inspected and approved by a VMS Inc. Roofing Inspector before the solar array is installed and again, after roof replacement is complete, prior to a final inspection of the Mutual Consent. All work must comply with the California Building Code.

### 3.0 OBLIGATIONS

- 3.1. Member accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation, operation, maintenance or removal; and, Member accepts all responsibility for damage to Member's Manor or other Manors or to personal property



## ATTACHMENT 4



caused or contributed to by the installation, operation, maintenance or removal of the solar panels.

- 3.2.** The Member is responsible for, and will bear all costs associated with removing, altering, covering or reinstalling the alteration as may be necessary or appropriate to allow the Mutual to conduct maintenance or repairs of common area. The Mutual will endeavor to give a minimum of thirty (30) days advance written notice (unless it is an emergency) of the need to remove, alter, cover or replace the solar panel. Failure to complete the required work within the allowed time will require that the Mutual perform the removal, alteration or covering at the Member's cost, which will be billed as a Chargeable Service to the Member. Re-installation of any components removed by the Mutual as a chargeable service remains the responsibility of the member.
- 3.3.** The Member is responsible for, and will bear all costs associated with, clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.
- 3.4.** All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).
- 3.5.** The roof area for possible solar panel installation is allocated only to the roof space directly above the subject Manor. It is Member's responsibility to ascertain and adapt to any roof interference by vents or other roof installations already in place.
- 3.6.** Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- 3.7.** If Member discontinues use of the solar panels, Member will remove the panels, all associated parts, connections and wiring associated with the solar panels after giving notice to the Mutual through the Alterations Division. Regardless of roof type, the restoration of the roof must be performed by the Mutual's roofing contractor at the Member's expense.
- 2.16.3.8.** When applicable, the solar installer and his roofer will provide a copy of the composition shingle manufacturer's warranty and will provide a separate labor and materials warranty of 5 years for the composition shingle

## ATTACHMENT 4



roof installation. If any leaks occur on a roof so constructed, the solar installer will remove the solar equipment, repair the roof and put back the solar equipment at no cost to the Mutual. If the solar installer/roofer chooses not to comply with this requirement, then the Mutual Roofing Contractor must be hired to do the roofing work at the member's expense.

**ATTACHMENT 5 – FINAL DRAFT STANDARD 35**  
**SOLAR PANELS, 1 STORY BUILDINGS**



**STANDARD 35 SOLAR PANELS, 1 STORY BUILDINGS, AND BUILDINGS WITH  
UNSHARED ROOF SPACE**

ADOPTED APRIL 2008, RESOLUTION 01-08-61  
GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104  
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08  
REVISED MARCH 2023, RESOLUTION 01-23-XX

**1.0 GENERAL REQUIREMENTS**

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

**2.0 APPLICATIONS**

- 2.1** Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.2** This section refers only to single story dwellings and the roof section of buildings that covers the footprint of the Manor; that is unshared roof space for which the request is being submitted
- 2.3** All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual Member.
- 2.4** All costs associated with roof replacement above and beyond the typical cost for roof replacement that is due to the solar panel installation shall be borne by the Member(s).
- 2.5** Detailed, site specific plans for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to Manor Alterations for approval.
- 2.6** Structural details and calculations for the installation of the proposed solar system existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and

## ATTACHMENT 5



that the roof is adequate to accept attachments and to support all applied loadings. Consult with the City for additional requirements.

- 2.7** Solar Panels installed on any PVC Flat roof under warranty with the Mutual's reroofing contractor shall require the roofing contractor holding the warranty to complete the roof tie-in work at the member's expense. PVC Flat roofs that remain under a Johns Manville materials warranty shall require a Johns Manville (JM) Approved Contractor perform the tie-in work at the member's expense.
- 2.8** Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties. The lowest point of the solar array equipment shall be a minimum of 10 inches above the flat roof. The top of stanchions used to connect the array to the roof shall be water tight and meet or exceed all current I.C.C (International Code Council), State and City standards.
- 2.9** The solar panel array must be located a a minimum of 3 feet from the edge of the roof; and a minmum of 3 feel shall be maintained between rows of solar panels, and between any architectural features such as, but not limited to skylights, mechanical equipment, and vent ipes in order to enable proper access for maintenance.
- 2.10** Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.11** Detailed plans of the installation of roof jacks should be submitted to Manor Alterations for approval, and installation of roof jacks, including hot mopping and/or flashing, is required to be completed during original installation.
- 2.12** Lag screws must have adequate pullout strength and shear capacities.
- 2.13** The installer is responsible for maintaining the waterproof integrity of the roof.



- 2.14** Connections to the manor's electrical system must be coordinated with the local electric utility.
- 2.15** Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.
- 2.16** A solar panel system can only serve a single manor. Leasing of Solar Panels is not allowed.
- 2.17** All solar panel installations located on the roof of a unit must be inspected and approved by a VMS Inc. Roofing Inspector before the solar array is installed and again, after roof replacement is complete, prior to a final inspection of the Mutual Consent.

### **3.0 OBLIGATIONS**

- 3.1** Member accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation, operation, maintenance or removal; and, Member accepts all responsibility for damage to Member's Manor or other Manors or to personal property caused or contributed to by the installation, operation, maintenance or removal of the solar panels.
- 3.2** The Member is responsible for, and will bear all costs associated with removing, altering, covering or reinstalling the alteration as may be necessary or appropriate to allow the Mutual to conduct maintenance or repairs of common area. The Mutual will endeavor to give a minimum of thirty (30) days advance written notice (unless it is an emergency) of the need to remove, alter, cover or replace the solar panel. Failure to complete the required work within the allowed time will require that the Mutual perform the removal, alteration or covering at the Member's cost, which will be billed as a Chargeable Service to the Member. Re-installation of any components removed by the Mutual as a chargeable service remains the responsibility of the member.

## ATTACHMENT 5



- 3.3** The Member is responsible for, and will bear all costs associated with, clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.
- 3.4** All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).
- 3.5** The roof area for possible solar panel installation is allocated only to the roof space directly above the subject Manor. It is Member's responsibility to ascertain and adapt to any roof interference by vents or other roof installations already in place.
- 3.6** Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- 3.7** If Member discontinues use of the solar panels, Member will remove the panels, all associated parts, connections and wiring associated with the solar panels after giving notice to the Mutual through the Alterations Division. Regardless of roof type, the restoration of the roof must be performed by the Mutual's roofing contractor at the Member's expense.
- 3.8** When applicable, the solar installer and his roofer will provide a copy of the composition shingle manufacturer's warranty and will provide a separate labor and materials warranty of 5 years for the composition shingle roof installation. If any leaks occur on a roof so constructed, the solar installer will remove the solar equipment, repair the roof and put back the solar equipment at no cost to the Mutual. If the solar installer/roofer chooses not to comply with this requirement, then the Mutual Roofing Contractor must be hired to do the roofing work at the member's expense.

## **ATTACHMENT 6 – CURRENT RESOLUTION 01-19-22**

### **RESOLUTION 01-19-22 ALTERATION PROCESSING FEE POLICY**

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

**WHEREAS**, in order to offset administrative costs associated with processing alteration requests, Staff has determined it is necessary to update the Mutual Consent Processing Fee and the inspection fees to reflect the increased administrative costs; and

**WHEREAS**, the Mutual currently charges a \$35 fee for a Mutual Consent and a \$150 fee for a Variance to offset administrative costs associated with processing these requests and;

**WHEREAS**, the Mutual also currently charges a fee on a sliding scale for alterations meeting certain criteria; and

**WHEREAS**, the Board determined the fees should be non-refundable;

**NOW THEREFORE BE IT RESOLVED**, February 12, 2019, to partially offset administrative costs associated with processing alteration requests, the Board of Directors of this Corporation hereby sets the alteration and inspection fees as attached to the official minutes of this meeting;

**RESOLVED FURTHER**, that Resolution 01-17-149 adopted December 12, 2017, is hereby superseded and cancelled; and

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

**JANUARY Initial Notification**

**28-day notification to comply with Civil Code §4360 has been satisfied.**

**ATTACHMENT 7 – MUTUAL CONSENT  
PROCESSING ANALYSIS FOR SOLAR PANEL  
APPLICATIONS**

<b>Mutual Consent Processing Analysis - Solar Panels</b>	<b>2023 Bill Rate</b>	<b>Hours</b>	<b>Total</b>
Initial submittal, Preliminary review, Re-submittal, Accept complete packet	\$ 40.76	1	\$40.76
Stellar Ticket entry, assign MC#, e-mail response	\$ 40.76	0.2	\$8.15
Plan Check	\$ 40.76	0.75	\$30.57
Process final packet, payment, CAUA and release of consent	\$ 40.76	1	\$40.76
Permit database entry, ticket notation	\$ 40.76	0.25	\$10.19
Processing City permit submission, ticket notes, schedule inspections	\$ 40.76	0.5	\$20.38
Pre-Installation Roof Inspection	\$ 72.45	0.5	\$36.23
Initial submittal, Preliminary review, Re-submittal, Accept Complete Packet	\$ 72.45	0.5	\$36.23
<b>Total</b>		<b>4.7</b>	<b>\$223.27</b>

<b>Fiscal Impact</b>			
Current Fee			\$ 700.00
Estimated number of solar installations			2
Total estimated revenue for 2023			\$ 1,400.00
Proposed New Fee			\$ 223.00
Estimated number of solar installations			2
Total estimated revenue for 2023			\$ 446.00
Net estimated revenue reduction for 2023			\$ 954.00





## **ATTACHMENT 8 - PROPOSED FEE RESOLUTION AND FEE SCHEDULE**

### **RESOLUTION 01-23-XX**

#### **Solar Application Processing Fee**

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

**WHEREAS**, in order to offset a portion of the administrative costs associated with processing variance requests, which is often followed by multiple resubmittals, and can be followed by an appeal to the Board in accordance with Resolution 01-20-27; and

**WHEREAS**, the following revisions are approved: 1) The Solar Installation Application Fee is revised to \$223; and

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

**NOW THEREFORE BE IT RESOLVED**, March 14, 2023, to partially offset administrative costs associated with processing alteration and variance requests, the Board of Directors of this Corporation hereby revise the alteration and inspection fees as attached to the official minutes of this meeting and the new Alteration Fee Schedule will be adopted; and

**RESOLVED FURTHER**, that Resolution 01-19-22 adopted February 12, 2019 is hereby superseded and canceled; and

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

**February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**

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## Laguna Woods Village®

### Alteration Fee Schedule

Visit [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) for Mutual Standards and Standard Plans

All items require HOA Mutual Consent from Manor Alterations.

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

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

Visit [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) for Mutual Standards and Standard Plans

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

Variance Processing Fee	\$150
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Alteration Fees Based on Valuation	
Alteration Type	
Air Conditioner (Through the Wall)	
Bathroom Addition (Split)	
Central HVAC (New Installation)	
Atrium, Balcony, Patio Covers (Replacement or New Installation)	
Doors (New Construction)	
Atrium, Balcony, Patio Enclosures	
French Doors (New Installation)	
Garden Room, Solarium	
Heat Pumps (New Installation through Wall)	
Man Doors (New Installation)	
Plumbing (New Installation or Relocation)	
Room Addition	
Shower to Shower Replacement	
Skylights	
Sliding Glass Doors (New Installation)	
Sliding Glass Doors (Retrofit)	
Solar Tubes	
Tub to Shower Installation	
Tub to Tub Replacement	
Wall Revisions	
Washer and Dryer (New Installation)	
Water Heater (Relocation)	
Windows (New Construction)	
Windows (Retrofit)	

\*Some Alterations may require a Demolition Mutual Consent, which carries a

\$50 fee. To confirm if your Alteration will require a Demolition, please contact Manor Alterations.

\*Alteration Fees are paid via credit card upon approval of a completed Mutual Consent application. Manor Alterations will contact applicants directly upon approval to collect payment.

\*The following fees, as appropriate to the nature of the work, apply to work completed without a Mutual Consent: Unauthorized alteration fee + Demolition fee + Mutual Consent fee + Variance fee (if applicable).

\*Variance Processing Fees are in addition to any fees incurred via Mutual Consent processing.

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



**Proposed Solar Application Processing Fee Schedule**

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

Visit [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) for Mutual Standards and Standard Plans  
All items require HOA Mutual Consent from Manor Alterations and a City Permit.

Type	Fee
Solar Application Processing Fee	\$223

**ENDORSEMENT (to Board)**

**Revised Architectural Standard 42: Solar Panels, 2 Story Buildings with Flat Roofs**

Baltazar Mejia, Maintenance & Construction Assistant Director, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend the board approve the revised Architectural Standard 42: Solar Panels, 2 Story Buildings with Flat Roofs.

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## STAFF REPORT

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**DATE:** March 14, 2023  
**FOR:** Board of Directors  
**SUBJECT:** Revision to Architectural Standard 42: Solar Panels, 2 Story Buildings with Flat Roofs

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### **RECOMMENDATION**

Staff recommends the United Architectural Controls and Standards Committee (ACSC) endorse the revised Architectural Standard Section 42 Solar Panels, 2 Story Buildings and the revised fee schedule to the United Laguna Woods Mutual Board.

### **BACKGROUND**

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology. There are currently 40 Architectural Standards available for members to use to perform alterations to their manor. Architectural Standard Section 42 – Solar Panels, 2 Story Buildings was last revised in October 2014, via Resolution 01-14-130 (Attachment 1).

### **DISCUSSION**

Architectural Standard Section 42 Solar Panels, 2 Story Buildings (Attachment 2) needs to be revised to reflect current Federal and State regulations, City-adopted Building Codes, Municipal Codes, and mutual policies.

The proposed revisions to Standard Section 42 – Solar Panels, 2 Story Buildings along with the accompanying revised resolution are included in Attachments 3 and 4. Attachment 5 contains a final version of the proposed changes.

California Civil Code Section 714 has specific requirements for the processing time and solar energy system restrictions. The proposed standard has been revised to incorporate these requirements.

In December 2017, per Resolution 01-17-149 (Attachment 6), United Mutual approved the solar panel mutual consent processing fees to be based on valuation rather than the flat basic fee. The average valuation of a solar panel installation project is over \$10,000, which means the alteration applications is the maximum \$700.

The Alteration fees were last revised in February 2019, via resolution 01-19-22 (Attachment 6).

Staff recommends that solar panel installations be reassigned to a fixed fee in the Alterations Fee Schedule based on the attached Mutual Consent Processing Analysis for Solar Panel Applications (Attachment 7) billed at the current bill rates. The proposed Solar installation fee for

2023 is \$223 and will be adjusted annually with the adoption of the new bill rates for Manor Alterations. A revised fee resolution and fee schedule are included as (Attachment 8).

On January 19, 2023, the ACSC reviewed and approved the revisions to the Standard (Attachment 4).

### **FINANCIAL ANALYSIS**

There is no financial impact to the mutual if these revisions are implemented.

Based on the Mutual Consent Processing Analysis for Solar Panel Applications, it is anticipated that revenue for 2023 revenue will be reduced by \$954; however, the proposed new rates, which are based on actual average processing times, more closely represent and reimburse the staff time used to process these applications.

**Prepared By:** Gavin Fogg, Manor Alterations Interim Manager

**Reviewed By:** Baltazar Mejia, Maintenance & Construction Assistant Director

### **ATTACHMENT(S)**

Attachment 1 – Current Resolution 01-14-130

Attachment 2 – Current Standard 42 Solar Panels, 2 Story Buildings

Attachment 3 – Revised Resolution 01-23-XX

Attachment 4 – Redlined Revised Standard 42 Solar Panels, 2 Story Buildings

Attachment 5 – Final Draft Standard 42 Solar Panels, 2 Story Buildings

Attachment 6 – Current Resolution 01-19-22

Attachment 7 – Mutual Consent Processing Analysis for Solar Panel Applications

Attachment 8 – Proposed Fee Resolution and Fee Schedule



**ATTACHMENT 1 – CURRENT RESOLUTION 01-14-130**

**RESOLUTION 01-14-130**

**Alteration Standard, Section 42:**

**Solar Panels, 2 Story Buildings with Flat Roofs**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution U-96-62 on May 14, 1996, which approved the United Laguna Woods Mutual Alteration Standards; and

**WHEREAS**, this Corporation recognizes the need to establish a policy for the installation of solar panels for 2 story buildings with flat roofs;

**NOW THEREFORE BE IT RESOLVED**, October 23, 2014, that the Board of Directors of this Corporation hereby establishes a new Mutual Alteration Standard Section 42 Solar Panels, 2 Story Buildings with Flat Roofs, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution U-96-62, adopted May 14, 1996 is hereby amended; 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.

**ATTACHMENT 2 – CURRENT STANDARD 42 SOLAR  
PANELS, 2 STORY BUILDINGS**

**UNITED LAGUNA WOODS MUTUAL**

**Section 42 - Solar Panels, 2 Story Buildings  
with Flat Roofs**

**ADOPTED OCTOBER 2014, RESOLUTION 01-14-130**

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

**1.0 GENERAL REQUIREMENTS**

- 1.1 PERMITS AND FEES:** A Mutual consent for Manor Alterations is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Manor Alterations Department office with City permit number(s) prior to beginning work.
- 1.2 MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.
- 1.5 PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.**

## ATTACHMENT 2

Contractor's or Member's dumpsters, if required, must have location approved by the Manor Alterations Department.

- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

### 2.0 **APPLICATIONS**

- 2.1 Leasing of solar panels for installation on United Mutual manors is strictly prohibited.
- 2.2 In this section, Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.3 This section refers to two story dwellings with shared flat roof space. The system shall be designed so the panel array does not encroach outside of the area allocated on the roof for each owner of a manor. Refer to Pages 5, 6, 7 and 8 for roof allocation on flat roofs of 6-, 8-, and 12-unit buildings respectively.
- 2.4 Detailed, site-specific plans, including for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to the Manor Alterations Department for approval.
- 2.5 Detailed plans of the installation of roof jacks should be submitted to the Manor Alterations Department for approval, and installation of roof jacks, including hot mopping and flashing, is required to be completed during the original installation.
- 2.6 Regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense.
- 2.7 Water and electric lines must be set on blocking above the surface to facilitate re-roofing.

## ATTACHMENT 2

- 2.8 Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings, per the California Building Code.
- 2.9 The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.
- 2.10 The solar panel array must be located a minimum of 3 feet from the edge of the roof; and a minimum of 3 feet shall be maintained between rows of solar panels, and between any architectural features such as, but not limited to skylights, mechanical equipment, and vent pipes in order to enable proper access for maintenance.
- 2.11 The solar panel array cannot be installed over any existing Mutual component or Member alteration.
- 2.12 Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties.
- 2.13 Lag screws must have adequate pullout strength and shear capacities.
- 2.14 The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.
- 2.15 Solar Electric Panels, and their associated electrical components, must be UL listed, or comply with equivalent international standards.
- 2.16 All work must comply with the California Building Code.
- 2.17 The use of solar micro-inverter or power optimizer technology is required due to the potential number of separate systems that could be installed on one building.

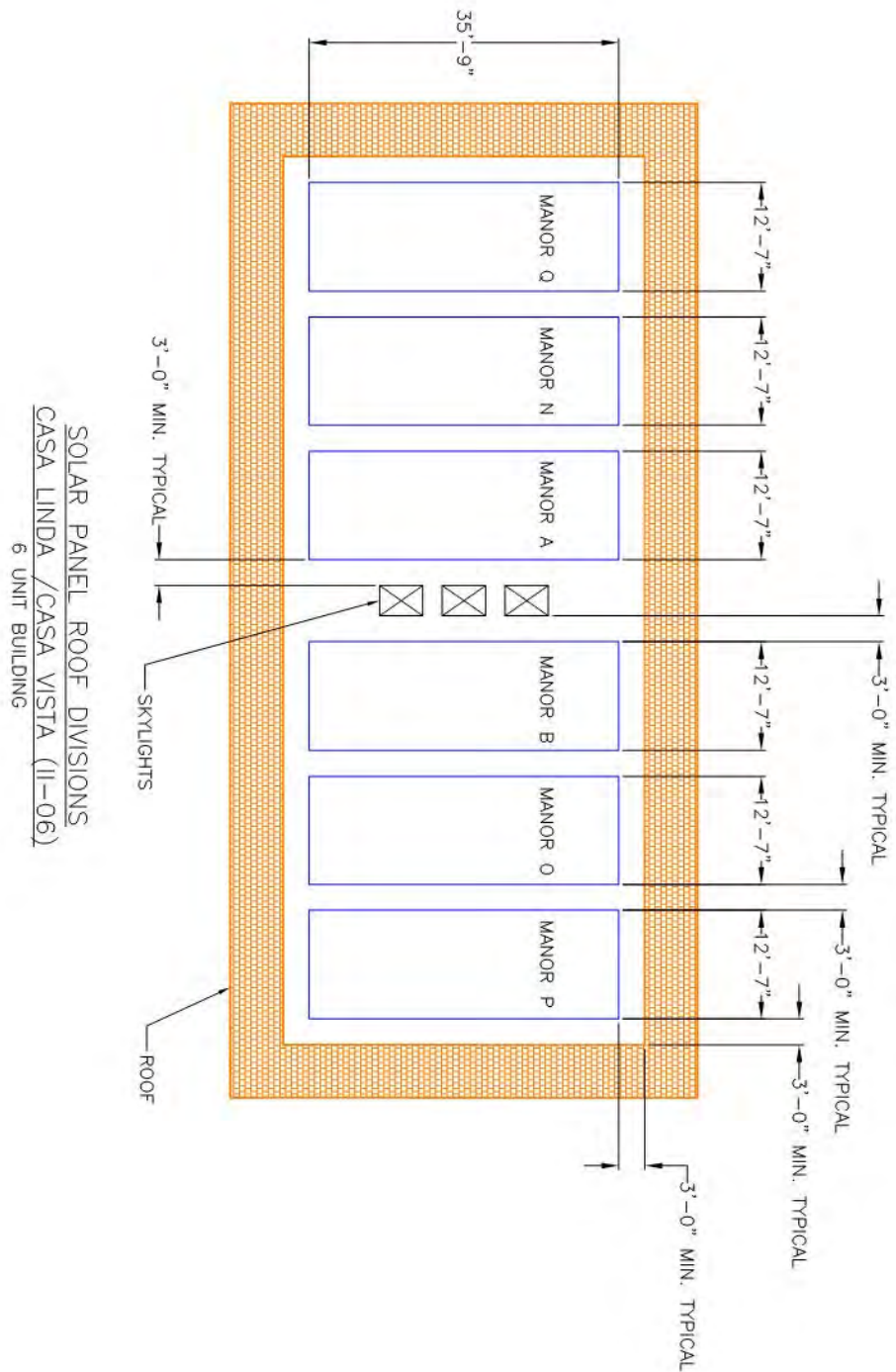
### 3.0 **OBLIGATIONS**

- 3.1 Member agrees to pay for repairs to roof that may be attributed to damage caused by contractors installing or servicing solar panels if manifested within 5 years of installation or servicing of solar panels.

## **ATTACHMENT 2**

- 3.2** The Mutual Member is responsible for, and will bear all costs associated with removing, altering, covering or replacing the alteration as may be necessary or appropriate to allow the corporation business.
- 3.3** The Mutual Member is responsible for, and will bear all costs associated with, clean-up or repair of mutual owned or controlled property made necessary by or resulting from the alteration.
- 3.4** All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).

## ATTACHMENT 2

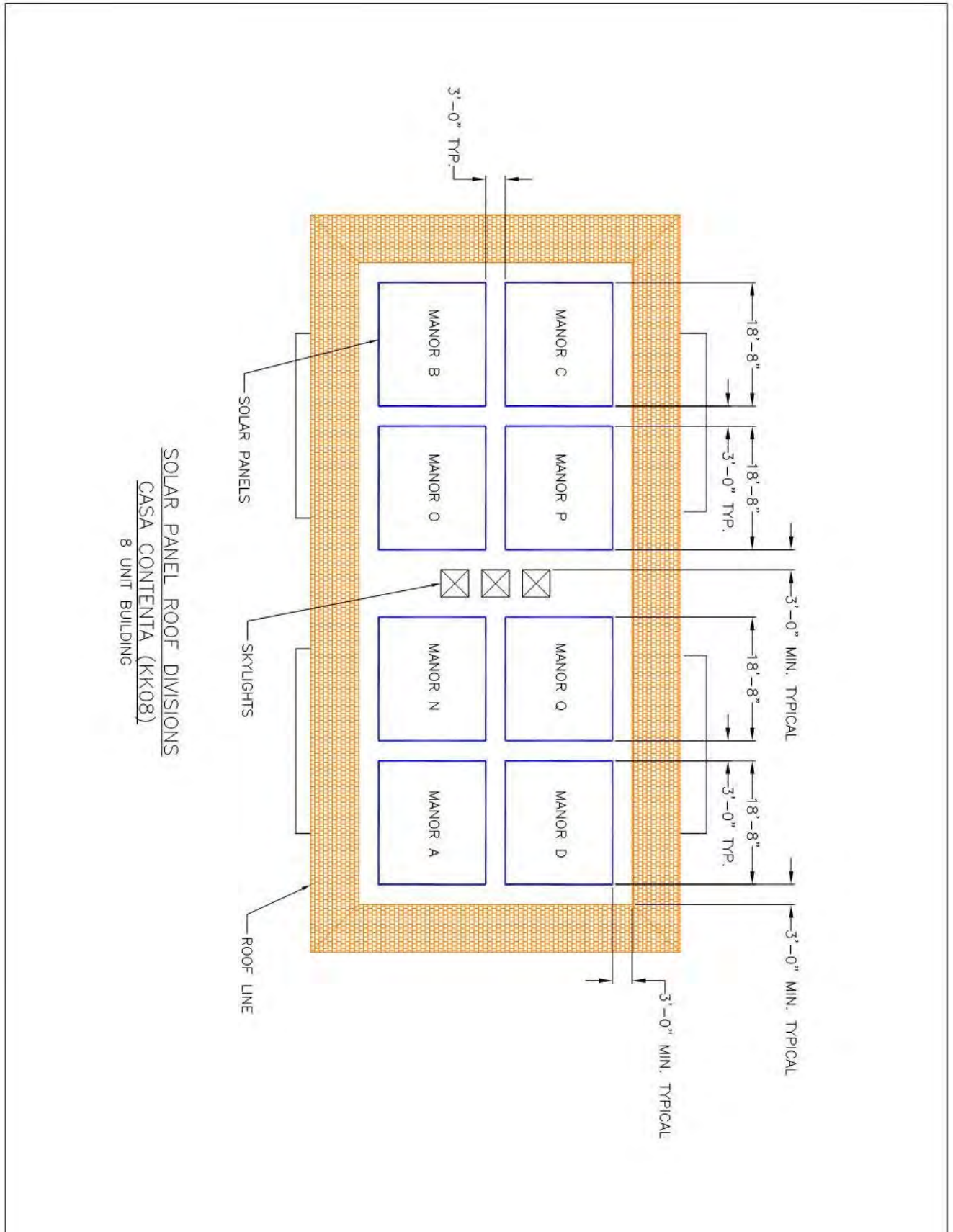


Architectural drawing showing the roof divisions for the 8-unit building. The drawing illustrates the layout of the roof, including the placement of solar panels and the division of the roof into sections. The drawing is labeled "SOLAR PANEL, ROOF DIVISIONS" and "CASTILLA / LA BRISA (HH08) 8 UNIT BUILDING".

The drawing shows a rectangular layout with a central corridor and eight manor units (A through H) arranged in two rows. The roof is divided into sections by a grid of lines. Dimensions are provided for the manor units and the roof sections.

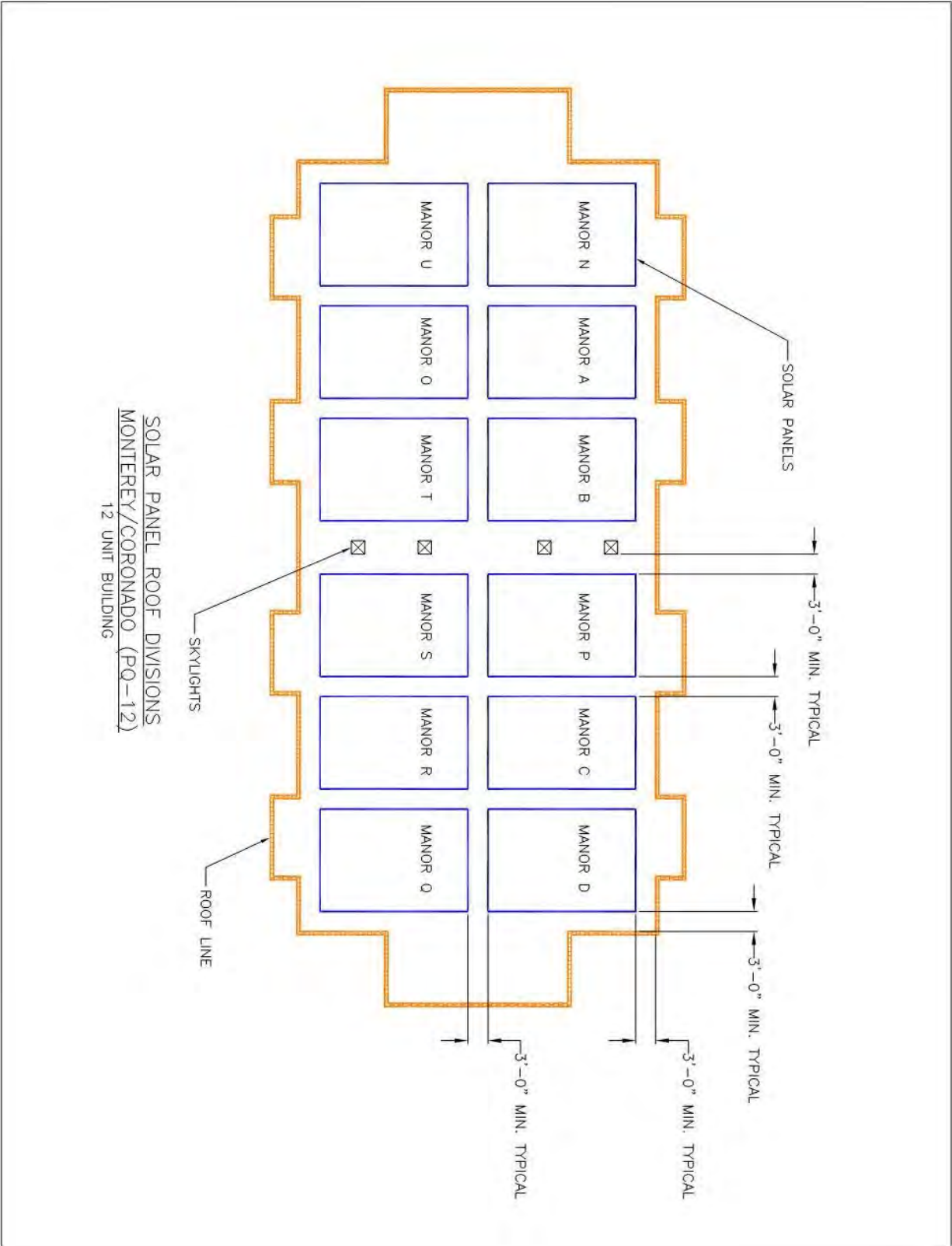
Key dimensions and labels include:

- MANOR A, MANOR N, MANOR O, MANOR B, MANOR P, MANOR C, MANOR Q, MANOR D
- 24'-9"
- 9'-9"
- 9'-9"
- 9'-9"
- 9'-9"
- 24'-9"
- 3'-0" MIN. TYPICAL
- 3'-0" TYP.
- SKYLIGHTS
- 3'-0" TYP.
- 3'-0" TYP.
- 3'-0" MIN. TYPICAL
- 3'-0" MIN. TYPICAL





ATTACHMENT 2



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**ATTACHMENT 3 – REVISED RESOLUTION 01-23-XX**

**RESOLUTION 01-23-XX**  
**Alteration Standard, Section 42:**  
**Solar Panels, 2 Story Buildings**

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

**WHEREAS**, the Board recognizes the need to revise Standard 42 - Solar Panels, 2 Story Buildings;

**NOW THEREFORE BE IT RESOLVED**, March 14, 2023 that the Board hereby adopts Standard 42 - Solar Panels, 2 Story Buildings as attached to the official meeting minutes; and

**RESOLVED FURTHER**, that Resolution 01-14-130 adopted October 23, 2014, is hereby superseded in its entirety and no longer in effect; and

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

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

**RESOLVED FURTHER**, the Mutual Consent processing time for Solar Panel installation requests is to be completed within 45 days from receipt of a complete application; 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.

**February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**

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**ATTACHMENT 4 – REDLINED REVISED STANDARD 42**  
**SOLAR PANELS, 2 STORY BUILDINGS**



**UNITED LAGUNA WOODS MUTUAL**

**Section 42 – Solar Panels, 2 Story Buildings**  
**with Flat Roofs**

**STANDARD 42 SOLAR PANELS, 2 STORY BUILDINGS, WITH FLAT ROOFS**

ADOPTED OCTOBER 2014, RESOLUTION 01-14-130

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

**REVISED [DATE], RESOLUTION 01-23-XX**

**1.0 GENERAL REQUIREMENTS**

- 1.1 PERMITS AND FEES:** A Mutual consent for Manor Alterations is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Manor Alterations Department office with City permit number(s) prior to beginning work.
- 1.2 MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.
- 1.5 PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.



~~1.6 — **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas **"BROOM CLEAN"** daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Manor Alterations Department.~~

~~1.7 — **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~

~~1.8 — **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

~~SEE STANDARD SECTION 1: GENERAL REQUIREMENTS~~

## 2.0 APPLICATIONS

~~2.1 — Leasing of solar panels for installation on United Mutual manors is strictly prohibited.~~

~~2.2    2.1 In this section,~~ Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).

~~2.2    2.3 — This section refers to two story dwellings with shared flat roof space. The system shall be designed so the panel array does not encroach outside of the area allocated on the roof for each owner of a manor. Refer to Pages 85, 96, 107 and 118 for roof allocation on flat roofs of 6-, 8-, and 12-unit buildings respectively. The designated areas will be on a first come, first serve basis.~~

~~2.3    All costs and maintenance of the alteration, present and future are the responsibility of the Mutual Member.~~



2.4 All costs associated with roof replacement above and beyond the typical cost for roof replacement that is due to the solar panel installation shall be borne by the Member(s).

2.54 Detailed, site-specific plans, including ~~for~~ all water and electrical lines for the solar panel installation, ~~including~~ penetrations, shall be submitted to ~~the~~ Manor Alterations ~~Department~~ for approval.

2.65 Structural details and calculations for the installation of the proposed solar system existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings. Consult with the City for additional requirements

~~Detailed plans of the installation of roof jacks should be submitted to the Manor Alterations Department for approval, and installation of roof jacks, including hot mopping and flashing, is required to be completed during the original installation.~~

~~2.6 Regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense.~~

2.7 Solar Panels installed on any PVC Flat Roof under warranty with the Mutual's reroofing contractor shall require the roofing contractor holding the warranty to complete the roof tie-in work at the Member's expense. PVC Flat roofs that remaining under the Johns Manville materials warranty shall require a Johns Manville (JM) Approved Contractor perform the tie-in work at the Member's expense.

2.8 Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties. The lowest point of the solar array equipment shall be a minimum of 10 inches above the flat roof. The top of the stanchions used to connect the array to the roof shall be water tight and meet or exceed all current I.C.C. (International Code Council), State and City Standards.



- 
- 2.9 The solar panel array must be located a minimum of 3 feet from the edge of the roof; and a minimum of 3 feet shall be maintained between rows of solar panels, and between any architectural features such as, but not limited to skylights, mechanical equipment, and vent pipes in order to enable proper access for maintenance.
- ~~2.10.7~~ Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.11 Detailed plans of the installation of roof jacks should be submitted to Manor Alterations for approval, and installation of roof jacks, including hot mopping and/or flashing, is required to be completed during the original installation.
- 2.12 Lag screws must have adequate pullout strength and shear capacities.
- 2.13 The installer is responsible for maintaining the waterproof integrity of the roof.
- 2.14 Connections to the manor's electrical system must be coordinated with the local electric utility.
- 2.15 Solar Electric Panels, and their associated electrical components, must be UL listed, or comply with equivalent international standards.
- 2.16 A solar panel system may only serve a single manor. Leasing of Solar Panels is not allowed.
- 2.17 All solar panel installations located on the roof of a unit must be inspected and approved by a VMS Inc. Roofing Inspector before the solar array is installed and again, after the roof replacement is complete prior to a final inspection of the Mutual Consent.
- ~~2.8— Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept~~



## ATTACHMENT 4



~~attachments and to support all applied loadings, per the California Building Code.~~

~~2.9 The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.~~

~~2.10 The solar panel array must be located a minimum of 3 feet from the edge of the roof; and a minimum of 3 feet shall be maintained between rows of solar panels, and between any architectural features such as, but not limited to skylights, mechanical equipment, and vent pipes in order to enable proper access for maintenance.~~

~~2.11 The solar panel array cannot be installed over any existing Mutual component or Member alteration.~~

~~2.12 Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties. n~~

~~2.13 Lag screws must have adequate pullout strength and shear capacities.~~

~~2.14 The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.~~

~~2.15 Solar Electric Panels, and their associated electrical components, must be UL listed, or comply with equivalent international standards.~~

~~2.16 All work must comply with the California Building Code.~~

~~2.17 The use of solar micro-inverter or power optimizer technology is required due to the potential number of separate systems that could be installed on one building.~~

~~2.21 Panels for water solar heating systems are not permitted.~~

~~2.21 Leasing of Solar Panels is permitted only under the following conditions:~~



- ~~Only prepaid leases are permitted and Member must provide the Mutual a copy of the pre-paid lease contract together with proof of the payment before any work on the construction or installation of the solar panel system begins, and:~~
- a) ~~The prepaid lease contract must be assigned by the Member.~~

### 3.0 **OBLIGATIONS**

- 3.1 Member ~~accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation, operation, maintenance or removal, and Member accepts all responsibility for damage to Member's Manor or other Manors or to personal property caused or contributed to by the installation, operation, maintenance or removal of the solar panels.~~ agrees to pay for repairs to roof that may be attributed to damage caused by contractors installing or servicing solar panels if manifested within 5 years of installation or servicing of solar panels.
- 3.2 The ~~Mutual~~ Member is responsible for, and will bear all costs associated with removing, altering, covering or ~~reinstalling~~ replacing the alteration as may be necessary or appropriate to allow the ~~Mutual~~ to conduct maintenance or repairs of common area. The ~~Mutual~~ will endeavor to give a minimum of thirty (30) days advance written notice (unless it is an emergency) of the need to remove, alter, cover or replace the solar panel. Failure to complete the required work within the allowed time will require that the ~~Mutual~~ perform the removal, alteration or covering at the Member's cost, which will be billed as a Chargeable Service to the Member. Re-installation of any components removed by the ~~Mutual~~ as a chargeable service remains the responsibility of the member. ~~-corporation business.~~
- 3.3 The ~~Mutual~~ Member is responsible for, and will bear all costs associated with, clean-up or repair of ~~M~~mutual owned or controlled property made necessary by or resulting from the alteration.

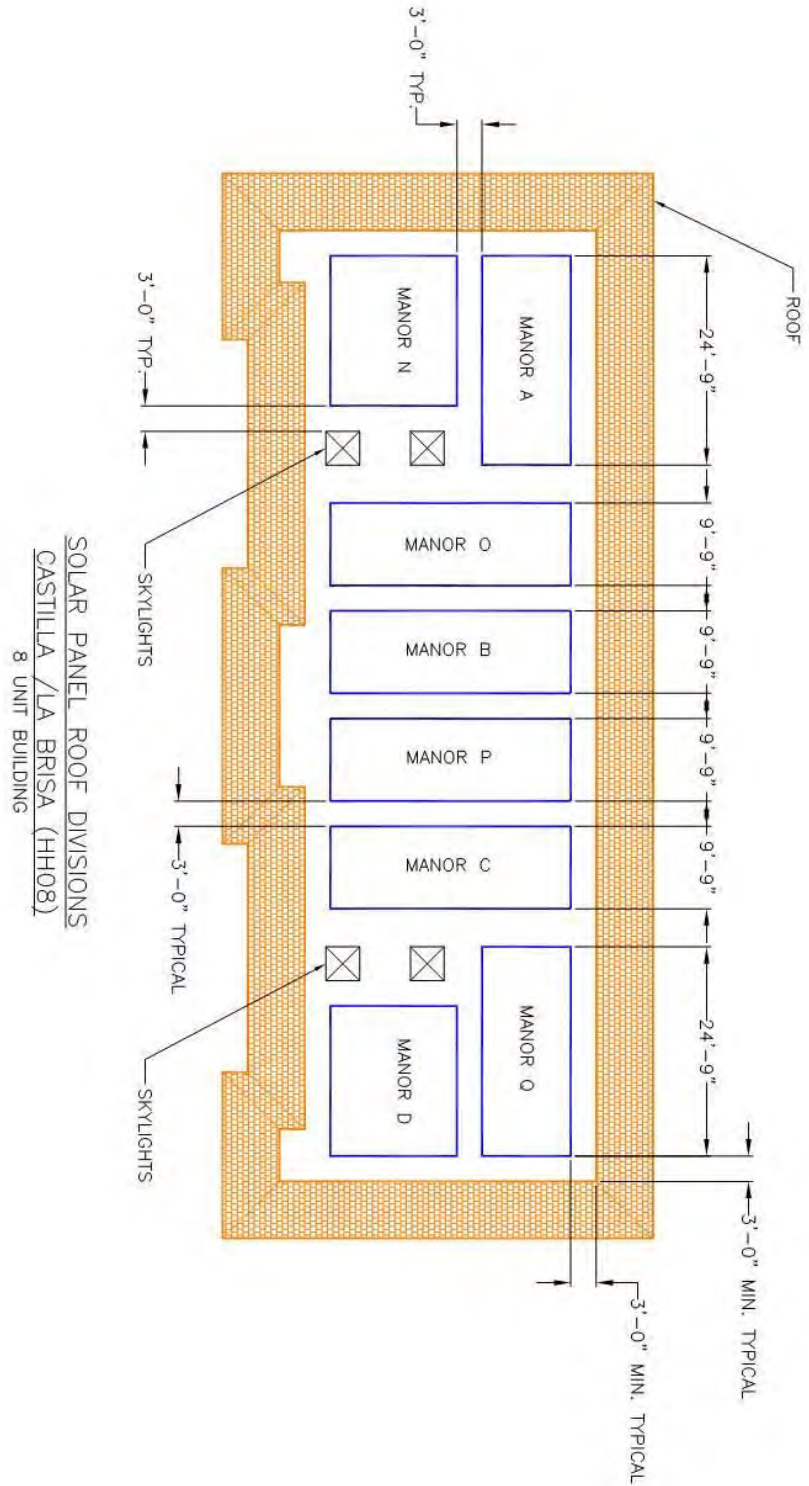
## ATTACHMENT 4



- 3.4 All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).
- 3.5 The roof area allocated for solar panel installation is depicted in the attached Roof Allocation plan for each type of 2-story buildings. It is the Member's responsibility to ascertain and adapt to any roof interference by vents or other roof mounted equipment already in place.
- 3.65 Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- 3.76 If Member discontinues use of the solar panels, Member will remove the panels, all associated parts, connections and wiring associated with the solar panels after giving notice to the Mutual through the Alterations Division. Regardless of roof type, the restoration of the roof must be performed by the Mutual's roofing contractor at the Member's expense.
- 3.8 When applicable, the solar installer and his roofer will provide a copy of the composition shingle manufacturer's warranty and will provide a separate labor and materials warranty of 5 years for the composition shingle roof installation. If any leaks occur on a roof so constructed, the solar installer will remove the solar equipment, repair the roof and put back the solar equipment at no cost to the Mutual. If the solar installer/roofer chooses not to comply with this requirement, then the Mutual Roofing Contractor must be hired to do the roofing work at the member's expense.

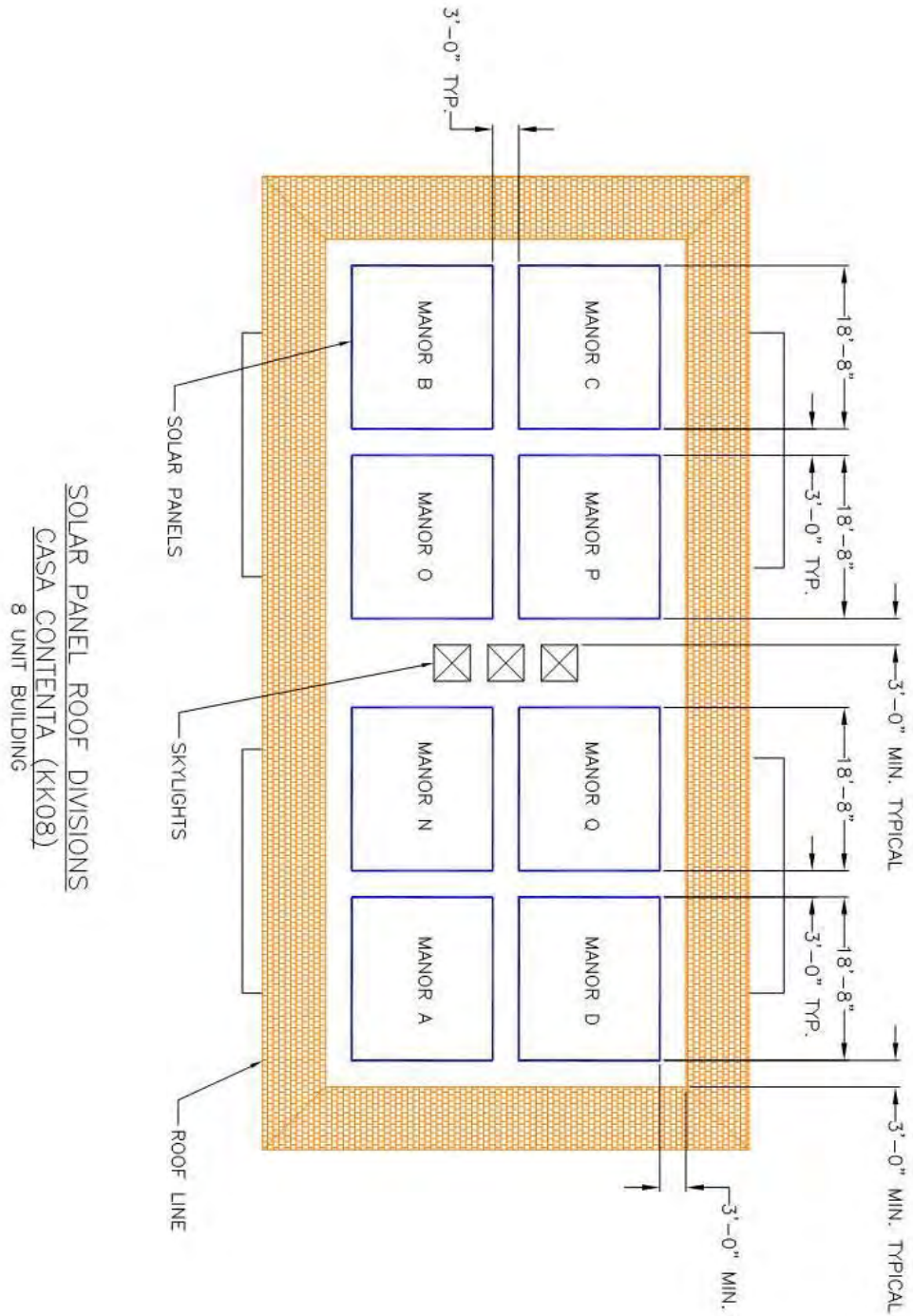


ATTACHMENT 4

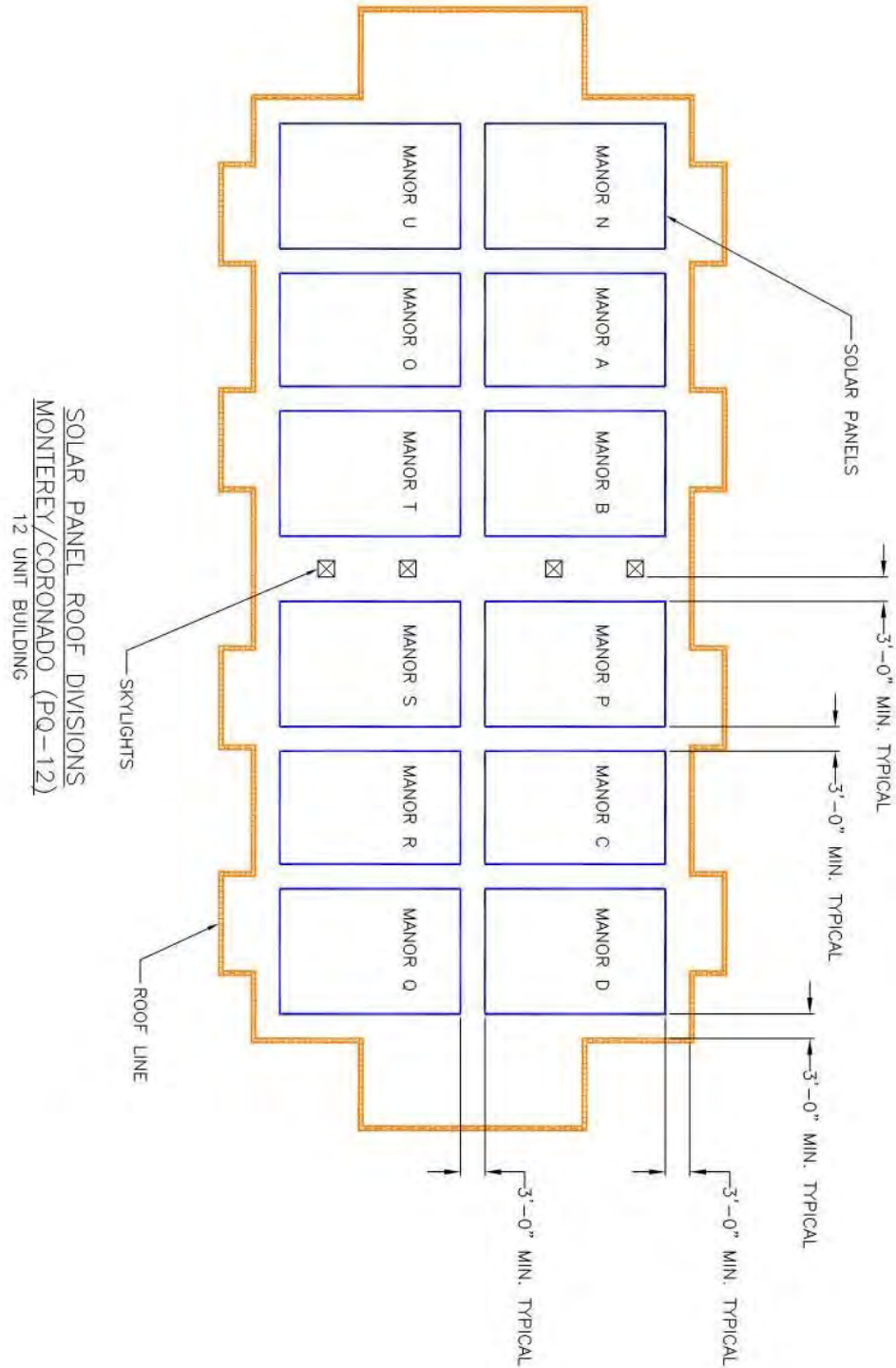




ATTACHMENT 4



ATTACHMENT 4



**ATTACHMENT 5 – FINAL DRAFT STANDARD 42**  
**SOLAR PANELS, 2 STORY BUILDINGS**



**STANDARD 42 SOLAR PANELS, 2 STORY BUILDINGS, WITH FLAT ROOFS**  
ADOPTED OCTOBER 2014, RESOLUTION 01-14-130  
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08  
REVISED MARCH 2023, RESOLUTION 01-23-XX

**1.0 GENERAL REQUIREMENTS**

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

**2.0 APPLICATIONS**

- 2.1** Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.2** This section refers to two story dwellings with shared flat roof space. The system shall be designed so the panel array does not encroach outside of the area allocated on the roof for each owner of a manor. Refer to Pages 8, 9, 10 and 11 for roof allocation on flat roofs of 6-, 8-, and 12-unit buildings respectively. The designated areas will be on a first come, first serve basis.
- 2.3** All costs and maintenance of the alteration, present and future are the responsibility of the Mutual Member.
- 2.4** All costs associated with roof replacement above and beyond the typical cost for roof replacement that is due to the solar panel installation shall be borne by the Member(s).
- 2.5** Detailed, site-specific plans, including all water and electrical lines for the solar panel installation, penetrations, shall be submitted to Manor Alterations for approval.
- 2.6** Structural details and calculations for the installation of the proposed solar system existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and



## ATTACHMENT 5



that the roof is adequate to accept attachments and to support all applied loadings. Consult with the City for additional requirements

- 2.7** Solar Panels installed on any PVC Flat Roof under warranty with the Mutual's reroofing contractor shall require the roofing contractor holding the warranty to complete the roof tie-in work at the Member's expense. PVC Flat roofs that remaining under the Johns Manville materials warranty shall require a Johns Manville (JM) Approved Contractor perform the tie-in work at the Member's expense.
- 2.8** Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties. The lowest point of the solar array equipment shall be a minimum of 10 inches above the flat roof. The top of the stanchions used to connect the array to the roof shall be water tight and meet or exceed all current I.C.C. (International Code Council), State and City Standards.
- 2.9** The solar panel array must be located a minimum of 3 feet from the edge of the roof; and a minimum of 3 feet shall be maintained between rows of solar panels, and between any architectural features such as, but not limited to skylights, mechanical equipment, and vent pipes in order to enable proper access for maintenance.
- 2.10** Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.11** Detailed plans of the installation of roof jacks should be submitted to Manor Alterations for approval, and installation of roof jacks, including hot mopping and/or flashing, is required to be completed during the original installation.
- 2.12** Lag screws must have adequate pullout strength and shear capacities.
- 2.13** The installer is responsible for maintaining the waterproof integrity of the roof.
- 2.14** Connections to the manor's electrical system must be coordinated with the local electric utility.

## ATTACHMENT 5



- 2.15** Solar Electric Panels, and their associated electrical components, must be UL listed, or comply with equivalent international standards.
- 2.16** A solar panel system may only serve a single manor. Leasing of Solar Panels is not allowed.
- 2.17** All solar panel installations located on the roof of a unit must be inspected and approved by a VMS Inc. Roofing Inspector before the solar array is installed and again, after the roof replacement is complete prior to a final inspection of the Mutual Consent.

### **3.0 OBLIGATIONS**

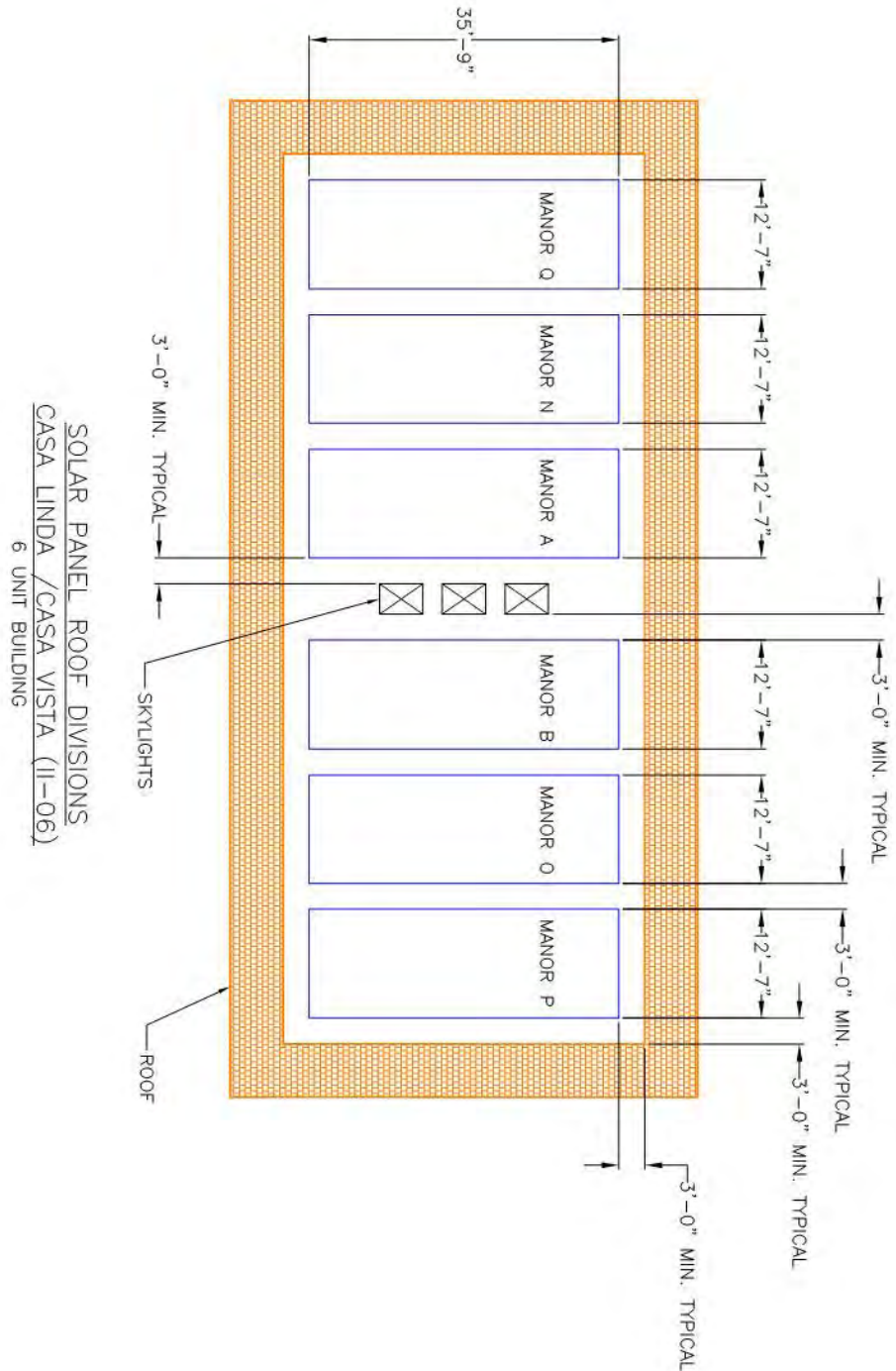
- 3.1** Member accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation, operation, maintenance or removal, and Member accepts all responsibility for damage to Member's Manor or other Manors or to personal property caused or contributed to by the installation, operation, maintenance or removal of the solar panels.
- 3.2** The Member is responsible for, and will bear all costs associated with removing, altering, covering or reinstalling the alteration as may be necessary or appropriate to allow the Mutual to conduct maintenance or repairs of common area. The Mutual will endeavor to give a minimum of thirty (30) days advance written notice (unless it is an emergency) of the need to remove, alter, cover or replace the solar panel. Failure to complete the required work within the allowed time will require that the Mutual perform the removal, alteration or covering at the Member's cost, which will be billed as a Chargeable Service to the Member. Re-installation of any components removed by the Mutual as a chargeable service remains the responsibility of the member.
- 3.3** The Member is responsible for, and will bear all costs associated with, clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.

## ATTACHMENT 5

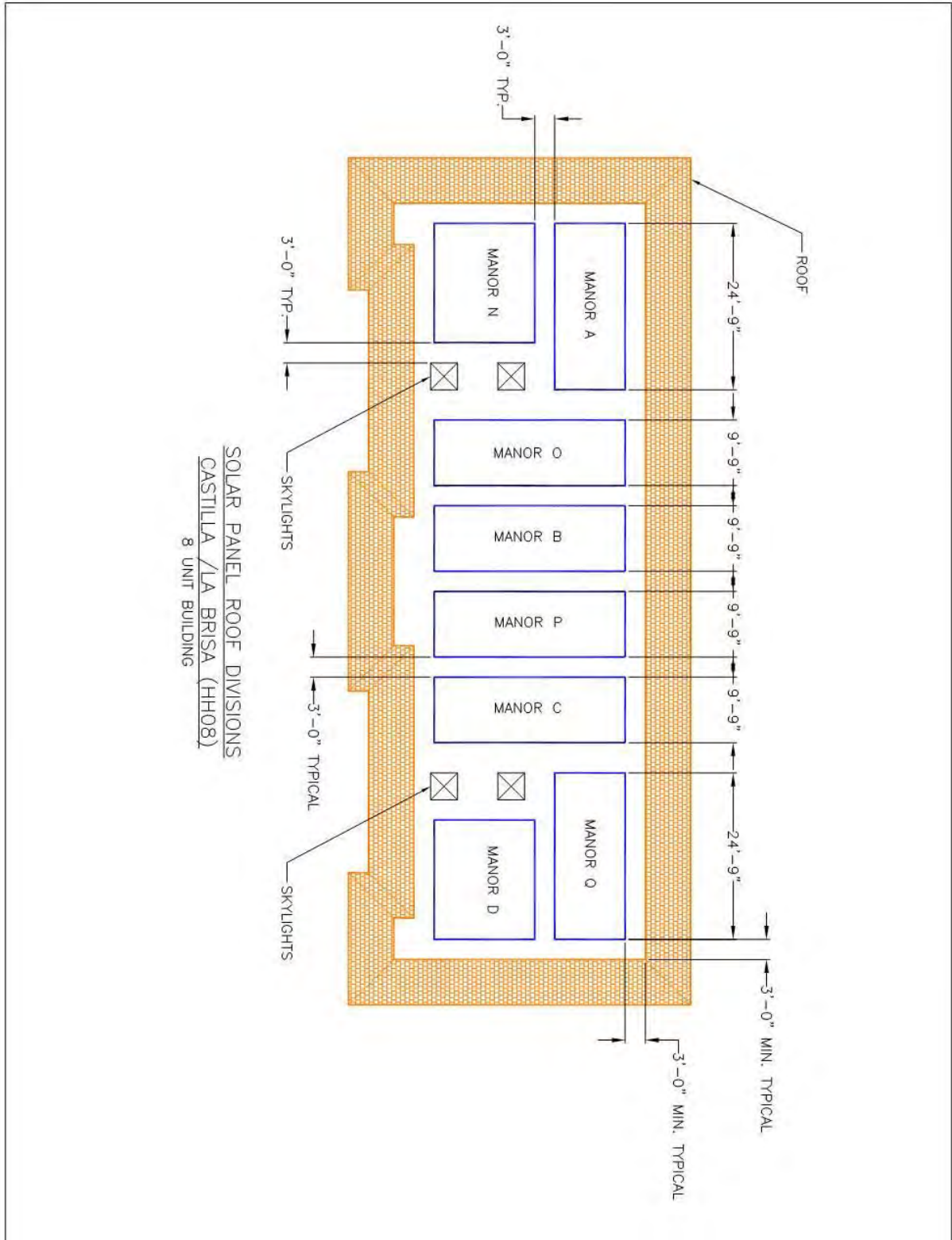


- 3.4** All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).
- 3.5** The roof area allocated for solar panel installation is depicted in the attached Roof Allocation plan for each type of 2-story buildings. It is the Member's responsibility to ascertain and adapt to any roof interference by vents or other roof mounted equipment already in place.
- 3.6** Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- 3.7** If Member discontinues use of the solar panels, Member will remove the panels, all associated parts, connections and wiring associated with the solar panels after giving notice to the Mutual through the Alterations Division. Regardless of roof type, the restoration of the roof must be performed by the Mutual's roofing contractor at the Member's expense.
- 3.8** When applicable, the solar installer and his roofer will provide a copy of the composition shingle manufacturer's warranty and will provide a separate labor and materials warranty of 5 years for the composition shingle roof installation. If any leaks occur on a roof so constructed, the solar installer will remove the solar equipment, repair the roof and put back the solar equipment at no cost to the Mutual. If the solar installer/roofer chooses not to comply with this requirement, then the Mutual Roofing Contractor must be hired to do the roofing work at the member's expense.

# ATTACHMENT 5



# ATTACHMENT 5

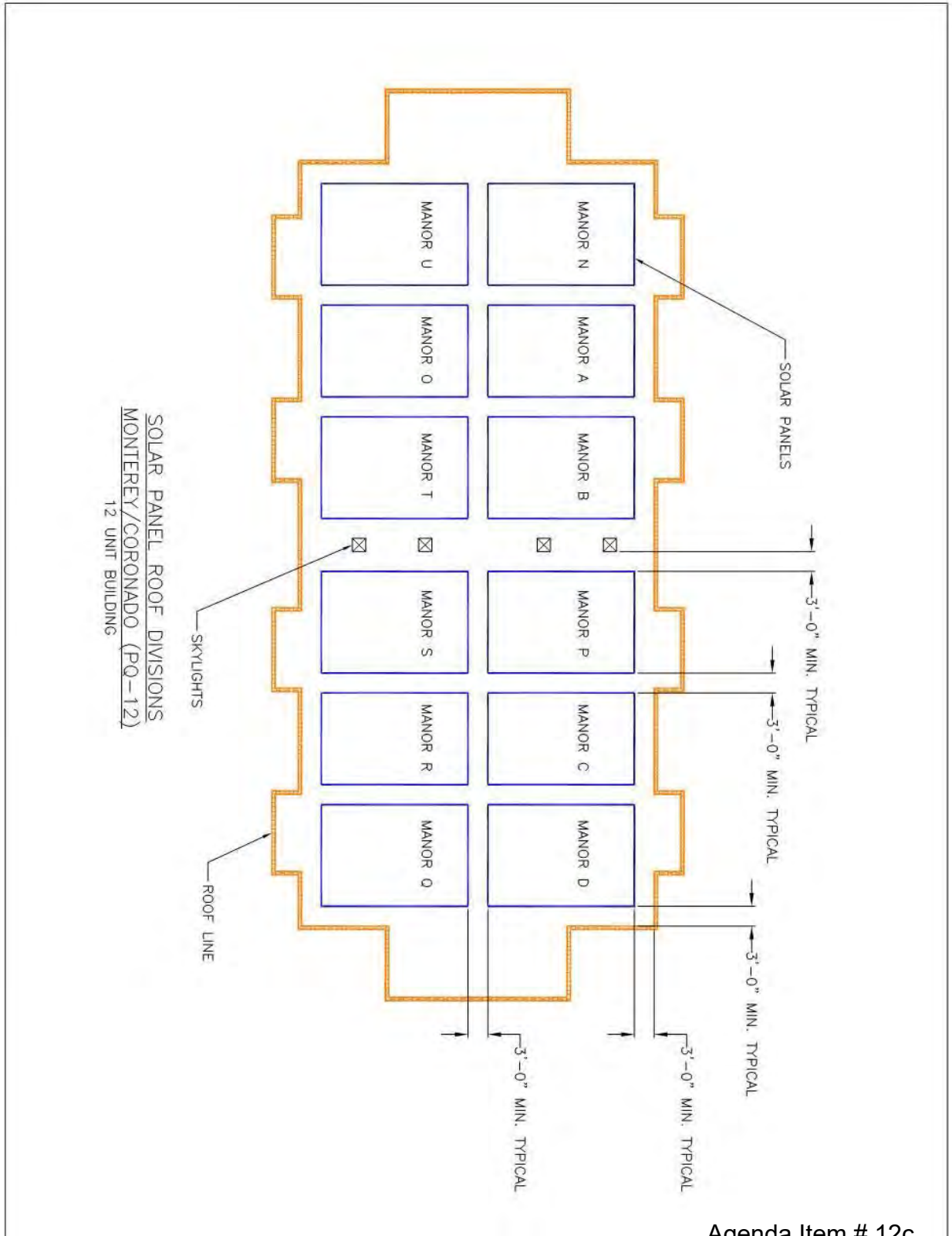




# ATTACHMENT 5



# ATTACHMENT 5



## **ATTACHMENT 6 – CURRENT RESOLUTION 01-19-22**

### **RESOLUTION 01-19-22 ALTERATION PROCESSING FEE POLICY**

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

**WHEREAS**, in order to offset administrative costs associated with processing alteration requests, Staff has determined it is necessary to update the Mutual Consent Processing Fee and the inspection fees to reflect the increased administrative costs; and

**WHEREAS**, the Mutual currently charges a \$35 fee for a Mutual Consent and a \$150 fee for a Variance to offset administrative costs associated with processing these requests and;

**WHEREAS**, the Mutual also currently charges a fee on a sliding scale for alterations meeting certain criteria; and

**WHEREAS**, the Board determined the fees should be non-refundable;

**NOW THEREFORE BE IT RESOLVED**, February 12, 2019, to partially offset administrative costs associated with processing alteration requests, the Board of Directors of this Corporation hereby sets the alteration and inspection fees as attached to the official minutes of this meeting;

**RESOLVED FURTHER**, that Resolution 01-17-149 adopted December 12, 2017, is hereby superseded and cancelled; and

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

**JANUARY Initial Notification**

**28-day notification to comply with Civil Code §4360 has been satisfied.**



**ATTACHMENT 7 – MUTUAL CONSENT PROCESSING  
ANALYSIS FOR SOLAR PANEL APPLICATIONS**

<b>Mutual Consent Processing Analysis - Solar Panels</b>	<b>2023 Bill Rate</b>	<b>Hours</b>	<b>Total</b>
Initial submittal, Preliminary review, Re-submittal, Accept complete packet	\$ 40.76	1	\$40.76
Stellar Ticket entry, assign MC#, e-mail response	\$ 40.76	0.2	\$8.15
Plan Check	\$ 40.76	0.75	\$30.57
Process final packet, payment, CAUA and release of consent	\$ 40.76	1	\$40.76
Permit database entry, ticket notation	\$ 40.76	0.25	\$10.19
Processing City permit submission, ticket notes, schedule inspections	\$ 40.76	0.5	\$20.38
Pre-Installation Roof Inspection	\$ 72.45	0.5	\$36.23
Initial submittal, Preliminary review, Re-submittal, Accept Complete Packet	\$ 72.45	0.5	\$36.23
<b>Total</b>		<b>4.7</b>	<b>\$223.27</b>

<b>Fiscal Impact</b>			
Current Fee			\$ 700.00
Estimated number of solar installations			2
Total estimated revenue for 2023			\$ 1,400.00
Proposed New Fee			\$ 223.00
Estimated number of solar installations			2
Total estimated revenue for 2023			\$ 446.00
Net estimated revenue reduction for 2023			\$ 954.00

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## **ATTACHMENT 8 - PROPOSED FEE RESOLUTION AND FEE SCHEDULE**

### **RESOLUTION 01-23-XX**

#### **Solar Application Processing Fee**

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

**WHEREAS**, in order to offset a portion of the administrative costs associated with processing variance requests, which is often followed by multiple resubmittals, and can be followed by an appeal to the Board in accordance with Resolution 01-20-27 and

**WHEREAS**, the following revisions are approved: 1) The Solar Installation Application Fee is revised to \$223; and

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

**NOW THEREFORE BE IT RESOLVED**, March 14, 2023, to partially offset administrative costs associated with processing alteration and variance requests, the Board of Directors of this Corporation hereby revise the alteration and inspection fees as attached to the official minutes of this meeting and the new Alteration Fee Schedule will be adopted; and

**RESOLVED FURTHER**, that Resolution 01-19-22 adopted February 12, 2019 is hereby superseded and canceled; and

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

**February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**

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## Laguna Woods Village®

### Alteration Fee Schedule

Visit [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) for Mutual Standards and Standard Plans

All items require HOA Mutual Consent from Manor Alterations.

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

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

Visit [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) for Mutual Standards and Standard Plans

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

Variance Processing Fee	\$150
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Alteration Fees Based on Valuation	
Alteration Type	
Air Conditioner (Through the Wall)	
Bathroom Addition (Split)	
Central HVAC (New Installation)	
Atrium, Balcony, Patio Covers (Replacement or New Installation)	
Doors (New Construction)	
Atrium, Balcony, Patio Enclosures	
French Doors (New Installation)	
Garden Room, Solarium	
Heat Pumps (New Installation through Wall)	
Man Doors (New Installation)	
Plumbing (New Installation or Relocation)	
Room Addition	
Shower to Shower Replacement	
Skylights	
Sliding Glass Doors (New Installation)	
Sliding Glass Doors (Retrofit)	
Solar Tubes	
Tub to Shower Installation	
Tub to Tub Replacement	
Wall Revisions	
Washer and Dryer (New Installation)	
Water Heater (Relocation)	
Windows (New Construction)	
Windows (Retrofit)	

\*Some Alterations may require a Demolition Mutual Consent, which carries a

\$50 fee. To confirm if your Alteration will require a Demolition, please contact Manor Alterations.

\*Alteration Fees are paid via credit card upon approval of a completed Mutual Consent application. Manor Alterations will contact applicants directly upon approval to collect payment.

\*The following fees, as appropriate to the nature of the work, apply to work completed without a Mutual Consent: Unauthorized alteration fee + Demolition fee + Mutual Consent fee + Variance fee (if applicable).

\*Variance Processing Fees are in addition to any fees incurred via Mutual Consent processing.

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

**ATTACHMENT 8**



**Proposed Solar Application Processing Fee Schedule**

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

Visit [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) for Mutual Standards and Standard Plans  
All items require HOA Mutual Consent from Manor Alterations and a City Permit.

Type	Fee
Solar Application Processing Fee	\$223



## STAFF REPORT

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**DATE:** March 14, 2023  
**FOR:** Board of Directors  
**SUBJECT:** Harassment Policy

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### **RECOMMENDATION**

Discuss and consider amending the Anti-Harassment policy.

### **BACKGROUND**

The member-discipline process is coordinated by the Compliance Division. Upon notice of an alleged violation, Staff investigates and should Staff identify objective evidence of a violation by a Member or their guests, Staff will send a courtesy notice to the offending party describing the allegation(s) and the disciplinary action that may ensue if not corrected. Staff then monitors the situation and if compliance is not achieved, Staff will send a final notice requesting compliance. Additionally, the matter is scheduled for a disciplinary hearing 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 necessary, Staff will notice the Member for a hearing before the Board of Directors in Executive Session. If the Board finds the Member to be in violation of the governing documents, the Board may impose a fine based on the Monetary Fee Schedule, suspend Member privileges, and/or consider legal action.

On September 26, 2018 the United Board of Directors adopted the Harassment Policy.

### **DISCUSSION**

On January 10, 2023, the Board of Directors asked legal counsel to review the existing policy and suggest changes to ensure that it is reflective of current applicable laws.

### **FINANCIAL ANALYSIS**

None

**Prepared By:** Jacob M Huanosto, Compliance Coordinator

**Reviewed By:** Blessilda Wright, Compliance Supervisor

### **ATTACHMENT(S)**

Attachment 1: Harassment Policy Red Line Version

Attachment 2: Harassment Policy Clean version

Attachment 3: Resolution 01-23-XX

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**Harassment Policy**  
**Resolution 01-18-102; Adopted September 26, 2018**

**I. Purpose**

The purpose of this policy is to set forth guidelines for harassment complaints received by United Laguna Woods Mutual (United).

**II. Definitions**

- a. Community – Laguna Woods Village.
- b. Golden Rain Foundation (GRF) – the Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation.
- c. Governing Documents – all of the following, collectively, the Articles of Incorporation; the Bylaws; Occupancy Agreements; the Rules and Regulations; and any Resolutions or Policies of the Board; all the same may be lawfully amended or modified from time to time.
- d. Harassment – see details under Conditions.
- e. Member – Shareholder(s) entitled to Membership in the Corporation and approved by the Board of Directors. Also known as Shareholder(s).
- f. Resident is defined as any person who has been approved by the Board of Directors for occupancy.
- g. Staff - Employees of Village Management Services, Inc. authorized to act on behalf of United.
- h. United Laguna Woods Mutual (United) - is a non-profit cooperative housing corporation which owns and manages all real property within the original 21 cooperative Mutual's. In a cooperative, Shareholders are members of a corporation which own all real property, including the dwelling units, carports, and laundry facilities within the Mutual's boundaries, and each Shareholder is entitled to occupy a specific dwelling unit under the terms of an Occupancy Agreement. Also known as Corporation. Also known as the Mutual.

**III. Conditions**

**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).)

**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 the person, and that serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, and must actually cause substantial emotional distress to the petitioner. (Code Civ. §527.6(b)(3).)

"Course of Conduct" is defined as a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose, including following or stalking an individual, making harassing telephone calls to an individual, or sending harassing correspondence to an individual by any means, including, but not limited to, the use of public or private mails, interoffice mail, facsimile, or computer email. (Code Civ. §527.6(b)(1).)

"Credible threat of violence" is a knowing and willful statement or course of conduct that would place a reasonable person in fear for his or her safety, or the safety of his or her immediate family, and that serves no legitimate purpose. (Code Civ. §527.6(b)(2).)

**Department of Housing and Urban Development (HUD) "Final Rule":** ~~New~~ guidelines were enacted in an effort to further define housing discrimination in the form of harassment. In that regard HUD's ~~new~~ guideline, adopted in August 2016 and referred to as the Final Rule, ~~new~~ ~~deems~~ harassment in housing a form of illegal discrimination. Based on HUD's guidelines the Board must now evaluate alleged harassment from a perspective of a housing provider, which HUD deems homeowners association Boards as just that, and to investigate whether a resident is being subjected to harassment to the extent that it, under the Final Rule, amounts to illegal housing discrimination. (24 CFR 100.600.)

**Governing Documents:** The Member shall not permit or suffer anything to be done or kept in or about the dwelling unit or other premises of the Corporation which will increase the rate of insurance on any building or other property of the Corporation or on the contents thereof or which will obstruct or interfere with the rights of other members of the Corporation or annoy them by unreasonable noises or otherwise nor will it commit or permit any nuisance in or about the dwelling unit or other premises of the Corporation or commit or suffer any immoral or illegal act to be committed thereon. The Member shall comply with all of the requirements of governmental authorities with respect to the dwelling unit and all other premises of the Corporation. If by reason of the occupancy or use of the dwelling unit or any other building of the Corporation by the Member the rate of insurance on any building or other property of the Corporation shall be increased, the Member shall become personally liable for the additional insurance premiums. (Occupancy Agreement, Article 5, Use of Premises.)

#### IV. Enforcement

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

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

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

Investigating Harassment: to determine if harassment is taking place, Staff evaluates the nature of the unwelcome conduct, the context in which the incidents occur, the severity, scope, frequency, duration, and location of the conduct, and the relationships of the people involved. Staff will inform the reporting parties to call the Orange County Sheriff's Department if and when the behavior occurs and the persons subjected to this type of harassment and threats of violence can seek a restraining order.

The Board will address if the harassment is of the type that ~~will require~~ United ~~to~~ is able to, and must intervene versus deem the matter a neighbor to neighbor dispute that must be resolved between the two residents.

Any reports of harassment will be evaluated by Staff and Legal Counsel to ensure that the Board complies with the Final Rule.

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## Attachment 2



### **Harassment Policy** **Resolution 01-18-102; Adopted September 26, 2018**

#### **I. Purpose**

The purpose of this policy is to set forth guidelines for harassment complaints received by United Laguna Woods Mutual (United).

#### **II. Definitions**

- a. Community – Laguna Woods Village.
- b. Golden Rain Foundation (GRF) – the Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation.
- c. Governing Documents – all of the following, collectively, the Articles of Incorporation; the Bylaws; Occupancy Agreements; the Rules and Regulations; and any Resolutions or Policies of the Board; all the same may be lawfully amended or modified from time to time.
- d. Harassment – see details under Conditions.
- e. Member – Shareholder(s) entitled to Membership in the Corporation and approved by the Board of Directors. Also known as Shareholder(s).
- f. Resident is defined as any person who has been approved by the Board of Directors for occupancy.
- g. Staff - Employees of Village Management Services, Inc. authorized to act on behalf of United.
- h. United Laguna Woods Mutual (United) - is a non-profit cooperative housing corporation which owns and manages all real property within the original 21 cooperative Mutual's. In a cooperative, Shareholders are members of a corporation which own all real property, including the dwelling units, carports, and laundry facilities within the Mutual's boundaries, and each Shareholder is entitled to occupy a specific dwelling unit under the terms of an Occupancy Agreement. Also known as Corporation. Also known as the Mutual.

#### **III. Conditions**

**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).)

**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 the person, and that serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, and must

actually cause substantial emotional distress to the petitioner. (Code Civ. §527.6(b)(3).)

"Course of Conduct" is defined as a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose, including following or stalking an individual, making harassing telephone calls to an individual, or sending harassing correspondence to an individual by any means, including, but not limited to, the use of public or private mails, interoffice mail, facsimile, or computer email. (Code Civ. §527.6(b)(1).)

"Credible threat of violence" is a knowing and willful statement or course of conduct that would place a reasonable person in fear for his or her safety, or the safety of his or her immediate family, and that serves no legitimate purpose. (Code Civ. §527.6(b)(2).)

**Department of Housing and Urban Development (HUD) "Final Rule":** New guidelines were enacted in an effort to further define housing discrimination in the form of harassment. In that regard HUD's new guideline, adopted in August 2016 and referred to as the Final Rule, now deem harassment in housing a form of illegal discrimination. Based on HUD's guidelines the Board must now evaluate alleged harassment from a perspective of a housing provider, which HUD deems homeowners association Boards as just that, and to investigate whether a resident is being subjected to harassment to the extent that it, under the Final Rule, amounts to illegal housing discrimination. (24 CFR 100.600.)

**Governing Documents:** The Member shall not permit or suffer anything to be done or kept in or about the dwelling unit or other premises of the Corporation which will increase the rate of insurance on any building or other property of the Corporation or on the contents thereof or which will obstruct or interfere with the rights of other members of the Corporation or annoy them by unreasonable noises or otherwise nor will it commit or permit any nuisance in or about the dwelling unit or other premises of the Corporation or commit or suffer any immoral or illegal act to be committed thereon. The Member shall comply with all of the requirements of governmental authorities with respect to the dwelling unit and all other premises of the Corporation. If by reason of the occupancy or use of the dwelling unit or any other building of the Corporation by the Member the rate of insurance on any building or other property of the Corporation shall be increased, the Member shall become personally liable for the additional insurance premiums. (Occupancy Agreement, Article 5, Use of Premises.)

#### **IV. Enforcement**

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

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

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

Investigating Harassment: to determine if harassment is taking place, Staff evaluates the nature of the unwelcome conduct, the context in which the incidents occur, the severity, scope, frequency, duration, and location of the conduct, and the relationships of the people involved. Staff will inform the reporting parties to call the Orange County Sheriff's Department if and when the behavior occurs and the persons subjected to this type of harassment and threats of violence can seek a restraining order.

The Board will address if the harassment is of the type that will require United to intervene versus deem the matter a neighbor to neighbor dispute that must be resolved between the two residents.

Any reports of harassment will be evaluated by Staff and Legal Counsel to ensure that the Board complies with the Final Rule.

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## Attachment 3



### **RESOLUTION 01-23-XX**

#### **Amend the United Ant-Harassment Policy**

**WHEREAS**, the United Laguna Woods Mutual Board of Directors, has recognized the need to amend the Harassment Policy to set forth guidelines for harassment complaints received by the Board;

**NOW THEREFORE BE IT RESOLVED**, March 14, 2023, that the Board of Directors of this Corporation hereby adopt the amended Harassment Policy, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 01-18-102, adopted September 28, 2018, is hereby superseded and canceled; and

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

**February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**

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## **United Mutual Town Hall Report**

### **February 10, 2023 (2pm -4 pm)**

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The title for United Mutual Town Hall on February 10<sup>th</sup>, 2023 was “ Rain and Roof”. This issue was addressed based on many complains received from residents who had problem on their roof during winter and rainy days. Therefore, the guest speaker was invited from “ Letner Roofing Company” which is doing repairing and cleaning roofs in Laguna woods since 1990.

#### **First part 2-3 pm**

The moderator of Town hall was Director Azar Asgari who started the meeting at 2 pm. At first President Ross introduced Directors on the panel ( Azar Asgari, Tom Tuning, Cash Achrecar and Pear Lee) and then Director Asgari introduced “Joe Scott” project manager of “Letner roofing” as special guest speaker.

Joe Scott explained about two different materials that are used in united roofs and different kind of roofs that exist in Laguna Woods. He mentioned the biggest problem from rain and leaking happens on flat roofs. Also, he added that some roofs have sky light that are not built based on standard code and leaks might started around the skylights.

Many residents ask questions about roofs and received responses from Scott. A resident was sorry that she had a company clean her roof because she didn't know her roof gets clean once a year.

A few residents have problem and questions about gutter. Scott responded he is only doing roof cleaning and don't know about gutter issues.

Scott said they are cleaning all roofs once a year mostly in October and November before rain season starts. He said VMS staff give him the schedules and number of building to be cleaned. It is possible some building does not get cleaned and, in this case, residents should report to the resident service. Joe Scott distributed his cards among audience and expressed that he is willing to give a free estimate and works on any roof problem for residents that are not covered by HOA.

His phone number is 714-493-8480. Scott left the meeting at 3 pm.

#### **Suggestions from residents**

- 1) The schedule of cleaning roof and landscape be added to E-blast.
- 2) VMS should use Drone to check the roofs specially during rainy days to catch any water backup.
- 3) Information about repair and cleaning schedules should be send to owner and renter both. Whoever lives in the unit should know about the work schedules.
- 4) VMS should create a solution on how inform residents (including renters) to sign up in E-blast to get update weekly information.

### **Second part 3-4 pm**

After guest speaker left, the meeting continued with second part which gave a chance to residents to speak about issues or concerns that they have. Many questions were asked which some were responded in the meeting and some are as below waiting for respond.

The list of their issues is as below:

United Town Hall - Resident Comments February 2023			Outcome/Status
Name	Manor	Issue/Comment	
Dan Frazer	2013-B	Please remove leaves from roof.	The inclement weather has delayed the cleaning schedule. Confirmed the flat roof cleaning project was completed in February.
Lisa McCue	755-B	Landline telephone jack does not work	AT&T inspected and feels the phone jack in the manor is good but the phone line box to the building not working correctly. Resident Service as a work order open to repair building box.
R Sue Woods & Ruth Tice	202-F & 202-G	Status of email sent to M&C committee in December regarding rain gutters diverting water on to patio.	M&C found the email message and is reviewing the requests for a change to the rain gutters. M&C will inspect and correct as needed.
Nancy Lannon	669-N	Emails of news about Village or repairs should be sent to resident and owners both. Some owners have leased out their units.	The Mutual has a direct relationship with the owner and may need to discuss chargeable services; tenant cannot approve a chargeable request. The owner will need to place on their account the tenant can contract chargeable services for the manor. All residents can receive Village news, however they need to provide approval to receive the information. They can do this by signing up to receive the weekly newsletter "What's Up in the Village".
		When are big numbers going to be put on our buildings?	The Mutuals do not have a separate stand-alone program to replace building address signs. Signs are replaced with new larger reflective coated signs as part of the exterior paint program. When a building is painted, the signs will be replaced with larger address signs.
Richard Gertz	46-R	Does VMS clean alteration patio cover gutters on the second floor?	Ticket was opened with Resident Services to inspect the areas patio rain gutters and advise. Inspection showed the alteration, which is the responsibility of the owner.
Cheryl/Richard Garcia	792-B	Was informed that the roof would be cleaned in December, but it has not been done. When will the cleaning be completed?	The inclement weather has delayed the cleaning schedule. Confirmed the flat roof cleaning project was completed in February.
Georgeanna Stark	872-O	Constant gutter issues; believe ash tree debris is the problem.	Requested a ticket be opened in Resident Services to inspect and correct the rain gutter as needed. Ms. Stark gutters were cleaned 2/27/23.

Carol Cragg	667-C	How do I access the list of chargeable services for United?	Yes. United provides non-emergency maintenance chargeable services. The list is located on the website by selecting <b>Documents&gt;United Laguna Woods Mutual - Under Operating Rules (mid-page) - Policies and Procedures - United Chargeable Maintenance Services Summary</b> . This information was emailed to Ms. Cragg.
Tony Monge	29-O	Gutter cleaning status?	Requested a ticket be opened in Resident Services to inspect and correct the rain gutter as needed. Ticket SO21775581 has been opened for cleaning.



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**DATE:** March 14, 2023  
**FOR:** Board of Directors  
**SUBJECT:** 707-G Deny Reimbursement of Plumbing Repairs and Restoration Costs

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### **RECOMMENDATION**

Deny the request for additional reimbursement for plumbing repairs and flooring replacement costs in the amount of \$1,140 from Ms. Soonjun Hannah Jhang, shareholder of Manor 707-G Avenida Majorca.

### **BACKGROUND**

On August 25, 2017 a single fixture stoppage occurred which overflowed through the alteration drain line to the washing machine at 707-G. On August 28, 2017, staff received a written request from Ms. Jhang, the non-occupant owner of Manor 707-G asking for a reimbursement of \$100 for a plumbing repair expense she had just incurred (Attachment 1).

On January 15, 2018, after a thorough investigation and review by staff, and in accordance with Mutual policy, a letter was mailed to Ms. Jhang denying her request for reimbursement because the stoppage overflowed from an alteration for which the member is responsible (Attachment 2).

On May 9, 2022, staff received a second written request, from Ms. Jhang, the non-occupant owner of Manor 707-G asking for a reimbursement of \$340 in plumbing repair expenses dating back to 2017 (Attachment 3).

On June 2, 2022, staff denied the reimbursement and a letter was mailed to Ms. Jhang informing her of the denial (Attachment 4).

On September 6, 2022 Ms. Jhang sent another letter requesting a \$340 reimbursement because the stoppage was in the Mutual's drain line. Included was correspondence from July 9, 2022 that staff had not previously received (Attachment 5).

On September 20, 2022, as a gesture of good faith and in support of our mission to provide excellent customer service to Village residents, staff offered to reimburse Ms. Jhang for the original incident in 2017 in the amount of \$100 (Attachment 6).

On October 21, 2022, staff telephoned Ms. Jhang and asked if she received the offer letter and if so, did she want to accept the offer. Ms. Jhang declined the \$100 reimbursement and asked for a counter-offer to be made.

On October 28, 2022, staff met with Ms. Jhang in person and discussed the various stoppages that have overflowed through the alteration drain pipe in Manor 707-G in the last five years, though only two stoppages to the alteration drain line were reported. The other plumbing service orders on record were regarding a clogged kitchen sink and a clogged toilet. Staff explained the Mutual rules regarding why shareholders are responsible for all alterations, even those that are installed by previous members. Ms. Jhang was thankful for the information and said that she would accept the \$100 reimbursement offered.

An email correspondence between Ms. Jhang and staff began on November 1, 2022 (Attachment 7). Ms. Jhang reiterated the amount of money she has paid to contractors due to the overflows from her alteration drain pipe and the reason she feels that the Mutual is responsible for the costs.

On November 22, 2022 Ms. Jhang sent an email requesting an additional reimbursement in place of the full reimbursement amount she had previously requested (Attachment 8). Staff informed Ms. Jhang that the matter would be presented to the M&C Committee for review.

On December 12, 2022, Ms. Jhang provided an additional receipt for the \$900 she spent for flooring replacement in 2020 (Attachment 9) and asked that the reimbursement request include all costs she has incurred minus the \$100 reimbursement she has already received, for a total reimbursement request of \$1,140.

On December 28, 2022, the United M&C Committee reviewed this case and denied Ms. Jhang's request for additional reimbursement. However, due to a miscommunication on the start time of the Committee meeting, Ms. Jhang was not present when the Committee made its decision. Staff sent a letter to Ms. Jhang informing her of the denial that was based on the information presented, and indicated that the matter would be reheard on the February 22, 2023 agenda, to allow her an opportunity to address the Committee (Attachment 10).

On February 22, 2023, the United M&C Committee again reviewed this case with Ms. Jhang present, who provided comments in support of her request. After a discussion between the committee, staff and the owner, the committee requested the matter be forwarded to the full board for review.

### **FINANCIAL ANALYSIS**

If the board approves Ms. Jhang's request, the reimbursement amount would be paid from the United maintenance operating budget.

**Prepared By:** Laurie Chavarria, Senior Management Analyst

**Reviewed By:** Manuel Gomez, Maintenance and Construction Director

### **ATTACHMENT(S) - Distribution to Board Members Only**

Attachment 1: Request for Reimbursement 08/28/2017  
Attachment 2: Denial of Reimbursement Request 01/15/2018  
Attachment 3: Request for Reimbursement 05/09/2022  
Attachment 4: Denial of Reimbursement Request 06/02/2022  
Attachment 5: Request for Reimbursement 09/06/2022  
Attachment 6: Partial Reimbursement 09/20/2022  
Attachment 7: Email Correspondence 11/01–11/14/2022  
Attachment 8: Request for Reimbursement 11/22/2022  
Attachment 9: Receipt for Flooring Replacement  
Attachment 10: Denial of Reimbursement Request 1/5/2023



**ENDORSEMENT (to Board)**

**2023 United Investment Policy**

On February 17, 2023 the United Investment Ad Hoc Committee approved a draft 2023 United Investment Policy to be reviewed and discussed during the Finance committee meeting. The Finance Committee met on February 28, 2023 and reviewed the draft policy, accompanying staff report, and request for the policy to be endorsed and presented at the next board meeting for approval.

A motion was made by Director Asgari to adopt the proposed 2023 United Investment Policy. Director Alison Bok seconded.

A second motion was made by Director Bok to have the VMS Director of Financial Services administer the Investment Policy and continue to work with Bank of America to invest funds according to the policy principles until such Financial Advisor takes over. Director Asgari seconded.

Hearing no objections, the second motion passed unanimously by a 3-0 vote and will be presented at the next board meeting.

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## STAFF REPORT

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**DATE:** March 14, 2023  
**FOR:** Board of Directors  
**SUBJECT:** Investment Policy

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### **RECOMMENDATION**

Staff recommends approval of the 2023 Investment Policy

### **BACKGROUND**

The United Laguna Woods Mutual Investment Policy provides guidelines and limitations for the responsible management of the corporation's investments.

### **DISCUSSION**

In December 2022, the United board authorized a financial advisor to draft an investment policy on behalf of the board. The draft was received in early January 2023 and since that time, the United Investment Ad Hoc Committee has met multiple times to review and edit the draft policy. On February 17, 2023 the Investment Ad Hoc Committee approved the draft (ATT1). A copy of the current Investment Policy as been attached for comparative purposes (ATT2).

If approved by the Finance Committee, the policy will be presented to the board for approval and a 28-day notice to comply with Civil Code §4360.

**Prepared By:** Erika Hernandez, Finance Department Administrative Assistant

**Reviewed By:** Steve Hormuth, Director of Financial Services

### **ATTACHMENT(S)**

**Attachment 1:** Proposed 2023 Investment Policy

**Attachment 2:** Current Investment Policy

**Attachment 3:** Resolution 01-23-xx

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## **United Laguna Woods Mutual Investment Policy Statement**

### **I. Purpose**

The purpose of the United Laguna Woods Mutual (United) Investment Policy Statement is to provide guidelines and limitations for the responsible management of United's cash available for investment.

### **II. Definitions**

Investment Advisor / Portfolio Manager – An individual or company employed as a fiduciary by United to provide financial guidance and / or fee-based investment management.

Discretionary Investment - A form of investment management in which buy and sell decisions are made by a portfolio manager for the client's account. The term "discretionary" refers to the fact that investment decisions are made at the portfolio manager's discretion.

Non-Discretionary Investment – A form of investment management in which buy decisions are made by United's Board of Directors and administered by United's managing agent. Non-Discretionary investments consist exclusively of Treasury Bills and Treasury Notes. No non-discretionary investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without (1) a demonstrated immediate need for the monies and (2) written consent of at minimum three current United officers of the Board.

Managing Agent - a corporation or person who, for compensation or in expectation of compensation, exercises control over the assets of a common interest development.

Treasury Bill (T-Bill) - a short-term U.S. government debt obligation backed by the Treasury Department with a fixed interest rate and maturity of one year or less.



Treasury Notes – a U.S. government debt obligation backed by the Treasury Department with a fixed interest rate and maturity greater than one year with maximum of 10 years

Treasury Inflation Protected Securities (TIPS) – a United States treasury whereby the principal (called par value or face value) goes up with inflation and down with deflation. When a TIPS matures, you get either the increased (inflation-adjusted) price or the original principal, whichever is greater. You never get less than the original principal.

### **III. Scope**

This Policy applies to all financial assets of United, including all Cash in Investment Accounts accounted for in two possible strategies: Discretionary and non-Discretionary.

### **IV. Policy**

It is the Policy of United to invest member's monies in a manner which will provide the maximum security of principal, while meeting the cash flow needs of United. In addition, these investments must conform to all State of California statutes governing the Investment of Common Interest Development's monies. Every effort must be made to match maturities to known cash flow needs.

### **V. Objectives**

It is the Policy of this body to diversify its investment portfolio to minimize risk. Therefore, restraint must be made to minimize potential losses from over concentration of assets in a specific issuer, specific financial institution, specific maturity, or specific class of securities unless said security is 100% backed by the US Treasury.

To minimize market risk and reduce reliance on interest rate forecasting, it is United's Policy to structure its investment portfolio as a maturity ladder. Further, United must be the owner of the maturity.



The primary objectives, in priority order of United investment activities shall be:

- A. Safety:** Safety of Principal is the first and foremost objective for these investments. Preservation of Capital is of primary importance and should include a focus on both the current and future economic environment regarding inflation.
- B. Liquidity:** The Investment Portfolio will remain sufficiently liquid to enable United to meet all current and future operating requirements which might be reasonably anticipated.
- C. Yield:** The Investment portfolio shall have an aim to attain a market rate of return consistent with the higher priority constraints of Return of Capital and Liquidity to meet all anticipated Cash Flow needs.

## **VI. Prudence**

The money management standard to be used in the investment function of these assets, shall be governed by the “prudent investor” rule. Any person acting in an investment capacity will take aims to safeguard the principal and maintain the liquidity needs and make the utmost effort to make investment decisions in the best interest of United.

## **VII. Delegation of Authority**

The Managing Agent is designated as the Investment Officer of United’s monies and is responsible for investment management decisions and activities for the non – discretionary investments. They are also responsible for reviewing transactions of any Discretionary managers that United hires and reporting to the United Board to assist with the management of these investments.



United shall employ the services of a third-party professional money manager(s) to manage a Discretionary portfolio and the Advisor(s) shall act in accordance with this Investment Policy only and act as a fiduciary with a primary broker for all transactions. These managers must have an established professional reputation for asset management, knowledge of this Policy, familiarity of all State laws governing Common Interest Development (CID or Home Owner Association) asset management, and carry sufficient liability (errors and omissions) insurance for the size of this account.

The Board will interview and select the qualified financial advisor through use of an interview process. A minimum of two candidates should be reviewed before the selection is finalized. These managers can have their authority revoked at any time and their performance or a competitive review process should occur at least once every two or three years.

#### **VIII. Authorized Investments and Limitations**

Investments are limited to the following authorized investments and instruments:

##### **A. United States Treasury Bills, Treasury Notes, and Treasury Inflation Protected Securities (TIPS)**

Maximum Amount: No Limit

Maximum Maturity: 5 Years from the date of Purchase – However no more than 20% of the total assets can be invested for a four-year duration, with no more than another 20% of the total assets can be invested for a five-year duration.

##### **B. Money Markets and Money Market Mutual Funds**

Insured Bank Money Markets and US Government Security as well as US Treasury Security Money Market Mutual Funds are acceptable for use up to their Insured limit.





### **C. Insured Certificates of Deposit**

United may invest money in FDIC insured Certificates of Deposits that are only issued directly by banks chartered by the Federal or California Government. United may, at the Board's direction, purchase Certificates of Deposit through the Certificate of Deposit Account Registry Service (CDARS) program available through financial institutions who offer IntraFi Network Deposits.

Maximum Amount: 40%

Maximum Maturity Value per Institution is \$250,000 or the lessor of the current FDIC Insured limit.

Maximum Maturity: 5 Years from the date of purchase – However no more than 20% of the total assets can be invested for a four-year duration, with no more than another 20% of the total assets invested for a five-year duration.

### **IX. Prohibited Investments**

The following investments are prohibited by United and its Agents:

- A. Any form of Equities – Individually or as part of a Mutual Fund, ETF or Unit Investment Trust
- B. Bond Mutual Funds that are not considered Money Market Mutual Funds or any Individual Corporate Bonds
- C. Any leveraged or derivative instruments



- D. Any investment issued by the Government National Mortgage Association
- E. Any mortgage pass through security or collateralized mortgage obligation bond
- F. Any Inverse floaters

#### **X. Custody of Assets**

All investment securities including both Discretionary and non-Discretionary holdings must be held in safekeeping by a third party custodial financial institution. The custodian of these assets must present United with receipts and statements listing all holdings and securities transactions.

#### **XI. Internal Controls and Reporting**

United's managing agent, with approval from the Board, should have an established system of written internal controls which should occasionally be reviewed by the Board. The controls should be designed to prevent loss of United's monies due to fraud, errors, misrepresentation, or imprudent actions. The Board retains the right to review the written internal controls.

United's managing agent shall submit monthly investment reports to the Board consistent with the frequency required by California Civil Code 5500. The report should include a summary of any new investment transactions including: investment type, percent of portfolio, purchase date, maturity date, issuer, and purchase price. In addition, all existing positions should be updated to show: current market value, purchase price, anticipated maturity value and maturity date.

If United decides to employ the services of third-party professional money manager(s) to manage a Discretionary portfolio, then the Advisor(s) shall present to the Board a semi-annual presentation of their firms view on current and future economic conditions, including changes in inflation and interest



rates. Additionally, the professional money manager's presentation shall include the annualized average rate of return for the current year and inception to date.

This Investment policy document should be reviewed annually by the Board.



### **RESOLUTION 01-19-87**

#### **UNITED INVESTMENT POLICY REVISIONS**

**RESOLVED**, November 12, 2019 that the Managing Agent of this corporation, and an outside Investment Manager are hereby authorized to invest the funds of the corporation which, in the opinion of said managing agent are not required within a reasonable time to pay obligations of the corporation; and

**RESOLVED FURTHER**, that the Board of Directors of this Corporation hereby authorizes the Managing Agent of this corporation, to retain an Investment Manager and to give that Manager discretion to transact purchases and sales of investments for the United Laguna Woods Mutual account. Such discretion is subject to the underlying conditions as stated below. The Board will determine the amount to be managed in this discretionary account; and

**RESOLVED FURTHER**, that all investments on behalf of this corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions:

1. Notification of confirmation shall be given to the managing agent and treasurer of this corporation upon completion of each investment transaction;
2. For funds administered by the Managing Agent in a non-discretionary account, no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that an investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be received from the Board of Directors of this corporation;
3. Funds shall be invested only in authorized investments as provided herein. Authorized investments are limited to:
  - a. obligations of, or fully guaranteed as to principal by, the United States of America;
  - b. Up to 30 percent of the portfolio may be invested in Corporate Bonds rated BBB through AAA; specifically Baa3/BBB-/BBB- or better by



Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of downgraded bonds that fall below the investment grade rating will be determined by the fund manager.

- c. No more than 3% of portfolio is to be invested in any one corporate bond issuer; and
  - d. Up to 25% of the portfolio may be invested in Government Sponsored Federal Agencies, namely FNMA (Federal National Mortgage Association – Fannie Mae), FHLMC (Federal Home Loan Mortgage Corporation – Freddie Mac, and FHLB (Federal Home Loan Bank).
4. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation. Any such investments may be held for the account of the corporation in book-entry form;
  5. Any authorized investments, as defined in Item 3 above, previously made by said Managing Agent or Investment Manager, are hereby ratified; and

**RESOLVED FURTHER**, that Resolution 01-17-38 adopted on March 14, 2017, is hereby superseded and cancelled.

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

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## **RESOLUTION 01-23-XX**

### **United 2023 Investment Policy**

**WHEREAS**, on February 28, 2023 the United Finance Committee approved the United 2023 Investment Policy with a purpose to provide guidelines and limitations for the responsible management of cash available for investment which applies to all financial assets of United, including all Cash in Investment Accounts both Discretionary and non-Discretionary; and

**WHEREAS**, that all investments on behalf of this corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield; and

**WHEREAS**, it is the Policy of United to invest member's monies in a manner which will provide the maximum security of principal, while meeting the cash flow needs of United. In addition, these investments must conform to all State of California statutes governing the Investment of Common Interest Development's monies. Every effort must be made to match maturities to known cash flow needs;

**NOW THEREFORE BE IT RESOLVED**, April 11, 2023, that Board of Directors of this Corporation hereby approves the United 2023 Investment Policy as attached; and

**RESOLVED FURTHER**, the Resolution 01-19-87 adopted on November 12, 2019, is hereby is superseded and cancelled.

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

#### **March 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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**ENDORSEMENT (to board)**

**Treasury Bill Investments**

Steve Hormuth presented a staff report seeking a formal recommendation regarding treasury reinvestment of \$2M of funds maturing on March 21, 2023 and \$2.5M of funds maturing on May 18, 2023.

A motion was made by Director Asgari to reinvest funds in a 3-month to 21-month ladder until otherwise directed by the board. Director Bok seconded. Discussion ensued. The motion passed unanimously to approve and endorse the recommendation by a 3-0 vote and will be presented at the next board meeting.

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## STAFF REPORT

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**DATE:** March 14, 2023  
**FOR:** Finance Committee  
**SUBJECT:** Treasury Bill Investments

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### **RECOMMENDATION**

The Finance Committee shall develop and approve a recommendation to the United Laguna Woods Mutual Board for reinvesting the treasury investments upon the portfolio's various maturities based on guidance from a financial advisor.

### **BACKGROUND**

In November of 2022, the United board authorized the sale of its discretionary investment funds of \$14.1M and directed the purchase of \$14,507,000 of federally backed treasuries with maturities ranging between 3 and 21 months. The first \$2M matured on Feb 21, 2023 and the board directed staff to reinvest the monies into additional treasuries. The \$2M of funds will mature on March 21, 2023 and a second ladder of \$2.5M matures on May 18, 2023.

### **DISCUSSION**

The intent of this staff report is to educate the members of the United Finance Committee in advance of the upcoming treasury bill maturities. If the Committee approves a recommendation on February 28, 2023, the United board may approve the Committee's recommendation at their next regularly scheduled meeting on March 14, 2023. Per direction from the board, staff has included below the current annualized rates of return for treasuries with maturities of 3 – 24 months:

- Federally backed treasuries
  - Treasury Bill (T-Bill) = Maturity less than 12 months

Maturity	Interest Rate
Treasury 3 month	4.521%
Treasury 6 month	4.564%
Treasury 9 month	4.699%
Treasury 12 month	5.131%

- Treasury Note (T-Bill) = Maturity 12 months or greater

<b>Maturity</b>	<b>Interest Rate</b>
Treasury 15 month	5.0%
Treasury 18 month	4.9%
Treasury 21 month	4.8%
Treasury 24 month	4.7%

### **FINANCIAL ANALYSIS**

The rates and maturities have been provided by staff based on current available published data and are subject to change. The board is responsible for making decision on the reinvestment of funds in consultation with a financial advisor.

**Prepared By:** Steve Hormuth, Director of Financial Services

**Reviewed By:** Pam Jensen, Controller

### **ATTACHMENT(S)**

**Attachment 1:** Resolution 01-23-xx



**RESOLUTION 01-23-XX**

**Treasury Bill Investments**

**WHEREAS**, In November 2022 the United Laguna Woods Mutual Board authorized the sale of its discretionary investment funds totaling \$14M and directed staff to purchase \$14,507,000 of federally backed treasuries with maturities between 3 and 21 months; and

**WHEREAS**, on February 23, 2023 the first \$2M treasury matured and the United Board directed staff to reinvest into additional treasuries. The \$2M maturity date is March 21, 2023 and the next \$2.5M matures on May 18, 2023; and

**WHEREAS**, on February 28, 2023 the Finance Committee recommended to the board to reinvest maturing treasury proceeds into a 21-month maturity treasury and continue reinvesting future maturities in 21-month maturing treasuries until otherwise directed by the Board;

**NOW THEREFORE BE IT RESOLVED**, March 14, 2023, the United Laguna Woods Mutual board approved the Finance Committee recommendation to reinvest maturing treasuries into treasuries with a maturity of 21 months -month ladder as proposed; and

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

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**ENDORSEMENT (to board)**

**Temporary Borrowing**

Steve Hormuth, Director of Financial Services, presented a recommendation to endorse and approve a temporary borrowing in the amount of \$3M by the Operating Fund from the Reserve Fund to meet cashflow needs resulting from the property tax payment scheduled for April 2023 with payback not to exceed one year from date of approval.

A motion was made by Director Asgari to approve a temporary borrowing in the amount of \$2.2M with a strict 2-month payback from the time the property tax payment is made. Director Bok seconded.

The motion passed unanimously to approve and endorse the recommendation and will be presented at the next board meeting.

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## STAFF REPORT

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**DATE:** March 14, 2023  
**FOR:** Board of Directors  
**SUBJECT:** Temporary Borrowing

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### **RECOMMENDATION**

Staff recommends the Finance Committee endorse and the Board approve the temporary borrowing of \$3,000,000 by the Operating Fund from the Reserve Fund to meet cashflow needs resulting from the property tax payment scheduled for April 2023. Payback of the borrowed monies to the advancing fund is planned for four months but is not to exceed one year from the date of approval.

### **GOVERNING AUTHORITY**

California Civil Code § 5510 Expenditure of Reserve Accounts

- (b) The board shall not expend funds designated as reserve funds for any purpose other than the repair, restoration, replacement, or maintenance of, or litigation involving the repair, restoration, replacement, or maintenance of, major components that the association is obligated to repair, restore, replace, or maintain and for which the reserve fund was established.

California Civil Code § 5515 Borrowing from Reserve Accounts

- (a) Notwithstanding Section 5510, the board may authorize the temporary transfer of moneys from a reserve fund to the association's general operating fund to meet short-term cashflow requirements or other expenses, if the board has provided notice of the intent to consider the transfer in a board meeting notice provided pursuant to Section 4920 (Notice of Board Meeting).
- (b) The notice shall include the reasons the transfer is needed, some of the options for repayment, and whether a special assessment may be considered.
- (c) If the board authorizes the transfer, the board shall issue a written finding, recorded in the board's minutes, explaining the reasons that the transfer is needed, and describing when and how the moneys will be repaid to the reserve fund.
- (d) The transferred funds shall be restored to the reserve fund within one year of the date of the initial transfer, except that the board may, after giving the same notice required for considering a transfer, and, upon making a finding supported by documentation that a temporary delay would be in the best interest of the common interest development,

### **BACKGROUND**

The Orange County Tax Collector requires the equivalent of six months of property taxes to be paid no later than April 10<sup>th</sup>. By April 2023, only four months of resident property tax contributions will have been collected resulting in an operating fund cash deficit of \$2,181,746 (\$1,090,873 x 2 months: May and June) specific to property taxes.

The table below illustrates the inflow of property tax contributions from residents and outflow of payments to the Orange County Tax Collector:

	Contributions	Payment	Rolling Balance
January 2022	1,090,873	-	1,090,873
February	1,090,873	-	2,181,746
March	1,090,873	-	3,272,619
April	1,090,873	(6,545,238)	(2,181,746)
May	1,090,873	-	(1,090,873)
June	1,090,873	-	0

### **DISCUSSION**

As of the period ending January 31, 2023 United held a total cash balance of \$761,588 with an additional \$5M of short-term treasuries maturing in February and March.

As provided for under the header of Governing Authority above, Civil Code §5515(b) requires a statement whether a special assessment will be considered. A special assessment is not being considered as the borrowed funds will be paid back to the reserve through regular assessments from members.

### **FINANCIAL ANALYSIS**

Due to the timing of receiving property tax monies from monthly assessments, the deficit of \$2,181,746 will be needed from the Reserve Fund in early April 2023. To provide sufficient funding for the April 2023 property tax payment and ensure adequate cash remains for ongoing operating expenses, a temporary borrowing of \$3,000,000 will be needed from United's Reserve Fund.

**Prepared By:** Steve Hormuth, Director of Financial Services

**Reviewed By:** Jose Campos, Assistant Director of Financial Services  
Pam Jensen, Controller

### **ATTACHMENT(S)**

**Attachment 1:** Resolution 01-23-xx

**RESOLUTION 01-23-XX****Temporary Borrowing**

**WHEREAS**, pursuant to Civil Code Section 5515, the Board of Directors may authorize the temporary transfer of moneys from a reserve fund to an Association's general operating fund to meet short-term cash-flow requirements or other expenses, if the Board of Directors has provided notice of the intent to consider the transfer in a Board meeting notice provided pursuant to Section 4920; and

**WHEREAS**, the notice required pursuant to Section 4920 has been provided in the agenda for this Board of Directors meeting; and

**WHEREAS**, it has become necessary to temporarily transfer moneys from the reserve fund to the operating fund due to timing differences in when property tax assessments are collected and the corresponding amounts are required to be paid; and

**WHEREAS**, the amount of funds needed to be transferred from the operating reserve fund to the reserve operating fund has been determined to be \$2,200,000 and the repayment of such funds from the operating fund to the reserve fund is anticipated to be more than provided by future property tax assessment collections and positive cash flow results from operations; and

**WHEREAS**, it is planned and anticipated that sufficient cash flow will be generated in the reserve operating fund to repay the \$2,200,000 to the reserve fund in two months after tax payment is made, therefore a special assessment will not be needed;

**NOW THEREFORE BE IT RESOLVED**, March 14, 2023 that the transfer of \$2,200,000 as a temporary transfer from the reserve fund to the operating fund for the reasons stated herein, and with the plan to repay the funds in one two months, but no later than one year from this date, is hereby authorized; 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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## **Treasurer's Report for March 14, 2023 Board Meeting**

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**SLIDE 1** – Through the reporting period of **January 31, 2023**, total revenue for United was \$4,373K compared to expenses of \$3,589K, resulting in net expense of \$925K.

**SLIDE 2** – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund (without Depreciation) shows an operating surplus of \$314K through the reporting period. This chart shows how much of our revenue went into operations, with \$1,976K coming in from assessments and \$210K coming from non-assessment revenue. This is compared to operating expenditures of \$1,872K (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 \$814K when combining both operating and reserve savings.

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

**Outside Services \$294K;** Favorable variance primarily resulting from timing of expenditures, affecting the areas of Waste Line Remediation, Tree Maintenance, and Electrical System Replacement. January invoices were not processed until February.

**Employee Compensation \$172K;** Favorable variance resulted primarily in the M&C and Landscape Services due to open positions. Impacted areas include grounds maintenance, paint, plumbing, carpentry and interior components. Recruitment is in progress to fill in current open positions. Grounds maintenance has contracted out shrub-bed maintenance to outside vendors for the pruning/weeding cycle as they continue to fill open positions.

**Unrealized Gain/(Loss) on AFS Investments \$141K;** Favorable variance resulted from an erroneous accounting entry. United mutual currently owns individual treasury bills that are held-to-maturity. Capital gains from these types of investments are not recorded until maturity and accounting does not consider any fair market value before maturity. Staff will make the accounting adjustment to correct this entry.

**Investment Income \$40K;** Favorable variance resulted from higher rates of return than expected on treasury bill investments.

**SLIDE 5** – On this pie chart, we show non-assessment revenues earned to date of \$263K, excluding the Unrealized Gain on AFS Investments. If you include the gain on investments, non-assessment revenue totaled \$404K. Revenue is organized by category, starting with our largest revenue generating category Fees and Charges to Residents, followed by Golf Cart Electric Fee, Investment Interest Income, Electric Vehicle Plug-in Fee, Laundry, Lease Processing Fee, and so forth.

**SLIDE 6** – On this pie chart, we see the expenses to date of \$3,589K, showing that our largest categories of expense are for Employee Compensation and Property Tax followed by Insurance, Utilities, Outside Services, Materials and Supplies, and so forth. In the upper right corner, we show a breakout of the utility category.



## **Treasurer's Report for March 14, 2023 Board Meeting**

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**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 January 31, 2023 was \$1,118K. The Reserve Fund balance on January 31, 2023 was \$17,381K. Contributions and investment revenue collected totaled \$1,182K while expenditures were \$618K. The Property Tax Fund balance on January 31, 2023 was (\$626K). Contributions and investment revenue collected totaled \$1,140K while expenditures were \$1,085K.

**SLIDE 9** – We compare this to historical fund balances for the past five years on this chart, which have averaged \$19.0 Million.

**SLIDE 10** – We have a slide here to show resale history from 2021 - 2023. Through January 31, 2023, United resales totaled 20, which is 18 resales lower than the prior year for the same time period. The average YTD resale price for a United Mutual manor was \$293K, which is \$20K lower than the prior year for the same time period.

# Financial Report

Preliminary as of January 31, 2023



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$4,110
Non-assessment Revenue	\$263
Total Revenue	\$4,373
Total Expense	\$3,589
Other Changes	\$141
Net Revenue/(Expense)	\$925

# Financial Report

Preliminary as of January 31, 2023



OPERATING ONLY INCOME STATEMENT <sup>1</sup> (in Thousands)	ACTUAL
Assessment Revenue	\$1,976
Non-assessment Revenue	\$210
Total Revenue	\$2,186
Total Expense <sup>1</sup>	\$1,872
Other Changes	0
Operating Surplus	\$314

1) Excludes depreciation



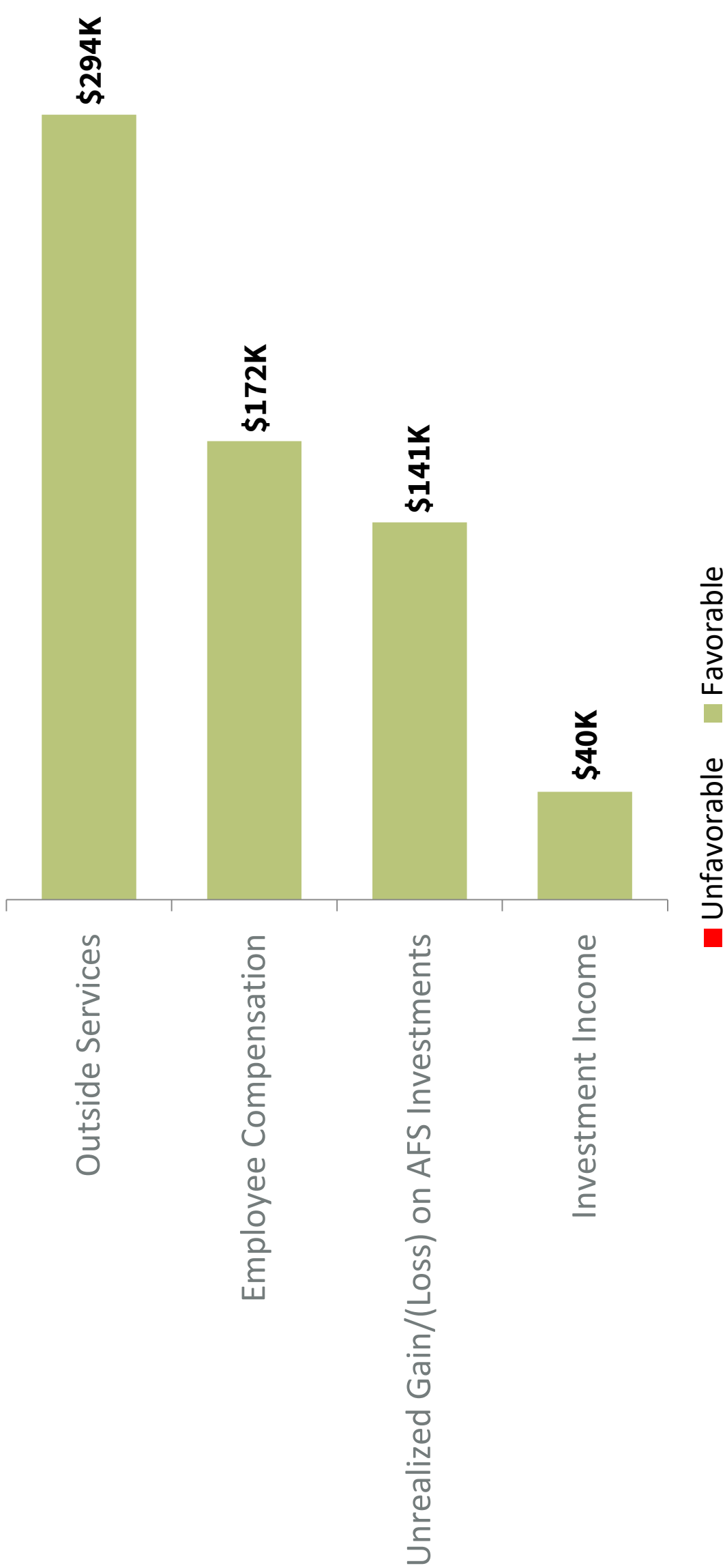
# Financial Report

Preliminary as of January 31, 2023

INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$4,110	\$4,024	\$86
Non-assessment Revenue	\$263	\$158	\$105
Total Revenue	\$4,373	\$4,182	\$191
Total Expense	\$3,589	\$4,071	\$482
Other Changes	\$141	\$0	\$141
Net Revenue/(Expense)	\$925	\$111	\$814

# Financial Report

Preliminary as of January 31, 2023



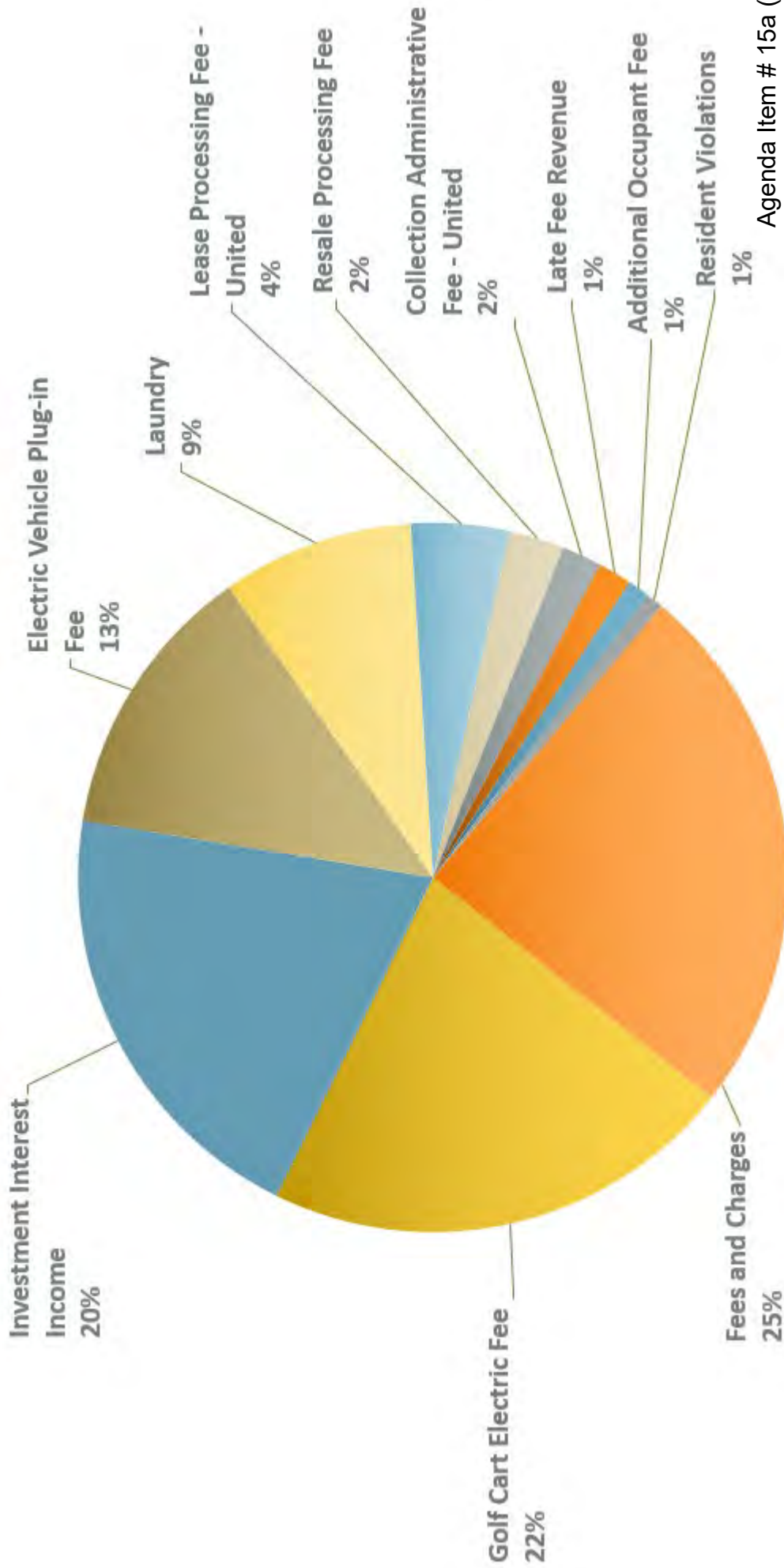
# Financial Report

Preliminary as of January 31, 2023



UNITED LAGUNA WOODS  
— M U T U A L —

## Total Non Assessment Revenues \$262,769



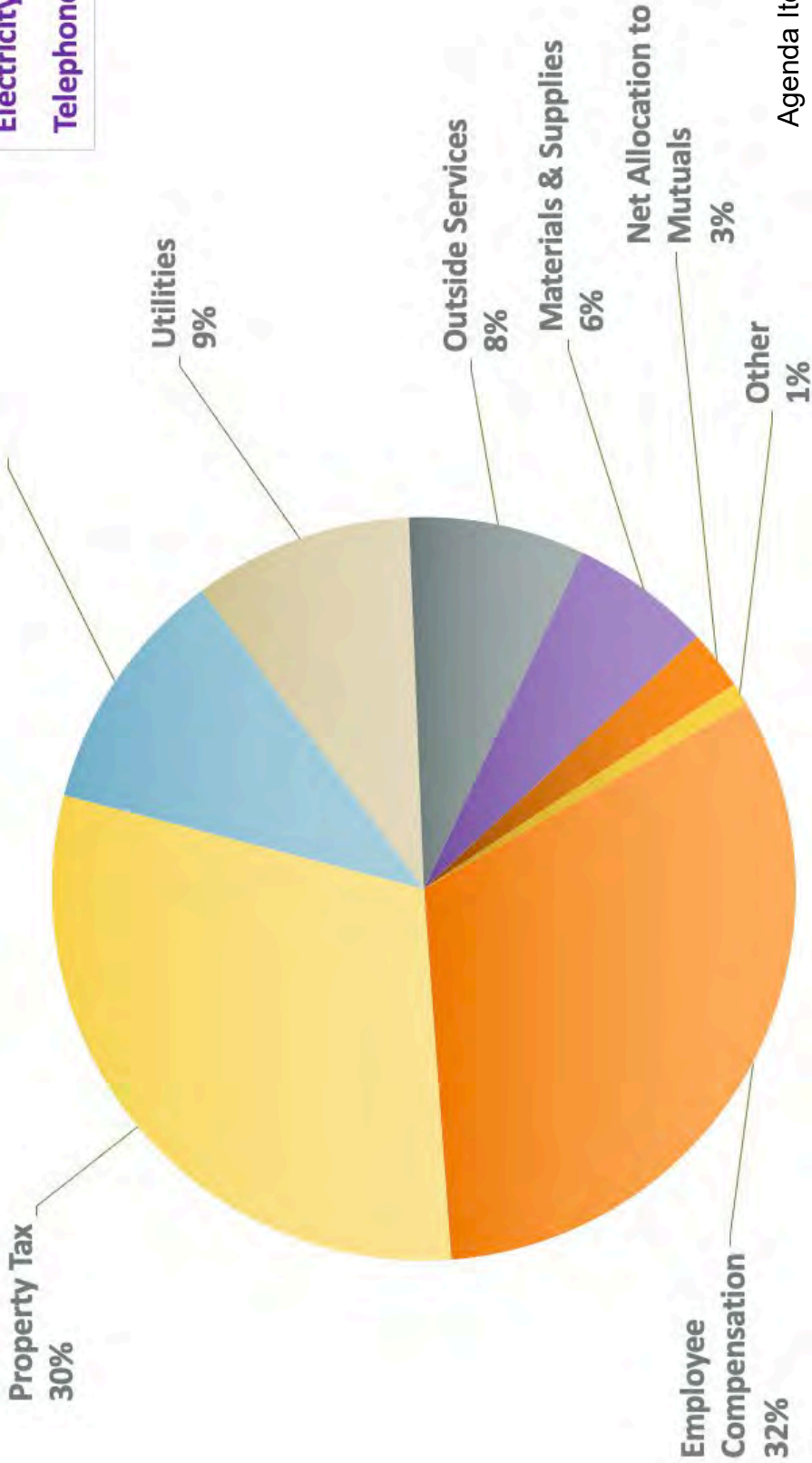
# Financial Report

Preliminary as of January 31, 2023



UNITED LAGUNA WOODS  
— M U T U A L —

**Total Expense \$3,589,315**

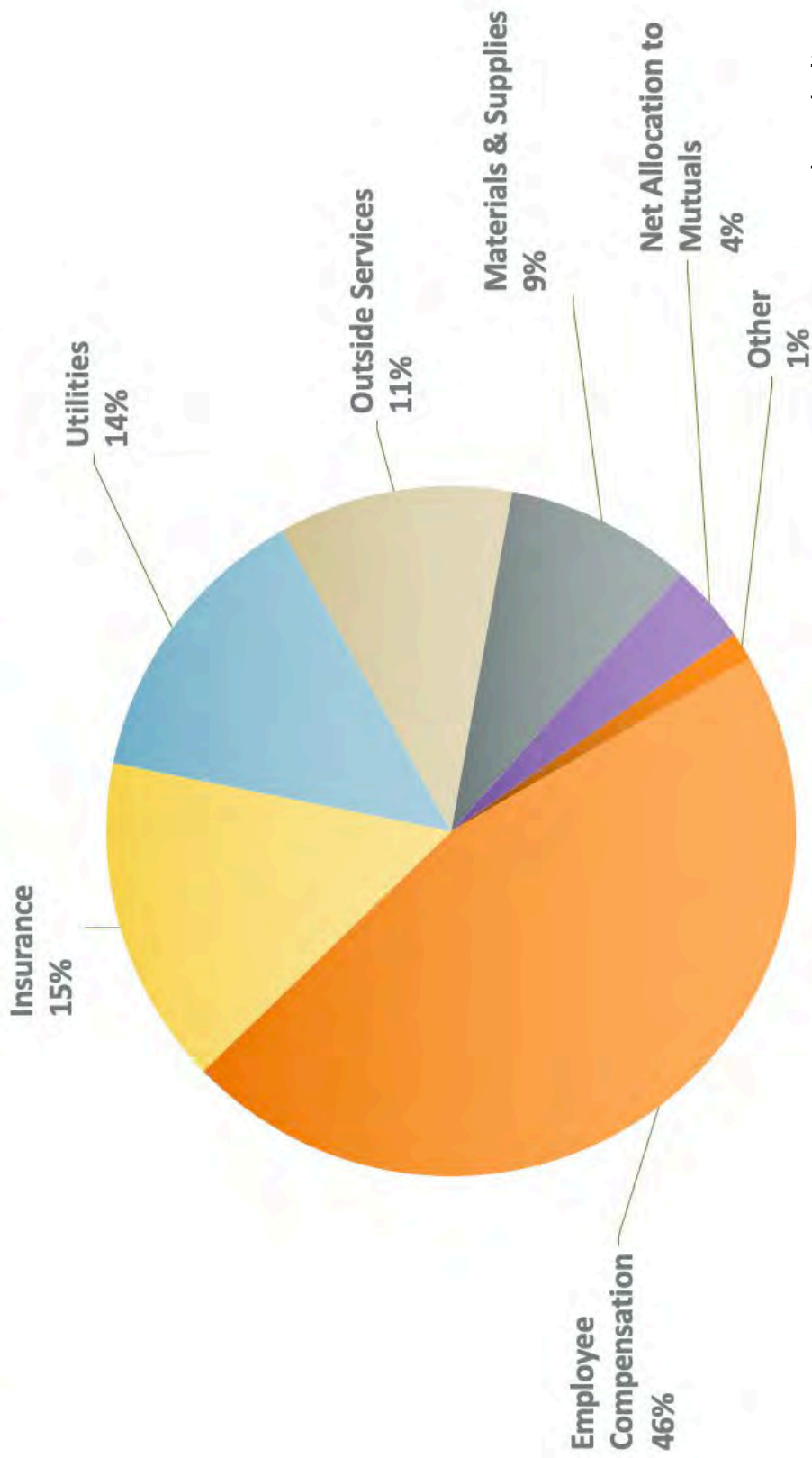


Water	\$122,597
Sewer	\$125,400
Trash	\$66,297
Electricity	\$28,363
Telephone	\$52

# Financial Report

Preliminary as of January 31, 2023

## Total Expenses Excluding Property Tax \$2,504,203



# Financial Report

Preliminary as of January 31, 2023

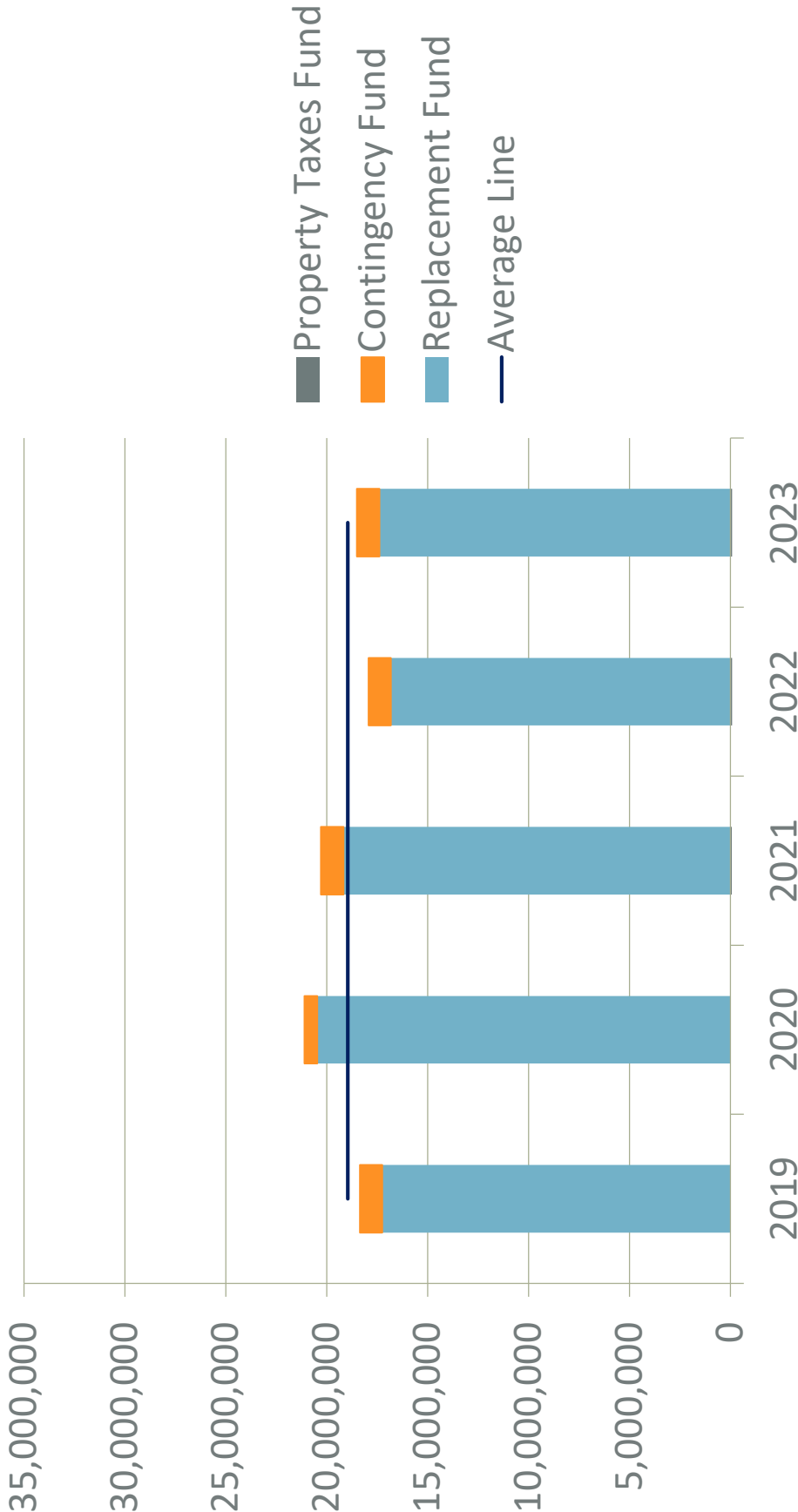


NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE	PROPERTY TAX
Beginning Balances: 1/1/23	\$1,114	\$16,817	(\$681)
Contributions & Interest	6	1,182	1,140
Expenditures	2	618	1,085
Current Balances: 1/31/23	\$1,118	\$17,381	(\$626)

# Financial Report

Preliminary as of January 31, 2023

## FUND BALANCES – United Mutual



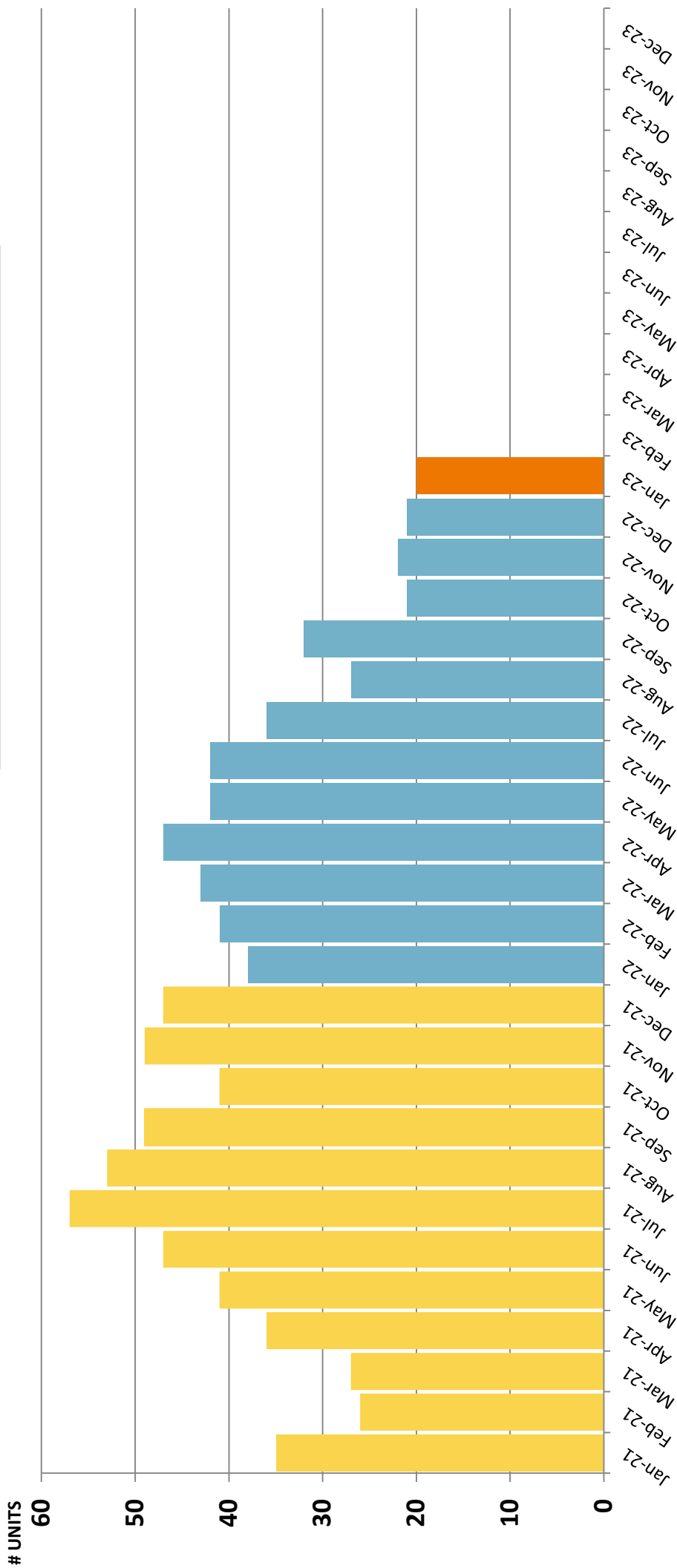
# Financial Report

Preliminary as of January 31, 2023

## RESALE HISTORY – United Mutual



	NO. OF RESALES	AVG. RESALE PRICE
YTD 2021	35	\$257,062
YTD 2022	38	\$313,292
YTD 2023	20	\$293,200







## **FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION**

Tuesday, February 28, 2023 – 1:30 p.m.  
Hybrid Meeting

**DIRECTORS PRESENT:** Azar Asgari – Chair, Alison Bok, Thomas Tuning  
**DIRECTORS ABSENT:** None.  
**ADVISORS PRESENT:** Robert Radus  
**STAFF PRESENT:** Steve Hormuth, Jose Campos, Erika Hernandez  
**OTHERS PRESENT:** United –Diane Casey, Cash Achrekar  
GRF – Juanita Skillman

### **Call to Order**

Director Azar Asgari, Treasurer, chaired the meeting and called it to order at 1:32 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 January 31, 2023**

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

### **Chair Remarks**

Director Asgari shared that United formed a Private Loan Research Ad Hoc Committee to discuss potential opportunities to allow private loans for new and existing members. Members of the community were asked to apply and participate in the weekly meetings, whether virtually or in-person, held every Thursday at 3:00pm in the Laguna Woods Community Center Sycamore Room located on the second floor.

### **Member Comments (Items Not on the Agenda)**

None.

### **Department Head Update**

Steve Hormuth, Director of Financial Services, discussed the start of the 2022 Financial Statement Audit and the 2024 Budget timeline.

### **Review Preliminary Financial Statements dated January 31, 2023**

The committee reviewed financial statements for January 31, 2023 and questions were addressed and noted by staff.

### **Compensation and Outside Services**

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

### **Approve and Endorse the recommendation of the Proposed 2023 United Investment Policy**

On February 17, 2023 the United Investment Ad Hoc Committee approved a draft 2023 United Investment Policy to be reviewed and discussed during the Finance committee meeting.

A motion was made by Director Asgari to adopt the proposed 2023 United Investment Policy. Director Alison Bok seconded. Discussion ensued and multiple questions and comments were made by members which were addressed during the meeting. The motion to approve and endorse the recommendation passed by a 3-0 vote and will be presented at the next board meeting.

A second motion was made by Director Bok to have Steve Hormuth administer the Investment Policy and continue to work with Bank of America to invest funds according to the policy principles until such Financial Advisor takes over. Director Asgari seconded. The motion passed unanimously to approve the recommendation by 3-0 vote.

### **United Treasury Reinvestment**

Steve Hormuth presented a staff report seeking a formal recommendation regarding treasury reinvestment of \$2M of funds maturing on March 21, 2023 and \$2.5M of funds maturing on May 18, 2023.

A motion was made by Director Asgari to reinvest funds in a 3-month to 21-month ladder until otherwise directed by the board. Director Bok seconded. Discussion ensued. The motion passed unanimously to approve and endorse the recommendation by a 3-0 vote and will be presented at the next board meeting.

### **Temporary Borrowing**

Steve Hormuth presented a recommendation to endorse and approve a temporary borrowing in the amount of \$3M by the Operating Fund from the Reserve Fund to meet cashflow needs resulting from the property tax payment scheduled for April 2023 with payback not to exceed one year from date of approval. Multiple comments and questions were asked by members and addressed by staff.

A motion was made by Director Asgari to approve a temporary borrowing in the amount of \$2.2M with a strict 2-month payback from the time the property tax payment is made. Director Bok seconded. The motion passed unanimously to approve and endorse the recommendation and will be presented at the next board meeting.

### **Property Tax Exemption**

Steve Hormuth provided an educational presentation of the Orange County Assessor Property Tax Exemption program which provides a \$7,000 reduction in taxable value for qualifying owner-occupied homes. A claim form can be requested by contacting the Orange County Assessors office.

**Endorsements from Standing Committees**

None.

**Future Agenda Items**

Appliance by Category Update

Savings Compared to Prior Year

**Committee Member Comments**

Director Asgari welcomed and introduced the new Finance Committee Advisor Robert Ratus.

Director Thomas Tuning thanked staff and expressed appreciation for working with Directors.

**Date of Next Meeting**

Tuesday, March 28, 2023 at 1:30 p.m.

**Recess to Closed Session**

The meeting recessed to closed session at 3:15 p.m.

**DRAFT**

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Azar Asgari, Chair

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# Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

February, 2023

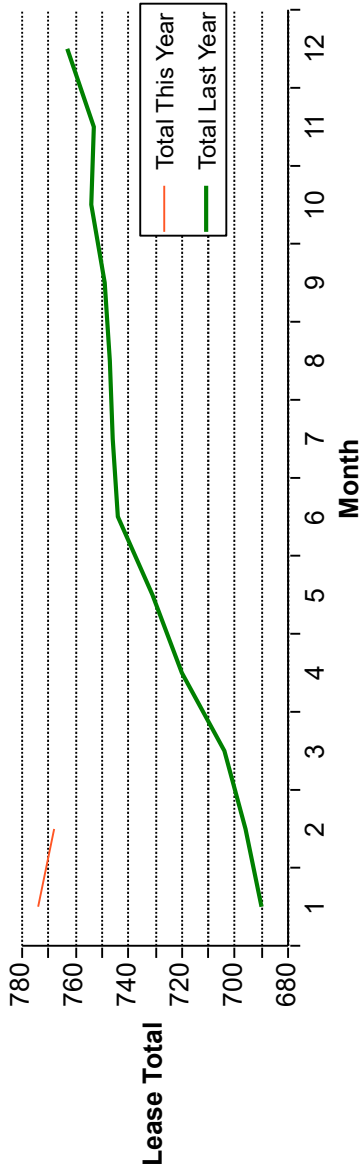
MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	20	38	\$5,864,000	\$11,905,094	\$293,200	\$313,292
February	19	40	\$6,223,400	\$11,864,401	\$327,547	\$296,610
March		*		\$13,513,900		* \$314,277
April		*		\$16,880,200		* \$359,153
May		*		\$16,042,396		* \$381,962
June		*		\$14,862,850		* \$353,877
July		*		\$14,458,900		* \$401,636
August		*		\$10,572,700		* \$391,581
September		*		\$12,218,000		* \$381,813
October		*		\$8,307,500		* \$395,595
November		*		\$6,985,000		* \$317,500
December		*		\$7,617,888		* \$362,757
TOTAL	39.00	78.00	\$12,087,400	\$23,769,495		
ALL TOTAL	39.00	411.00	\$12,087,400	\$145,228,829		
MON AVG	19.00	39.00	\$6,043,700	\$11,884,748	\$310,374	\$304,951
% CHANGE - YTD	-50.0%		-49.1%		1.8%	

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

# Monthly Active Leasing Report

## 2023 Period 2 (Mutual 1)



Year	Month	1 to 3 Month	4 to 6 Month	7 to 12 Month	12+ Month	Total This Year	Total Last Year	% Leased Last Year	% Leased This Year	% Change	Total Renewals	Total Expirations
2023	January	25	40	200	509	774	690	12.2	10.9	1.3	58	18
2023	February	24	40	203	501	768	696	12.1	11.0	1.1	44	31
2023	March						704					
2023	April						720					
2023	May						731					
2023	June						744					
2023	July						746					
2023	August						747					
2023	September						749					
2023	October						754					
2023	November						753					
2023	December						763					



**SPECIAL MEETING OF THE UNITED PRIVATE LOAN RESEARCH AD HOC  
COMMITTEE  
REPORT OF THE OPEN SESSION**

Thursday, March 2, 2023 – 3:00 p.m.  
Laguna Woods Village Community  
Center Sycamore Room

**DIRECTORS/MEMBERS PRESENT:** Azar Asgari – Chair, Ken Benson, Eric Carlson, Robert Tucker, Advisor: Manny Robledo

**DIRECTORS ABSENT:** Richard LaPoint

**STAFF PRESENT:** Steve Hormuth, Pamela Bashline, Erika Hernandez

**OTHERS PRESENT:** United – Anthony Liberatore, Diane Casey, Maggie Blackwell, Alison Bok

GRF – Elsie Addington, Juanita Skillman

**Call to Order**

Director Azar Asgari, Treasurer, chaired the meeting and called it to order at 3:00 p.m.

**Approval of Agenda**

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

**Chair Remarks**

Director Asgari welcomed and introduced the new members and new advisor participating in the Ad Hoc Committee. She also shared that in 2021 United's property value was valued at \$1.6 Billion with property insurance coverage of \$225M. As Fannie Mae requires insurance at the full assessed replacement value to guarantee mortgages, United does not qualify.

**Confirm Committee Objectives**

Director Alison Bok narrated the Committee Charter and Director Asgari stated the purpose of the Ad Hoc committee formation is to reexamine policies that currently restrict private loans in United.

**Discuss Recognition Agreement**

The committee reviewed and discussed the existing Recognition Agreement signed between the lender and the United member during close of escrow. Multiple comments were made and addressed by Staff during the meeting.

## Report of United Private Loan Research Ad Hoc Committee

Open Meeting

March 2, 2023

Page 2 of 2

### **Discuss Individual Lender Restriction**

The committee briefly discussed the Individual Lender Restriction which will be reviewed at the subsequent meeting on March 9, 2023.

### **Future Agenda Items**

None.

### **Committee Member Comments**

None.

### **Adjournment**

The meeting adjourned at 4:05 p.m.

Azar Asgari

Azar Asgari (Mar 8, 2023 18:46 PST)

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Azar Asgari, Chair





**OPEN MEETING**

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

**Thursday, January 19, 2023 – 9:30 a.m.  
Laguna Woods Village Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

**REPORT**

**MEMBERS PRESENT:** Anthony Liberatore – Chair, Alison Bok

**MEMBERS ABSENT:** Maggie Blackwell

**STAFF PRESENT:** Manuel Gomez – Maintenance and Construction  
Director, Bart Mejia – Maintenance & Construction  
Assistant Director, Gavin Fogg – Manor Alterations  
Manager, Abraham Ballesteros – Inspector II, Manor  
Alterations, Josh Monroy – Manor Alterations  
Coordinator, Sandra Spencer – Administrative  
Assistant

**1. Call Meeting to Order**

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

**2. Acknowledgement of Media**

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

**3. Approval of the Agenda**

The agenda was amended to include item 10d. Hearing no objection, the agenda was approved by unanimous consent.

**4. Approval of the Meeting Report for October 20, 2022**

Hearing no objection, the meeting report for October 20, 2022 was unanimously approved as written.

**5. Chair's Remarks**

Chair Liberatore acknowledged the cancelation of the two prior Architectural Controls and Standards Committee due to no requests for alterations.

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

None.

**7. Division Manager Update**

None.

**8. Monthly Mutual Consent Report**

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.*

a. Hearing no objection, the Monthly Mutual Consent Calendar was approved unanimously.

**9. Variance Requests**

None.

**10. Items for Discussion and Consideration**

a. Revision to Architectural Standard 35: Solar Panels, 1 Story Buildings, and Buildings with Unshared Roof Space

Mr. Mejia introduced the item and answered questions from the committee. A motion was made to recommend the United Board approve the standard. Hearing no objection, the motion was approved by unanimous consent.

b. Revision to Architectural Standard 42: Solar Panels, 2 Story Buildings with Flat Roofs

Mr. Mejia introduced the item and answered questions from the committee. A motion was made to recommend the United Board approve the standard. Hearing no objection, the motion was approved by unanimous consent. Additionally, Mr. Mejia will research whether all 2 story

buildings have flat roofs, if revisions are needed they will be addressed in the standard prior to it going to the United Board.

**c. Revision to Architectural Standard 1: General Requirements for Alteration Standards**

Mr. Mejia introduced the item and answered questions from the committee. A motion was made to recommend the United Board approve the standard. Hearing no objection, the motion was approved by unanimous consent.

**d. Consideration of Exclusive Use Agreement for Common Area Parking for 901-Q**

Mr. Gomez introduced the item and answered questions from the committee. A motion was made to recommend the United Board approve the exclusive use agreement for common area parking for 901-Q. Hearing no objection, the motion was approved by unanimous consent.

**11. Items for Future Agendas**

None.

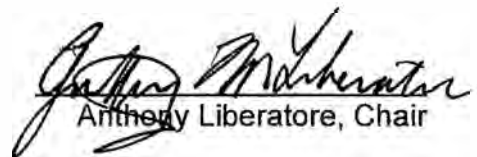
**12. Committee Member Comments**

- Chair Liberatore thanked staff for the details provided on both Solar Standards.

**13. Date of Next Meeting: February 16, 2023 at 9:30 a.m.**

**14. Adjournment**

The meeting was adjourned at 10:14 a.m.



Anthony Liberatore, Chair

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

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**OPEN MEETING**

**REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL  
GOVERNING DOCUMENTS REVIEW COMMITTEE**

Thursday, February 16, 2023 – 1:30 P.M.  
BOARD ROOM/ VIRTUAL MEETING

Laguna Woods Village Community Center  
24351 El Toro Road, Laguna Woods, CA 92637

**MEMBERS PRESENT:** Maggie Blackwell – Chair, Diane Casey, Azar Asghari via Zoom

**MEMBERS ABSENT:** None

**ADVISORS PRESENT:** Juanita Skillman, Mary Stone and Dick Rader

**ADVISORS ABSENT:** None

**STAFF PRESENT:** Blessilda Wright, Ruby Rojas, Pamela Bashline and Jeff Spies

**CALL TO ORDER**

Maggie Blackwell, Chair, called the meeting to order at 1:35 p.m.

**APPROVAL OF THE AGENDA**

Chair Blackwell made a motion to approve the agenda as presented.

By unanimous consent, the agenda was approved as presented.

**APPROVAL OF MEETING REPORTS**

Chair Blackwell made a motion postpone the review and approval of the January 19, 2023 meeting report.

By way of unanimous consent, the motion passed.

**CHAIR'S REMARKS**

None

**MEMBER COMMENTS**

The Member's provided comments for the committee to address multiple topics.

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **Loans in United Laguna Woods Mutual**

Ms. Pamela Bashline, Community Services Manager, discussed Multiple Membership Owners in United Laguna Woods Village. The Committee members made comments and asked questions.

Director Casey, made a motion to approve Staff's recommendations stipulating that the Committee reaffirm its current Governing Documents which restrict membership to one unit, unless an Interim Dual Membership Agreement is approved by the Board of Directors. Chair Blackwell seconded the motion.

By a vote of 2-1-0 (Director Asghari voted: "No"), the motion passed.

Ms. Bashline and Mr. Spies left the meeting at 2:45 p.m.

### **Clutter Policy**

Ms. Blessilda Wright, Compliance Supervisor, discussed the Clutter Policy. The Committee reviewed the Clutter policy. The Committee made comments and asked questions.

Director Casey made a motion to direct Staff to add to #7 reference Landscape Resolution 01-22-75 Personal Items in Common Area. Chair Blackwell seconded the motion.

By a vote of 2-1-0 (Director Asgari voted: "No"), the motion passed.

## **CONCLUDING BUSINESS:**

### **Committee Member Comments**

Director Casey stated good meeting.

### **Future Agenda Items**

- Discuss and consider 3-Year Lease Expiration restrictions for Membership Termination
- Discuss and consider Subletting Rules

### **Date of Next Meeting**

The next meeting is scheduled for Thursday, March 16, 2023 at 1:30 p.m. in the Board Room.

### **Adjournment**

With no further business before the Committee, Chair Blackwell adjourned the meeting at 3:27 p.m.

*MABlackwell*

MABlackwell (Feb 24, 2023 13:48 PST)

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Maggie Blackwell, Chair  
United Laguna Woods Mutual



**OPEN MEETING**

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

**Friday, February 24, 2023 – 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, Lenny Ross, Anthony Liberatore

**COMMITTEE MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Maggie Blackwell, Juanita Skillman

**ADVISORS PRESENT:** Ann Beltran (left the meeting at 10:29 a.m.), Mary Sinclair

**STAFF PRESENT:** Kurt Wiemann, Jayanna Abolmoloki

**1. Call to Order**

Chair Casey called the meeting to order at 9:32 a.m.

**2. Acknowledgment of Media**

No media were present.

**3. Approval of the Agenda**

Director Ross made a motion to approve the agenda. Director Liberatore seconded. The agenda was approved unanimously.

**4. Approval of the Meeting Report for November 28, 2022**

Director Casey made a motion to approve the report. The committee was in unanimous support.

**5. Chair's Remarks**

Director Casey stated that she experienced a great tour of the proposed turf reduction projects with the committee advisors.

## **6. Department Head Update**

### **6a. Project Log**

Mr. Wiemann discussed the provided project log in detail. Members made comments and asked questions.

### **6b. Water Use Comparison Graph**

Mr. Wiemann discussed the provided graph in detail. Members made comments and asked questions.

### **6c. Key Performance Indicators Presentation**

Mr. Wiemann discussed the provided presentation in detail. Members made comments and asked questions.

## **7. Member Comments (Items not on the agenda)**

Topics included:

- Mutual Rules and Regulations
- Member-Specific Requests
- Irrigation
- Pests

## **8. Response to Member Comments**

Mr. Wiemann and members of the committee responded to the member comments.

### **Items for Discussion and Consideration**

## **9. Water Saving Landscape Projects**

Director Ross made a motion to approve Landscaping Services to begin work on all listed locations, excluding the space depicted on Page 5. Director Liberatore seconded. The motion passed unanimously.

### **Concluding Business**


## **14. Committee Member Comments**

Various comments were made. Chair Casey encouraged the audience to complete the Village Tree Survey, which will be taken into consideration for the Urban Forest Management Plan.

## **15. Date of Next Meeting – March 27, 2023 at 1:30 p.m.**

## **16. Adjournment at 3:30 p.m.**

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Diane Casey (M.P.S., 2023-13/24 101)  
Diane Casey, Chair





## **OPEN MEETING**

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

**Wednesday, February 22, 2023 - 9:30 a.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

#### **REPORT**

**MEMBERS PRESENT:** Lenny Ross – Chair, Alison Bok, Mary Simon

**MEMBERS ABSENT:** None

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

#### **1. Call to Order**

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

#### **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 unanimously approved as written.

#### **4. Approval of Meeting Report from December 28, 2022**

Hearing no objection, the meeting report was unanimously approved as written.

## **5. Chair's Remarks**

Chair Ross commented on a recent meeting with the other board presidents regarding various M&C projects which face cost increases due to inflation and that some of those vendors would be requesting price increases. The boards' presidents have agreed to review those contracts individually to either accept the increases or to negotiate the terms.

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

None.

## **7. Department Head Update**

Mr. Gomez introduced Adam Feliz, Maintenance Operations Manager, who will be responsible for various maintenance operations work centers including carpentry and painting. Mr. Feliz will oversee approximately 90 staff members as well as the termite fumigation and elevator maintenance programs. Mr. Feliz spoke briefly about his experience and answered questions from the committee about his background.

*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**

The project log was pulled for discussion. Staff answered questions from the committee. Chair Ross suggested the notice which is sent to the residents in advance of the epoxy wasteline remediation work include verbiage indicating that the project could take longer than anticipated; that the water could be turned off longer than anticipated; and that staff should let owners know if there will be delays. Additionally, Chair Ross asked staff to provide a cost estimate for removing the replacement of address signs from the painting program and creating a separate program. Mr. Gomez recommended this be included in the 2024 budget discussions. Chair Ross also commented that the additional installation of Shepherd's Crook fencing be included in the budget discussions. Director Simon requested staff provide an estimate of the dollar value for solar production in 2022.

A motion was made and passed unanimously to approve the consent calendar.

Items for Discussion and Consideration:

**10. 707-G Reimbursement Request (reagendized from December 28, 2022)**

Mr. Gomez presented the staff report and provided background on the reimbursement request. The owner of Manor 707-G was present and answered questions from the committee. After discussion, the committee suggested the reimbursement request be heard by the full board at the March 14, 2023 meeting. The owner was encouraged to attend to answer questions or provide further information, if needed.

**11. 2023 Asphalt Seal Coat Program (verbal update)**

Mr. West provided a presentation via PowerPoint of the Seal Coat Program and answered questions from the committee. Staff will present a recommendation for a contract award for this item in closed session.

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.*

- Options for Improving Delivery of Hot Water to Individual Manors
- Water Heater Replacement Policy

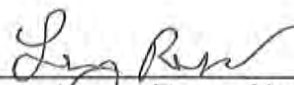
Concluding Business:

**12. Committee Member Comments**

- Chair Ross requested that either Director Bok or Director Simon attend an operations meeting in his place scheduled for February 23, 2023.
- Chair Ross also commented on adding another vendor to speed up the appliance replacement process.
- Director Simon commented on the water heater replacements being tied to the 10-year warranty.

**13. Date of Next Meeting: April 26, 2023**

**14. Recess:** The meeting was recessed at 10:48 a.m.

  
Lenny Ross, Chair

Lenny Ross, Chair  
Manuel Gomez, Staff Officer  
Telephone: 949-268-2380

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FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION

Wednesday, February 15, 2023 – 1:30 p.m.  
Hybrid Meeting

**DIRECTORS PRESENT:** James Hopkins – Chair, Elsie Addington, Donna Rane-Szostak, Andy Ginocchio, Azar Asgari, Alison Bok (Substitute for Thomas Tuning), Margaret Bennett

**DIRECTORS ABSENT:** Thomas Tuning

**ADVISORS PRESENT:** None.

**STAFF PRESENT:** Steve Hormuth, Jose Campos, Erika Hernandez

**OTHERS PRESENT:** GRF – Bunny Carpenter, Juanita Skillman, Yvonne Horton, Joan Milliman, Reza Karimi, Egon Garthoffner

Third – Ira Lewis, Jim Cook, Cush Bhada, S.K. Park, Moon Yun

United – Lenny Ross, Reza Karimi

VMS – Cynthia Rupert, Debbie Allen

**Call to Order**

Director James Hopkins chaired the meeting and was called to order at 1:36 p.m.

**Acknowledgement of Media**

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

**Approval of Meeting Agenda**

A motion was made to approve the agenda as presented. Director Donna Rane-Szostak moved to amend the agenda and add the following agenda item:

- Agenda Item # 8b – GRF Investments

Director Asgari seconded the motion. Hearing no objection, the motion to amend the agenda was passed unanimously.

**Approval of the Regular Meeting Report of December 21, 2022**

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

### **Chair Remarks**

Director Hopkins shared that he looked forward to discussing finances and investments.

### **Member Comments (Items Not on the Agenda)**

None.

### **Department Head Update**

Steve Hormuth, Director of Financial Services, briefly shared details regarding the 2022 Audit performed by KPMG and shared that the 2024 Budget timeline is available to view on the Laguna Woods Website Team Up calendar.

### **Review Preliminary Financial Statements dated December 31, 2022**

The committee reviewed the financial statements dated December 31, 2022. Questions were addressed and noted by staff.

### **GRF Investments**

Director Rane-Szostak commented on the current portfolio GRF Investments, discussed anticipated rate increases and possible future investment strategies. Director Hopkins elaborated on the GRF investments in the previous years.

A motion was made by Director Asgari to sell off discretionary Bond Funds and purchase US backed Treasury Bills and ladder investments into equal parts starting with 3-months, 6-months, 9-months, and 12-months. Director Alison Bok seconded. Discussion ensued.

The motion failed to pass by a vote of 2-5 (Director Hopkins, Director Addington, Director Rane-Szostak, Director Ginocchio, Director Bennett all opposed).

### **Employee Retention Credit**

Steve Hormuth presented a staff report discussing the Employee Retention Credit (ERC) made available by the Internal Revenue Service (IRS) as a refundable tax credit for businesses that continued to compensate employees during the COVID-19 shutdown. Staff worked with a third-party consultant to determine eligibility for the corporation to receive the ERC. Based on the analysis performed by the third-party, the corporation did not meet the qualification requirements for the ERC.

### **ERP Update**

Chuck Holland, Director of Information and Resident Services, presented on the new ERP Microsoft Dynamics 365 cloud-based software program that will be utilized to optimize business practices which is scheduled to roll-out in 3 phases. Multiple comments and questions were made and noted by staff.

### **Endorsement from Standing Committees**

None.

**Future Agenda Items**

None.

**Committee Member Comments**


None.

**Date of Next Meeting**

Wednesday, April 19, 2023 at 1:30 p.m.

**Recess to Closed Session**

The meeting recessed to closed session at 3:50 p.m.

  
James Hopkins (Feb 28, 2023 19:52 PST)

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James Hopkins, Chair

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## **OPEN MEETING**

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

Thursday, January 12, 2023 – 1:30 p.m.  
Board Room/Virtual Meeting

**MEMBERS PRESENT:** Yvonne Horton, Chair, Elsie Addington, Maggie Blackwell, Cush Bhada, Mark Laws, Sue Stephens, Jules Zalon, Ajit Gidwani, Dennis Boudreau

**MEMBERS ABSENT:** Pearl Lee, Diane Casey, Frank Stern, excused

**OTHERS PRESENT:** Bunny Carpenter, Juanita Skillman, Joan Milliman, Debbie Dotson

**STAFF PRESENT:** Alison Giglio, Jennifer Murphy, Jackie Chioni

#### **Call to Order**

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

#### **Acknowledgement of Media**

There was no press present.

#### **Approval of Agenda**

Director Laws made a motion to approve the agenda. Director Addington seconded.

Motion passed unanimously.

#### **Approval of Committee Report for December 8, 2022**

Director Laws made a motion to approve the report. Director Stephens seconded.

Motion passed unanimously.

#### **Chair's Remarks**

Chair Horton stated she is pleased to see all in attendance.

#### **Report of the Recreation and Special Events Director**

Ms. Giglio welcomed all in attendance. Ms. Giglio stated the following operational updates: Recreation and Maintenance & Construction will be conducting walk-throughs of all the

Recreation facilities; the Performing Arts Center supervisor has resigned and Human Resources will open internal recruitment while staff strives to maintain current service levels; ushers are needed for Performing Arts Center events; the Clubhouse 1 fireplace has been repaired and the drop-in lounge replacement door is on order; the Clubhouse 4 kiln room ceiling collapsed and is under review for repair; the Clubhouse 4 Photo Lab has recently been calibrated to the national standard for inkjet printers thanks to a Camera Club member; the Clubhouse 5 Christmas buffet and Rockin' New Year's Eve events were well received with approximately 300 in attendance at both events; Maintenance & Construction removed tree roots and the lines have been epoxy lined to prevent further backups at Pool 5; new plants have been replanted along the Clubhouse 5 walkway; Pool 2 maintenance is almost complete and Pool 4 will be closing on Tuesday, January 24 for annual maintenance; all pool maintenance is scheduled to be completed by May 27; the Fitness Centers are utilizing barcode memberships for entry and digital waivers are being signed; the second session of the Silver Tees golf education program was a great success with another session to be planned once the rain ends; Golf merchandise sales was increased in 2022; the Driving Range project is scheduled to begin soon which will necessitate the closure of the Range, but nets will be installed to allow for restricted activity; thank you to the new Golf shop coordinators for their valuable additions to the supervision of the Golf operation; the copious amount of rain has aided in the flushing of salts from the greens; staff is developing a plan to improve the sand traps around the course that will require closure of a few bunkers per month until the project is complete; Library checkouts doubled last month as a result of the special display and Globe articles highlighting Village Authors; the 2022 Library summary includes 69 Volunteers who worked 9,352 hours to support 31,453 visitors of which 482 of those visitors were added to the catalogue as members, 40,200 items were checked out and shelved and 901 items were added to the catalogue in which 507 were purchased and 494 were donated. Kudos to the Library volunteers who worked diligently to provide this service to our residents.

Ms. Giglio stated the following past events: the Santa Paws event at the Equestrian Center in December hosted over 100 attendees and raised \$845 by Help the Herd which is a campaign of the Village Community Fund.

Ms. Murphy stated the following upcoming events: the free monthly movie at the Performing Arts Center, *Jerry and Margo Go Large*, will be hosted on January 16 at 2 p.m.; the brisket dinner will be hosted at Clubhouse 5 on January 23 at 5 p.m.; Clubhouse 1 will host Paint and Pour on January 16 from 6 to 8 p.m.; the Village Bazaar will be hosted at Clubhouse 5 on January 28, 10 a.m. to 2 p.m.; Clubhouse 5 will host the Big Game on Sunday, February 12 at 2:30 p.m.; the annual Valentine's Day dinner will be hosted at Clubhouse 5 on February 14 at 5:30 p.m.; Clubhouse 5 will host the Saturday Night Dance on February 25 at 6:30 p.m.

### **Member Comments (Items Not on the Agenda)**

A member was called to speak regarding the change in hours of one pool to be open later as only Pool 4 is open until 9 p.m. and the cleanliness of the hot pool at Pool 4.

Chair Horton stated we are on winter hours and may be open later when summer hours are reinstated. She directed staff to address the cleanliness of the hot pool at Pool 4.

Ms. Murphy stated summer hours allow for one pool to be open until 9 p.m. and another pool to be open until 10 p.m.

### **CONSENT**

Director Blackwell made a motion to approve the consent calendar. Director Stephens seconded.

Motion passed unanimously.

### **REPORTS**

**Golf Greens Committee Update** - Director Blackwell stated thank you for restoring the committee as it is crucial to golfers. Director Blackwell stated the following update: golfers are being given relief from tree roots to protect golfers from injury; a new drop zone on hole 2, course 2 was implemented to improve the pace of play; a new dress code is being discussed for 2023; new computer program has been installed for entering golf scores; golf carts are restricted to golf paths during wet conditions which aids in the better health of the fairways.

Discussion ensued.

**Clubhouse 1 Renovation Ad Hoc Committee Update** - Director Addington stated the purpose of this report is to convey updates for the Clubhouse 1 Renovation Ad Hoc Committee. Committee meetings will be held soon after visiting the approved consultant overseeing this beautification. This total project will be presented to all boards for approval, then to corporate members for approval.

### **ITEMS FOR DISCUSSION AND CONSIDERATION**

**Donation of Printing Press and Mat Cutter for Clubhouse 4 Art Room** - Director Bhada made a motion to accept the donation of printing press and mat cutter for Clubhouse 4 Art room with GRF to absorb maintenance costs. Director Blackwell seconded.

Discussion ensued.

Motion passed by a vote of 7-1. Director Laws opposed.

**Donation of Longarm Quilting Machine for Clubhouse 4 Sewing Classroom** - Director Blackwell made a motion to accept the donation of longarm quilting machine for Clubhouse 4 Sewing classroom with GRF to absorb maintenance costs. Director Zalon seconded.

Member was called to speak regarding the number of quilts produced for donation and the long arm quilting machine would allow for more quilts to be produced for donations.

Discussion ensued.

Motion passed by a vote of 7-1. Director Laws opposed.

**Donation of Baby Grand Piano for Clubhouse 7** - Chair Horton stated the concern as to which party is to incur moving and maintenance costs.

Members were called to speak regarding the testing of the Clubhouse 7 electric piano as there have been complaints from users; status of current Clubhouse 7 electric piano if Baby Grand is accepted.

Director Addington made a motion to postpone the vote of the donation of Baby Grand Piano for Clubhouse 7 until the inspection by a qualified vendor is complete. Director Stephens seconded.

Motion passed by a vote of 5-3. Director Laws, Director Stephens and Director Bhada opposed.

Staff was directed to use a certified piano tuner for the inspection.

**Art Association Request for Whale Project Mounting** - Director Addington made a motion to accept the Art Association request for the whale project mounting in the Clubhouse 4 lounge. Director Blackwell seconded.

Member was called to speak regarding the request being to mount the project in the Art room, not the Clubhouse 4 lounge. Staff recommended this project as better suited for the Clubhouse 4 lounge for all to view.

Discussion ensued.

Motion passed by a vote of 7-1. Director Laws opposed.

### **ITEMS FOR FUTURE AGENDAS**

**Poster Policy Review** - Staff was directed to keep this item under Items for Future Agendas.

**Facility Operating Rules** - Staff was directed to keep this item under Items for Future Agendas.

**Performing Arts Center Rental Fees** - Staff was directed to keep this item under Items for Future Agendas.

**Activity Fees** - Staff was directed to keep this item under Items for Future Agendas.

**Equestrian Fees** - Staff was directed to keep this item under Items for Future Agendas.

### **CONCLUDING BUSINESS**

#### **Committee Member Comments**

Director Zalon stated it is nice to be back with the Community Activities Committee.

Director Addington stated this was a nice meeting.

Director Stephens stated Director Stern will be in attendance next month.

Advisor Gidwani thanked the committee for volunteering.

Chair Horton stated Happy New Year and thanked all for attending the meeting.

#### **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, February 9, 2023.

#### **Adjournment**

There being no further business, the Chair adjourned the meeting at 3:16 p.m.

\_\_\_\_Yvonne Horton\_\_\_\_

Yvonne Horton, Chair

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**OPEN MEETING**

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

**WEDNESDAY, February 8, 2023 – 1:30 P.M.  
BOARD ROOM / VIRTUAL MEETING  
Laguna Woods Village Community Center  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair – Juanita Skillman, Elsie Addington, Lenny Ross, Ira Lewis, Diane Casey, Andy Ginocchio

**COMMITTEE MEMBERS ABSENT:** Yvonne Horton (Excused), Jules Zalon (Excused)

**OTHERS PRESENT:** Maggie Blackwell

**ADVISORS PRESENT:** None.

**STAFF PRESENT:** Kurt Wiemann, Jayanna Abolmoloki

**1. Call Meeting to Order**

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

**2. Acknowledgment of Media**

No press was present.

**3. Approval of the Agenda**

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

**4. Approval of the Meeting Report for December 14, 2022**

The report was approved without objections.

**5. Committee Chair Remarks**

Chair Skillman reminded the audience to contact herself, Kurt Wiemann, or Jayanna Abolmoloki if they would like to see a specific item listed on the next agenda.

**6. Department Head Update**

Mr. Wiemann provided updates on the progress of Aliso Creek verbally.

**6a. Key Performance Indicators Presentation**

Mr. Wiemann discussed the presentation provided in detail.

Members made comments and asked questions.

**6b. Update on Aliso Creek**

Mr. Wiemann discussed the presentation provided in detail.

Members made comments and asked questions.

Items for Discussion and Consideration**7. Member Comments (Items Not on the Agenda)**

Several members made comments and asked questions. Topics included:

- Questions about previous contracts
- Willow trees in Aliso Creek
- Debris in Aliso Creek after storms

**8. Response to Members Comments**

Members of the Committee responded to member comments.

Concluding Business:**9. Committee Member Comments**

Several comments were made.

**10. Date of Next Meeting – Wednesday, May 10, 2023 at 1:30 p.m.****11. Adjourned at 2:42 p.m.**  
Juanita Skillman (Feb 16, 2023 23:10 PST)

Juanita Skillman, Chair





**OPEN MEETING**

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

**Wednesday, December 14, 2022 – 9:30 a.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

**REPORT**

**MEMBERS PRESENT:** Reza Karimi - Chair, Gan Mukhopadhyay – Co-Chair, Jim Cook, Ralph Engdahl, Lenny Ross (for R. Bastani/United), Mary Simon, Sue Stephens  
Advisors: Ajit Gidwani, Carl Randazzo, Bill Walsh

**MEMBERS ABSENT:** Reza Bastani

**OTHERS PRESENT:** **GRF:** Bunny Carpenter, Yvonne Horton, Egon Garthoffner  
**Mutual 50:** Pete Sanborn

**STAFF PRESENT:** Guy West – Staff Officer & Projects Division Manager, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Sandra Spencer – Administrative Assistant

**1. Call to Order**

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

**2. Acknowledgement of Media**

Chair Karimi noted that no media was present.

**3. Approval of the Agenda**

Hearing no objection, the agenda was approved as written.

**4. Approval of Meeting Report for October 12, 2022**

Hearing no objection, the October 12, 2022 meeting report was approved unanimously.

**5. Chair's Remarks**

None.

**6. Member Comments**

None.

**7. Department Head Update**

Mr. West had no update.

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 ChargePoint summary was pulled for discussion. Mr. Mejia answered questions from the committee regarding the EV charging station at the community center. Staff was directed to provide additional data on the monthly summary; the conditions of the grant; review of the rates; and the capacity of the charging station at the next meeting of the committee.

**8. Project Log**

**9. ChargePoint Summary**

The consent calendar was approved unanimously.

Items for Discussion and Consideration:

**10. 2023 Capital Projects – PowerPoint Presentation**

Mr. West provided a recap of projects completed in 2022, projects that have rolled over from prior years, and projects scheduled for 2023 via PowerPoint and answered questions from the committee. Director Simon suggested notice be posted when the driving range improvements are underway that reclaimed water is being used.

- Director Horton commented that the new Director of the Recreation and Special Events should be kept up to date on the proposed improvements at Clubhouse 1.
- Advisor Walsh commented on proposed Senate Bill 1738 which is related to EV charging stations when alterations are made to existing parking facilities.

- President Carpenter commented that a preventative maintenance program for clubhouses is needed. Advisor Randazzo concurred with President Carpenter.

Future Agenda Items: *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.*

- EMS Status Update
- MelRok Energy Management System
- Clubhouse Preventative Maintenance Schedule

Concluding Business:

**16. Committee Member Comments**

- Director Stephens commented on power blackouts.
- Director Ross commented that more details were requested on the SCE ChargeReady 2 Program at the December 12, 2022, GRF M&C Special Open Meeting.
- Chair Karimi thanked the committee for their contributions and wished everyone a Happy New Year.

**17. Date of Next Meeting:** Wednesday, February 8, 2023 at 9:30 a.m.

**18. Adjourn** – The meeting was adjourned at 11:22 a.m.



Reza Karimi, Chair

Reza Karimi, Chair  
Guy West, Staff Officer  
Telephone: 949-268-2380

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**OPEN MEETING**

**REPORT OF THE REGULAR OPEN MEETING OF THE  
GOLDEN RAIN FOUNDATION  
CLUBHOUSE RENOVATION AD HOC COMMITTEE\***

**Monday, March 6, 2023 at 9:30 a.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room & Virtual with Zoom**

**MEMBERS PRESENT:** Egon Garthoffner - Chair, Gan Mukhopadhyay – Co-Chair, Debbie Dotson, Ralph Engdahl, Andy Ginocchio, Reza Karimi, Anthony Liberatore

**MEMBERS ABSENT:** Mary Simon

**OTHERS PRESENT:** Ajit Gidwani and Bill Walsh (Advisors)  
**GRF:** Bunny Carpenter, Juanita Skillman, Elsie Addington

**STAFF PRESENT:** Guy West - Projects Division Manager, Rodger Richter – Project Manager, Sandra Spencer – Administrative Assistant

**REPORT**

**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 24, 2023**

Hearing no objection, the meeting report was approved.

**5. Chair's Remarks**

None.



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

None.

**7. Department Head Update**

Mr. West commented that the PAC restroom interior design project has been loaded into Basecamp portal. 27 Diamonds is requesting recommendations or examples to follow. After 2 weeks, 27 Diamonds will publish the preliminary designs on Basecamp and those will then be brought back to the committee at a future meeting.

**Items for Discussion:**

**8. Clubhouse 1 Interior Design Color Options – Presentation**

Director Dotson presented 3 material and color palette options for interior spaces and 3 material and color options for restrooms for the consideration of the committee via PowerPoint. Discussion ensued regarding soundproofing, lighting, and window coverings. Potential window replacement, interior door refreshing and exterior painting will be discussed at a later date, if requested. The kitchen and acoustics in the Drop-In Lounge were briefly discussed.

Mr. West clarified that Option A – Rooms does not have to be matched with Option A – Restrooms; the room options can be matched with any of the restroom options.

On March 15, 2023, this committee will vote on the color options presented by 27 Diamonds.

**Items for Future Agendas:**

- PAC Restroom Interior Design

**Concluding Business:**

**9. Committee Member Comments**

- Advisor Gidwani thanked Director Dotson and the committee for their hard work.
- Director Karimi commented on the timeline.

**10. Date of Next Meeting:** Wednesday, March 15, 2023 at 1:30 p.m.

**11. Adjournment:** The meeting was adjourned at 10:53 a.m.



Egon Garthoffner, Chair

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



## OPEN MEETING

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

Wednesday, February 22, 2022 – 1:30 p.m.  
Board Room / Virtual Hybrid Meeting

#### REPORT

**Members Present:** Chair Joan Milliman; Directors Elsie Addington, Margaret Bennett, James Cook, Cris Prince; Alternates Deborah Dotson, Advisors Catherine Brians, Tom Nash, Carmen Pacella, Lucy Parker

**Members Absent:** Directors Maggie Blackwell (excused), Anthony Liberatore (excused); Advisor Theresa Frost (excused)

**Others Present:** Alison Bok, Diane Casey, Cush Bhada, Bunny Carpenter, S.K. Park, Cynthia Rupert, Mary Simon, Juanita Skillman

**Staff Present:** Ellyce Rothrock, Paul Ortiz, Susan Logan-McCracken

#### **1. Call to Order**

The meeting was called to order at 1:30 p.m. and a quorum was established by Chair Milliman. Director Casey served as an alternate for Director Blackwell; Director Bok served as an alternate for Director Liberatore.

#### **2. Acknowledgement of Media**

None present.

#### **3. Approval of Agenda**

Approved by unanimous consent.

#### **4. Approval of Report for January 16, 2023**

Approved by unanimous consent.

#### **5. Chair's Remarks**

Chair Milliman welcomed committee members, directors present who served as alternates and those present in person and via Zoom. She commended staff for all the work accomplished each month.



## **6. Member Comments**

There were no member comments.

## **Items for Discussion**

### **7. Media and Communications Report – Ellyce Rothrock**

Ms. Rothrock highlighted from the Media and Communications Activities Report:

- Trello tracked 76 separate projects.
- Staff added 376 new email address to the subscriber list in iContact.
- Staff posted 105 items to the website.
- Regular publications included the January/February Village Breeze, four editions of “What’s Up in the Village” email blast, press releases to the Globe each week, as well as email blasts for Third Mutual, Garden Centers, Community Services Real Estate Forum and Trash Services

She discussed the Laguna Woods Art Association exhibit on display in the Community Center first and third floors. This year staff placed 150 pieces of art from Art Association members.

Ms. Rothrock highlighted messaging staff completed for other departments, including:

- Satellite maintenance for Broadband Services
- Tony Orlando concert for the Department of Recreation and Special Events
- Rental and fee invoices for the Department of Finance
- Gate 12 information for the Department of Security Services
- Special meetings for the Department of Landscaping Services

Chair Milliman highlighted from the report that the Media and Communications staff reviewed and ranked potential website provider proposals.

### **8. Broadband Ad Hoc Committee Report – Paul Ortiz**

Mr. Ortiz reported that the committee examined the first of three potential scenarios for the future of Broadband Services. The committee examined the first “Status Quo” scenario at the January 24 meeting and concluded that this scenario is not a feasible option. The committee will examine the second “Owner and Operator” scenario at the February 28 meeting. The committee will examine the third “Conduit Lease” scenario at the March 28 meeting.

### **9. Website Ad Hoc Committee Report – Ellyce Rothrock**

Ms. Rothrock discussed the last meeting on February 8 at which committee members discussed proposals for three potential vendors. One vendor was removed from consideration. The two remaining vendors will demonstrate their vision for the new website at the March 1 meeting. The committee will then meet to select the final vendor and move to the discovery phase of the website redesign.



## **10. Broadband Services Report – Paul Ortiz**

Mr. Ortiz highlighted from an updated subscriber report:

- Broadband Services made 239 service calls in January.
- Village Television's YouTube channel saw a 47% year-over-year increase in January.
- Set-top box rentals continue to decrease.
- Internet subscribers continue to increase.
- Internet subscribers are choosing higher speeds.

Advisor Brians asked if she would see faster internet speed on March 1. Mr. Ortiz confirmed that all the speeds will nearly double, which should be noticeable. Discussion ensued.

Director Addington asked about equipment outages. Mr. Ortiz recommended asking neighbors if they're experiencing something similar, to make troubleshooting and pinpointing the outage faster. Discussion ensued.

Director Bhada asked if residents should replace modems to accommodate the faster internet speeds. Mr. Ortiz stated that the highest 500 Mbps speed will require a 3.1 DOCSIS (data over cable service interface specification) modem, but for all the other speeds a 3.0 DOCSIS modem works. Discussion ensued.

Chair Milliman stated one advantage of streaming is the user does not need to record the program, because it will be available on demand. Mr. Ortiz added that streaming services refer to this cache as a library.

### **Items for Future Agendas**

Report on the focus groups

### **Concluding Business**

#### **Committee Member Comments**

Director Bok commented that Broadband is a fabulous bargain. She inquired about acquiring video of a "60 Minutes" segment featuring Laguna Woods Village with Leslie Stahl that she had seen several years ago. Mr. Ortiz stated that CBS or "60 Minutes" would own the copyright to that. A discussion ensued.

Director Addington discussed the Aquadettes' appearance on "The World According to Jeff Goldblum" series. She asked where she could find Transportation information that used to appear in the Village Breeze. Ms. Rothrock said she would look into adding it again in future issues and that the information also is available on the website and in the Community Center literature rack or Concierge.

Director Casey commented that she is grateful for the opportunity to serve on the

Broadband Ad Hoc Committee, from which she has learned about the industry.

Advisor Pacella commented that friends in the community are raving about the new internet speeds at a relatively low cost. The community appreciates all the hard work.

Advisor Brians discussed how amazing, unusual and rare the Village Broadband infrastructure is. She also commented on the Village's strong sense of community.

Advisor Parker commended the department's work and the meeting reports. She suggested creating a designated space on the website for national coverage such as the "60 Minutes" segment or the "90+ Study" with UCI.

Director Cook reported that the ad hoc committees are working to solve the problems that the Village will face in the future.

Advisor Nash discussed searching for internet speeds on West Coast Internet's website.

Director Simon commended the "What's Up in the Village" email blast, the Village Breeze magazine and the staff for doing a wonderful job.

Ms. Rothrock stated she is happy and honored to work with the staff and department. She discussed looking into the national publicity the Village has received.

Mr. Ortiz discussed a 1970s segment on the Village by then KABC reporter Regis Philbin and other archived clips we might find for a compilation of publicity. Director Skillman mentioned Huell Howser. Discussion ensued.

Ms. McCracken discussed linking to any Village publicity we can find in the public domain, building a designated place on the Village website for publicity and asking for links back to our website.

**Date of Next Meeting – Monday, March 20, 2023, at 1:30 p.m.**

### **Recess/Adjournment**

Chair Milliman recessed to the closed meeting at 2:32 p.m. The closed meeting to discuss a contractual matter adjourned at 2:52 p.m.

  
Joan Milliman, Chair  
Media and Communications Committee





OPEN MEETING

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

**Wednesday, February 1, 2023 – 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, Cush Bada, Moon Yun, Azar Asgari, Alison Bok, Frank Stern

**ADVISORS:**

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Elsie Addington, Juanita Skillman, Maggie Blackwell

**STAFF PRESENT:** Robert Carroll - General Services Director, Francisco Perez – Transportation Supervisor, Miguel Camarena – Vehicle Maintenance Supervisor, Liz Cortez – Administrative Coordinator

1. **Call to Order**  
Chair Tibbetts called the meeting to order at 1:32 p.m.
2. **Acknowledgment of Media**  
None present.
3. **Approval of the Agenda**  
Hearing no objection, the agenda was approved by acclamation.
4. **Approval of Meeting Report for**  
The regular meeting report of December 7, 2022 was approved by acclamation with the following change:
  - Change Laguna Hills Mall to the Village at Laguna Hills
5. **Chair's Remarks**  
None
6. **Member Comments (Items Not on the Agenda)**  
Member Harold Midence commented on the Fixed Route Transportation System in addition to the Transportation program budget and cost savings.  
Member Rhoda Lindner commented on the need of bus turnouts at the Village at Laguna Hills mall.

**7. Response to Member Comments**

Director Asgari responded to member comments. Mr. Carroll, director of General Services, also responded to member comments.

**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.

**Items for Discussion**

**9. Vehicle Purchase – Two Ram Promaster 3500 Low Floor ADA Vans for the Transportation Department**

Mr. Carroll presented a report recommending the committee approve the purchase of two Low Floor ADA Vans for the Transportation Department in the estimated amount of \$278,252.

Director Bhada made motion to approve staff's recommendation, Director Stern seconded. Discussion ensued, the motion passed by a vote 4-2. Director's Asgari and Bok opposed. Director Stern abstained.

**10. Vehicle Purchase – One Ford F-250 Standard Cab Truck for the Landscape Department**

Mr. Carroll presented a report recommending the committee approve the purchase of one Ford F-250 standard cab truck for the Landscape Department in the estimated amount of \$45,425.

Director Bhada made motion to approve staff's recommendation, Director Bok seconded. Discussion ensues. Hearing no objections, the motion passed unanimously. Director Stern abstained.

11. Vehicle Purchase – Ten Ford Ranger Pick-Up Trucks for the Maintenance and Construction and Landscape Departments

Mr. Carroll presented a report recommending the committee approve the purchase of ten Ford Ranger pick-up trucks for the Maintenance and Construction and Landscape Departments in the estimated amount of \$347,288.

Director Bhada made motion to approve staff's recommendation, Director Bok seconded. Discussion ensued. Director Yun made an amendment to the motion to postpone action until the next meeting. Director Asgari seconded. Motion to postpone action passed 5-2. Director Tibbetts and Bhada opposed.

12. Vehicle Purchase – Three Ford Transit Cargo Vans for the Maintenance and Construction Department

Mr. Carroll presented a report recommending the committee approve the purchase of three Ford Transit Cargo Vans for the Maintenance and Construction Department in the estimated amount of \$170,253.

Director Bok made motion to approve staff's recommendation, Director Bhada seconded. Discussion ensued. Hearing no objections, the motion passed unanimously. Director Stern abstained.

13. Vehicle Purchase – Ten Utility Vehicles for the Landscape and General Services Departments

Mr. Carroll presented a report recommending the committee approve the purchase of seven Kawasaki Mules and three Club Car Carryall 500 vehicles for the Landscape and General Services Departments in the estimated amount of \$212,200.

Director Yun made motion to approve staff's recommendation, Director Bhada seconded. Discussion ensued. Director Asgari made an amendment to the motion to postpone action until the next meeting. Director Bok seconded. Discussion ensued. Motion to postpone action passed unanimously.

14. Vehicle Purchase – One Trails West Royale Two Horse Equestrian Trailer for the Recreation Department

Mr. Carroll presented a report recommending the committee approve the purchase of one Trails West Royale Two Horse Equestrian Trailer for the Recreation Department in the estimated amount of \$24,903.

Director Stern made motion to approve staff's recommendation, Director Asgari seconded. Hearing no objections, the motioned passed unanimously.

**Items for Future Agendas:**

None.

**Concluding Business:**

**Committee Member Comments:**

Director Garthoffner recommended the committee consider Ford's additional maintenance programs and hiring a triple AAA garage to evaluate the value of replacement vehicles. Director Yun recommended staff address member's comment regarding the turnouts at the Village at Laguna Hills mall.

**Date of Next Meeting – Wednesday April 5, 2022 at 1:30 p.m.**

**Adjournment:**

The meeting was adjourned at 3:46 p.m.

*Don Tibbetts*  
Don Tibbetts (Feb 14, 2023 15:44 PST)



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

The Hybrid Model Meeting of the Security and Community Access Committee was held on Monday, February 27<sup>th</sup>, 2023 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

**MEMBERS PRESENT:** Don Tibbetts, Maggie Blackwell, Juanita Skillman, SK Park, Cash Achrekar, Moon Yun, Peter Sanborn

**MEMBERS ABSENT:** Sue Stevens (Gave Notice)

**OTHERS PRESENT:** Elsie Addington, Jim Cook, Joan Milliman, Mike Epstein, Carlos Rojas, Bunny Carpenter, Siobhan Foster

**STAFF PRESENT:** Eric Nuñez, Cody DeLeon

**CALL TO ORDER**

Don Tibbetts, Chair, called the meeting to order at 1:34 p.m.

**ACKNOWLEDGEMENT OF PRESS**

Media was not present.

**APPROVAL OF AGENDA**

By way of consensus, the Committee approved the agenda without requested changes.

**APPROVAL OF MEETING REPORT**

By way of consensus, the Committee approved the October 31<sup>st</sup>, 2022 meeting report.

**CHAIRMAN'S REMARKS**

Chair Tibbetts did not have remarks at this time.

**MEMBER COMMENTS**

Multiple members made comments and asked questions.

Topics included:

1. Additional cameras that record should be added to RV lots (theft prevention) and Clubhouse 4 (recent assault incident).
2. Fencing is needed at dog park to keep out trespassers and prevent thefts from vehicles.

**RESPONSE TO MEMBER COMMENTS**

Staff Officer Nuñez responded stating that 5 cameras record at RV Lot A and 2 at RV Lot B.

## **REPORTS**

### **Disaster Preparedness Task Force Report**

Chief Nuñez discussed the meeting report provided in the packet from January's DPTF meeting. Chief Nuñez shared that the disaster prep bazaar stand was a success. Chief Nuñez also shared the commitment that our new disaster preparedness coordinator has in facilitating meetings with the Clubhouse Coordinators each month. Currently the DPTF team is working on scheduling training events with OCFA as well as working on an office space for the new coordinator to work out of part time.

### **RV UPDATE**

Chief Nuñez noted the success of the temporarily appointed Security Administrative Specialist and the traffic officer who have audited the RV Lots. The audit has freed up spots for residents who have been on the waiting list for over a year.

Director Park pointed out that the RV Lot B statistical data was off by one parking spot.

NOTE: Error has since been corrected.

### **NOTEWORTHY INCIDENTS**

No noteworthy incidents to report on.

### **SECURITY STATISTICS**

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

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **GATE 12 ENFORCEMENT AND SAFETY ISSUES**

Staff Officer Nuñez discussed the staff report with PowerPoint presentation showing safety issues. Discussion only, nothing to be voted on.

### **TRESPASSING ENFORCEMENT UPDATE**

Staff Officer Nuñez discussed the staff report statistics on trespassers admonished by VMS security as well as those admonished by OCSD. Discussion only.

### **4-WAY STOP SIGN STAFF REPORT (RECONSIDERATION)**

Staff Officer Nuñez discussed the staff report previously rejected. Members made comments and suggestions.

Director Blackwell made a motion to deny staff recommendation of hiring a traffic consultant but to approve of stop signs and sidewalks being put at the intersection of Avenida Sevilla and Via Mendoza.

The motion was unanimously approved.

### **FUTURE SCAC MEETING DATES/TIMES CHANGE**

Staff Officer Nuñez notified Chair Tibbetts of the current scheduling conflict with a landscaping committee meeting. Staff Officer Nuñez stated that he will work with his admin coordinator and the landscaping department on coming up with alternate dates and times for future SCAC meetings.

## **ITEMS FOR FUTURE AGENDAS**

No future agenda items.



## **CONCLUDING BUSINESS**

### **DATE OF THE NEXT MEETING**

The next meeting is to be determined but will take place in the Board Room at the Laguna Woods Village Community Center.

### **ADJOURNMENT**

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 3:38 p.m.

*Don Tibbetts*

[Don Tibbetts \(Mar 2, 2023 20:30 PST\)](#)

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Don Tibbetts, Chair

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## **REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION DISASTER PREPAREDNESS TASK FORCE**

**Tuesday, January 31, 2022 at 9:30 AM**

### **HYBRID MEETING**

**MEMBERS PRESENT:** Chair: Eric Nuñez, Sue Stephens, Jim Cook, Juanita Skillman, Anthony Liberatore, Gan Mukhopadhyay, Alison Bok

**MEMBERS ABSENT:** None

**ADVISORS PRESENT:** Tom Soule

**OTHERS PRESENT:** Grace Stencel, Doug Gibson, Rick Kopps

**STAFF PRESENT:** Cody DeLeon, Ed Green

**THE MEETING WAS CALLED TO ORDER:** 9:33 AM

**ACKNOWLEDGEMENT OF THE PRESS:** None present

**APPROVAL OF THE AGENDA:** By consensus, the agenda was approved.

**APPROVAL OF MEETING REPORT:** By consensus, the meeting report was approved.

**CHAIRS REMARKS:** Chair Nuñez began his remarks by informing the board that he would be Chair of the meeting and not Tom Siviglia who was on the agenda to be Chair in Chief Nuñez absence. Chair Nuñez apologizes for the confusion.

**MEMBER COMMENTS:** No comments were made.

### **REPORTS**

**RADIO & COMMUNICATIONS:** Ed Green shared that there was only 50% participation in this month's radio drill. Some of the coordinators were having radio issues and there was some confusion over the week the drill was supposed to happen. It was suggested that it take place morning of DPTF meeting.

**OFFICE MANAGER/ADVISOR:** Tom Soule mentioned that disaster prep supplies are running low due to expiration date. Tom also stated that the location and hours of the DPTF Office minimizes foot traffic and sales.

**RECRUITMENT / RETENTION / TRAINING:** Director Skillman wanted more info on the second Clubhouse Coordinator meeting the following week. Director Skillman also recommended that the Friday news blast should include Disaster Prep information and that the Disaster Prep office should be included in the Docent Tour.

Chair Nuñez agrees and wants to coordinate schedule with Media and Communications.

Director Mukhopadhyay also agrees and thinks the DPTF office need a change in location to improve foot traffic.

**GRF BOARD:** Director Mukhopadhyay continues to help for any risk/safety assessments that my assist in training.

**UNITED BOARD:** Director Liberatore did not have anything to report.

**THIRD BOARD:** Director Cook wants to coordinate training and education with the Orange County Fire Authority (OCFA).

Director Mukhopadhyay seconded recommending a fire drill.

Chair Nuñez emphasizes that proper training and education will take 1-3 years. Chair Nuñez also states that Security Admin Coordinator Cody DeLeon and Ed Green will work together to coordinate Clubhouse Coordinator meetings once a month with Ed making creating agendas and curriculum.

**TOWERS:** Director Stevens mentioned that the Towers had both elevators down for one week during which the DPTF radios were utilizes 3 times daily to conduct safety and welfare checks on residents in the towers. This also helped coordinate the delivery of food and groceries to residents during the flooding caused by the storm.

**PET EVACUATION SUBMIT COMMITTEE:** Sandy Benson shared the success of Santa Paws event as well as the Village Bazaar event where over 50 pet forms were given out to residents as well as 6 new coordinator sign ups and over 100 file of life cards given out over the span of only 4 hours.

## **DISCUSSIONS AND CONSIDERATIONS**

**Initiating the Culture of Preparedness:** Ed Green discussed his ICP rubric and mentioned his previous involvement with CERT.

**Discuss Good Neighbor Captains Program:** DPTF coordinator Ed Green and Coordinator Cody DeLeon will conduct an audit of past and newly registered good neighbor captains.

Member Grace Stencil voiced concerns of Good Neighbor Captains being left out of the loop with information and updates.


## ITEMS FOR FUTURE AGENDAS

**MEMBER COMMENTS:** Multiple members made comments

**NEXT MEETING:** March 28<sup>th</sup> 2023 at 9:30 a.m.

**ADJOURNMENT:** 10:51 AM

**SUBMITTED BY:**

  
[Eric R. Nuñez \(Feb 18, 2023 18:31 PST\)](#)

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**Chair Nuñez**

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**OPEN MEETING**

**MEETING OF THE GOLDEN RAIN FOUNDATION  
COMPLIANCE AD HOC COMMITTEE**

**Friday, February 17, 2023 - 9:30 A.M.**

**Laguna Woods Village Community Center- Sycamore Room/Virtual  
Meeting 24351 El Toro Road, Laguna Woods, CA 92637**

**MEMBERS PRESENT:** Bunny Carpenter- Chair, Juanita Skillman, Joan Milliman, Reza Karimi (left 10:42 a.m.), Maggie Blackwell, Mark Laws and Pearl Lee (entered 10:15 a.m.)

**MEMBERS ABSENT:** Cris Prince

**STAFF PRESENT:** Blessilda Wright and Ruby Rojas

**CALL TO ORDER**

Bunny Carpenter, Chair, called the meeting to order at 9:32 a.m.

**APPROVAL OF THE AGENDA**

Chair Carpenter made a motion to approve the agenda. Without objection the agenda was approved.

**APPROVAL OF THE REPORT FROM NOVEMBER 30, 2022**

Director Laws made a motion to approve the report from January 27, 2022 with minor changes.

Without objection the report was approved.

**CHAIR'S REMARKS**

None.

**MEMBER COMMENTS**

Members provided topics regarding the Golf Restrictions to be considered. The Committee asked questions.

**RESPONSE TO MEMBER COMMENTS**

The Committee discussed the topics regarding Gold restrictions and answered the members questions.

**ITEMS FOR DISCUSSION AND CONSIDERATION**

**7. Schedule of Monetary Penalties**

Ms. Blessilda Wright, Compliance Supervisor gave an overview of the Schedule of Monetary Penalties. The Committee members made comments and asked questions.

The Committee directed Staff to amend the Schedule of Monetary Penalties table:

- Golf Course Restrictions: instead state 'According to Operating Rules Golf'

- Facilities'
- Harassment/Abuse/Intimidation/Restrictions: remove 'Inter-Board Anti-Harassment Policy'
  - Other: include 'improper use of GRF property'
  - Recreation Services and Special Events Policy: remove 'tree-signage'
  - Include "Mutual 50" as part of the residential Mutuals listed in the additional penalties rule number three (#3).

The Committee tabled the matter for next month's meeting.

### **8. Appeal Policy**

Ms. Wright gave an overview of the Appeal Policy. The Committee members made comments and asked questions.

The Committee directed Staff to amend the policy to mirror that of Third's Laguna Hills Mutual. The Committee tabled the matter for next month's meeting.

### **9. Nuisance Policy**

Ms. Wright gave an overview of the Nuisance Policy. The Committee members made comments and asked questions.

The Committee directed Staff to amend the policy with minor changes and tabled the matter for next month's meeting.

### **CONCLUDING BUSINESS:**

#### **Committee Member Comments**

None.

### **Future Agenda Items**


- a. Resolution 90-0472 Update
- b. Executive Hearings Resolution and Charter
- c. Harassment Policy

### **Date of Next Meeting**

Wednesday, March 8, 2023 at 9:30 a.m.

### **Adjournment**

With no further business before the Committee, the Chair adjourned the meeting at 10:45 a.m.

  
Bunny Carpenter (Feb 28, 2023 08:51 PST)

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Bunny Carpenter- Chair