



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

**Tuesday, November 13, 2018 - 9:30 a.m.
Laguna Woods Village Community Center Board Room 24351 El Toro Road**

NOTICE OF MEETING AND AGENDA

- 1. Call to Order / Establish Quorum - Juanita Skillman, President**
- 2. Pledge of Allegiance – Director Torng**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. September 11, 2018 - Regular Open Session
 - b. September 26, 2018 – Special Open Meeting (Resolutions on 30-day Review)
 - c. September 28, 2018 – Special Open Meeting (Counting of the Ballots)
- 6. Report of Chair**
 - a. United Board Accepting Applications for the VMS Board**
- 7. Open Forum (Three Minutes per Speaker) - *At this time Members may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.***
- 8. Responses to Open Forum Speakers**
- 9. Update from VMS – Director Stone**
- 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. Architectural Control and Standards Committee Recommendations:

(1) Approval Recommendation – 311-B (Cordoba, 1A4) – Atrium Enclosure and Retrofit Windows

b. Landscape Committee Recommendations:

(1) Tree Removal – Approval (2) and Denial (3)

- Approve appeal for removal of one Brazilian Pepper (2001-A) at Member's expense
- Approve removal of three Queen Palms (301-D)
- Deny appeal for removal of one Shamel Ash tree (26-D)
- Deny unscheduled trimming of Brush Cherry hedgerow (851-O)
- Deny removal of one Brazilian Pepper (89-F)

12. Unfinished Business-None

- a. Entertain a Motion to Introduce a Resolution for Revisions to Architectural Standard 17: Patio Gates and Courtyards (**SEPTEMBER initial notification-30-day Member review to comply with Civil Code §4360 has been satisfied**)
- b. Entertain a Motion to Introduce a Resolution for Revisions to Architectural Standard 18: Gutters and Downspouts (**SEPTEMBER initial notification-30-day Member review to comply with Civil Code §4360 has been satisfied**)
- c. Entertain a Motion to Introduce a Resolution for Revisions to Architectural Standard 43: Bathroom Splits (**SEPTEMBER initial notification-30-day Member review to comply with Civil Code §4360 has been satisfied**)
- d. Entertain a Motion to Introduce a Resolution for Revised Interior Flooring Policy (**SEPTEMBER initial notification-30-day for Member review to comply with Civil Code §4360 has been satisfied**)
- e. Entertain a Motion to Introduce a Resolution Banning Residents from Entering Dumpsters (**SEPTEMBER initial notification-30-day for Member review to comply with Civil Code §4360 has been satisfied**)

13. New Business

- a. Entertain a Motion to Approved a Resolution for United and GRF Committee Assignments
- b. Entertain a Motion to Introduce a Resolution for Revisions to Architectural Standard 19: Modesty Paneling; Balcony (**NOVEMBER initial notification-must postpone 30-days for Member review to comply with Civil Code §4360**)
- c. Entertain a Motion to Introduce a Resolution for Revisions to Architectural Standard 20: Patio Covers; Aluminum (**NOVEMBER initial notification-must postpone 30-days for Member review to comply with Civil Code §4360**)
- d. Entertain a Motion to Introduce a Resolution for a New Architectural Standard 44: Fences; Vinyl (**NOVEMBER initial notification-must postpone 30-days for Member review to comply with Civil Code §4360**)
- e. Entertain a Motion to Introduce a Resolution for Revisions to Architectural Standard 24: Skylights (**NOVEMBER initial notification-must postpone 30-days for Member review to comply with Civil Code §4360**)
- f. Entertain a Motion to Introduce a Resolution to Revise the Exterior Paint Color Palette (**NOVEMBER initial notification-must postpone 30-days for Member review to comply with Civil Code §4360**)
- g. Entertain a Motion to Introduce a Resolution to Update the Vehicle, Traffic and Parking Rules (**NOVEMBER initial notification-must postpone 30-days for Member review to comply with Civil Code §4360**)
- h. Entertain a Motion to Introduce a Resolution for Revisions to the Land Use Alteration Policy (**NOVEMBER initial notification-must postpone 30-days for Member review to comply with Civil Code §4360**)

14. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Morrison. Next meeting November 27, 2018, 2:00 p.m. in the Sycamore Room.
- b. Report of the Architectural Control and Standards Committee –Director Dorrell– Next meeting December 20, 2018, 9:30 a.m. in the Sycamore Room.
- c. Report of the Communications Committee –Director Blackwell. Next meeting TBA.

- d. Report of Member Hearings Committee--Director Skillman. Next meeting November 20, 2018, 9:00 a.m. in the Willow Room.
- e. Report of the Governing Documents Review Committee – Director Skillman. Next meeting November 26, 2018, 1:30 p.m. in the Sycamore Room.
- f. Report of the Landscape Committee –Director Blackwell. Next meeting December 13, 2018, 9:00 a.m. in the Board Room.
- g. Report of the Maintenance & Construction Committee – Director Dorrell. Next meeting December 14, 2018, 9:00 a.m. in the Board Room
 - Village Energy Task Force—Director Randazzo. Next meeting January 2, 2019, 9:30 a.m. in the Willow Room.
- h. Report of the Resident Advisory Committee – Director Achrekar. Next meeting November 15, 2018, 4:00 p.m. in the Sycamore Room

15. GRF Committee Highlights

- a. Report of the Finance Committee—Director Morrison. Next meeting December 19, 2018, 1:30 p.m. in the Board Room.
- b. Report of the Community Activities Committee—Director Dorrell. Next meeting January 10, 2019, 1:30 p.m. in the Board Room.
- c. Report of the Landscape Committee – Director Blackwell. Next meeting December 19, 2018, 2:30 p.m. in the Sycamore Room.
- d. Report of the Maintenance & Construction Committee—Director Randazzo. Next meeting December 12, 2018, 9:30 a.m. in the Board Room.
- e. Report of the Media and Communication Committee—Director Blackwell. Next meeting November 19, 2018, 1:30 p.m. in the Board Room.
 - Thrive Project Task Force – November 21, 2018, 9:30 a.m. in the Cypress Room
- f. Report of the Mobility and Vehicles Committee—Director Addington. Next meeting December 5, 2018, 1:30 p.m. in the Board Room.
- g. Report of the Security and Community Access Committee. Next meeting December 17, 2018, 1:30 p.m. in the Board Room.

- Laguna Woods Village Traffic Hearings – Director Achrekar. Next meeting November 21, 2018, 9:00 a.m. in the Board Room and 1:00 p.m. in the Pine Room
 - h. Report of the Disaster Preparedness Task Force –Director Achrekar. Next meeting November 27, 2018, 9:30 a.m. in the Cypress Room
- 16. Future Agenda Items** - *All matters listed under Future Agenda Items are Resolutions on 30-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.*
- a. Resolution to Update the Golf Cart Plug-In Fee
- 17. Directors' Comments**
- 18. Recess** - *At this time the Meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

EXECUTIVE SESSION NOTICE AND AGENDA

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) November 13, 2018 – Regular Executive Session

Write-Off of Assessment Delinquency

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjourn

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

Tuesday, September 11, 2018

The Regular Meeting of the Board of Directors of United Laguna Woods Mutual, a California Non-Profit Mutual Benefit Corporation, was held on Tuesday, September 11, 2018, at 9:30 a.m. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Juanita Skillman, Janey Dorrell, Don Tibbetts, Maggie Blackwell, Gary Morrison, Cash Achrekar, Manuel Armendariz, Reza Bastani, Pat English, Carl Randazzo, and Andre Torng

Directors Absent: None

Staff Present: Siobhan Foster, Christine Spahr, Eileen Paulin, Ernesto Munoz, Kurt Wiemann and Cheryl Silva

Others Present: VMS: Mary Stone, Dick Rader, Anthony Liberatore
GRF: Joan Milliman ,
Jeff Beaumont, Esq. of Beaumont Tashjian

1. Call Meeting to Order/Establish Quorum

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

2. Pledge of Allegiance

Director English led the Pledge of Allegiance.

3. Acknowledge Media

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

4. Approval of Agenda

Director Dorrell made a motion to approve the agenda as amended. Director Blackwell added agenda item (13j) Entertain a Motion to Approve a Resolution for Early Release of 2019 Funds for the Waste Line Remediation Program and the motion passed without objection.

5. Approval of Minutes

5a. July 10, 2018 – Regular Open Session

Director Blackwell made a motion to approve the minutes as corrected to include the VMS presentation as an attachment to the minutes. The motion was seconded by Director Achrekar and it passed by unanimous consent.

6. Report of the Chair

President Skillman thanked the directors whose terms are up this year.

7. Open Forum

Members made comments regarding the action of some directors regarding election campaigning, calling Clubhouse 3 the Performing Arts Center, blind spots in cul-de-sacs where curbs need to be redlined and encouraged residents to vote.

8. Responses to Open Forum Speakers

Several Directors responded to Member comments. Director Blackwell read the campaign guidelines for candidates.

9. Update from VMS - Director Liberatore

Director Liberatore gave an update from the VMS Board meetings. He spoke about how Village Management Services, Inc. was developed and all the accomplishments of the new management company.

10. CEO Report

Siobhan Foster, CEO, reported on the following subjects:

- Senate Bill 1128 is on the Governor's desk for approval;
- Ballots are due back on September 25th and will be counted on September 28th.
- Kiosk in Resident Services tracked more than 6,500 visits in the month of August; 19 percent were for Manor Alterations, 18 percent were for Landscape and Maintenance issues and 16 percent were for Sales and Leasing matters;
- SCE will resume upgrade work on September 17th. Notices of planned outages will be received directly from SCE;
- Gatehouse and Gate renovation continues;
- Manor Alterations will relocate to the Spruce Room on the first floor;
- RV lot A is closed for asphalt repair and RV are parking temporarily allowed to park on Avenida Sosiega and Bahia Blanca West near Gate 9 and 10;
- Reported on upcoming events through the Recreation Department: Monday Night Football in Clubhouse 5.

Siobhan Foster answered questions from the Board.

11. Consent Calendar

11a. Architectural Control and Standards Committee Recommendations:

- (1) Approval Recommendation – 386-A (Granada, 10A) - Add Window in Living Room and Replace Entry Tile with Concrete

RESOLUTION 01-18-90
Variance Request

WHEREAS, Mr. Hoang of 386-A Avenida Castilla, a Granada style unit,, requests Board approval of a variance to return to the previous alteration color scheme for the entry door and the interior patio wall; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on July 30, 2018, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on August 16, 2018.

NOW THEREFORE BE IT RESOLVED, on September 11, 2018, the Board of Directors hereby approves the requests with the condition that the proposed alterations are constructed in accordance with the Conditions of Approval as included in the official Board Decision Notice;

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Shareholder at 386-A and all future Shareholders at 386-A.

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

(2) Denial Recommendation - 612-B (San Sebastian, 7A) - Replace Sunroom with Permanent Structure

RESOLUTION 01-18-91
Variance Request

WHEREAS, Mr. Takahashi of 612-B Avenida Sevilla, a San Sebastian style unit, requests Board approval of a variance to replace the existing prefabricated sunroom with a permanent wood framed structure which is located on common area that was granted via Mutual Consent for exclusive use to the Member in 1993; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on July 30, 2018, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on August 16, 2018.

NOW THEREFORE BE IT RESOLVED, on September 11, 2018, the Board of Directors hereby denies this request;

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.

11b. Finance Committee Recommendations:

(1) Approval of Resolution to Record Lien against Member ID; 947-422-09

RESOLUTION 01-18-92
Recording of a Lien

WHEREAS, Member ID 947-422-09; 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, September 11, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-396-02 and;

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

(2) Approval of Resolution to Record Lien against Member ID; 947-451-45

RESOLUTION 01-18-93
Recording of a Lien

WHEREAS, Member ID 947-451-45; 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, September 11, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-451-45 and;

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

(3) Approval of Resolution to Record Lien against Member ID; 947-429-58

RESOLUTION 01-18-94
Recording of a Lien

WHEREAS, Member ID 947-429-58; 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, September 11, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-429-58 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.

(4) Approval of Resolution to Record Lien against Member ID; 947-400-14

RESOLUTION 01-18-95
Recording of a Lien

WHEREAS, Member ID 947-400-14; 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, September 11, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-400-14 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.

(5) Approval of Resolution to Record Lien against Member ID; 947-368-76

RESOLUTION 01-18-96

Recording of a Lien

WHEREAS, Member ID 947-368-76; 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, September 11, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-368-76 and;

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

Director Blackwell made a motion to approve the Consent Calendar as presented. The motion was seconded by Director English and the motion passed by vote of 10-0-1 (Director Bastani abstained).

12. Unfinished Business

12a. Entertain a Motion to Approve the 2019 United Business Plan and Reserves Funding Plan

Director Blackwell read the following resolution:

RESOLUTION 01-18-97

**United Laguna Woods Mutual
2019 Business Plan Resolution**

RESOLVED, September 11, 2018, that the Business Plan of this Corporation for the year 2019 is hereby adopted and approved; and

RESOLVED FURTHER, that pursuant to said Business Plan, the Board of Directors of this Corporation hereby estimates that the net sum of \$39,117,592 is required by the Corporation to meet the United Laguna Woods Mutual operating expenses and reserve contributions for the year 2019. In addition, the sum of \$15,389,556 is required by the Corporation to meet the Golden Rain Foundation and the Golden Rain Foundation Trust operating expenses and reserve contributions for the year 2019. Therefore, a total of \$54,507,148 is required to be collected from and paid by the members of the Corporation as monthly assessments; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby approves expenditures from reserves in the sum of \$14,750,524 of which \$13,378,267 is planned from the Reserve Fund and \$1,372,257 from the Contingency Fund; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby determines and establishes monthly assessments of the Corporation as shown on each member's breakdown of monthly assessments for the year 2019, inclusive of property taxes and property insurance as filed in the records of the Corporation, and said assessments to be due and payable by the members of this Corporation on the first day of each month; and

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

Director Blackwell made a motion to adopt a resolution for the 2019 United Business Plan. The motion was seconded by Director English.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion passed by a vote of 8-3-0 (Directors Armendariz, Bastani and Torng opposed).

RESOLUTION 01-18-98
United Laguna Woods Mutual
2019 Reserve Fund Resolution

RESOLVED, September 11, 2018, that the Business Plan of this Corporation for the year 2019 is hereby adopted and approved; and

RESOLVED FURTHER, that pursuant to said Business Plan, the Board of Directors of this Corporation hereby estimates that the net sum of \$39,117,592 is required by the Corporation to meet the United Laguna Woods Mutual operating expenses and reserve contributions for the year 2019. In addition, the sum of \$15,389,556 is required by the Corporation to meet the Golden Rain Foundation and the Golden Rain Foundation Trust operating expenses and reserve contributions for the year 2019. Therefore, a total of \$54,507,148 is required to be collected from and paid by the members of the Corporation as monthly assessments; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby approves expenditures from reserves in the sum of \$14,750,524 of which \$13,378,267 is planned from the Reserve Fund and \$1,372,257 from the Contingency Fund; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby determines and establishes monthly assessments of the Corporation as shown on each member's breakdown of monthly assessments for the year 2019, inclusive of property taxes and property insurance as filed in the records of the Corporation, and said assessments to be due and payable by the members of this Corporation on the first day of each month; and

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

Director Blackwell made a motion to adopt a resolution for the 2019 United Reserves Funding Plan. The motion was seconded by Director Tibbetts.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion passed by a vote of 8-3-0 (Director Armendariz, Bastani and Torng opposed).

13. New Business

13a. Entertain a Motion to Approve a Resolution Interpreting GRF Bylaws 2.1.4

RESOLUTION 90-18-xx

WHEREAS, GRF is required to obtain approval of the Corporate Members prior to engaging in any business or activity specified in Paragraph 2.1.4 of its Bylaws (Bylaw 2.1.5) not included in a previously approved budget; and

WHEREAS, GRF and the Housing Mutuals desire to create a routine process for presenting information to the Housing Mutuals relating to those facilities that do require approval and to confirm what does not require approval, in accordance with the express terms and spirit of Paragraph 2.1.4 of the GRF Bylaws; and

WHEREAS, the Bylaw Section 2.1.4(4) limits the discretion of the GRF Corporation as to either the construction of a new facility or an addition or expansion of or to an existing facility of at least one thousand (1,000) new or additional square feet and a cost of Five Hundred Thousand Dollars (\$500,000) or more; and

WHEREAS, the term "facilities" is defined in the GRF Trust Agreement Section VII(M)(4) (Bylaw 2.1.4(4)); and

WHEREAS, the GRF Trust Agreement Section VII(M)(4) defines "facilities" to mean a single Structure or addition to an existing Structure of a minimum cost or minimum size as stated in the Bylaws in total floor space and intended for office, residential, recreational or commercial use or any combination thereof; and

WHEREAS, the term "Structure" is not defined in either the GRF Bylaws, Articles of Incorporation or GRF Trust Agreement, rendering Bylaw Section 2.1.4 vague and ambiguous; and

WHEREAS, the vague and ambiguous term "Structure" introduces uncertainty as to whether certain GRF business or activity requires the approval of the Corporate Members under Bylaws Sections 2.1.4 and 2.1.5; and

WHEREAS, the uncertainty whether certain GRF business or activity requires approval of the Corporate Members introduces inefficiency, waste, delay and strife to the process of undertaking certain GRF business and activities; and

WHEREAS, GRF, in conjunction with the Housing Mutuals, as defined in the GRF Bylaws, desires to eliminate this potential for inefficiency, waste, delay and strife by defining the term "Structure" as it relates to GRF Bylaws Sections 2.1.4 and 2.1.5;

NOW THEREFORE BE IT RESOLVED, that a Special Meeting of the Corporate Members shall be held in or about July of each year so that GRF can present any business or activity projects that require approval by the Corporate Members. May it be resolved further that the Corporate Members shall be permitted to vote personally at such meeting, or by written ballot prior to such meeting, in the same manner that votes are solicited and cast at each Annual Meeting of the Corporate Members, and that the GRF Board may appoint a member of VMS staff to serve as inspector of election for all such Special Meetings of the Corporate Members.

NOW THEREFORE, BE IT FURTHER RESOLVED, that, for the purposes of this resolution, the term "**Total Project Cost**" shall be understood to refer to the aggregate expense associated with the construction of a building or recreational facility intended for use by GRF Members, including pre-construction costs, such as the cost of preliminary designs and concepts and cost appraisals. It is understood that costs may be incurred in the development of such preliminary designs and cost estimates before they are presented to and approved by the Corporate Members in order to develop a meaningful understanding of the cost and scope of a project, and that these preliminary costs shall be included in the **Total Project Cost**. The **Total Project Cost** shall include the cost of engineering to generate a final plan, as is typically associated with the process for obtaining City permits, as well as the estimated project cost, including the estimated construction cost, design costs, consultant costs, and construction support by architects and engineers.

The **Total Project Cost** shall take into account the estimated costs of new equipment and refurbishments associated with such construction. In addition, the **Total Project Cost** shall include a ten percent (10%) contingency above the actual estimated cost for cost overruns. For example, a project that is expected to incur an aggregate expense of Four Hundred Seventy-Five Thousand Dollars (\$475,000) shall be understood and presented as having an expected Total Project Cost of Five Hundred Twenty-Two Thousand Five Hundred Dollars (\$522,500) (i.e. Four Hundred Seventy-Five Thousand Dollars (\$475,000) + Forty-Seven Thousand Five Hundred Dollars (\$47,500)).

NOW THEREFORE, BE IT FURTHER RESOLVED, that the following types of business and activities shall require the approval of the Corporate Members, as described in GRF Bylaws Sections 2.1.4 & 2.1.5:

1. **Construction of a new building** intended for use by GRF Members or VMS employees, agents or invitees. The following lists examples of buildings that would be considered Structures requiring Corporate Member approval if they involve a Total Project Cost over Five Hundred Thousand Dollars (\$500,000):
 - a. A new clubhouse;
 - b. A new gym facility;
 - c. A new office building.
2. **Construction of a new recreational facility** intended for use by GRF Members or GRF's employees, agents or invitees, which may be comprised of court surface areas, restrooms, seating areas, covered shade structures, etc. The following are examples of recreational facilities that would be considered Structures requiring Corporate Member approval if they involve a Total Project Cost over Five Hundred Thousand Dollars (\$500,000):
 - a. A new Pickleball Court;
 - b. A new Bocce Ball Court;
 - c. A new Tennis Court;
 - d. A new Lawn Bowling area.
3. **Construction of an addition** to an existing building or recreational facility that involves a Total Project Cost of Five Hundred Thousand Dollars (\$500,000) or more or that expands the total square footage of the building or recreational facility by more than one thousand (1,000) square feet.
4. **Modification or repurposing** of an existing building or recreational facility that involves a Total Project Cost of Five Hundred Thousand Dollars (\$500,000) or more. For the purposes of this Resolution, "modification or repurposing" refers to the modification or renovation of an existing facility from its original purpose or use to a significantly different purpose or use. For example, the following changes would be a "modification or repurposing":

- a. The removal of the Club 19 Restaurant and its replacement with meeting rooms;
- b. The removal of the community gym and its replacement with additional office space;
- c. The removal of open space park and its replacement with a golf facility;
- d. The renovation of Clubhouse 3 to serve a purpose other than its present purpose as a performing arts center; or
- e. The closure of a clubhouse.

The following changes would NOT be considered a "modification or replacement":

- a. The renovation of the Board Meeting Room;
- b. The relocation of the gym from the second floor to the first floor;
- c. The renovation of Clubhouse 3 in a manner where it retains its use as a performing arts center;
- d. The renovation of a gatehouse to incorporate cameras, computer equipment and programs associated with access control;
- e. The partial renovation of a clubhouse or other facility to bring it into compliance with ADA or with other City or State Code requirements (e.g. widening a door, expanding a bathroom; adding equipment for the vision impaired, etc.); or
- f. Replacement of existing equipment associated with a facility (e.g. air conditioners, boilers, camera systems, or alarm systems).

NOW THEREFORE, BE IT FURTHER RESOLVED, that the following types of business and activities shall NOT require the approval of the Corporate Members pursuant to GRF Bylaws Sections 2.1.4 & 2.1.5:

1. **Construction involving less than Five Hundred Thousand Dollars (\$500,000) in Total Project Cost for new buildings and recreational facilities.**
2. **Repair, replacement or maintenance of existing improvements, assets and/or vehicles.** For example, purchase, repair, replacement or maintenance of the following:
 - a. Streets & parking lots (i.e. resurfacing, slurry sealing and/or striping);
 - b. Street signs;
 - c. Exterior lighting;
 - d. Computer equipment and software;
 - e. Cameras and other surveillance equipment, whether located in the interior or exterior of buildings, in recreational facilities or at access gates;
 - f. Vehicles used by GRF or its agents (including, but not limited to, VMS employees) such as buses, vans, cars, golf

- g. Landscaping (e.g. hydro-seeding, installation of straw wattles or the implementation of other anti-erosion measures);
- h. Perimeter fencing/walls;
- i. Air conditioning or heating units, water heaters and other associated plumbing;
- j. Sewers;
- k. Irrigation pipes and controllers, including relocation;
- l. Equipment at Restaurant 19;
- m. Landscaping (i.e. non-building improvements) of the golf course;
- n. Sidewalks & other outdoor walking areas;
- o. Modifications or additions to existing buildings and recreational facilities required to bring the building or facility into compliance with the Americans with Disabilities Act, the Fair Housing Act, or any similar laws.

3. **Acquisitions that do not involve any expense to GRF** (e.g. by will, gift or otherwise gratuitously). For example:
- a. A bequest or donation from a member;
 - b. A conveyance of property from the City for general maintenance or for a specified purpose;
 - c. A grant of easement from a neighboring property owner for maintenance to be performed.

NOW THEREFORE, BE IT FURTHER RESOLVED, that the term "demolition" as used in Subparagraph 5, of Paragraph M, of Section VII of the Trust Agreement shall mean to completely remove a Facility (as that term is defined in Subparagraph 4, of Paragraph M, of Section VII of the Trust Agreement) and not replace it; that the term "rebuilding" refers to reconstruction of an existing facility after its "complete demolition"; and neither the term "demolition" nor "rebuilding" shall refer to the renovation of an existing facility that does not involve a complete demolition; and

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

Jeff Beaumont, Esq. gave a report on the interpretation of GRF Bylaw 2.1.4.

Director Blackwell made a motion to approve a resolution interpreting GRF Bylaw 2.1.4 to be approved by the Corporate Members at the Annual Corporate Members meeting in November. The motion was seconded by Director English.

Discussion ensued among the Directors.

Several Members spoke in favor of the Resolution and asked questions about the definitions in the Resolution.

The Board directed legal counsel to communicate the recommended changes to the GRF attorneys.

President Skillman called for the vote and the motion passed by a vote of 10-1-0 (Directors Tornig opposed).

13b. Entertain a Motion to Approve Supplemental Appropriation for Emergency Panel Replacement

Director Blackwell read the following resolution:

Resolution 01-18-99
Supplemental Appropriation for Emergency Panel Replacements

WHEREAS, the 4-meter main electric panels at Buildings 765 & 766 were in need of replacement due to excessive corrosion and the structural integrity was compromised by rust, which affected the electrical components and the feeds, which interrupted power to several manors in each of these buildings; and

WHEREAS, the cost to perform emergency repairs at two buildings was charged to the 2018 Reserves Plan for Electrical Systems; however, this funding is required for scheduled program work.

NOW THEREFORE BE IT RESOLVED, on September 11, 2018, the Board of Directors of this Corporation hereby ratifies the expenditure and authorizes a supplemental appropriation in the amount of \$48,000 from the Replacement Reserve Fund for emergency electric panel replacements at Buildings 765 and 766; and

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

Director Blackwell made a motion to approve supplemental appropriation for Emergency Panel Replacement. The motion was seconded by Director Tibbetts.

Discussion ensued among the Directors.
Ernesto Munoz answered questions from the Board.

President Skillman called for the vote and the motion passed by unanimous consent.

13c. Entertain a Motion to Approve Supplemental Appropriation for Emergency Paving Repairs

Director Blackwell read the following resolution:

Resolution 01-18-100
Supplemental Appropriation for Emergency Paving Work

WHEREAS, in July the asphalt overlay work commenced in cul de sac 38 and during the pavement milling operation, the pavement structural section failed and significant deflections were experienced due to existing poor subgrade conditions over a large portion of the cul-de-sac area;

WHEREAS, this unplanned work was expedited to allow residents access to their respective parking spaces; and

WHEREAS, the 2018 Business Plan included funding for the annual Paving and Concrete Repair Programs, but contingency funding was not appropriated this fiscal year in the event of unplanned paving failures.

NOW THEREFORE BE IT RESOLVED, on September 11, 2018, the Board of Directors of this Corporation hereby ratifies the expenditure and authorizes a supplemental appropriation in the amount of \$114,246 from the Replacement Fund for full-depth emergency paving repairs completed in cul de sac 38; and

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

Director Blackwell made a motion to approve supplemental appropriation for Emergency Paving Repairs. The motion was seconded by Director Tibbetts.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion passed by unanimous consent.

13d. Entertain a Motion to Introduce a Resolution for Revisions to United Architectural Standard 17: Patio Gates and Courtyards

Director Blackwell read the following resolutions:

RESOLUTION 01-18-XX

Revise United Alteration Standard 17: Patio Gates and Courtyard Doors

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 17: Patio Gates and Courtyard Doors.

NOW THEREFORE BE IT RESOLVED, September 11, 2018, that the Board of Directors of this Corporation hereby introduces the revisions to Alteration Standard 17: Patio Gates and Courtyard Doors, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-07-62, adopted June 2007, 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 as written.

Director Blackwell made a motion to introduce a resolution for revisions to United Architectural Standard 17: Patio Gates and Courtyards for 30-day review. The motion was seconded by Director Dorrell.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion passed by a vote of 10-1-0 (Director English opposed).

13e. Entertain a Motion to Introduce a Resolution for Revisions to the United Architectural Standard 18: Gutters and Downspouts

Director Blackwell read the following resolution:

RESOLUTION 01-18-XX

Revise United Alteration Standard 18: Gutters and Downspouts

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 18: Gutters and Downspouts.

NOW THEREFORE BE IT RESOLVED, September 11, 2018, that the Board of Directors of this Corporation hereby introduces the revisions to Alteration Standard 18: Gutters and Downspouts, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-10-224, adopted October, 2010, 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 as written.

Director Blackwell made a motion to introduce a resolution to revise the United Architectural Standard 18: Gutters and Downspouts for 30-day review. The motion was seconded by Director English.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion passed by a vote of 10-1-0 (Director Bastani opposed)

13f. Entertain a Motion to Introduce a Resolution for Revisions to United Architectural Standard 43: Bathroom Splits

Director Blackwell read the following resolution:

RESOLUTION 01-18-XX

Revise Alteration Standard 43: Bathroom Splits

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 43: Bathroom Splits.

NOW THEREFORE BE IT RESOLVED, September 11, 2018, that the Board of Directors of this Corporation hereby introduces revisions to Alteration Standard 43: Bathroom Splits, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-18-26, adopted February 2018, 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 as written.

Director Blackwell made a motion to introduce a resolution for revisions to United Architectural Standard 43: Bathroom Splits for 30-day review. The motion was seconded by Director English.

Discussion ensued among the Directors.

Director Bastani made an amendment to the motion, seconded by Director Randazzo, to add the requirement of electrical plans to the Resolution.

Kurt Wiemann answered questions from the Board.

The motion passed by a vote of 10-1-0 (Director Dorrell opposed)

President Skillman called for the vote of the original motion and it passed by unanimous consent.

13g. Entertain a Motion to Introduce a Resolution for Revised Interior Flooring Policy

Director Blackwell read the following resolution:

RESOLUTION 01-18-XX

INTERIOR FLOORING POLICY

WHEREAS, the installation of replacement flooring in units situated on a building level directly over another units living space has generated nuisance complaints to the

Mutual related to noise transmitted to the lower neighboring units when members have replaced original flooring types with alternate flooring materials;

WHEREAS, the United Laguna Woods Mutual Occupancy Agreement requires that "a Member shall not obstruct or interfere with the rights of other members or annoy them by unreasonable noise..." and legal counsel has previously opined that the Mutual has the authority to establish rational rules to regulate unreasonable noise;

WHEREAS, on May 13, 2014, the Board of Directors adopted Resolution 01-14-58 which prohibited any future installation of hard surface flooring in second floor units in areas other than the kitchen and bathrooms of units;

WHEREAS, Resolution 01-14-58 defined hard surface flooring as any flooring other than original flooring types of carpet, vinyl or linoleum; and,

WHEREAS, due to the advances in soundproofing underlayment technology and the continued popularity and value of installing hardwood style and laminate floors;

NOW THEREFORE BE IT RESOLVED, September 11, 2018, the Board of Directors hereby introduces the Interior Flooring Policy, attached to the official minutes of this meeting, to further define and regulate permitted flooring types;

RESOLVED FURTHER, the Mutual shall permit the installation of alternate flooring materials other than the original flooring types, provided the materials meet the sound transmission specifications in the attached policy;

RESOLVED FURTHER, the installation of flooring types other than carpet with padding in any area of the unit with living space, of a separate residence below it, shall meet the requirements of the policy;

RESOLVED FURTHER, living space shall be defined as any area within a unit that is not a bathroom or kitchen;

RESOLVED FURTHER, that Resolution 01-14-58, adopted May 13, 2014, is hereby superseded and cancelled; and

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

Director Blackwell made a motion to introduce a resolution to revise Interior Flooring Policy for 30-day review. The motion was seconded by Director Dorrell.

Discussion ensued among the Directors.

Resident comments were heard.

Kurt Wiemann answered questions from the Board.

President Skillman called for the vote and the motion passed by a vote of 10-1-0 (Director Bastani opposed).

13h. Entertain a Motion to Introduce a Resolution Banning Residents from Entering Dumpsters

Director Blackwell read the following resolution:

RESOLUTION 01-18-XX
**Unauthorized Removal of Refuse and Recyclable Materials
from Mutual Provided Containers**

WHEREAS, the Governing Documents Review Committee has recognized a need to establish a rule prohibiting the unauthorized removal of refuse and recyclable materials from United provided containers;

WHEREAS, the Mutual has determined that unauthorized access to materials placed in refuse and recycle bins provided by the Mutual is unsafe and may result in increased liability for the Mutual;

WHEREAS, removing material from refuse and recycle bins provided by the Mutual is illegal under California law;

NOW THEREFORE BE IT RESOLVED, September 11, 2018, that the Board of Directors of this Corporation hereby introduces a rule prohibiting the unauthorized removal of refuse and recyclable materials from Mutual provided containers in Common Area for use by residents; and

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

Director Blackwell made a motion to introduce a resolution banning residents from entering dumpsters for 30-day review. The motion was seconded by Director English.

Discussion ensued among the Directors.

Several Directors and Members offered suggestions for the second reading of the Resolution.

President Skillman called for the vote and the motion passed by unanimous consent.

13i. Entertain a Motion to Approve the Disciplinary Violations Matrix

Director Blackwell made a motion to approve the Disciplinary Violations Matrix. The motion was seconded by Director Dorrell.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion passed by a vote of 10-0-0 (Director Randazzo was absent for the vote).

13j. Entertain a Motion to Approve a Resolution for Early Release of 2019 Funds for the Waste Line Remediation Program

Director Blackwell read the following resolution:

Resolution 01-18-101
Early Release of 2019 Funds for the Waste Line Remediation Program

WHEREAS, Specialized Pipe Technologies (SPT) has been working at an advanced pace in order to line as many buildings as possible with the \$1,500,000 allocation, however, the approved funding will be expended by the end of September; and

WHEREAS, there are several buildings that have recently experienced stoppages due to compromised sewer lines, but currently there are insufficient funds to perform this work.

NOW THEREFORE BE IT RESOLVED, on September 11, 2018, the Board of Directors of this Corporation hereby authorizes an early release of \$200,000 from the adopted 2019 Business Plan for additional Waste Line remediation work in 2018; and

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

Director Blackwell made a motion to approve the Early Release of 2019 Funds for the Waste Line Remediation Program. The motion was seconded by Director English.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion passed by unanimous consent.

14. Committee Reports

14a. Report of the Finance Committee / Financial Report – Director Morrison presented the Treasurer’s Report and reviewed the resale and leasing reports. Next meeting will be September 25, 2018, 2:00 p.m. in the Sycamore Room

14b. Report of the Architectural Control and Standards Committee – Director Dorrell gave a report from the last Architectural Control and Standards Committee meeting. Next meeting will be September 20, 2018, 9:30 a.m. in the Sycamore Room.

14c. Report of the Communications Committee – President Blackwell gave a report from the Communications Committee meeting. Please submit articles for The Breeze to Director Blackwell. The next meeting TBA.

14d. Report of Executive Hearings Committee - President Skillman gave a report from the last Executive Hearings Committee. Next meeting will be September 27, 2018, 9:00 a.m. in the Willow Room.

14e. Report of the Governing Documents Review Committee - President Skillman reported from the last Governing Documents Review Committee meeting. Next meeting will be Monday, September 24, 2018, 1:30 p.m. in the Sycamore Room.

14f. Report of the Landscape Committee - Director Blackwell gave a report from the last Landscape Committee meeting and gave instructions for residents that hire personal gardeners. The next meeting will be on October 11, 2018, 1:30 a.m. in the Board Room.

14g. Report of the Maintenance & Construction Committee - Director Tibbetts reported on the last Maintenance & Construction Committee meeting. Waste Line Remediation, Electrical Panels and Shepherds Crooks installations continue throughout the Mutual. Next meeting will be October 24, 2018, 9:00 a.m. in the Board Room.

- Village Energy Task Force Charter – Director Randazzo gave a report from the last Village Energy Task Force. There are two members from each Board on the Task Force. Next meeting will be September 12, 2018 at 9:30 a.m. in the Willow Room.

14h. Report of the Resident Advisory Committee – Director Tibbetts gave a report from the last Resident Advisory Committee meeting. Next meeting will be September 13, 2018, 4:00 p.m. in the Sycamore Room

Director Armendariz left the meeting at 12:45 p.m.

15. GRF Committee Highlights

15a. Report of the Finance Committee—Director Morrison shared highlights from the last GRF Finance Committee meeting and reported on the budget meetings. Next meeting will be October 24, 2018, 1:30 p.m. in the Board Room.

15b. Report of the Community Activities Committee—Director Skillman shared highlights from the last GRF Community Activities Committee meeting and announced upcoming events. Next meeting will be September 13, 2018, 1:30 p.m. in the Board Room.

15c. Report of the Maintenance & Construction Committee—Director Tibbetts shared highlights from the last GRF Maintenance & Construction Committee meeting. Next meeting will be October 10, 2018, 9:30 a.m. in the Board Room.

15d. Report of the Media and Communication Committee—Director Blackwell shared highlights from the last GRF Media and Communication Committee meeting. Next meeting will be September 17, 2018, 1:30 p.m. in the Board Room.

- Thrive Project Task Force – Next meeting September 19, 2018, 9:30 a.m. in the Cypress Room

15e. Report of the Mobility and Vehicles Committee—Director Achrekar shared highlights from the last GRF Mobility and Vehicles Committee meeting. Next meeting will be October 3, 2018, 1:30 p.m. in the Board Room.

15f. Report of the Security and Community Access Committee—Director Tibbets shared highlights from the last GRF Security and Community Access Committee meeting. Next meeting will be Monday, September 24, 2018, 1:30 a.m. in the Board Room.

- Laguna Woods Village Traffic Hearings – Director Achrekar reported from the last Traffic Hearings. Next meeting September 19, 2018, 9:00 a.m. in the Board Room and 1:00 p.m. in the Pine Room

15g. Disaster Preparedness Task Force—Director Achrekar reported from the last Disaster Preparedness Task Force meeting and encouraged residents to volunteer as building captains and medical personnel. Next meeting will be September 25 2018, 9:30 a.m. in the Cypress Room.

16. Future Agenda Items

- 16a.** Adopt a Resolution to Amend the United Clutter, Harassment and Nuisance Policies
- 16b.** Adopt a Resolution for Revisions to the United Architectural Standard 15: Floor Coverings; Exterior
- 16c.** Adopt a Resolution for Revisions to the United Architectural Standard 16: Fences; Wrought Iron
- 16d.** Resolution to Update the Golf Cart Plug-In Fee
- 16e.** Revise Alteration Standards on Window Colors

17. Director's Comments

Several Directors thanked Director English and Tibbetts for their service to the Board. President Skillman commented on the consequences of not having loss of use insurance for resident units and encouraged residents to vote.

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.*

The meeting recessed at 1:03 p.m. into the Executive Session.

Pursuant to California Civil Code Section §5705(c)

The vote to initiate foreclosure of the validly recorded lien for delinquent assessments against the real property identified as:

Assessor's Parcel No. ("APN"): 947-377-35, 947-400-09 is hereby recorded in the minutes of the open meeting following the executive session wherein the vote took place. The vote took place at least 30 days prior to the public sale.

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

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) July 10, 2018 – Regular Executive Session

Write-Offs from Assessment Balances against Members


Discuss Disciplinary Cases

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjourn

The meeting was adjourned at 4:30 p.m.

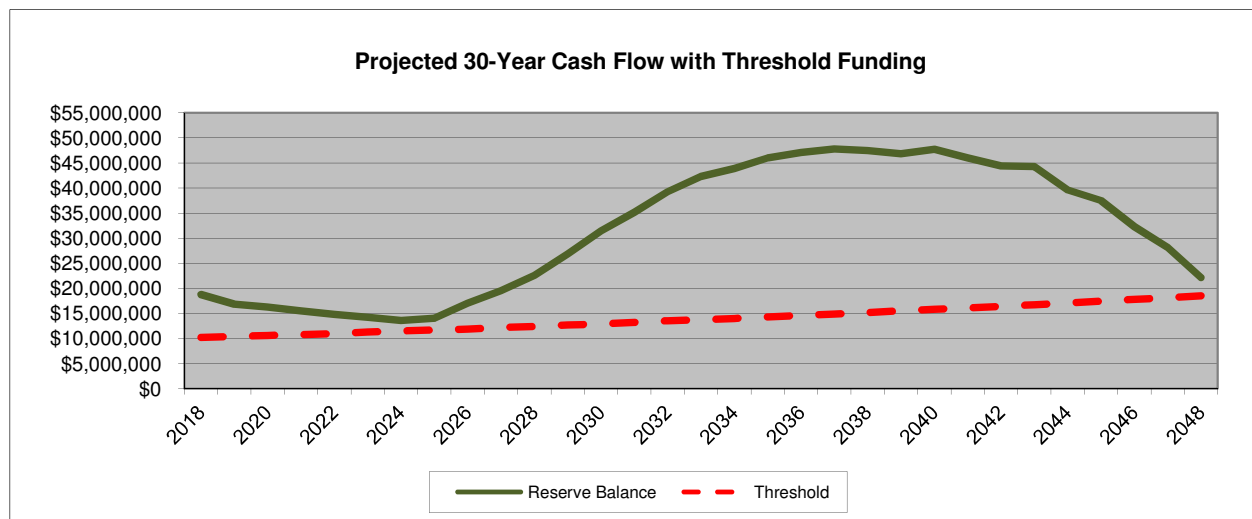


Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual

**United Laguna Woods Mutual
2019 RESERVES PLAN
Reserve 30-Year Funding Plan**

Threshold (Min Balance): \$ 10,400,000
Indexed for projected inflation

<u>Year</u>	Assessment		<i>Interest Earnings</i>	<i>Other Additions</i>	<i>Planned Expenditures</i>	<i>Reserve Balance</i>
	<i>Per Manor Per Month</i>	<i>Total Contribution</i>				
2018	\$ 143.00	\$ 10,850,268	\$ 264,469		\$ 11,640,398	\$ 18,760,029
2019	\$ 148.00	\$ 11,229,648	\$ 247,600		\$ 13,378,267	\$ 16,859,010
2020	\$ 153.00	\$ 11,609,028	\$ 258,710		\$ 12,475,009	\$ 16,251,739
2021	\$ 158.00	\$ 11,988,408	\$ 248,166		\$ 12,978,792	\$ 15,509,522
2022	\$ 163.00	\$ 12,367,788	\$ 236,734		\$ 13,325,408	\$ 14,788,635
2023	\$ 168.00	\$ 12,747,168	\$ 226,654		\$ 13,543,001	\$ 14,219,456
2024	\$ 173.00	\$ 13,126,548	\$ 217,383		\$ 13,961,275	\$ 13,602,112
2025	\$ 178.00	\$ 13,505,928	\$ 216,070		\$ 13,272,685	\$ 14,051,425
2026	\$ 181.00	\$ 13,733,556	\$ 242,873		\$ 10,995,378	\$ 17,032,476
2027	\$ 184.00	\$ 13,961,184	\$ 285,494		\$ 11,772,919	\$ 19,506,235
2028	\$ 187.00	\$ 14,188,812	\$ 328,764		\$ 11,453,433	\$ 22,570,377
2029	\$ 190.00	\$ 14,416,440	\$ 386,439		\$ 10,485,563	\$ 26,887,693
2030	\$ 190.00	\$ 14,416,440	\$ 456,091		\$ 10,275,462	\$ 31,484,762
2031	\$ 190.00	\$ 14,416,440	\$ 520,784		\$ 11,254,707	\$ 35,167,279
2032	\$ 190.00	\$ 14,416,440	\$ 581,264		\$ 10,939,638	\$ 39,225,346
2033	\$ 190.00	\$ 14,416,440	\$ 637,290		\$ 11,941,480	\$ 42,337,595
2034	\$ 190.00	\$ 14,416,440	\$ 673,934		\$ 13,512,653	\$ 43,915,317
2035	\$ 190.00	\$ 14,416,440	\$ 702,423		\$ 13,050,492	\$ 45,983,688
2036	\$ 190.00	\$ 14,416,440	\$ 727,172		\$ 14,044,502	\$ 47,082,797
2037	\$ 190.00	\$ 14,416,440	\$ 741,216		\$ 14,459,364	\$ 47,781,090
2038	\$ 190.00	\$ 14,416,440	\$ 744,123		\$ 15,486,837	\$ 47,454,816
2039	\$ 190.00	\$ 14,416,440	\$ 736,689		\$ 15,778,258	\$ 46,829,687
2040	\$ 190.00	\$ 14,416,440	\$ 738,646		\$ 14,279,507	\$ 47,705,265
2041	\$ 190.00	\$ 14,416,440	\$ 732,108		\$ 16,860,908	\$ 45,992,905
2042	\$ 190.00	\$ 14,416,440	\$ 706,440		\$ 16,695,608	\$ 44,420,177
2043	\$ 190.00	\$ 14,416,440	\$ 693,177		\$ 15,234,298	\$ 44,295,497
2044	\$ 190.00	\$ 14,416,440	\$ 655,616		\$ 19,754,618	\$ 39,612,935
2045	\$ 190.00	\$ 14,416,440	\$ 602,634		\$ 17,117,376	\$ 37,514,633
2046	\$ 190.00	\$ 14,416,440	\$ 545,308		\$ 20,200,189	\$ 32,276,192
2047	\$ 190.00	\$ 14,416,440	\$ 472,043		\$ 19,026,798	\$ 28,137,877
2048	\$ 190.00	\$ 14,416,440	\$ 392,893		\$ 20,801,006	\$ 22,146,204



UNITED LAGUNA WOODS MUTUAL

2019 BUSINESS PLAN SUMMARY

						Per Manor Per Month			
DESCRIPTION		2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 PLAN	2019 PLAN	2018 ASSESSMENT	2019	Increase/ (Decrease)
REVENUES:									
Non-assessment Revenues:									
1	Merchandise Sales	\$14,995	\$22,660	\$20,663	\$30,000	\$30,000	\$0.40	\$0.40	\$0.00
2	Fees and Charges to Residents	605,691	544,319	184,245	685,583	475,138	9.04	6.26	2.78
3	Laundry	143,918	136,742	188,260	240,000	280,000	3.16	3.69	(0.53)
4	Miscellaneous	400,788	397,953	541,586	626,663	640,500	8.26	8.44	(0.18)
Total Revenue		\$1,165,392	\$1,101,674	\$934,754	\$1,582,246	\$1,425,638	\$20.86	\$18.79	\$2.07
EXPENSES:									
5	Employee Compensation	\$8,887,659	\$6,155,670	\$6,769,342	\$6,899,019	\$7,001,825	\$90.92	\$92.27	\$1.35
6	Expenses Related to Compensation	3,878,280	2,349,009	2,533,802	2,827,583	2,865,444	37.27	37.76	0.49
7	Material and Supplies	1,361,551	959,608	782,394	875,549	850,996	11.54	11.22	(0.32)
8	Electricity	394,632	317,548	192,576	185,320	185,320	2.44	2.44	0.00
9	Sewer	1,567,365	1,754,382	1,736,044	1,735,200	1,776,600	22.87	23.41	0.54
10	Water	1,721,458	1,567,174	1,888,496	1,780,740	1,850,960	23.47	24.39	0.92
11	Trash	318,479	356,693	380,152	390,673	408,533	5.15	5.38	0.23
12	Legal Fees	255,208	255,120	193,400	200,000	175,000	2.64	2.31	(0.33)
13	Professional Fees	40,218	113,206	100,513	147,214	167,915	1.94	2.21	0.27
14	Management Fee	152,523	0	0	0	0	0.00	0.00	0.00
15	Equipment Rental	20,839	11,975	8,246	13,843	8,291	0.18	0.11	(0.07)
16	Outside Services	62,170	660,350	759,100	1,028,143	656,053	13.55	8.65	(4.90)
17	Repairs and Maintenance	18,198	49,795	22,235	37,107	42,470	0.49	0.56	0.07
18	Other Operating	140,695	126,612	143,602	133,930	148,834	1.77	1.96	0.19
19	(Gain)/Loss on Sale	(10,414)	(1,463)	2,047	(7,500)	(7,500)	(0.10)	(0.10)	0.00
20	Property and Sales Tax*	8,668,168	9,411,343	10,056,223	9,571,492	9,810,779	***	***	***
21	Property Insurance*	692,045	654,843	617,222	675,410	799,133	***	***	***
22	Insurance	472,567	477,379	512,394	491,230	492,920	6.47	6.50	0.03
23	Net Allocations to Mutuals	1,135,170	806,145	790,755	1,037,850	941,869	13.68	12.41	(1.27)
24	Uncollectible Accounts	3,360	4,499	26,495	0	0	0.00	0.00	0.00
Total Expenses		\$29,780,172	\$26,029,888	\$27,515,038	\$28,022,803	\$28,175,442	\$234.28	\$231.48	(\$2.80)
25	(Surplus)/Deficit Recovery	0	0	0	0	0	0.00	0.00	0.00
26	Total Operating	\$28,614,780	\$24,928,214	\$26,580,284	\$26,440,557	\$26,749,804	\$213.42	\$212.69	(\$0.73)
RESERVE CONTRIBUTIONS:									
27	Reserve Fund	6,449,460	10,471,647	10,850,268	10,850,268	11,229,648	143.00	148.00	5.00
28	Contingency Fund	531,132	1,442,403	1,441,644	1,062,264	1,138,140	14.00	15.00	1.00
Total Reserve Contributions		\$6,980,592	\$11,914,050	\$12,291,912	\$11,912,532	\$12,367,788	\$157.00	\$163.00	\$6.00
29	TOTAL MUTUAL	\$35,595,372	\$36,842,263	\$38,872,196	\$38,353,089	\$39,117,592	\$370.42	\$375.69	\$5.27
GOLDEN RAIN FOUNDATION									
30	GRF OPERATING	13,889,905	13,149,988	12,870,405	13,548,791	13,947,912	178.57	183.83	5.26
31	GRF RESERVE CONTRIBUTIONS	2,503,908	1,593,396	1,821,024	1,517,520	1,441,644	20.00	19.00	(1.00)
32	Total GRF	\$16,393,813	\$14,743,384	\$14,691,429	\$15,066,311	\$15,389,556	\$198.57	\$202.83	\$4.26
33	TOTAL BASIC ASSESSMENTS	\$51,989,185	\$51,585,647	\$53,563,625	\$53,419,400	\$54,507,148	\$568.99	\$578.52	\$9.53

* The asterisks indicate an assessment that varies per manor.

2019 BUSINESS PLAN
Revenue and Expenditure Report
UNITED LAGUNA WOODS MUTUAL

	2018 Budget	2019 Budget	VAR\$ B/(W)	VAR %
Non-Assessment Revenues:				
Merchandise Sales				
41501500 - Merchandise Sales - Warehouse	\$30,000	\$30,000		0%
Total Merchandise Sales	30,000	30,000		0%
Fees and Charges for Services to Residents				
46501000 - Permit Fee	67,500	75,223	7,723	11%
46501500 - Inspection Fee	78,839	53,849	(24,990)	(32%)
46502000 - Resident Maintenance Fee	539,244	346,066	(193,178)	(36%)
Total Fees and Charges for Services to Residents	685,583	475,138	(210,445)	(31%)
Laundry				
46005000 - Coin Op Laundry Machine	240,000	280,000	40,000	17%
Total Laundry	240,000	280,000	40,000	17%
Miscellaneous				
46004500 - Resident Violations		10,000	10,000	0%
44501000 - Additional Occupant Fee	72,000	72,000		0%
44501500 - Lease Processing Fee - United	117,675	120,000	2,325	2%
44502000 - Variance Processing Fee	12,500	12,500		0%
44503000 - Stock Transfer Fee	13,750	13,000	(750)	(5%)
44503510 - Resale Processing Fee - United	205,378	210,000	4,622	2%
44507000 - Golf Cart Electric Fee	57,625	60,000	2,375	4%
44507200 - Electric Vehicle Plug-In Fee	12,000	6,000	(6,000)	(50%)
44507500 - Cartport Space Rental Fee	2,640	3,000	360	14%
47001500 - Late Fee Revenue	25,628	48,000	22,372	87%
47002010 - Collection Administrative Fee - United	55,000	72,000	17,000	31%
47501000 - Recycling	2,234	4,000	1,766	79%
48001000 - Legal Fee	50,233	10,000	(40,233)	(80%)
Total Miscellaneous	626,663	640,500	13,837	2%
Total Non-Assessment Revenue	1,582,246	1,425,638	(156,608)	(10%)
Expenses:				
51011000 - Salaries & Wages - Regular	2,603,263	2,739,132	(135,869)	(5%)
51021000 - Union Wages - Regular	6,343,384	6,807,115	(463,731)	(7%)
51041000 - Wages - Overtime	47,552	29,215	18,337	39%
51051000 - Union Wages - Overtime	62,307	64,364	(2,057)	(3%)
51061000 - Holiday & Vacation	361,698	386,786	(25,088)	(7%)
51071000 - Sick	295,069	315,535	(20,466)	(7%)
51091000 - Missed Meal Penalty	1,591	910	681	43%
51101000 - Temporary Help	65,653	50,735	14,918	23%
51981000 - Compensation Accrual		3,670	(3,670)	0%
Total Employee Compensation	9,780,516	10,397,460	(616,945)	(6%)
52411000 - F.I.C.A.	728,292	776,410	(48,118)	(7%)
52421000 - F.U.I.	10,607	13,222	(2,614)	(25%)
52431000 - S.U.I.	52,939	58,909	(5,970)	(11%)
52441000 - Union Medical	2,013,581	2,114,466	(100,884)	(5%)
52451000 - Workers' Compensation Insurance	701,603	765,713	(64,110)	(9%)
52461000 - Non Union Medical & Life Insurance	282,045	296,801	(14,755)	(5%)
52471000 - Union Retirement Plan	329,066	345,553	(16,487)	(5%)
52481000 - Non-Union Retirement Plan	108,194	114,678	(6,484)	(6%)
52981000 - Compensation Related Accrual		765	(765)	0%
Total Expenses Related to Employee Compensation	4,226,328	4,486,515	(260,187)	(6%)
Materials and Supplies				

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2019 BUSINESS PLAN
Revenue and Expenditure Report
UNITED LAGUNA WOODS MUTUAL

	2018 Budget	2019 Budget	VAR\$ B/(W)	VAR %
53001000 - Materials & Supplies	417,731	584,690	(166,959)	(40%)
53002500 - Printed Membership Materials	214	214	214	100%
53003000 - Materials Direct	2,812,219	2,483,765	328,454	12%
Total Materials and Supplies	3,230,164	3,068,455	161,709	5%
Utilities and Telephone				
53301000 - Electricity	185,320	185,320		0%
53301500 - Sewer	1,735,200	1,776,600	(41,400)	(2%)
53302000 - Water	1,780,740	1,850,960	(70,220)	(4%)
53302500 - Trash	391,121	418,741	(27,621)	(7%)
Total Utilities and Telephone	4,092,381	4,231,621	(139,241)	(3%)
Legal Fees				
53401500 - Legal Fees	200,000	175,000	25,000	13%
Total Legal Fees	200,000	175,000	25,000	13%
Professional Fees				
53402000 - Audit & Tax Preparation Fees	48,000	57,600	(9,600)	(20%)
53403500 - Consulting Fees	33,589	7,116	26,473	79%
53403510 - Consulting Fees - United	65,625	103,199	(37,574)	(57%)
Total Professional Fees	147,214	167,915	(20,701)	(14%)
Equipment Rental				
53501500 - Equipment Rental/Lease Fees	24,312	37,424	(13,112)	(54%)
Total Equipment Rental	24,312	37,424	(13,112)	(54%)
Outside Services				
53601000 - Bank Fees	4,071	4,071		0%
53704000 - Outside Services	77,131	133,771	(56,640)	(73%)
54603500 - Outside Services CC	7,223,765	7,710,601	(486,836)	(7%)
Total Outside Services	7,304,967	7,848,443	(543,476)	(7%)
Repairs and Maintenance				
53701000 - Equipment Repair & Maint	14,727	15,823	(1,095)	(7%)
53703000 - Elevator /Lift Maintenance	30,468	31,008	(540)	(2%)
Total Repairs and Maintenance	45,195	46,831	(1,635)	(4%)
Other Operating Expense				
53801000 - Mileage & Meal Allowance	8,026	15,244	(7,218)	(90%)
53801500 - Travel & Lodging	1,636	1,031	605	37%
53802000 - Uniforms	72,543	85,428	(12,885)	(18%)
53802500 - Dues & Memberships	2,836	2,054	782	28%
53803000 - Subscriptions & Books	1,829	1,992	(163)	(9%)
53803500 - Training & Education	11,039	16,324	(5,285)	(48%)
53901500 - Volunteer Support	1,626	1,626		0%
53903000 - Safety	35	182	(147)	(420%)
54001000 - Board Relations	5,000	3,666	1,333	27%
54001010 - Board Relations - United	3,000	5,000	(2,000)	(67%)
54002000 - Postage	56,883	52,439	4,444	8%
54002500 - Filing Fees / Permits	1,105	1,239	(135)	(12%)
Total Other Operating Expense	165,557	186,226	(20,669)	(12%)
(Gain)/Loss on Sale or Trade Warehouse				
54101000 - (Gain)/Loss - Warehouse Sales	(7,500)	(7,500)		0%
Total (Gain)/Loss on Sale or Trade Warehouse	(7,500)	(7,500)		0%

Property and Sales Tax

Version Final

2019 BUSINESS PLAN
Revenue and Expenditure Report
UNITED LAGUNA WOODS MUTUAL

	<u>2018 Budget</u>	<u>2019 Budget</u>	<u>VAR\$ B/(W)</u>	<u>VAR %</u>
54302000 - Property Taxes	9,571,492	9,810,779	(239,287)	(2%)
Total Property and Sales Tax	9,571,492	9,810,779	(239,287)	(2%)
Insurance				
54401000 - Hazard & Liability Insurance	418,669	419,942	(1,274)	0%
54401500 - D&O Liability	65,233	65,650	(418)	(1%)
54402000 - Property Insurance	675,410	799,133	(123,723)	(18%)
54403000 - General Liability Insurance	7,328	7,328		0%
Total Insurance	1,166,639	1,292,054	(125,415)	(11%)
Total Expenses	39,947,264	41,741,223	(1,793,959)	(4%)
Unallocated Revenue / (Expense)	(\$38,365,018)	(\$40,315,585)	(\$1,950,567)	(5%)
Allocated Expenses				
Allocated From Departments	1,214,958	1,184,743	30,215	2%
Total Allocated Expenses	1,214,958	1,184,743	30,215	2%
Net Revenue / (Expense)	(\$39,579,975)	(\$41,500,328)	(\$1,920,353)	(5%)

**UNITED LAGUNA WOODS MUTUAL
2019 BUSINESS PLAN
Landscape Expenditures by Program**

DESCRIPTION	2011 ACTUALS	2015 ACTUALS	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	2019 BUDGET	Increase/(Decrease) \$ %	
OPERATING FUND								
LAWN MAINTENANCE	\$1,219,655	\$907,457	\$853,858	\$1,171,751	\$990,185	\$1,053,234	\$63,049	6%
SHRUB-BED MAINTENANCE	1,791,427	1,711,828	1,723,991	1,567,336	\$1,939,959	\$2,047,597	107,638	6%
SLOPE MAINTENANCE	158,580	239,275	120,101	85,080	\$104,618	85,517	(19,101)	(18%)
TREE MAINTENANCE	699,838	632,489	0	0	0	0	0	0%
RESIDENT CHARGEABLE SERVICES	0	0	0	0	0	0	0	0%
PEST CONTROL	82,655	68,063	100,889	98,952	\$130,836	96,608	(34,228)	(26%)
CARPORT CLEANING	16,494	8,919	0	0	0	0	0	0%
MISCELLANEOUS TASKS	102,336	109,674	128,457	101,238	\$98,941	104,510	5,569	6%
SUPPORT	191,531	335,794	281,940	343,938	\$375,414	383,693	8,279	2%
TOTAL OPERATING FUND	\$4,262,517	\$4,013,499	\$3,209,237	\$3,374,852	\$3,639,953	\$3,771,158	\$131,205	4%

UNITED LAGUNA WOODS MUTUAL
2019 BUSINESS PLAN
Maintenance Expenditures by Program

DESCRIPTION		2015 ACTUALS	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	2019 BUDGET	INCREASE/(DECREASE)	
							\$	%
OPERATING FUND								
1	PLUMBING SERVICE	\$1,097,100	\$1,203,640	\$1,386,190	\$1,189,331	\$1,239,218	\$49,887	4%
2	CARPENTRY SERVICE	469,903	465,818	631,345	362,992	483,906	120,914	33%
3	ELECTRICAL SERVICE	298,347	296,655	297,572	413,657	411,587	(2,070)	(1%)
4	CONCRETE REPAIR/REPLACEMENT	295,733	248,400	385,931	342,175	369,203	27,028	8%
5	JANITORIAL SERVICE	196,235	202,548	243,623	247,185	369,615	122,430	50%
6	INTERIOR PREVENTIVE MAINTENANCE	206,819	311,148	300,972	299,773	347,649	47,876	16%
7	APPLIANCE REPAIRS	287,394	344,118	340,302	263,430	306,455	43,025	16%
8	GUTTER CLEANING	176,159	170,982	182,962	171,235	174,032	2,797	2%
9	PEST CONTROL	70,528	48,228	75,577	230,370	148,987	(81,383)	(35%)
10	COUNTERTOP/FLOOR/TILE REPAIRS	128,771	120,576	120,770	138,493	146,872	8,379	6%
11	WELDING	112,544	92,419	57,120	84,743	83,626	(1,118)	(1%)
12	ENERGY PROGRAM	0	0	32,725	55,000	50,000	(5,000)	(9%)
13	MISCELLANEOUS REPAIRS BY OUTSIDE SERVICES	23,883	71,660	19,056	70,212	25,000	(45,212)	(64%)
14	TRAFFIC CONTROL	8,431	8,891	12,040	15,214	16,935	1,721	11%
15	FIRE PROTECTION	8,787	7,364	8,873	9,479	12,700	3,221	34%
16	PAINT PROGRAM	2,094,490	(277)	0	0	0	0	0%
17	REPAIRS PRIOR-TO-PAINT	724,747	(285)	0	0	0	0	0%
18	BALCONY/BREEZEWAY RESURFACING	72,579	177,630	295,054	190,391	0	(190,391)	(100%)
19	BUILDING REHAB/DRY ROT	68,256	68,641	84,844	296,403	0	(296,403)	(100%)
20	PAINT-TOUCHUP	165,441	148,975	186,571	129,970	0	(129,970)	(100%)
21	ROOF REPAIR	144,255	107,714	162,439	152,376	0	(152,376)	(100%)
22	PAVING MAINTENANCE & REPAIRS	68,297	47,417	46,950	84,247	0	(84,247)	(100%)
TOTAL MAINTENANCE		\$6,718,699	\$4,142,263	\$4,870,916	\$4,746,675	\$4,185,785	(\$560,890)	(12%)

Lines 18-22 were moved into reserves in 2019.

Lines 16 and 17 were moved into reserves in 2016.

**UNITED LAGUNA WOODS MUTUAL
2019 RESERVES PLAN
Projected Fund Balances**

<i>Fund</i>	<i>Year</i>	<i>Beginning Balance</i>	<i>Interest</i>	<i>Contributions</i>	<i>Assessment PMPM</i>	<i>Planned Expenditures</i>	<i>ENDING BALANCE</i>
RESERVE FUND	2018	\$ 19,285,690	\$ 264,469	\$ 10,850,268	\$ 143.00	\$ (11,640,398)	\$ 18,760,029
	2019	\$ 18,760,029	\$ 247,600	\$ 11,229,648	\$ 148.00	\$ (13,378,267)	\$ 16,859,010
	2020	\$ 16,859,010	\$ 258,710	\$ 11,609,028	\$ 153.00	\$ (12,475,009)	\$ 16,251,739
	2021	\$ 16,251,739	\$ 248,166	\$ 11,988,408	\$ 158.00	\$ (12,978,792)	\$ 15,509,522
	2022	\$ 15,509,522	\$ 236,734	\$ 12,367,788	\$ 163.00	\$ (13,325,408)	\$ 14,788,635
	2023	\$ 14,788,635	\$ 226,654	\$ 12,747,168	\$ 168.00	\$ (13,543,001)	\$ 14,219,456
CONTINGENCY FUND	2018	\$ 3,146,840	\$ 43,211	\$ 1,062,264	\$ 14.00	\$ (1,182,879)	\$ 3,069,436
	2019	\$ 3,069,436	\$ 41,333	\$ 1,138,140	\$ 15.00	\$ (1,372,257)	\$ 2,876,652
	2020	\$ 2,876,652	\$ 43,845	\$ 1,214,016	\$ 16.00	\$ (1,399,700)	\$ 2,734,813
	2021	\$ 2,734,813	\$ 41,988	\$ 1,289,892	\$ 17.00	\$ (1,427,700)	\$ 2,638,993
	2022	\$ 2,638,993	\$ 40,851	\$ 1,365,768	\$ 18.00	\$ (1,456,300)	\$ 2,589,312
	2023	\$ 2,589,312	\$ 40,437	\$ 1,441,644	\$ 19.00	\$ (1,485,400)	\$ 2,585,993
TOTAL	2018	\$ 22,432,530	\$ 307,680	\$ 11,912,532	\$ 157.00	\$ (12,823,277)	\$ 21,829,465
	2019	\$ 21,829,465	\$ 288,933	\$ 12,367,788	\$ 163.00	\$ (14,750,524)	\$ 19,735,662
	2020	\$ 19,735,662	\$ 302,555	\$ 12,823,044	\$ 169.00	\$ (13,874,709)	\$ 18,986,552
	2021	\$ 18,986,552	\$ 290,154	\$ 13,278,300	\$ 175.00	\$ (14,406,492)	\$ 18,148,515
	2022	\$ 18,148,515	\$ 277,585	\$ 13,733,556	\$ 181.00	\$ (14,781,708)	\$ 17,377,948
	2023	\$ 17,377,948	\$ 267,091	\$ 14,188,812	\$ 187.00	\$ (15,028,401)	\$ 16,805,449

UNITED LAGUNA WOODS MUTUAL
2019 RESERVES PLAN
Reserve Expenditures by Program

DESCRIPTION		2015 ACTUALS	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	2019 BUDGET	INCREASE/(DECREASE)	
							\$	%
RESERVE FUND								
1	BUILDING STRUCTURES	\$891,391	\$417,044	\$550,274	\$837,306	\$898,320	\$61,014	7%
2	ELECTRICAL SYSTEMS	58,732	215,209	415,152	376,146	458,610	82,464	22%
3	EXTERIOR WALKWAY LIGHTING	181,071	13,708	25,816	48,408	60,691	12,283	25%
4	FOUNDATIONS	0	0	10,396	75,000	43,836	(31,164)	(42%)
5	GUTTER REPLACEMENT	26,064	43,889	44,926	37,538	47,383	9,844	26%
6	LANDSCAPE RENOVATION	200,936	248,032	262,629	250,000	350,000	100,000	40%
7	PAINT - EXTERIOR	0	1,973,387	1,783,176	2,242,937	1,823,867	(419,070)	(19%)
8	PRIOR TO PAINT	0	995,384	796,926	982,766	987,116	4,350	0%
9	PAVING	176,107	118,142	140,802	226,001	512,560	286,559	127%
10	ROOFS	1,306,392	944,670	966,357	1,180,000	753,209	(426,791)	(36%)
11	SOLAR PANELS REPLACEMENTS	0	0	0	0	0	0	0%
12	TREE MAINTENANCE	0	880,681	587,110	500,408	1,232,529	732,121	146%
13	WALL REPLACEMENT	8,000	1,925	14,205	162,608	180,365	17,757	11%
14	WASTE LINE REMEDIATION	616,297	872,545	1,067,364	1,500,000	2,300,000	800,000	53%
15	WATER LINE - COPPER PIPE REMEDIATION	0	0	0	250,000	250,000	0	0%
16	WINDOW/SLIDING SCREEN DOOR	27,019	34,058	74,238	30,185	86,676	56,490	187%
	OTHER SUPPL. APPROPRIATIONS	8,878	526	2,792	0	0	0	0%
APPLIANCE AND FIXTURES:								
17	COOKTOPS	67,459	65,659	79,079	50,881	70,999	20,118	40%
18	DISHWASHERS	127,456	76,586	103,150	71,801	85,280	13,478	19%
19	FIXTURES - BASINS/FAUCETS/SINKS/TOILETS	582,088	526,855	325,963	516,602	317,250	(199,352)	(39%)
20	GARBAGE DISPOSALS	81,385	92,755	100,858	81,434	115,257	33,823	42%
21	HOODS	28,093	36,976	38,629	31,366	35,574	4,208	13%
22	KITCHEN/BATH COUNTERS, FLOORS, MISC.	942,421	986,927	958,559	825,950	1,228,721	402,772	49%
23	OVENS	109,647	95,420	132,318	69,982	110,999	41,018	59%
24	RANGES	42,525	36,936	8,756	26,245	25,000	(1,245)	(5%)
25	REFRIGERATORS	243,851	198,378	267,847	154,735	227,359	72,624	47%
26	WATER HEATERS & PERMITS	530,627	79,769	90,493	1,368,580	1,133,990	(234,589)	(17%)
27	DRYERS	21,399	21,982	3,282	19,376	13,474	(5,902)	(30%)
28	WASHING MACHINES	71,673	55,944	7,882	40,287	29,200	(11,087)	(28%)
	RESALE INSPECTION REPLACEMENTS	(14,338)	(4,012)	0	0	0	0	0%
	TOTAL APPLIANCE AND FIXTURES	\$2,834,286	\$2,270,174	\$2,116,816	\$3,257,238	\$3,393,103	\$135,865	4%
TOTAL RESERVE FUND		\$6,335,173	\$9,029,374	\$8,858,979	\$11,956,542	\$13,378,264	\$1,421,723	12%

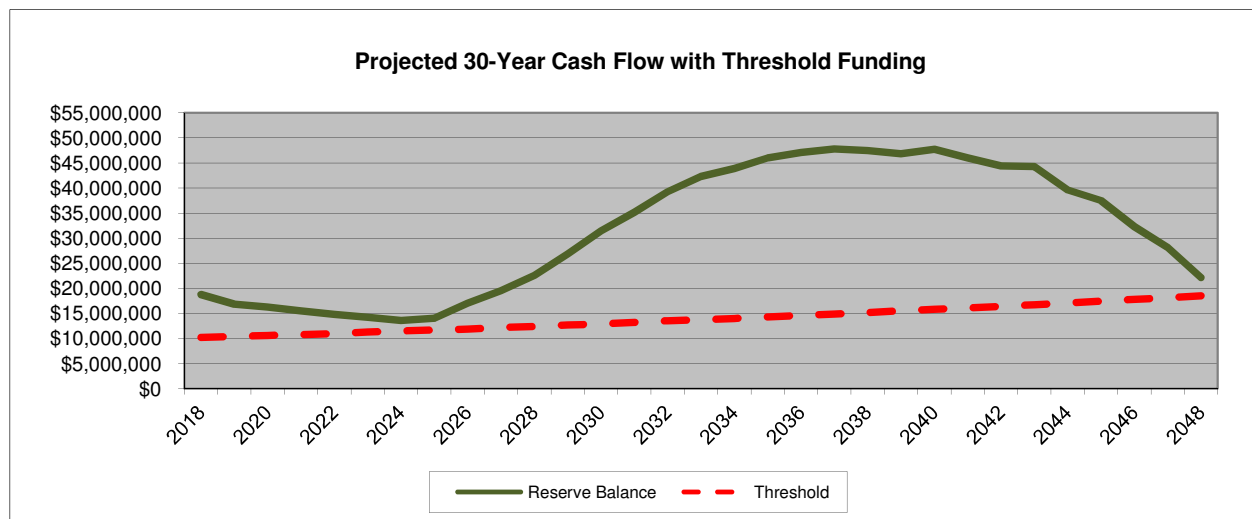
Lines 1, 7, 8, 9 and 10 include major repairs moved from operations in 2019.

Lines 7, 8 and 11 were moved from operating into reserves in 2016.

**United Laguna Woods Mutual
2019 RESERVES PLAN
Reserve 30-Year Funding Plan**

Threshold (Min Balance): \$ 10,400,000
Indexed for projected inflation

<u>Year</u>	Assessment		<i>Interest Earnings</i>	<i>Other Additions</i>	<i>Planned Expenditures</i>	<i>Reserve Balance</i>
	<i>Per Manor Per Month</i>	<i>Total Contribution</i>				
2018	\$ 143.00	\$ 10,850,268	\$ 264,469		\$ 11,640,398	\$ 18,760,029
2019	\$ 148.00	\$ 11,229,648	\$ 247,600		\$ 13,378,267	\$ 16,859,010
2020	\$ 153.00	\$ 11,609,028	\$ 258,710		\$ 12,475,009	\$ 16,251,739
2021	\$ 158.00	\$ 11,988,408	\$ 248,166		\$ 12,978,792	\$ 15,509,522
2022	\$ 163.00	\$ 12,367,788	\$ 236,734		\$ 13,325,408	\$ 14,788,635
2023	\$ 168.00	\$ 12,747,168	\$ 226,654		\$ 13,543,001	\$ 14,219,456
2024	\$ 173.00	\$ 13,126,548	\$ 217,383		\$ 13,961,275	\$ 13,602,112
2025	\$ 178.00	\$ 13,505,928	\$ 216,070		\$ 13,272,685	\$ 14,051,425
2026	\$ 181.00	\$ 13,733,556	\$ 242,873		\$ 10,995,378	\$ 17,032,476
2027	\$ 184.00	\$ 13,961,184	\$ 285,494		\$ 11,772,919	\$ 19,506,235
2028	\$ 187.00	\$ 14,188,812	\$ 328,764		\$ 11,453,433	\$ 22,570,377
2029	\$ 190.00	\$ 14,416,440	\$ 386,439		\$ 10,485,563	\$ 26,887,693
2030	\$ 190.00	\$ 14,416,440	\$ 456,091		\$ 10,275,462	\$ 31,484,762
2031	\$ 190.00	\$ 14,416,440	\$ 520,784		\$ 11,254,707	\$ 35,167,279
2032	\$ 190.00	\$ 14,416,440	\$ 581,264		\$ 10,939,638	\$ 39,225,346
2033	\$ 190.00	\$ 14,416,440	\$ 637,290		\$ 11,941,480	\$ 42,337,595
2034	\$ 190.00	\$ 14,416,440	\$ 673,934		\$ 13,512,653	\$ 43,915,317
2035	\$ 190.00	\$ 14,416,440	\$ 702,423		\$ 13,050,492	\$ 45,983,688
2036	\$ 190.00	\$ 14,416,440	\$ 727,172		\$ 14,044,502	\$ 47,082,797
2037	\$ 190.00	\$ 14,416,440	\$ 741,216		\$ 14,459,364	\$ 47,781,090
2038	\$ 190.00	\$ 14,416,440	\$ 744,123		\$ 15,486,837	\$ 47,454,816
2039	\$ 190.00	\$ 14,416,440	\$ 736,689		\$ 15,778,258	\$ 46,829,687
2040	\$ 190.00	\$ 14,416,440	\$ 738,646		\$ 14,279,507	\$ 47,705,265
2041	\$ 190.00	\$ 14,416,440	\$ 732,108		\$ 16,860,908	\$ 45,992,905
2042	\$ 190.00	\$ 14,416,440	\$ 706,440		\$ 16,695,608	\$ 44,420,177
2043	\$ 190.00	\$ 14,416,440	\$ 693,177		\$ 15,234,298	\$ 44,295,497
2044	\$ 190.00	\$ 14,416,440	\$ 655,616		\$ 19,754,618	\$ 39,612,935
2045	\$ 190.00	\$ 14,416,440	\$ 602,634		\$ 17,117,376	\$ 37,514,633
2046	\$ 190.00	\$ 14,416,440	\$ 545,308		\$ 20,200,189	\$ 32,276,192
2047	\$ 190.00	\$ 14,416,440	\$ 472,043		\$ 19,026,798	\$ 28,137,877
2048	\$ 190.00	\$ 14,416,440	\$ 392,893		\$ 20,801,006	\$ 22,146,204



UNITED LAGUNA WOODS MUTUAL

2019 RESERVE PLAN

Planned Expenditures from Reserve Fund

Program	Building Structures		Electrical Systems			Exterior Walkway Lighting	Foundations	Gutters	Landscape Renovation
	Building Structures	Building Rehab Dry Rot (New)	Electrical Alternate Heat Source	Electrical Upgrades	Electrical Panel Maintenance				
Life in Years	Varies	As Needed	30	40	50	45	60	As Needed	Per Board
Quantity	Varies		6,323 - 11,942	6,323	2,750	89	1,124		
Unit of Measure	Varies		ea	Panel	Manors	CDS	Buildings		
Unit Cost	Varies		\$356 - \$1,326	\$1,500	\$1,350	\$4,000	\$6,500		
Total Cost	\$38,160,000		\$12,635,650	\$9,484,500	\$3,712,500		\$7,306,000		
	Varies			0.4%	10%		0.6%		
2019	\$600,644	\$297,676	\$8,610	\$0	\$450,000	\$60,691	\$43,836	\$47,385	\$350,000
2020	\$668,100	\$303,629	\$5,147	\$40,800	\$404,175	\$25,500	\$44,713	\$48,333	\$255,000
2021	\$668,100	\$303,629	\$5,147	\$40,800	\$404,175	\$25,500	\$44,713	\$48,333	\$255,000
2022	\$717,751	\$309,702	\$5,250	\$41,616	\$412,259	\$26,010	\$45,607	\$49,299	\$260,100
2023	\$808,842	\$315,896	\$5,355	\$42,448	\$420,504	\$26,530	\$46,519	\$50,285	\$265,302
2024	\$1,071,310	\$322,214	\$5,462	\$43,297	\$428,914	\$27,061	\$47,449	\$51,291	\$378,851
2025	\$1,092,736	\$328,658	\$5,571	\$44,163	\$437,492	\$27,602	\$48,398	\$52,317	\$276,020
2026	\$776,917	\$335,231	\$5,683	\$45,046	\$28,154	\$28,154	\$49,366	\$53,363	\$281,541
2027	\$792,455	\$341,936	\$5,796	\$45,947	\$28,717	\$28,717	\$50,354	\$54,431	\$287,171
2028	\$809,191	\$348,775	\$5,912	\$46,866	\$29,291	\$29,291	\$51,361	\$55,519	\$292,915
2029	\$824,470	\$355,750	\$6,030	\$47,804	\$29,877	\$29,877	\$52,388	\$56,630	\$179,264
2030	\$840,960	\$362,865	\$6,151	\$48,760	\$30,475	\$30,475	\$53,436	\$57,762	\$60,950
2031	\$857,779	\$370,122	\$6,274	\$49,735	\$31,084	\$31,084	\$54,505	\$58,917	\$62,169
2032	\$966,641	\$377,525	\$6,400	\$50,730	\$31,706	\$31,706	\$55,595	\$60,096	\$63,412
2033	\$1,280,315	\$385,075	\$6,528	\$51,744	\$32,340	\$32,340	\$56,707	\$61,298	\$64,680
2034	\$1,305,921	\$392,777	\$6,658	\$52,779	\$32,987	\$32,987	\$57,841	\$62,524	\$197,922
2035	\$928,488	\$400,632	\$6,791	\$53,835	\$33,647	\$33,647	\$58,997	\$63,774	\$67,293
2036	\$947,057	\$408,645	\$6,927	\$54,911	\$34,320	\$34,320	\$60,177	\$65,050	\$68,639
2037	\$967,058	\$416,818	\$7,066	\$56,010	\$35,006	\$35,006	\$61,381	\$66,351	\$70,012
2038	\$985,319	\$425,154	\$7,207	\$57,130	\$35,706	\$35,706	\$62,609	\$67,678	\$71,412
2039	\$1,005,025	\$433,657	\$7,351	\$58,272	\$36,420	\$36,420	\$63,861	\$69,031	\$218,522
2040	\$1,025,125	\$442,331	\$7,498	\$59,438	\$37,149	\$37,149	\$65,138	\$70,412	\$74,297
2041	\$1,155,226	\$451,177	\$7,648	\$60,627	\$37,892	\$37,892	\$66,441	\$71,820	\$75,783
2042	\$1,530,095	\$460,201	\$7,801	\$61,839	\$38,649	\$38,649	\$67,770	\$73,256	\$77,299
2043	\$1,560,697	\$469,405	\$7,957	\$63,076	\$39,422	\$39,422	\$69,125	\$74,722	\$78,845
2044	\$1,109,629	\$478,793	\$8,116	\$64,337	\$40,211	\$40,211	\$70,507	\$76,216	\$241,266
2045	\$1,131,821	\$488,369	\$8,278	\$65,624	\$41,015	\$41,015	\$71,918	\$77,740	\$82,030
2046	\$1,155,724	\$498,136	\$8,444	\$66,937	\$41,835	\$41,835	\$73,356	\$79,295	\$83,671
2047	\$1,177,547	\$508,099	\$8,613	\$68,275	\$42,672	\$42,672	\$74,823	\$80,881	\$85,344
2048	\$1,201,098	\$518,261	\$8,785	\$69,641	\$43,526	\$43,526	\$76,320	\$82,499	\$87,051
TOTAL	\$29,962,041	\$11,851,137	\$204,457	\$1,552,489	\$3,769,621	\$1,030,997	\$1,745,209	\$1,886,507	\$4,911,763

UNITED LAGUNA WOODS MUTUAL

2019 RESERVE PLAN

Planned Expenditures from Reserve Fund

	Paint - Exterior		Prior to Paint		Paving		Roofs			
<i>Program</i>	<i>Exterior Paint</i>	<i>Touch Up Paint (New)</i>	<i>Prior to Paint</i>	<i>Balcony Breezeway Resurfacing (New)</i>	<i>Paving</i>	<i>Concrete and Paving Repairs (New)</i>	<i>Built-Up</i>	<i>Comp Shingle</i>	<i>Tile</i>	<i>Roof Emergency Repairs (New)</i>
Life in Years	10	As Needed	Varies	As Needed	Varies	As Needed	25	40	40	As Needed
Quantity	15,741,601		15,741,601		Varies		2,689,089	3,476,194	767,104	
Unit of Measure	Sq ft		Sq ft		square feet		sf	sf	sf	
Unit Cost	Varies		Varies		Varies		\$6.65	\$3.60	\$4.74	
Total Cost	\$15,613,630		\$5,852,168		\$6,130,900		\$17,882,400	\$12,514,300	\$3,636,100	
2019	\$1,632,156	\$191,711	\$693,466	\$293,650	\$422,250	\$90,310	\$619,959	\$0	\$0	\$133,250
2020	\$1,724,976	\$2,685	\$741,757	\$6,068	\$512,658	\$12,152	\$612,966	\$0	\$0	\$135,915
2021	\$1,848,185	\$122,322	\$794,301	\$183,315	\$567,459	\$54,112	\$609,215	\$0	\$0	\$135,915
2022	\$1,720,819	\$177,394	\$739,930	\$105,668	\$506,884	\$52,322	\$610,738	\$0	\$0	\$138,633
2023	\$1,770,019	\$195,786	\$761,637	\$63,534	\$542,134	\$96,335	\$647,899	\$340,611	\$0	\$141,406
2024	\$1,739,521	\$168,722	\$748,741	\$237,142	\$499,412	\$78,578	\$643,200	\$0	\$0	\$144,234
2025	\$1,937,509	\$182,660	\$832,724	\$79,838	\$570,571	\$64,254	\$662,532	\$0	\$0	\$147,119
2026	\$1,962,656	\$169,436	\$843,892	\$200,459	\$540,920	\$54,296	\$683,399	\$0	\$0	\$150,061
2027	\$1,986,664	\$214,311	\$854,810	\$338,925	\$609,862	\$53,931	\$691,850	\$0	\$0	\$153,062
2028	\$1,804,219	\$152,189	\$776,534	\$223,073	\$625,389	\$98,711	\$703,802	\$0	\$0	\$156,124
2029	\$1,936,498	\$229,112	\$833,108	\$350,938	\$729,545	\$107,929	\$0	\$0	\$0	\$159,246
2030	\$2,061,049	\$3,208	\$886,047	\$7,252	\$627,078	\$14,523	\$0	\$0	\$0	\$162,431
2031	\$2,253,782	\$149,110	\$969,035	\$223,460	\$662,182	\$65,963	\$0	\$0	\$0	\$165,680
2032	\$2,099,017	\$216,242	\$903,211	\$128,809	\$633,800	\$63,780	\$0	\$0	\$0	\$168,993
2033	\$2,156,282	\$238,662	\$927,177	\$77,447	\$668,669	\$117,432	\$0	\$0	\$0	\$172,373
2034	\$2,119,938	\$205,671	\$912,224	\$289,075	\$589,868	\$95,786	\$1,137,391	\$0	\$0	\$175,821
2035	\$2,363,825	\$222,661	\$1,016,940	\$97,322	\$596,624	\$78,325	\$1,182,370	\$0	\$0	\$179,337
2036	\$2,392,072	\$206,541	\$1,028,336	\$244,359	\$778,226	\$66,186	\$1,451,488	\$0	\$0	\$182,924
2037	\$2,420,151	\$261,244	\$1,040,552	\$413,147	\$385,548	\$65,741	\$2,057,744	\$0	\$0	\$186,582
2038	\$2,198,797	\$185,518	\$946,097	\$271,925	\$1,042,539	\$120,328	\$2,622,049	\$0	\$0	\$190,314
2039	\$2,361,581	\$279,286	\$1,016,475	\$427,792	\$601,137	\$131,565	\$2,390,715	\$0	\$0	\$194,120
2040	\$2,513,986	\$3,911	\$1,081,541	\$8,840	\$745,441	\$17,703	\$1,891,873	\$0	\$0	\$198,002
2041	\$2,745,752	\$181,764	\$1,179,779	\$272,397	\$844,841	\$80,408	\$1,349,613	\$1,218,916	\$0	\$201,963
2042	\$2,558,070	\$263,598	\$1,100,439	\$157,017	\$755,133	\$77,748	\$1,135,983	\$1,100,482	\$0	\$206,002
2043	\$2,630,854	\$290,928	\$1,132,395	\$94,408	\$801,557	\$143,149	\$729,475	\$747,974	\$0	\$210,122
2044	\$2,583,731	\$250,712	\$1,111,570	\$352,381	\$741,612	\$116,762	\$3,466,887	\$1,455,266	\$455,609	\$214,324
2045	\$2,879,636	\$271,423	\$1,237,937	\$118,634	\$850,267	\$95,478	\$1,240,874	\$837,626	\$0	\$218,611
2046	\$2,915,296	\$251,772	\$1,252,958	\$297,872	\$802,198	\$80,681	\$1,210,596	\$3,781,871	\$944,733	\$222,983
2047	\$2,951,323	\$318,455	\$1,269,507	\$503,624	\$908,055	\$80,138	\$825,998	\$1,934,742	\$562,624	\$227,443
2048	\$2,682,172	\$226,145	\$1,154,991	\$331,475	\$931,468	\$146,680	\$2,303,325	\$2,881,280	\$616,756	\$231,991
TOTAL	\$66,950,536	\$5,833,180	\$28,788,112	\$6,399,847	\$20,093,326	\$2,421,304	\$31,481,939	\$14,298,768	\$2,579,722	\$5,304,980

UNITED LAGUNA WOODS MUTUAL

2019 RESERVE PLAN

Planned Expenditures from Reserve Fund

Program	Solar Panels	Tree Maintenance	Wall Replacement		Waste Lines	Water Lines - Copper	Window/Sliding Screen		Manor Cooktops	Manor Dishwashers
			Common Area Block	Perimeter			Sliding Screen Doors	Windows		
Life in Years	20	34 Month Cycle	20	60	70	70	30	Ongoing -	20	12
Quantity	8	26,265	22,365	Varies	6,323	6,323	6,323	Based on	5,691	3,060
Unit of Measure	Panels	Hours	Linear Feet	Linear Feet	Manors	ea	ea	Replacement	ea	ea
Unit Cost	\$287,500	\$63	\$100	\$100 - \$340	\$8,000	\$6,000	\$515	Policy	\$506	\$643
Total Cost	\$2,300,000	\$1,641,563	\$2,236,500	\$11,678,760	\$50,584,000	\$37,938,000	\$3,256,345		\$2,879,650	\$1,967,580
			1%		30%	0.7%	0.8%		2%	4%
2019	\$0	\$1,232,530	\$22,365	\$158,000	\$2,300,000	\$250,000	\$26,780	\$59,896	\$71,000	\$85,280
2020	\$0	\$772,880	\$22,812	\$161,168	\$2,346,000	\$257,040	\$27,316	\$61,094	\$79,675	\$100,146
2021	\$0	\$855,704	\$22,812	\$161,168	\$2,346,000	\$257,040	\$27,316	\$61,094	\$79,675	\$100,146
2022	\$0	\$858,304	\$23,269	\$164,392	\$2,392,920	\$262,181	\$27,862	\$62,315	\$81,268	\$102,149
2023	\$0	\$560,152	\$23,734	\$167,679	\$2,440,778	\$267,424	\$28,419	\$63,562	\$82,893	\$104,192
2024	\$0	\$779,189	\$24,209	\$171,033	\$2,489,594	\$272,773	\$28,988	\$64,833	\$84,551	\$106,276
2025	\$0	\$1,017,059	\$24,693	\$174,454	\$1,324,897	\$278,228	\$29,567	\$66,130	\$86,242	\$108,401
2026	\$0	\$435,980	\$25,187	\$177,943	\$56,308	\$283,793	\$30,159	\$67,452	\$87,967	\$110,569
2027	\$0	\$933,041	\$25,690	\$181,502	\$57,434	\$289,469	\$30,762	\$68,801	\$89,727	\$112,781
2028	\$0	\$1,101,177	\$26,204	\$185,132	\$58,583	\$295,258	\$31,377	\$70,177	\$91,521	\$115,036
2029	\$0	\$467,610	\$26,728	\$188,834	\$59,755	\$301,163	\$32,005	\$71,581	\$93,352	\$117,337
2030	\$0	\$951,280	\$27,263	\$192,611	\$60,950	\$307,187	\$32,645	\$73,012	\$95,219	\$119,684
2031	\$0	\$1,127,375	\$27,808	\$196,463	\$62,169	\$313,330	\$33,298	\$74,473	\$97,123	\$122,078
2032	\$145,848	\$610,127	\$28,364	\$200,393	\$63,412	\$319,597	\$33,964	\$75,962	\$99,065	\$124,519
2033	\$148,765	\$1,003,030	\$28,932	\$204,400	\$64,680	\$325,989	\$34,643	\$77,481	\$101,047	\$127,010
2034	\$151,740	\$1,071,928	\$29,510	\$208,488	\$65,974	\$332,509	\$35,336	\$79,031	\$103,068	\$129,550
2035	\$154,775	\$850,437	\$30,100	\$212,658	\$67,293	\$339,159	\$36,042	\$80,612	\$105,129	\$132,141
2036	\$157,870	\$1,089,975	\$30,702	\$216,911	\$68,639	\$345,942	\$36,763	\$82,224	\$107,232	\$134,784
2037	\$161,028	\$923,512	\$31,316	\$221,250	\$70,012	\$352,861	\$37,498	\$83,868	\$109,376	\$137,479
2038	\$164,248	\$1,001,308	\$31,943	\$225,675	\$71,412	\$359,918	\$38,248	\$85,546	\$111,564	\$140,229
2039	\$167,533	\$1,220,890	\$32,582	\$230,188	\$72,841	\$367,116	\$39,013	\$87,257	\$113,795	\$143,033
2040	\$170,884	\$757,099	\$33,233	\$234,792	\$74,297	\$374,459	\$39,794	\$89,002	\$116,071	\$145,894
2041	\$174,302	\$1,091,052	\$33,898	\$239,488	\$75,783	\$381,948	\$40,590	\$90,782	\$118,392	\$148,812
2042	\$177,788	\$1,424,717	\$34,576	\$244,277	\$77,299	\$389,587	\$41,401	\$92,597	\$120,760	\$151,788
2043	\$181,343	\$602,119	\$35,267	\$249,163	\$78,845	\$397,379	\$42,229	\$94,449	\$123,175	\$154,824
2044	\$184,970	\$1,318,858	\$35,973	\$254,146	\$80,422	\$405,326	\$43,074	\$96,338	\$125,639	\$157,920
2045	\$188,670	\$1,541,913	\$36,692	\$259,229	\$82,030	\$413,433	\$43,935	\$98,265	\$128,152	\$161,079
2046	\$192,443	\$658,302	\$37,426	\$264,414	\$83,671	\$421,701	\$44,814	\$100,230	\$130,715	\$164,300
2047	\$196,292	\$1,355,247	\$38,175	\$269,702	\$85,344	\$430,135	\$45,710	\$102,235	\$133,329	\$167,586
2048	\$200,218	\$1,148,271	\$38,938	\$275,096	\$87,051	\$438,738	\$46,625	\$104,280	\$135,996	\$170,938
TOTAL	\$2,918,717	\$28,761,065	\$890,401	\$6,290,649	\$17,264,395	\$10,030,683	\$1,066,172	\$2,384,580	\$3,102,716	\$3,895,962

UNITED LAGUNA WOODS MUTUAL

2019 RESERVE PLAN

Planned Expenditures from Reserve Fund

Program	Fixtures - Basins/Faucets/Sinks/Toilets							Kitchen/Bath Counters, Floors					
	Manor Fixtures Basins	Manor Fixtures Faucets	Manor Fixtures Sinks	Laundry Sinks	Manor Fixtures Toilets	Manor Garbage Disposals	Manor Hoods	Laundry Countertop s	Manor K/B Countertop s	Manor K/B Floors	Manor K/B Mirrors	Manor K/B Shower/Tu b Enclosures	Manor K/B Tile Replaceme nts
Life in Years	30	30	30	25	30	12	20	20	30	25	30	25	40
Quantity	11,570	17,893	6,323	175	10,706	6,323	2,300	175	Varies	Varies	11,570	7,904	6,323
Unit of Measure	ea	ea	ea	ea	ea	ea	ea	3 ea	set	ea	ea	ea	Manor
Unit Cost	\$257	\$60 - \$186	\$508	\$422	\$222 - \$263	\$219	\$316	\$1,483	Varies	Varies	\$214	\$871	\$2,098
Total Cost	\$2,973,490	\$4,401,680	\$3,212,080	\$73,850	\$5,197,018	\$2,769,480	\$726,800	\$259,525	\$39,973,278	\$11,282,845	\$2,475,980	\$6,109,790	\$9,017,388
	2%	Varies	0.3%		Varies	6%	5%	5%	Varies	Varies	1%	2%	1%
2019	\$56,774	\$146,615	\$58,454	\$0	\$55,407	\$115,257	\$35,574	\$13,288	\$638,870	\$322,016	\$33,013	\$108,636	\$112,898
2020	\$50,549	\$67,893	\$10,881	\$0	\$20,035	\$86,733	\$40,415	\$13,614	\$652,717	\$489,939	\$33,673	\$140,441	\$118,260
2021	\$50,549	\$67,893	\$10,881	\$0	\$8,097	\$86,733	\$40,415	\$13,614	\$652,717	\$489,939	\$33,673	\$140,441	\$118,260
2022	\$51,560	\$69,251	\$11,099	\$0	\$8,258	\$88,467	\$41,224	\$13,886	\$665,772	\$499,738	\$34,347	\$143,250	\$120,626
2023	\$52,592	\$70,636	\$11,321	\$19,705	\$8,424	\$90,237	\$42,048	\$14,164	\$679,087	\$509,733	\$35,034	\$146,115	\$123,038
2024	\$53,643	\$72,049	\$11,547	\$28,778	\$8,592	\$92,041	\$42,889	\$14,447	\$692,669	\$519,927	\$35,734	\$149,038	\$125,499
2025	\$54,716	\$73,490	\$11,778	\$31,683	\$8,764	\$93,882	\$43,747	\$14,736	\$706,522	\$530,326	\$36,449	\$152,018	\$128,009
2026	\$55,811	\$74,960	\$12,014	\$0	\$8,939	\$95,760	\$44,622	\$15,031	\$720,653	\$540,932	\$37,178	\$155,059	\$130,569
2027	\$56,927	\$76,459	\$12,254	\$0	\$9,118	\$97,675	\$45,514	\$15,332	\$735,066	\$551,751	\$37,922	\$158,160	\$133,181
2028	\$58,065	\$77,988	\$12,499	\$0	\$9,300	\$99,629	\$46,425	\$15,638	\$749,767	\$562,786	\$38,680	\$161,323	\$135,844
2029	\$59,227	\$79,548	\$12,749	\$0	\$9,486	\$101,621	\$47,353	\$15,951	\$764,762	\$574,042	\$39,454	\$164,550	\$138,561
2030	\$60,411	\$81,139	\$13,004	\$0	\$9,676	\$103,654	\$48,300	\$16,270	\$609,090	\$585,523	\$40,243	\$167,841	\$210,058
2031	\$61,619	\$82,761	\$13,264	\$0	\$9,870	\$105,727	\$49,266	\$16,595	\$621,272	\$597,233	\$41,048	\$171,197	\$214,259
2032	\$62,852	\$84,417	\$13,530	\$0	\$10,067	\$107,841	\$50,252	\$16,927	\$633,697	\$609,178	\$41,869	\$174,621	\$218,544
2033	\$64,109	\$86,105	\$13,800	\$0	\$10,268	\$109,998	\$51,257	\$17,266	\$646,371	\$621,361	\$42,706	\$178,114	\$222,915
2034	\$65,391	\$87,827	\$14,076	\$0	\$10,474	\$112,198	\$52,282	\$17,611	\$659,299	\$633,789	\$43,560	\$181,676	\$227,373
2035	\$66,699	\$89,584	\$14,358	\$0	\$10,683	\$114,442	\$53,327	\$17,963	\$672,485	\$646,464	\$44,431	\$185,309	\$231,921
2036	\$68,033	\$91,375	\$14,645	\$0	\$10,897	\$116,731	\$54,394	\$18,323	\$685,934	\$659,394	\$45,320	\$189,016	\$236,559
2037	\$69,393	\$93,203	\$14,938	\$0	\$11,115	\$119,065	\$55,482	\$18,689	\$699,653	\$672,581	\$46,226	\$192,796	\$241,291
2038	\$70,781	\$95,067	\$15,237	\$0	\$11,337	\$121,447	\$56,591	\$19,063	\$713,646	\$686,033	\$47,151	\$196,652	\$246,116
2039	\$72,197	\$96,968	\$15,541	\$0	\$11,564	\$123,876	\$57,723	\$19,444	\$727,919	\$699,754	\$48,094	\$200,585	\$251,039
2040	\$73,641	\$98,908	\$15,852	\$0	\$11,795	\$126,353	\$58,878	\$19,833	\$742,477	\$713,749	\$49,056	\$204,597	\$256,059
2041	\$75,114	\$100,886	\$16,169	\$0	\$12,031	\$128,880	\$60,055	\$20,230	\$757,327	\$728,024	\$50,037	\$208,689	\$261,181
2042	\$76,616	\$102,903	\$16,492	\$0	\$12,272	\$131,458	\$61,256	\$20,634	\$772,473	\$742,584	\$51,038	\$212,862	\$266,404
2043	\$78,148	\$104,962	\$16,822	\$0	\$12,517	\$134,087	\$62,481	\$21,047	\$787,923	\$757,436	\$52,058	\$217,120	\$271,732
2044	\$79,711	\$107,061	\$17,159	\$0	\$12,767	\$136,769	\$63,731	\$21,468	\$803,681	\$772,585	\$53,099	\$221,462	\$277,167
2045	\$81,305	\$109,202	\$17,502	\$0	\$13,023	\$139,504	\$65,006	\$21,897	\$819,755	\$788,036	\$54,161	\$225,891	\$282,710
2046	\$82,932	\$111,386	\$17,852	\$0	\$13,283	\$142,294	\$66,306	\$22,335	\$836,150	\$803,797	\$55,245	\$230,409	\$288,365
2047	\$84,590	\$113,614	\$18,209	\$0	\$13,549	\$145,140	\$67,632	\$22,782	\$852,873	\$819,873	\$56,350	\$235,017	\$294,132
2048	\$86,282	\$115,886	\$18,573	\$0	\$13,820	\$148,043	\$68,985	\$23,237	\$869,931	\$836,271	\$57,477	\$239,718	\$300,014
TOTAL	\$1,980,237	\$2,730,033	\$472,502	\$80,165	\$375,429	\$3,415,539	\$1,573,431	\$531,315	\$21,570,558	\$18,964,794	\$1,314,324	\$5,452,602	\$6,182,587

UNITED LAGUNA WOODS MUTUAL

2019 RESERVE PLAN

Planned Expenditures from Reserve Fund

<i>Program</i>	<i>Manor Ovens</i>	<i>Manor Ranges</i>	<i>Manor Refrigerators</i>	<i>Manor Water Heaters</i>	<i>Laundry Water Heaters</i>	<i>Laundry Dryers</i>	<i>Laundry Washers</i>	<i>Vertical Lifts</i>	<i>Carport Renovation</i>	<i>TOTAL RESERVES FUND</i>
Life in Years	20	20	20	10	15	10	15	20	35	
Quantity	5,691	632	6,323	6,323	172	526	700	27	5,432	
Unit of Measure	ea	ea	ea	ea	ea.	ea.	ea.	ea	Stalls	
Unit Cost	\$629	\$711	\$812	\$386 - \$753	\$692	\$658	\$1,646	\$45,000	\$260	
Total Cost	\$3,579,640	\$449,350	\$5,134,280	\$7,201,900	\$119,024	\$346,108	\$1,152,200	1,215,000	\$1,412,300	
	3%	2%	4%			0%	0%	67%		
2019	\$111,000	\$25,000	\$227,358	\$1,133,990	\$0	\$13,474	\$29,200	\$0	\$0	\$13,378,267
2020	\$131,804	\$9,527	\$262,416	\$927,353	\$0	\$5,100	\$10,200	\$30,753	\$0	\$12,475,009
2021	\$131,804	\$9,527	\$262,416	\$825,353	\$0	\$5,100	\$10,200	\$0	\$0	\$12,978,792
2022	\$134,440	\$9,718	\$267,665	\$841,860	\$0	\$36,009	\$79,917	\$313,681	\$0	\$13,325,408
2023	\$137,129	\$9,912	\$273,018	\$858,698	\$0	\$36,729	\$81,515	\$63,991	\$0	\$13,543,001
2024	\$139,872	\$10,110	\$278,478	\$875,872	\$0	\$37,464	\$83,145	\$32,635	\$0	\$13,961,275
2025	\$142,669	\$10,312	\$284,048	\$893,389	\$0	\$38,213	\$84,808	\$33,288	\$0	\$13,272,685
2026	\$145,522	\$10,519	\$289,729	\$911,257	\$1,596	\$38,977	\$86,504	\$135,815	\$0	\$10,995,378
2027	\$148,433	\$10,729	\$295,524	\$929,482	\$3,255	\$39,757	\$88,234	\$0	\$0	\$11,772,919
2028	\$151,401	\$10,944	\$301,434	\$596,574	\$4,981	\$40,552	\$89,999	\$105,977	\$0	\$11,453,433
2029	\$154,430	\$11,162	\$307,463	\$542,405	\$6,774	\$41,363	\$91,799	\$36,032	\$0	\$10,485,563
2030	\$157,518	\$11,386	\$313,612	\$553,253	\$8,637	\$42,190	\$93,635	\$36,753	\$0	\$10,275,462
2031	\$160,668	\$11,613	\$319,884	\$564,318	\$10,571	\$43,034	\$95,508	\$0	\$0	\$11,254,707
2032	\$163,882	\$11,846	\$326,282	\$575,604	\$10,063	\$43,895	\$97,418	\$0	\$127,940	\$10,939,638
2033	\$167,159	\$12,083	\$332,808	\$587,116	\$10,265	\$44,773	\$99,366	\$0	\$178,595	\$11,941,480
2034	\$170,503	\$12,324	\$339,464	\$598,859	\$10,470	\$45,668	\$101,354	\$79,565	\$173,591	\$13,512,653
2035	\$173,913	\$12,571	\$346,253	\$610,836	\$10,679	\$46,582	\$103,381	\$0	\$205,756	\$13,050,492
2036	\$177,391	\$12,822	\$353,178	\$623,053	\$10,893	\$47,513	\$105,448	\$0	\$222,364	\$14,044,502
2037	\$180,939	\$13,079	\$360,242	\$635,514	\$11,111	\$48,463	\$107,557	\$0	\$194,410	\$14,459,364
2038	\$184,558	\$13,340	\$367,446	\$648,224	\$11,333	\$49,433	\$109,708	\$43,062	\$225,034	\$15,486,837
2039	\$188,249	\$13,607	\$374,795	\$661,188	\$11,560	\$50,421	\$111,903	\$0	\$236,353	\$15,778,258
2040	\$192,014	\$13,879	\$382,291	\$674,412	\$11,791	\$51,430	\$114,141	\$0	\$152,993	\$14,279,507
2041	\$195,854	\$14,157	\$389,937	\$687,900	\$12,027	\$52,458	\$116,423	\$456,973	\$81,573	\$16,860,908
2042	\$199,771	\$14,440	\$397,736	\$701,658	\$12,267	\$53,508	\$118,752	\$93,223	\$172,439	\$16,695,608
2043	\$203,766	\$14,729	\$405,691	\$715,692	\$12,513	\$54,578	\$121,127	\$47,544	\$0	\$15,234,298
2044	\$207,842	\$15,023	\$413,804	\$730,005	\$12,763	\$55,669	\$123,549	\$48,494	\$0	\$19,754,618
2045	\$211,999	\$15,324	\$422,080	\$744,605	\$13,018	\$56,783	\$126,020	\$197,857	\$0	\$17,117,376
2046	\$216,239	\$15,630	\$430,522	\$759,498	\$13,278	\$57,918	\$128,541	\$0	\$0	\$20,200,189
2047	\$220,563	\$15,943	\$439,132	\$774,687	\$13,544	\$59,077	\$131,112	\$154,388	\$0	\$19,026,798
2048	\$224,975	\$16,262	\$447,915	\$790,181	\$13,815	\$60,258	\$133,734	\$52,492	\$0	\$20,801,006
TOTAL	\$5,126,305	\$387,517	\$10,212,622	\$21,972,836	\$237,203	\$1,296,390	\$2,874,198	\$1,962,521	\$1,971,048	\$428,355,431

UNITED LAGUNA WOODS MUTUAL
2019 RESERVES PLAN
Reserve Component Schedule

<i>Reserve Component</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Cost</i>	<i>Estimated Life</i>	<i>Average Remaining Life</i>	<i>TOTAL COST</i>	<i>FULLY FUNDED BALANCE</i>
Reserve Fund							
BUILDINGS/INFRASTRUCTURE						\$ 51,349,645	\$ 16,253,638
Building Structures	1,200	BLDG	\$ 11,240	40	15	\$ 13,488,000	\$ 2,512,436
Building Structures Maint Ops	1,200	BLDG	\$ 10,000	40	14	\$ 12,000,000	\$ 5,181,382
Building Structures Carpentry	1,200	BLDG	\$ 10,000	40	15	\$ 12,000,000	\$ 5,343,001
Building Structures Smoke Alarm Installation	19,200	EA	\$ 35	10	5	\$ 672,000	\$ 314,080
Carport Renovation	5,432	STALLS	\$ 260	35	18	\$ 1,412,300	\$ 696,130
Foundations	1,124	BLDG	\$ 6,500	60	15	\$ 7,306,000	\$ 997,269
Sliding Screen Doors	6,323	EA	\$ 515	30	15	\$ 3,256,345	\$ 415,090
Vertical Lifts	27	EA	\$ 45,000	20	7	\$ 1,215,000	\$ 794,250
ELECTRICAL						\$ 28,868,450	\$ 3,367,514
Electrical Alternate Heat Source - Heat Pumps	6,323	EA	\$ 1,326	30	15	\$ 8,384,298	\$ 57,681
Electrical Alternate Heat Source - Wall Heaters	11,942	EA	\$ 356	30	12	\$ 4,251,352	\$ 24,096
Solar Equipment - Inverters	8	EA	\$ 287,500	20	16	\$ 2,300,000	\$ 50,400
Solar Equipment - Panels	2,532	Panel	\$ 150	40	28	\$ 379,800	\$ 17,091
Electrical Panel Maintenance	6,323	Panel	\$ 1,500	40	15	\$ 9,484,500	\$ 725,000
Exterior Walkway Lighting	89	CDS	\$ 4,000	45	41	\$ 356,000	\$ 31,733
Pushmatic Panel Replacement	2,750	MNR	\$ 1,350	50	3	\$ 3,712,500	\$ 2,461,513
LAUNDRY ROOMS						\$ 1,950,707	\$ 1,411,075
Countertops	175	3 EA	\$ 1,483	20	0	\$ 259,525	\$ 258,042
Dryers	526	EA	\$ 658	10	2	\$ 346,108	\$ 264,911
Sinks	175	EA	\$ 422	25	4	\$ 73,850	\$ 61,629
Washers	700	EA	\$ 1,646	15	5	\$ 1,152,200	\$ 764,952
Water Heaters - Laundry	172	EA	\$ 692	15	7	\$ 119,024	\$ 61,541
MANOR COMPONENTS						\$ 56,313,556	\$ 35,463,148
Manor Cooktops	5,691	EA	\$ 506	20	14	\$ 1,238,250	\$ 361,653
Manor Dishwashers	3,060	EA	\$ 643	12	7	\$ 983,790	\$ 445,599
Manor Fixtures - Basins	11,570	EA	\$ 257	30	4	\$ 1,486,745	\$ 1,077,945
Manor Fixtures - Faucets	17,893	EA	\$ 186	30	8	\$ 1,996,860	\$ 1,055,380
Manor Fixtures - Sinks	6,323	EA	\$ 508	30	6	\$ 2,322,070	\$ 1,672,487
Manor Fixtures - Toilets	10,706	EA	\$ 263	30	16	\$ 2,815,680	\$ 1,307,613
Manor Garbage Disposals	6,323	EA	\$ 219	12	3	\$ 1,020,380	\$ 675,878
Manor Hoods	2,300	EA	\$ 316	20	4	\$ 690,460	\$ 541,355
Manor Kitchen/Bath - Countertops	17,893	EA	\$ 1,117	30	8	\$ 16,049,406	\$ 10,874,826
Manor Kitchen/Bath - Floors	16,765	EA	\$ 673	25	3	\$ 5,641,423	\$ 4,484,644
Manor Kitchen/Bath - Mirrors	11,570	EA	\$ 214	30	8	\$ 2,475,980	\$ 736,383
Manor Kitchen/Bath - Shower/Tub Enclosures	7,904	EA	\$ 871	25	4	\$ 3,878,590	\$ 2,825,308
Manor Kitchen/Bath - Tile Replacements	6,323	MNR	\$ 2,098	40	16	\$ 4,355,542	\$ 2,629,761
Manor Ovens	5,691	EA	\$ 629	20	7	\$ 2,040,390	\$ 777,930
Manor Ranges	632	EA	\$ 711	20	17	\$ 449,350	\$ 67,864
Manor Refrigerators	6,323	EA	\$ 812	20	7	\$ 4,107,420	\$ 2,257,723
Manor Water Heaters	6,323	EA	\$ 753	10	2	\$ 4,761,220	\$ 3,670,799
PAINT - EXTERIOR						\$ 15,665,884	\$ 9,384,070
Full Cycle Painting	15,741,601	SF	\$ 0.950	10	4	\$ 14,954,521	\$ 8,957,566
Deck Topcoat Paint Follow-Up	15,741,601	SF	\$ 0.024	10	4	\$ 371,344	\$ 222,429
Lexan Signs	15,741,601	SF	\$ 0.008	10	4	\$ 119,636	\$ 72,067
Lead Testing & Abatement	15,741,601	SF	\$ 0.014	10	4	\$ 220,382	\$ 132,008
PAINT - PRIOR TO PAINT						\$ 6,639,807	\$ 3,961,806
Full Cycle Dry Rot Repairs	15,741,601	SF	\$ 0.340	10	4	\$ 5,352,144	\$ 3,205,866
Full Cycle Decking Repairs	15,741,601	SF	\$ 0.075	10	4	\$ 1,177,472	\$ 705,292
Full Cycle Balcony Dry Rot Repairs	15,741,601	SF	\$ 0.007	8	4	\$ 110,191	\$ 50,648

**UNITED LAGUNA WOODS MUTUAL
2019 RESERVES PLAN
Reserve Component Schedule**

<i>Reserve Component</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Cost</i>	<i>Estimated Life</i>	<i>Average Remaining Life</i>	<i>TOTAL COST</i>	<i>FULLY FUNDED BALANCE</i>
PAVING						\$ 10,904,347	\$ 7,513,273
Cul-de-sacs	2,554,559	SF	\$ 2.40	20	3	\$ 6,130,900	\$ 5,077,553
Parkway Concrete Replacement	195,652	SF	\$ 23.00	30	15	\$ 4,500,000	\$ 2,325,000
Seal Coat	2,547,959	SF	\$ 0.11	6	3	\$ 273,447	\$ 110,720
PLUMBING						\$ 88,522,000	\$ 19,037,572
Waste Lines	6,323	MNR	\$ 8,000	70	4	\$ 50,584,000	\$ 15,258,572
Water Lines Copper	6,323	MNR	\$ 6,000	70	15	\$ 37,938,000	\$ 3,779,000
TREE MAINTENANCE						\$ 2,829,180	\$ 2,017,322
Tree Maintenance	26,265	HRS	\$ 63	3	1	\$ 2,829,180	\$ 2,017,322
ROOFS						\$ 34,032,800	\$ 9,533,222
Built-up	2,689,089	SF	\$ 6.65	25	17	\$ 17,882,400	\$ 5,862,490
Composition Shingle	3,476,194	SF	\$ 3.60	40	25	\$ 12,514,300	\$ 3,184,725
Tile	767,104	SF	\$ 4.74	40	27	\$ 3,636,100	\$ 486,007
WALLS						\$ 10,153,965	\$ 1,759,611
Common Area Block	22,365	LF	\$ 100	20	10	\$ 2,236,500	\$ 223,650
Perimeter Walls	48,954	LF	\$ 239	60	15	\$ 7,917,465	\$ 1,535,961
GRAND TOTAL						\$ 307,230,341	\$ 109,702,251

Summary

Projected Reserve Balance:	\$ 16,838,169
Fully Funded Balance:	\$ 109,702,251
Percent Funded:	15%
Project Reserves Deficiency:	\$ (92,864,082)
Deficiency Per Unit:	\$ (14,687)

Attachment 1

RESOLUTION 01-18-XX

Revise Alteration Standard 17: Patio Gates and Courtyard Doors

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 17: Patio Gates and Courtyard Doors.

NOW THEREFORE BE IT RESOLVED, September 11, 2018, that the Board of Directors of this Corporation hereby adopts the revisions to Alteration Standard 17: Patio Gates and Courtyard Doors, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-07-62, adopted June 2007, 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 as written.



STANDARD 17: PATIO GATES & COURTYARD DOORS

MAY 1996, RESOLUTION U-96-62

REVISED JUNE 2007, RESOLUTION 01-07-62

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

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

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED SEPTEMBER 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Only single panel gates, with a minimum of two hinges, are permitted.
- 2.2** No wood gates or courtyard doors are permitted. Gates and courtyard doors will be constructed of vinyl or wrought iron only.
- 2.3** Metal patio gates and metal courtyard doors shall be painted black.
- 2.4** Vinyl gates will be white in color or match the trim color of the building.
- 2.5** Gates may be installed that open into patio areas; gates are not permitted to hinder access to entryways or access to common areas.
- 2.6** No new gates that open onto common area or create a new pathway are permitted.
- 2.7** Gates that face, are adjacent, or within 25 feet shall match. Contact the Alterations Division if these conditions are not present.
- 2.8** Gates and courtyard doors shall be no higher than the wall in which they are part of; decorative arc or radius finished tops are acceptable



STANDARD 17: PATIO GATES & COURTYARD DOORS

MAY 1996, RESOLUTION U-96-62

REVISED JUNE 2007, RESOLUTION 01-07-62

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

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

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED SEPTEMBER 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1 Only single panel gates, with a minimum of two hinges, are allowed~~permitted~~.
- 2.2 ~~All~~No wood gates ~~and or wood~~ courtyard doors are permitted. Gates and courtyard doors will be constructed of vinyl or wrought iron only. ~~will be painted to match the trim color of the building.~~
- 2.3 Metal patio gates and metal courtyard doors ~~will be~~ shall be painted black.
- 2.4 Vinyl gates will be white in color or match the trim color of the building.
- 2.5 Gates may be installed that open into patio areas; ~~and also where limited gates are not permitted to hinder~~ access to entryways ~~does not obstruct necessary or~~ access to common areas.

- 2.6 No new gates that open onto common area or create a new pathway are permitted. Gates and courtyard doors will be constructed of wood, vinyl or wrought iron metal only.
- 2.7 Gates that face, are adjacent, to be matching in construction if facing each other and or within 25 feet shall match. Contact the Alterations Division if these conditions are not present.
- 2.8 Gates and courtyard doors shall be no higher than the wall in which they are part of; with the exception of decorative arc or radius finished tops are acceptable.

Attachment 1

RESOLUTION 01-18-XX

Revise Alteration Standard 18: Gutters and Downspouts

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 18: Gutters and Downspouts.

NOW THEREFORE BE IT RESOLVED, September 11, 2018, that the Board of Directors of this Corporation hereby adopts the revisions to Alteration Standard 18: Gutters and Downspouts, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-10-224, adopted October, 2010, 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 as written.



STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 2010, RESOLUTION 01-10-224

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

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

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED SEPTEMBER 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** All gutters and downspouts will be of the same style and color to match existing gutters on the building.
- 2.2** Gutters must be a minimum 5" wide, measured at the top.
- 2.3** Alteration aluminum gutters and downspouts are not allowed to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 2.4** Gutters are to be made of aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper or steel gutters and downspouts are not permitted.
- 2.5** Gutters are required to slope one inch for every 20 feet toward the downspout.
- 2.6** Gutters in excess of 35 feet in length are to be sloped down both directions from the middle and have a downspout installed at each end.

- 2.7** Gutters attached to the Mutual owned fascia are required to be attached using ring shank spikes or wood screws. Smooth, striated and spiral spikes are prohibited.
- 2.8** Hidden hangers and spikes are required to be spaced at a minimum of 30 inch.
- 2.9** All penetrations must be properly sealed. Exposed wood must be properly primed and painted to match the existing paint of the building.
- 2.10** Applications to roofs where hangers penetrate or may harm the roofing in any way will not be allowed. Attachments to buildings with PVC roofs are required to be approved by the Alteration Division prior to installation. Member shall be responsible for all damages to roofs.
- 2.11** Downspouts are required to be 3" x 4" and are to be located in areas free from obstacles such as electric meters, hose bibs and sidewalks; and in the most inconspicuous location as possible.
- 2.12** The ends of downspouts must drain into a proper drainage system such as a drywell, onto pavement or a splash block that routes the water at least three feet downhill from the foundation of the building and onto properly graded soil. Downspouts are prohibited from draining directly onto a roadway and/or into the storm drain system.



STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 2010, RESOLUTION 01-10-224

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

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

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED SEPTEMBER 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** All gutters and downspouts will be of the same style and color to match existing gutters on the building.
- 2.2** Gutters must be a minimum 5" wide, measured at the top.
- 2.3** Alteration aluminum gutters and downspouts are not allowed to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 2.4** Gutters are to be made of ~~primary~~ aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. ~~Secondary aluminum, vinyl, copper~~ Copper and or steel gutters and downspouts are not permitted.
- 2.5** Gutters are required to slope one inch for every 20 feet toward the downspout.
- 2.6** Gutters in excess of 35 feet in length are to be sloped down both directions from the middle and have a downspout installed at each end.

- 2.7 Gutters attached to the Mutual owned fascia are required to be attached using ring shank spikes or wood screws. Smooth, striated and spiral spikes are prohibited.
- 2.8 Hidden hangers and spikes are required to be spaced at a minimum of 30 inch.
- 2.9 All penetrations must be properly sealed. Exposed wood must be properly primed and painted to match the existing paint of the building.
- 2.10 Applications to roofs where hangers penetrate or may harm the roofing in any way will not be allowed. Attachments to buildings with PVC roofs are required to be approved by the Alteration Division prior to installation. Member shall be responsible for all damages to roofs.
- 2.11 Downspouts are required to be 3" x 4" and are to be located in areas free from obstacles such as electric meters, hose bibs and sidewalks; and in the most inconspicuous location as possible.
- 2.12 The ends of downspouts must drain into a proper drainage system such as a drywell, onto pavement or a splash block that routes the water at least three feet downhill from the foundation of the building and onto properly graded soil. Downspouts are prohibited from draining directly onto a roadway and/or into the storm drain system.

Attachment 1

RESOLUTION 01-18-XX

Revise Alteration Standard 43: Bathroom Splits

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 43: Bathroom Splits.

NOW THEREFORE BE IT RESOLVED, September 11, 2018, that the Board of Directors of this Corporation hereby introduces revisions to Alteration Standard 43: Bathroom Splits, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-18-26, adopted February 2018, 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 as written.



STANDARD 43: BATHROOM SPLITS

FEBRUARY 2018, RESOLUTION 01-18-26

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED SEPTEMBER 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Bathroom splits are prohibited in Units with two bathrooms.
- 2.2** Units with two bathrooms may reconfigure walls and doors within the same foot print only.
- 2.3** Units with one full bathroom may split bathroom into two bathrooms as follows:
 - a. The original footprint may be extended up to three feet, in one direction.
 - b. The extension of a bathroom footprint may not involve a load bearing wall or supporting columns.
 - c. The extension of a bathroom footprint may not reduce an adjacent hallway to less than 36" or as required by code.
- 2.4** Prior to connecting into any plumbing work, the waste line is to be inspected by the Mutual at the Member(s) expense.
- 2.5** Detailed architectural or engineered plans, including plumbing plans for all piping for bathroom split alterations, shall be submitted to the Alterations Department for approval. These plans shall include: pipe penetrations, location of plumbing connections and vents, pipe sizes, and types. As-builts shall be submitted if any changes are made to the approved plans.
- 2.6** Sewer line connections will consist of a minimum 2" waste line tied into a minimum 2" waste line. All existing cast iron waste line connections shall be replaced with cast iron. All exposed underground cast iron shall be replaced.
- 2.7** All water supply lines shall be of Type M copper; minimum 1/2" diameter.
- 2.8** All pressure lines shall be securely strapped to prevent movement or knocking.



- 2.9 All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
- 2.10 The Member assumes all responsibility for any damage that may occur due to construction.

3.0 **ADDITIONAL REQUIREMENTS FOR INSTALLATIONS**

- 3.1 Alterations involving common walls shall be fire rated per current California Building Code.
- 3.2 All exhaust fans must be installed per the Exhaust Fan/Vent Installation Standard.
- 3.3 All penetrations through walls shall be properly sealed to prevent water intrusion.
- 3.4 The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.
- 3.5 Roof tie-ins for vents on PVC Cool Roofs must be made by an approved roofing contractor. A Roofing Contractor Verification Form will be required prior to the issuance of a permit.
- 3.6 Cutting or altering roof trusses for the installation of vents in attic spaces are strictly prohibited.

4.0 **OBLIGATIONS**

- 4.1 Member is responsible for damages to roof or other structures caused by any alteration.
- 4.2 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.



SECTION STANDARD 43: BATHROOM SPLITS

FEBRUARY 2018, RESOLUTION 01-18-26

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED SEPTEMBER 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1 Bathroom splits are prohibited in Units with two bathrooms.
- 2.2 Units with two bathrooms may reconfigure walls and doors within the same foot print only.
- 2.3 Units with one full bathroom may split bathroom into two bathrooms as follows:
 - a. The original footprint may be extended up to three feet, in one direction.
 - b. The extension of a bathroom footprint may not involve a load bearing wall or supporting columns.
 - c. The extension of a bathroom footprint may not extend into reduce an adjacent hallways to less than 36" or as required by code.
- 2.4 Prior to connecting into any plumbing work, the waste line is to be inspected by the Mutual at the Member(s) expense.
- 2.5 Detailed architectural or engineered plans, including plumbing plans for all piping for bathroom split alterations, shall be submitted to the Alterations Department for approval. These plans shall include: pipe penetrations, location of plumbing connections and vents, pipe sizes, and types. As-builts shall be submitted if any changes are made to the approved plans.
- 2.6 Sewer line connections will consist of a minimum 2" waste line tied into a minimum 2" waste line. All existing cast iron waste line connections shall be replaced with cast iron. All exposed underground cast iron shall be replaced.
- 2.7 All water supply lines shall be of Type M copper; minimum 1/2" diameter.



- 2.8 All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.9 All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
- 2.10 The Member assumes all responsibility for any damage that may occur due to construction.

3.0 ADDITIONAL REQUIREMENTS FOR INSTALLATIONS

- 3.1 Alterations involving common walls shall be fire rated per current California Building Code.
- 3.2 All exhaust fans must be installed per the Exhaust Fan/Vent Installation Standard.
- 3.3 All penetrations through walls shall be properly sealed to prevent water intrusion.
- 3.4 The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.
- 3.5 Roof tie-ins for vents on PVC Cool Roofs must be made by an approved roofing contractor. A Roofing Contractor Verification Form will be required prior to the issuance of a permit.
- 3.6 Cutting or altering roof trusses for the installation of vents in attic spaces are strictly prohibited.

4.0 OBLIGATIONS

- 4.1 Member is responsible for damages to roof or other structures caused by any alteration.
- 4.2 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.



RESOLUTION 01-18-XX
INTERIOR FLOORING POLICY

WHEREAS, the installation of replacement flooring in units situated on a building level directly over another units living space has generated nuisance complaints to the Mutual related to noise transmitted to the lower neighboring units when members have replaced original flooring types with alternate flooring materials;

WHEREAS, the United Laguna Woods Mutual Occupancy Agreement requires that “a Member shall not obstruct or interfere with the rights of other members or annoy them by unreasonable noise...;” and legal counsel has previously opined that the Mutual has the authority to establish rational rules to regulate unreasonable noise;

WHEREAS, on May 13, 2014, the Board of Directors adopted Resolution 01-14-58 which prohibited any future installation of hard surface flooring in second floor units in areas other than the kitchen and bathrooms of units;

WHEREAS, Resolution 01-14-58 defined hard surface flooring as any flooring other than original flooring types of carpet, vinyl or linoleum; and,

WHEREAS, due to the advances in soundproofing underlayment technology and the continued popularity and value of installing hardwood style and laminate floors;

NOW THEREFORE BE IT RESOLVED, September 11, 2018, the Board of Directors hereby introduces the Interior Flooring Policy, attached to the official minutes of this meeting, to further define and regulate permitted flooring types;

RESOLVED FURTHER, the Mutual shall permit the installation of alternate flooring materials other than the original flooring types, provided the materials meet the sound transmission specifications in the attached policy;

RESOLVED FURTHER, the installation of flooring types other than carpet with padding in any area of the unit with living space, of a separate residence below it, shall meet the requirements of the policy;

RESOLVED FURTHER, living space shall be defined as any area within a unit that is not a bathroom or kitchen;

RESOLVED FURTHER, that Resolution 01-14-58, adopted May 13, 2014, is hereby superseded and cancelled; and

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



INTERIOR FLOORING POLICY

1.0 APPLICATIONS

1.1 FIIC AND MUTUAL STANDARDS: All interior flooring and underlayment installations (including but not limited to new, different or replacement flooring) which are installed in a room within a second floor unit that is located above a living space area of a separate residence must at all times meet a minimum of an Impact Insulation Class (IIC) rating of 60 as defined in the American Society for Testing and Materials (ASTM) E 1007 standard, and the utilization of same by the occupants of the unit must not cause any violation of Article 5 of the Occupancy Agreement.

1.2 INSTALLATION TESTING: All installations, *when tested in place*, shall meet Field Impact Insulation Class (FIIC) rating of 50. Testing on interior flooring shall only be required pursuant to the procedures described in the Interior Flooring Grievance Procedure. Floor coverings such as area rugs, may not be included to obtain the required minimum of FIIC 50 rating, unless these coverings are a permanent part of the interior flooring. Replacement or removal of these other floor coverings must provide the required minimum of a 50 FIIC rating. Living space shall be defined as any area within a unit that is not a bathroom or kitchen.

1.3 SHAREHOLDER RESPONSIBILITIES. The Shareholder(s) of a Unit (including the Unit Shareholder(s) on the date of the installation and all successor Shareholders) where interior flooring subject to paragraph 1.2 has been installed shall be responsible for ensuring that the utilization of said flooring at all times meets a 50 FIIC rating, and for ensuring that said flooring does not cause any violation of Article 5 of the Occupancy Agreement.



RESOLUTION 01-18-XX

INTERIOR FLOORING GRIEVANCE PROCEDURE

1. **APPLICABILITY.** This Interior Flooring Grievance Procedure ("Procedure") shall govern Grievances by any Shareholder or resident of a first floor unit where the interior flooring in the unit immediately above is in violation of Article 5 of the Occupancy Agreement and/or United Laguna Woods Mutual Interior Flooring Policy.

2. **WRITTEN GRIEVANCES.** Any Shareholder or resident of a first floor unit who alleges that the existence of and/or utilization of the interior flooring in the unit immediately above it is in violation of Article 5 of the Occupancy Agreement and/or United Laguna Woods Mutual Interior Flooring Policy, must submit a written Grievance to the Mutual on a form provided by the Mutual ("Flooring Complaint Form"). The form is available from the Compliance Division. Upon receipt of said Grievance, the Mutual will forward a packet to the complaining unit Shareholder(s), the Shareholder(s) of the Unit against which the Grievance has been lodged, and the residents of same (if different from the Shareholders). Said packet, referred to as the "Meet and Confer Packet," will include the Grievance, these Procedures, and a written demand that all affected parties meet and confer in person in a good faith effort to resolve the Grievance.

3. **MEET AND CONFER PROCESS.** Upon receipt of the Meet and Confer Packet, all affected parties shall meet and confer in person in a good faith effort to resolve the Grievance between them. Unless extenuating circumstances exist, the parties shall be required to meet within 21 calendar days of the initial notification. If the offending party fails or refuses to meet, the offending parties will be scheduled for a disciplinary hearing. If the affected parties resolve the Grievance, they shall notify the Mutual in writing of the terms and conditions of the resolution. If the affected parties are unable to resolve the Grievance between themselves, then the complaining Shareholder or resident must notify the Mutual in writing on a form provided by the Mutual ("Notice of Failure To Resolve Flooring Grievance"). The form is available from the Compliance Division.

4. **INVESTIGATION OF GRIEVANCES.** Upon the Mutual's receipt of the Notice of Failure To Resolve Flooring Grievance from the complaining Shareholder or resident, the Mutual shall: a) forward a copy of said Notice to the Shareholders and residents of the Unit which is the subject of the Grievance, and b) select, retain and advance the costs for an acoustical testing and engineering expert, who shall perform FIIC testing on interior flooring located in bedroom(s), the living room, and hallway(s), whichever is the subject of the Grievance. Testing shall not necessarily be required on interior flooring located in the kitchen or



bathroom(s). The Mutual's payment of the costs for the expert shall be subject to its right to obtain reimbursement of such costs by imposition and levy of a reimbursement assessment upon the appropriate unit and unit Shareholders pursuant to the Governing Documents and these Procedures.

5. FIIC TESTING. All FIIC testing which is conducted under these Procedures shall be performed by an expert selected by the Mutual in its sole discretion. The expert shall be experienced in the field of acoustical testing and engineering. Said expert shall promptly forward to the Mutual a written report which shall include all test results as well as the findings, opinions and recommendations. The Mutual shall forward copies of the report to the complaining unit Shareholders and residents, and to the Shareholders and residents of the unit wherein the interior flooring at issue is located.

6. SHAREHOLDER AND RESIDENT COOPERATION. All unit Shareholders and residents involved shall fully cooperate with the Mutual, its agents and experts in connection with FIIC testing. Said cooperation shall include allowing the Mutual, its agents and experts to enter, inspect, photograph, and test all Units which are identified in the Grievance. If entry into a unit is required, such entry shall be done at reasonable times, upon reasonable prior notice, and with as little inconvenience to the unit Shareholders and residents as possible. The unit Shareholders and residents shall cooperate and allow entry within 15 days of notification by the Mutual of the FIIC testing. The Board shall impose and levy a reimbursement assessment against the appropriate unit Shareholders and their respective units to reimburse the Mutual for all costs, expenses and attorney's fees which the Mutual incurs in connection with the Grievance or the enforcement of these Procedures. Failure to cooperate with any or all of the aspects of these procedures may result in disciplinary action by the Board.

7. BOARD HEARINGS AND ORDERS.

1. As soon as reasonable after the Mutual receives the expert's test results and report, a hearing shall be held before the Board of Directors. At the hearing, the Board shall consider all relevant matters, including whether there has been any violation of Article 5 of the Occupancy Agreement and/or United Laguna Woods Mutual Interior Flooring Policy.
2. After the hearing has concluded, the Board of Directors shall determine such actions, remedies, fines, penalties, suspensions, reimbursement assessments, and other orders that the Board in its discretion deems appropriate to be taken, including, but not limited to:
 - a) Imposing and levying a reimbursement assessment against either the Shareholder of the unit where the interior flooring at issue is located or the Shareholder of the unit which originated the Grievance (even if the Grievance was made by a non-Shareholder resident in the Unit) to reimburse the Mutual for all costs, expenses and attorney's fees that the



- Mutual has incurred in connection with the Grievance or its enforcement of these Procedure, including the costs of FIIC testing, expert consultations, and expert reports;
- b) Directing the Shareholder(s) and/or resident(s) of the unit where the interior flooring at issue is located to take remedial action to correct the situation that resulted in the Grievance, submit documents verifying that such remedial action has been completed, and/or allow an expert selected by the Mutual and paid for in advance by said Shareholders to perform follow-up FIIC testing to verify the effectiveness of the remedial action; and
 - c) Making such other and further orders as it deems appropriate, including imposing monetary penalties and fines, imposing and levying reimbursement assessments, suspending the right to use any facilities owned, operated or managed by the Mutual, suspending the right to vote in Mutual elections, recommending to the Golden Rain Foundation (GRF) that it take disciplinary action against the Shareholder(s) and/or resident(s) with respect to the Shareholder(s) and/or resident(s) use of GRF provided facilities and amenities, and/or setting additional hearings.

ATTACHMENT 1

Sec. 4.10.110. - Prohibited acts and enforcement.

- b) **Removal of solid waste.** To protect public health, safety and well-being, and to control the spread of vectors, no person, other than the person in charge of day-to-day activities at any premises or a solid waste enterprise authorized by the person in charge of the premises, shall remove any container from the location where the container was placed for storage or collection by the person in charge of day-to-day activities at the premises, or remove any solid waste from any container, or move the container from the location in which it was placed for storage or collection, or apply any paint or markings (commonly known as "graffiti" or "tagging") to any solid waste container without the prior written approval of the owner of the container.
- i) **Unauthorized removal of recyclable solid wastes prohibited by State law.** The unauthorized removal of recyclable solid wastes and recyclable materials placed at designated recycling collection locations is prohibited by California Public Resources Code §§ 41950-51.
- l) **Enforcement.** Pursuant to California Penal Code § 836.5, the City Manager or designee(s) (collectively, the City Manager) is authorized to enforce the provisions of this chapter as well as those of Penal Code §§ 374, 374a, 374.2, 374.3, 374.4, 374d, 374.7 and 375; Government Code Title 7.9 (Government Code § 68055 et seq.); and Vehicle Code §§ 23111 and 23112.

ATTACHMENT 2

RESOLUTION 01-18-XX

**Unauthorized Removal of Refuse and Recyclable Materials
from Mutual Provided Containers**

WHEREAS, the Governing Documents Review Committee has recognized a need to establish a rule prohibiting the unauthorized removal of refuse and recyclable materials from United provided containers;

WHEREAS, the Mutual has determined that unauthorized access to materials placed in refuse and recycle bins provided by the Mutual is unsafe and may result in increased liability for the Mutual;

WHEREAS, removing material from refuse and recycle bins provided by the Mutual is illegal under California law;

NOW THEREFORE BE IT RESOLVED, September 11, 2018, that the Board of Directors of this Corporation hereby approves a rule prohibiting the unauthorized removal of refuse and recyclable materials from Mutual provided containers in Common Area for use by residents; and

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

Attachment 1: Member Disciplinary Process

MEMBER DISCIPLINARY PROCESS

The following notice is provided pursuant to Civil Code Sections 5310 and 5850

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

Each Member of the United is obligated to comply with the rules, terms, and conditions as set forth in the Mutual's governing documents. Following is the disciplinary process adopted by the Board of Directors when a violation occurs:

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

Violations include but are not limited to: abandoned/inoperable vehicles, unauthorized alterations, animal nuisance, breezeway clutter, carport clutter, common area clutter, interior clutter, patio clutter, illegal occupancy, nuisance, non-payment of assessments, etc.

The Member Disciplinary process is coordinated by the Compliance Division. A complaint may be registered by calling the Security Department at 949-580-1400 or the Compliance Department at 949-268-CALL or compliance@vmsinc.org.

Attachment 2: Disciplinary Violations Matrix

**UNITED MUTUAL
 DISCIPLINARY VIOLATIONS MATRIX**

Allegation	Schedule Hearing Immediately	Follow Normal Hearing Process
Abandoned Vehicle		X
Alterations - General Requirements		
Construction Hours	X	
Debris	X	
Expired Permit		X
Non-Compliance to Variance		
Request	X	
Use of Community Trash Bins	X	
Alterations – Failure to Maintain		X
Animal Control		
Breeding animals for sale or commercial gain	X	
Dog Barking		X
Injury to person/Damage to property	X	
Not picking up and disposing of feces		X
Not under control (off leash/longer than 6ft)		X
Caregiver Policy	X	
Clutter		
Balcony		X
Breezeway		X
Carport		X
Common Area		X
Interior		X
Patio		X
Vehicle		X
Illegal Business	X	
Landscape		
Saucers/Casters not present		X
Too Many Plants (refer to Landscape Manual)		X
Vegetable Plants		X
Vines Attached to #Walls		X

Wind Chimes		X
Manor Maintenance/Repair		
Major (Fire, Safety, Health Hazard)	X	
Minor (Broken Blinds, etc.)		X
Non-Payment of Assessments	X	
Non-Payment of Chargeable Services	X	
Nuisance - Behavior/Disturbance		
Assault, Theft	X	
Trespassing	X	
Yelling		X
Nuisance - Noise		
Hard surface Flooring		X
Loud TV, Radio, Conversation		X
Nuisance - Odors		X
Nuisance - Other	X	X
Non-Smoking Policy		X
Temporary Container Policy	X	
Traffic Rules (Commercial, Excessive Vehicles)		X
Unauthorized Occupancy		
Advertisement		X
Lease Policy	X	
No Authorization	X	
Qualifying Resident Not In Unit		X
Room Rentals	X	
Short-Term Rentals	X	
Vehicle Oil		X

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OPEN MEETING

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

Wednesday, September 26, 2018 – 9:30 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road

Directors Present: Juanita Skillman, Janey Dorrell, Don Tibbetts, Maggie Blackwell, Gary Morrison, Cash Achrekar, Manuel Armendariz, Pat English, and Andre Torng and Reza Bastani (arrived late)

Directors Absent: Carl Randazzo

Staff Present: Siobhan Foster, Brett Crane, Eve Morton, Eileen Paulin and Cheryl Silva

Others Present: VMS: Mary Stone, Dick Rader, Anthony Liberatore

1. Juanita Skillman stated the purpose of this meeting was to approve resolutions on 30-day review from August. The Board will not take action on any items not on the agenda.
2. President Skillman led the pledge of allegiance
3. Director Blackwell made a motion to add (6d & 6e) Architectural Control and Standard Committee recommendations for (455-C) and (645-C) to the agenda. The motion was seconded by Director Achrekar. The amended agenda passed by unanimous consent.
4. Open Forum (Three Minutes per Speaker) – *At this time Members may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.*

Several members spoke about immediately stopping the use of “Round-up”

pesticide in the Community.

5. Responses to Open Forum Speakers

Director Blackwell commented that the pesticide test is in progress and the Board is taking the issue seriously. The Board will decide on the use of pesticides in the Community before the end of the year.

Director Morrison commented that the residents must be aware that changing from "Round-up" to another form of pesticide may cost more money monthly.

Director Tibbetts asked Julie Bagish about the pesticide used around her unit.

6. Unfinished Business

6a. Entertain a Motion to Adopt a the Amended United Harassment, Nuisance and Clutter Policies (AUGUST initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied)

Director Blackwell read the following resolutions:

RESOLUTION 01-18-102
Harassment Policy

WHEREAS, the Governing Documents Review Committee has recognized the need to adopt a Harassment Policy to set forth guidelines for harassment complaints received by the Board;

NOW THEREFORE BE IT RESOLVED, September 26, 2018, that the Board of Directors of this Corporation hereby adopts the Harassment Policy, as attached to the official minutes of this meeting; and

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

AUGUST Initial Notification
30-Day notification to comply with Civil Code §4360 has been satisfied.

RESOLUTION 01-18-103
Nuisance Policy

WHEREAS, the Governing Documents Review Committee has recognized the need to adopt a Nuisance Policy to set forth guidelines for nuisance complaints received by the Board;

NOW THEREFORE BE IT RESOLVED, September 26, 2018, that the Board of Directors of this Corporation hereby adopts the Nuisance Policy, as attached to the official minutes of this meeting; and

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

AUGUST Initial Notification
30-Day notification to comply with Civil Code §4360 has been satisfied.

RESOLUTION 01-18-104
Clutter Policy

WHEREAS, the Governing Documents Review Committee has recommended revising the Care & Maintenance of Patios, Balconies, Breezeways & Walkways Policy addressing the safety and prevention of damage issues relating to items placed in or on Common Area and Exclusive Use Common Areas;

NOW THEREFORE BE IT RESOLVED, September 26, 2018, that the Board of Directors of this Corporation hereby amends the Care & Maintenance of Patios, Balconies, Breezeways & Walkways Policy, and renames it to "Clutter Policy," as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-03-134 adopted September 9, 2003 is hereby superseded and cancelled; and

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

AUGUST Initial Notification
30-Day notification to comply with Civil Code §4360 has been satisfied.

Director Blackwell made a motion to adopt the amended United Harassment, Nuisance and Clutter Policies. The motion was seconded by Director Dorrell and it passed by unanimous consent.

6b. Entertain a Motion to Adopt a Resolution for Revisions to the United Architectural Standard 15: Floor Coverings; Exterior (AUGUST initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied)

Director Blackwell read the following resolution:

RESOLUTION 01-18-105

**Revise Alteration Standard 15: Floor Coverings: Exterior
[Balconies and Patios]**

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 15: Floor Coverings: Exterior.

NOW THEREFORE BE IT RESOLVED, September 26, 2018, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 15: Floor Coverings; Exterior [Balconies and Patios], attached as part of the Official Minutes;

RESOLVED FURTHER, that Resolution 01-05-64, adopted June, 2005 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 as written.

AUGUST Initial Notification

30-Day notification to comply with Civil Code §4360 has been satisfied.

Director Blackwell made a motion to resolution for revisions to the United Architectural Standard 15: Floor Coverings; Exterior. The motion was seconded by Director Dorrell and it passed by unanimous consent.

6d. Entertain a Motion to Adopt a Resolution for Revisions to the United Architectural Standard 16: Fences; Wrought Iron (AUGUST initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied)

Director Blackwell read the following resolution:

RESOLUTION 01-18-106

Revise Alteration Standard 16: Fences; Wrought Iron

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 16: Fences, Wrought Iron.

NOW THEREFORE BE IT RESOLVED, September 26, 2018, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 16: Fences; Wrought Iron attached as part of the Official Minutes;

RESOLVED FURTHER, that Resolution 01-03-170, adopted December 2003, 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 as written.

Director Blackwell made a motion to approve a resolution for revisions to the United Architectural Standard 16: Fences; Wrought Iron. The motion was seconded by Director Achrekar and it passed by unanimous consent

The next two items were added to the agenda.

6d. Approval Recommendation – 455-C (Madrid, 4) Window Addition in Living Room

Director Blackwell read the following resolution:

RESOLUTION 01-18-107
Variance Request

WHEREAS, Ms. Sharon Bogin of 455-C Avenida Sevilla (Madrid, 4), requests Board approval of a variance for a window addition in living room; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on August 30, 2018, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on September 20, 2018.

NOW THEREFORE BE IT RESOLVED, on September 26, 2018, the Board of Directors hereby approves the request with the condition that the proposed alterations are constructed in accordance with the Conditions of Approval as included in the official Board Decision Notice;

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property Shareholder at 455-C and all future Mutual Shareholders at 455-C.

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

Director Blackwell made a motion to approve a resolution for 455-C (Madrid, 4) Window Addition in Living Room. The motion was seconded by Director English

Discussion ensued among the Directors.

President Skillman called for the vote and the motion passed by unanimous consent.

6e. Approval Recommendation – 645-C (Cordoba, 1A4R) Retain Previous Paint Scheme Entry Door

Director Blackwell read the following resolution:

RESOLUTION 01-18-108
Variance Request

WHEREAS, Ms. Elizabeth Rodriguez of 645-C Avenida Sevilla, a Cordoba style unit, requests Board approval of a variance to retain the 'Spiced Berry' red entry door color; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on September 11, 2018, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on September 20, 2018.

NOW THEREFORE BE IT RESOLVED, on September 26, 2018, the Board of Directors hereby approves the request with the condition that the proposed alterations are constructed in accordance with the Conditions of Approval as included in the official Board Decision Notice;

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property Shareholder at 645-C and all future Mutual Shareholders at 645-C.


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

Director Blackwell made a motion to approve a resolution for 645-C (Cordoba, 1A4R) Retain Previous Paint Scheme Entry Door. The motion was seconded by Director English and it passed by unanimous consent.

7. Director's Comments

- Directors Dorrell and Achrekar thanked Director Tibbetts and Director English for their service on the United Board.
- Director Torng asked about the comments that the Landscape Division is

- understaffed.
- Siobhan Foster, COO, asked Director Tornig to provide examples to the Landscape Committee for follow-up with the Landscaping Division.
 - Director English thanked the Board for their service; she has enjoyed working on the Board.
 - Director Achrekar thanked the residents for their input on the pesticides.
 - Director Armendariz thanked the residents for coming out today to speak out about "Round-up" and encouraged the Board to make changes to the use of pesticide.
 - President Skillman commented about the use of pesticides to eliminate ants and how the residents are notified.
8. Recess to Discuss and Consider Legal Matters – *At this time the Meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*
- The Board recessed to closed session at 10:15 a.m.
9. The meeting was adjourned at 12:04 p.m.



Maggie Blackwell, Secretary to the Board
United Mutual Laguna Hills

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

September 28, 2018

A Special Meeting of the United Laguna Woods Mutual Board of Directors, a California non-profit mutual benefit corporation, met on Friday, September 28, 2018, at 1:30 p.m., at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Juanita Skillman, Janey Dorrell, Don Tibbets, Maggie Blackwell, Cash Achrekar, Manuel Armendariz, Reza Bastani, Pat English, Carl Randazzo and Andre Torng

Directors Absent: Gary Morrison

Inspectors of Election: Dan Pabich of Martin & Chapman

Staff Present: Siobhan Foster, Tim Moy, Cheryl Silva

Others Present: Anthony Liberatore (VMS), Mary Stone (VMS), Joan Milliman (GRF)

CALL TO ORDER

President Skillman, chaired the meeting, and stated that it was a special meeting held pursuant to notice duly given, that the purpose of the meeting was to cause the counting of the Ballots for the 2018 Board of Director Election, pursuant to California Civil Code §5100. A quorum was established, and the meeting was called to order at 1:30 p.m.

APPROVAL OF THE AGENDA

Without objection, the Agenda was approved as written.

The Inspectors of Election were certified by a notary and announced that a quorum of ballots has been established.

Mr. Dan Pabich explained the ballot count procedures and answered questions.

Discussion ensued among the Directors.

Director Achrekar made a motion to cancel this election process based on the unfair campaigning done by some of the Directors. Motion failed for lack of a second.

At 1:40 p.m. the Inspectors commenced opening of the ballots.

The Inspectors of Election began examining the irregular ballots at 2:15 p.m.

Martin and Chapman commenced scanning and counting of the ballots at 3:15 p.m.


The election results were announced at 4:22 p.m. and the following candidates were elected to fill four vacancies on the Board of Directors, term expiring 2021.

3 YEAR TERM

Susan "Sue" Margolis	1498
Carmello "Carl" Randazzo	1151
Janey Dorrell	1034
Elsie Addington	1006
Gregory McLaughlin	989
Anthony Liberatore	894
Benjamin Shavit	272

ADJOURNMENT

With no further business before the Board of Directors, the special meeting was adjourned at 4:28 p.m.



Maggie Blackwell, Secretary of the Board
United Mutual Laguna Woods

- 311-B (Cordoba, 1A4) - Atrium Enclosure and Retrofit Windows

RESOLUTION 01-18-XX
Variance Request

WHEREAS, Ms. Shumen Fine of 311-B Avenida Castilla, a Cordoba style unit, requests Board approval of a variance to enclose the atrium and retrofit existing windows; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on October 1, 2018, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on October 18, 2018.

NOW THEREFORE BE IT RESOLVED, on November 13, 2018, the Board of Directors hereby approves the requests with the condition that the proposed alterations are constructed in accordance with the Conditions of Approval as included in the official Board Decision Notice;

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Shareholder at 311-B and all future Shareholders at 311-B.

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 01-18-XX

Tree Removal Approval (2) and Denial (3)

WHEREAS, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17 tree removal guidelines:

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

WHEREAS, on October 11, 2018, the Landscape Committee recommended to deny the appeal for the removal of one Shamel Ash tree located at 26-D due to no visible damage to the manor or infrastructure; to deny the request for the unscheduled trimming of a Brush Cherry hedgerow located at 851-O due to blocking a view; to deny the request for the removal of one Brazilian Pepper located at 89-F due to allergies to the flowers and bees; to approve the appeal for the removal of one Brazilian Pepper located at 2001-A at Members' expense due to the impact of berries on the manor, pets and neighbors; and to approve the request for the removal of three Queen Palms located at 301-D due to growing too close the manor with a high likelihood of causing damage and requiring repetitive off-schedule trimming;

NOW THEREFORE BE IT RESOLVED, November 13, 2018, the Board of Directors denied the appeal for the removal of one Shamel Ash tree; denied the request for the unscheduled trimming of a Brush Cherry hedgerow; denied the request for the removal of one Brazilian Pepper because they did not comply with the tree removal guidelines and approved the appeal for the removal of one Brazilian Pepper and the request for the removal of three Queen Palms

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

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STAFF REPORT

DATE: November 13, 2018
FOR: Board of Directors
SUBJECT: Revision of Alteration Standard 17: Patio Gates and Courtyard Doors

RECOMMENDATION

Approve a resolution to adopt revisions to Alteration Standard 17: Patio Gates and Courtyard Doors.

BACKGROUND

On August 17, 2018, the Architectural Controls and Standards Committee (ACSC) reviewed this Standard. The Committee voted to recommend the item for approval by the Board.

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 32 Alteration Standards available for Members to use to perform alterations to their unit. Many have not been reviewed or updated for years to reflect changes in technology, materials, and work methods.

Standard 17: Patio Gates and Courtyard Doors was last revised in June 2007, via Resolution 01-07-62.

DISCUSSION

Due to the continued popularity of the various components involved in the remodel process, the ACSC has reviewed the existing standard pertaining to Standard 17: Patio Gates and Courtyard Doors. The following sections are proposed to be revised as follows:

- §2.1 Only single panel gates, with a minimum of two hinges, are ~~allowed~~ permitted.
- §2.2 All ~~No~~ wood gates ~~and or~~ courtyard doors are permitted. Gates and courtyard doors will be constructed of vinyl or wrought iron only. will be painted to match the trim color of the building.
- §2.4 Vinyl gates will be white in color or match the trim color of the building.
- §2.5 Gates may be installed that open into patio areas; ~~and also where limited access to entryway does not obstruct necessary access to common areas~~ gates are not permitted to hinder access to entryways or access to common areas.
- §2.6 No new gates that open onto common area or create a new pathway are permitted.

§2.7 Gates ~~to be matching in construction if facing each other and that face, are adjacent, or within 25'~~ shall match. Contact the Alterations Division if these conditions are not present.

FINANCIAL ANALYSIS

None.

Prepared By: Kurt Wiemann, Permits, Inspections and Restoration Manager

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 01-18-XXX: Revise Standard 17: Patio Gates and Courtyard Doors

Attachment 2: Revised Alteration Standard 17: Patio Gates and Courtyard Doors

Attachment 3: Redline of Proposed Updates to Alteration Standard 17: Patio Gates and Courtyard Doors

Attachment 1

RESOLUTION 01-18-XX

Revise Alteration Standard 17: Patio Gates and Courtyard Doors

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 17: Patio Gates and Courtyard Doors.

NOW THEREFORE BE IT RESOLVED, November 13, 2018, that the Board of Directors of this Corporation hereby adopts the revisions to Alteration Standard 17: Patio Gates and Courtyard Doors, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-07-62, adopted June 2007, 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 as written.

SEPTEMBER Initial Notification

30-Day notification to comply with Civil Code §4360 has been satisfied.

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STANDARD 17: PATIO GATES & COURTYARD DOORS

MAY 1996, RESOLUTION U-96-62

REVISED JUNE 2007, RESOLUTION 01-07-62

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

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

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED NOVEMBER 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Only single panel gates, with a minimum of two hinges, are permitted.
- 2.2** No wood gates or courtyard doors are permitted. Gates and courtyard doors will be constructed of vinyl or wrought iron only.
- 2.3** Metal patio gates and metal courtyard doors shall be painted black.
- 2.4** Vinyl gates will be white in color or match the trim color of the building.
- 2.5** Gates may be installed that open into patio areas; gates are not permitted to hinder access to entryways or access to common areas.
- 2.6** No new gates that open onto common area or create a new pathway are permitted.
- 2.7** Gates that face, are adjacent, or within 25 feet shall match. Contact the Alterations Division if these conditions are not present.
- 2.8** Gates and courtyard doors shall be no higher than the wall in which they are part of; decorative arc or radius finished tops are acceptable

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STANDARD 17: PATIO GATES & COURTYARD DOORS

MAY 1996, RESOLUTION U-96-62

REVISED JUNE 2007, RESOLUTION 01-07-62

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

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

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED SEPTEMBER 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1 Only single panel gates, with a minimum of two hinges, are allowed~~permitted~~.
- 2.2 ~~All No~~ wood gates ~~and or wood~~ courtyard doors are permitted. Gates and courtyard doors will be constructed of vinyl or wrought iron only. ~~will be painted to match the trim color of the building.~~
- 2.3 Metal patio gates and metal courtyard doors ~~will be~~ shall be painted black.
- 2.4 Vinyl gates will be white in color or match the trim color of the building.
- 2.5 Gates may be installed that open into patio areas; ~~and also where limited gates are not permitted to hinder~~ access to entryways ~~does not obstruct necessary or~~ access to common areas.

- 2.6 No new gates that open onto common area or create a new pathway are permitted. Gates and courtyard doors will be constructed of wood, vinyl or wrought iron metal only.
- 2.7 Gates that face, are adjacent, to be matching in construction if facing each other and or within 25 feet shall match. Contact the Alterations Division if these conditions are not present.
- 2.8 Gates and courtyard doors shall be no higher than the wall in which they are part of; with the exception of decorative arc or radius finished tops are acceptable.



STAFF REPORT

DATE: November 13, 2018
FOR: Board of Directors
SUBJECT: Revision of Alteration Standard 18: Gutters and Downspouts

RECOMMENDATION

Approve a resolution to adopt revisions to Alteration Standard 18: Gutters and Downspouts.

BACKGROUND

On August 16, 2018, the Architectural Controls and Standards Committee (ACSC) reviewed this Standard. The Committee voted to recommend the item for approval by the Board.

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 32 Alteration Standards available for Members to use to perform alterations to their unit. Many have not been reviewed or updated for years to reflect changes in technology, materials, and work methods.

Alteration Standard 18: Gutters and Downspouts was last revised in October 2010, via Resolution 01-10-224.

DISCUSSION

Due to the continued popularity of the various components involved in the remodel process, the ACSC has reviewed the existing standard pertaining to Alteration Standard 18: Gutters and Downspouts. The following sections are proposed to be revised as follows:

§2.4 Gutters are to be made of ~~primary~~ aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Secondary aluminum, vinyl, Copper or steel gutters and downspouts are not permitted prohibited.

§2.10 Applications to roofs where hangers penetrate or may harm the roofing in any way will not be allowed. Attachments to buildings with PVC roofs are required to be approved by the Alteration Division prior to installation. Member shall be responsible for all damages to roofs.

FINANCIAL ANALYSIS

None.

Prepared By: Kurt Wiemann, Permits, Inspections and Restoration Manager

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 01-18-XXX Revise Alteration Standard 18: Gutters and Downspouts

Attachment 2: Revised Alteration Standard 18: Gutters and Downspouts

Attachment 3: Redline of Proposed Updates to Alteration Standard 18: Gutters and Downspouts

Attachment 1

RESOLUTION 01-18-XX

Revise Alteration Standard 18: Gutters and Downspouts

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 18: Gutters and Downspouts.

NOW THEREFORE BE IT RESOLVED, November 13, 2018, that the Board of Directors of this Corporation hereby adopts the revisions to Alteration Standard 18: Gutters and Downspouts, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-10-224, adopted October, 2010, 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 as written.

SEPTEMBER Initial Notification

30-Day notification to comply with Civil Code §4360 has been satisfied.

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STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 2010, RESOLUTION 01-10-224

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

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

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED NOVEMBER 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** All gutters and downspouts will be of the same style and color to match existing gutters on the building.
- 2.2** Gutters must be a minimum 5" wide, measured at the top.
- 2.3** Alteration aluminum gutters and downspouts are not allowed to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 2.4** Gutters are to be made of aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper or steel gutters and downspouts are not permitted.
- 2.5** Gutters are required to slope one inch for every 20 feet toward the downspout.
- 2.6** Gutters in excess of 35 feet in length are to be sloped down both directions from the middle and have a downspout installed at each end.

- 2.7** Gutters attached to the Mutual owned fascia are required to be attached using ring shank spikes or wood screws. Smooth, striated and spiral spikes are prohibited.
- 2.8** Hidden hangers and spikes are required to be spaced at a minimum of 30 inch.
- 2.9** All penetrations must be properly sealed. Exposed wood must be properly primed and painted to match the existing paint of the building.
- 2.10** Applications to roofs where hangers penetrate or may harm the roofing in any way will not be allowed. Attachments to buildings with PVC roofs are required to be approved by the Alteration Division prior to installation. Member shall be responsible for all damages to roofs.
- 2.11** Downspouts are required to be 3" x 4" and are to be located in areas free from obstacles such as electric meters, hose bibs and sidewalks; and in the most inconspicuous location as possible.
- 2.12** The ends of downspouts must drain into a proper drainage system such as a drywell, onto pavement or a splash block that routes the water at least three feet downhill from the foundation of the building and onto properly graded soil. Downspouts are prohibited from draining directly onto a roadway and/or into the storm drain system.



STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 2010, RESOLUTION 01-10-224

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

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

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED SEPTEMBER 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** All gutters and downspouts will be of the same style and color to match existing gutters on the building.
- 2.2** Gutters must be a minimum 5" wide, measured at the top.
- 2.3** Alteration aluminum gutters and downspouts are not allowed to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 2.4** Gutters are to be made of ~~primary~~ aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. ~~Secondary aluminum, vinyl, copper~~ Copper and or steel gutters and downspouts are not permitted.
- 2.5** Gutters are required to slope one inch for every 20 feet toward the downspout.
- 2.6** Gutters in excess of 35 feet in length are to be sloped down both directions from the middle and have a downspout installed at each end.

- 2.7 Gutters attached to the Mutual owned fascia are required to be attached using ring shank spikes or wood screws. Smooth, striated and spiral spikes are prohibited.
- 2.8 Hidden hangers and spikes are required to be spaced at a minimum of 30 inch.
- 2.9 All penetrations must be properly sealed. Exposed wood must be properly primed and painted to match the existing paint of the building.
- 2.10 Applications to roofs where hangers penetrate or may harm the roofing in any way will not be allowed. Attachments to buildings with PVC roofs are required to be approved by the Alteration Division prior to installation. Member shall be responsible for all damages to roofs.
- 2.11 Downspouts are required to be 3" x 4" and are to be located in areas free from obstacles such as electric meters, hose bibs and sidewalks; and in the most inconspicuous location as possible.
- 2.12 The ends of downspouts must drain into a proper drainage system such as a drywell, onto pavement or a splash block that routes the water at least three feet downhill from the foundation of the building and onto properly graded soil. Downspouts are prohibited from draining directly onto a roadway and/or into the storm drain system.



STAFF REPORT

DATE: November 13, 2018
FOR: Board of Directors
SUBJECT: Revision of Alteration Standard 43: Bathroom Splits

RECOMMENDATION

Approve a resolution for revisions to Standard 43: Bathroom Splits.

BACKGROUND

On February 5, 2018, the Board of Directors approved Resolution 01-18-26 creating Standard 43: Bathroom Splits. After applying the Standard to various alteration requests, the ACSC has found that one of the sections in the Standard needs to be revised.

On August 16, 2018, the Architectural Controls and Standards Committee (ACSC) reviewed this report and standard. The Committee voted to recommend the item for approval by the Board. On September 11, 2018, the Board of Directors reviewed this item and requested minor revisions. Those revisions are reflected in this staff report.

DISCUSSION

The Standard has been found to be useful and applicable in most cases to which it is applied. However, the floorplan of several models, .e.g. Granada, Valencia, Barcelona, have a distinct situation which isn't addressed in the Standard, therefore requiring Variances for a common bathroom modification. A minor modification to the Standard will render it applicable in those cases:

§2.3.c. The extension of a bathroom footprint may not ~~extend into~~ reduce an adjacent hallway to less than 36" or as required by code.

§2.5 Detailed architectural or engineered plans, including plumbing and electrical plans for all pipng work involved in bathroom split alterations, shall be submitted to the Alterations Division for approval. These plans shall ~~include: pipe penetrations, location of plumbing connections and vents, pipe sizes and types~~ be of sufficient detail to permit adequate review of the proposed alteration. As-built plans shall be submitted if any changes are made to the approved plans.

FINANCIAL ANALYSIS

None.

Prepared By: Kurt Wiemann, Permits, Inspections and Restoration Manager

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 01-18-XXX Revise Alteration Standard 43: Bathroom Splits

Attachment 2: Revised Alteration Standard 43: Bathroom Splits

Attachment 3: Redline of Proposed Updates to Alteration Standard 43: Bathroom Splits

Attachment 1

RESOLUTION 01-18-XX

Revise Alteration Standard 43: Bathroom Splits

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 43: Bathroom Splits.

NOW THEREFORE BE IT RESOLVED, November 13, 2018, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 43: Bathroom Splits, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-18-26, adopted February 2018, 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 as written.

SEPTEMBER Initial Notification

30-Day notification to comply with Civil Code §4360 has been satisfied.

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STANDARD 43: BATHROOM SPLITS

FEBRUARY 2018, RESOLUTION 01-18-26

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED NOVEMBER 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Bathroom splits are prohibited in Units with two bathrooms.
- 2.2** Units with two bathrooms may reconfigure walls and doors within the same foot print only.
- 2.3** Units with one full bathroom may split bathroom into two bathrooms as follows:
 - a. The original footprint may be extended up to three feet, in one direction.
 - b. The extension of a bathroom footprint may not involve a load bearing wall or supporting columns.
 - c. The extension of a bathroom footprint may not reduce an adjacent hallway to less than 36" or as required by code.
- 2.4** Prior to connecting into any plumbing work, the waste line is to be inspected by the Mutual at the Member(s) expense.
- 2.5** Detailed architectural or engineered plans, including plumbing and electrical plans for all work involved in bathroom split alterations, shall be submitted to the Alterations Division for approval. These plans shall be of sufficient detail to permit adequate review of the proposed alteration. As-built plans shall be submitted if any changes are made to the approved plans.
- 2.6** Sewer line connections will consist of a minimum 2" waste line tied into a minimum 2" waste line. All existing cast iron waste line connections shall be replaced with cast iron. All exposed underground cast iron shall be replaced.
- 2.7** All water supply lines shall be of Type M copper; minimum 1/2" diameter.



- 2.8 All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.9 All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
- 2.10 The Member assumes all responsibility for any damage that may occur due to construction.

3.0 ADDITIONAL REQUIREMENTS FOR INSTALLATIONS

- 3.1 Alterations involving common walls shall be fire rated per current California Building Code.
- 3.2 All exhaust fans must be installed per the Exhaust Fan/Vent Installation Standard.
- 3.3 All penetrations through walls shall be properly sealed to prevent water intrusion.
- 3.4 The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.
- 3.5 Roof tie-ins for vents on PVC Cool Roofs must be made by an approved roofing contractor. A Roofing Contractor Verification Form will be required prior to the issuance of a permit.
- 3.6 Cutting or altering roof trusses for the installation of vents in attic spaces are strictly prohibited.

4.0 OBLIGATIONS

- 4.1 Member is responsible for damages to roof or other structures caused by any alteration.
- 4.2 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.



SECTION STANDARD 43: BATHROOM SPLITS

FEBRUARY 2018, RESOLUTION 01-18-26

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED NOVEMBER 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

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- 2.2 Units with two bathrooms may reconfigure walls and doors within the same foot print only.
- 2.3 Units with one full bathroom may split bathroom into two bathrooms as follows:
 - a. The original footprint may be extended up to three feet, in one direction.
 - b. The extension of a bathroom footprint may not involve a load bearing wall or supporting columns.
 - c. The extension of a bathroom footprint may not ~~extend into~~reduce an adjacent hallways to less than 36" or as required by code.
- 2.4 Prior to connecting into any plumbing work, the waste line is to be inspected by the Mutual at the Member(s) expense.
- 2.5 Detailed architectural or engineered plans, including plumbing and electrical plans for all ~~plumbing work involved in~~ bathroom split alterations, shall be submitted to the Alterations ~~Department~~Division for approval. These plans shall ~~include: pipe penetrations, location of plumbing connections and vents, pipe sizes, and types~~be of sufficient detail to permit adequate review of the proposed alteration. ~~As-built plans~~ shall be submitted if any changes are made to the approved plans.
- 2.6 Sewer line connections will consist of a minimum 2" waste line tied into a minimum 2" waste line. All existing cast iron waste line connections shall be replaced with cast iron. All exposed underground cast iron shall be replaced.



- 2.7 All water supply lines shall be of Type M copper; minimum 1/2" diameter.
- 2.8 All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.9 All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
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4.0 OBLIGATIONS

- 4.1 Member is responsible for damages to roof or other structures caused by any alteration.
- 4.2 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.



STAFF REPORT

DATE: November 13, 2018
FOR: Board of Directors
SUBJECT: Interior Flooring Policy

RECOMMENDATION

Approve the Interior Flooring Policy.

BACKGROUND

On August 16, 2018, the Architectural Controls and Standards Committee (ACSC) reviewed this report, resolution and policy. The Committee voted to recommend the item for approval by the Board.

On May 13, 2014, the Board adopted Resolution 01-14-58 Hard Surface Flooring Policy. This policy restricts the installation of hard surface flooring in units situated on a building level directly over other units.

This Policy and Resolution were reviewed by the ACSC on July 19, 2018. It was returned to Staff for revisions; those revisions are reflected in this report and attachments.

DISCUSSION

Article 5 of the Occupancy Agreement states “the Member shall not permit or suffer anything to be done...which will obstruct or interfere with the rights of other members...or annoy them by unreasonable noises or otherwise.” Annually, the Mutual receives numerous complaints from Members regarding flooring related noise in second floor units.

Beginning in October 2009, in an attempt to resolve hard flooring noise complaint issues, the Board has adopted four separate resolutions regarding hard surface flooring. The initial and subsequent resolutions define hard surface flooring as any flooring other than the original flooring types of carpet, vinyl and linoleum.

Using the original flooring as the litmus test for appropriate alteration flooring does not resolve noise issues for Members in lower units. As many second floor units were originally constructed with vinyl or asphalt tile in the living areas, the original construction flooring can be quite disruptive to Members in lower units. Requiring only carpet in upper units can also create issues for residents with allergies or sensitivity to dust.

Flooring components and systems have separate ratings depending on the tests used. Materials tested in laboratory environments are given an Impact Insulation Class rating (IIC), the higher the number; the more noise resistant. Field tested ratings are listed as FIIC (Field Impact Insulation Class). Impact Insulation Classes are an acoustical rating used to quantify

impact sound absorption. Footsteps are considered impact sounds. Floor covering systems with a high IIC rating help to reduce impact sound transmissions to lower levels, thus reducing or eliminating those bothersome noises. The lowest IIC rated floors average 25 and the highest rated systems can be 85 or more. Carpet averages in the 45 – 55 range, depending on the thickness of the carpet and padding. Field testing is accomplished by using a standardized tapping machine, which is a device that taps on the floor of the upper unit, and a recording device that measures and graphs the sound levels in the unit below. California Building Code §1207.3, for *new construction*, requires that all floor coverings between living spaces must meet an Impact Insulation Class of 50.

Since a codified benchmark for noise levels exists, Staff proposes to require all alteration flooring to meet a noise standard that is appropriate for the Mutual. To reduce sound transmission between residences, all units with living space (of separate residences) below them shall have all floor areas, except entries, kitchens, dining rooms and bathrooms, covered with carpet or other materials that provides equivalent insulation against sound transmission. Flooring in kitchens and bathrooms shall be linoleum or vinyl, as originally installed, or material with the same or better acoustical quality and rating.

Staff proposes a policy that requires all changes to floor materials which separate living spaces (of separate residences) must provide code-compliant sound control properties for impact sound insulation (Attachment 2). The ideal impact sound insulation rating of the flooring after installation should be FIIC 50 or higher. Research indicates that when field tested, flooring systems (flooring plus underlayment) tend to test lower than the factory rating. To ensure that flooring will meet the field tested criteria, Staff proposes that members be required to install flooring that has a minimum IIC rating of 60.

Due to the increase in multi-story housing and the popularity of hardwood type flooring, there are numerous products on the market that offer excellent sound attenuation when installed under these types of floors. Many of them meet and exceed the proposed FIIC rating of 50.

Policing the issue could be problematic; requiring Mutual Consents and flooring submittals prior to installation would be burdensome on Members and require large amounts of Staff time. In lieu of requiring a Mutual Consent for all new floor covering installations, Staff proposes a grievance and resolution process.

The proposed Interior Flooring Grievance Procedure (Attachment 3) would govern complaints by any Shareholder or resident of a unit that believes the interior flooring in the unit above is in violation of Article 5 of the Occupancy Agreement and/or the Interior Flooring Policy. The procedure would require a formal written complaint from the offended party.

The process would include a mandatory Meet & Confer, in which the parties attempt to resolve the issue. If no resolution between the parties is attained, acoustic testing by an expert of the Mutual's choosing would be required; the testing would be initially paid for by the Mutual. Once testing is complete, the matter would be brought to a hearing before the Executive Committee to determine the validity of the grievance. If the grievance is found to be valid, the offending party could be held responsible for all costs involved with the process and be required to remove the flooring. If the grievance is found to be invalid, at the Committee's discretion, the complaining party could be held responsible for all costs.

FINANCIAL ANALYSIS

None.

Prepared By: Kurt Wiemann, Permits, Inspections and Restoration Manager

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Revised Proposed Resolution 01-18-XX

Attachment 2: Revised Proposed Interior Flooring Policy

Attachment 3: Revised Proposed Grievance Procedure

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RESOLUTION 01-18-XX
INTERIOR FLOORING POLICY

WHEREAS, the installation of replacement flooring in units situated on a building level directly over another units living space has generated nuisance complaints to the Mutual related to noise transmitted to the lower neighboring units when members have replaced original flooring types with alternate flooring materials;

WHEREAS, the United Laguna Woods Mutual Occupancy Agreement requires that “a Member shall not obstruct or interfere with the rights of other members or annoy them by unreasonable noise...;” and legal counsel has previously opined that the Mutual has the authority to establish rational rules to regulate unreasonable noise;

WHEREAS, on May 13, 2014, the Board of Directors adopted Resolution 01-14-58 which prohibited any future installation of hard surface flooring in second floor units in areas other than the kitchen and bathrooms of units;

WHEREAS, Resolution 01-14-58 defined hard surface flooring as any flooring other than original flooring types of carpet, vinyl or linoleum; and,

WHEREAS, due to the advances in soundproofing underlayment technology and the continued popularity and value of installing hardwood style and laminate floors;

NOW THEREFORE BE IT RESOLVED, November 13, 2018, the Board of Directors hereby approves the Interior Flooring Policy, attached to the official minutes of this meeting, to further define and regulate permitted flooring types;

RESOLVED FURTHER, the Mutual shall permit the installation of alternate flooring materials other than the original flooring types, provided the materials meet the sound transmission specifications in the attached policy;

RESOLVED FURTHER, the installation of flooring types other than carpet with padding in any area of the unit with living space, of a separate residence below it, shall meet the requirements of the policy;

RESOLVED FURTHER, living space shall be defined as any area within a unit that is not a bathroom or kitchen;

RESOLVED FURTHER, that Resolution 01-14-58, adopted May 13, 2014, is hereby superseded and cancelled; and

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

SEPTEMBER Initial Notification

30-Day notification to comply with Civil Code §4360 has been satisfied.

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INTERIOR FLOORING POLICY

1.0 APPLICATIONS

1.1 FIIC AND MUTUAL STANDARDS: All interior flooring and underlayment installations (including but not limited to new, different or replacement flooring) which are installed in a room within a second floor unit that is located above a living space area of a separate residence must at all times meet a minimum of an Impact Insulation Class (IIC) rating of 60 as defined in the American Society for Testing and Materials (ASTM) E 1007 standard, and the utilization of same by the occupants of the unit must not cause any violation of Article 5 of the Occupancy Agreement.

1.2 INSTALLATION TESTING: All installations, *when tested in place*, shall meet Field Impact Insulation Class (FIIC) rating of 50. Testing on interior flooring shall only be required pursuant to the procedures described in the Interior Flooring Grievance Procedure. Floor coverings such as area rugs, may not be included to obtain the required minimum of FIIC 50 rating, unless these coverings are a permanent part of the interior flooring. Replacement or removal of these other floor coverings must provide the required minimum of a 50 FIIC rating. Living space shall be defined as any area within a unit that is not a bathroom or kitchen.

1.3 SHAREHOLDER RESPONSIBILITIES. The Shareholder(s) of a Unit (including the Unit Shareholder(s) on the date of the installation and all successor Shareholders) where interior flooring subject to paragraph 1.2 has been installed shall be responsible for ensuring that the utilization of said flooring at all times meets a 50 FIIC rating, and for ensuring that said flooring does not cause any violation of Article 5 of the Occupancy Agreement.



RESOLUTION 01-18-XX

INTERIOR FLOORING GRIEVANCE PROCEDURE

1. **APPLICABILITY.** This Interior Flooring Grievance Procedure ("Procedure") shall govern Grievances by any Shareholder or resident of a first floor unit where the interior flooring in the unit immediately above is in violation of Article 5 of the Occupancy Agreement and/or United Laguna Woods Mutual Interior Flooring Policy.

2. **WRITTEN GRIEVANCES.** Any Shareholder or resident of a first floor unit who alleges that the existence of and/or utilization of the interior flooring in the unit immediately above it is in violation of Article 5 of the Occupancy Agreement and/or United Laguna Woods Mutual Interior Flooring Policy, must submit a written Grievance to the Mutual on a form provided by the Mutual ("Flooring Complaint Form"). The form is available from the Compliance Division. Upon receipt of said Grievance, the Mutual will forward a packet to the complaining unit Shareholder(s), the Shareholder(s) of the Unit against which the Grievance has been lodged, and the residents of same (if different from the Shareholders). Said packet, referred to as the "Meet and Confer Packet," will include the Grievance, these Procedures, and a written demand that all affected parties meet and confer in person in a good faith effort to resolve the Grievance.

3. **MEET AND CONFER PROCESS.** Upon receipt of the Meet and Confer Packet, all affected parties shall meet and confer in person in a good faith effort to resolve the Grievance between them. Unless extenuating circumstances exist, the parties shall be required to meet within 21 calendar days of the initial notification. If the offending party fails or refuses to meet, the offending parties will be scheduled for a disciplinary hearing. If the affected parties resolve the Grievance, they shall notify the Mutual in writing of the terms and conditions of the resolution. If the affected parties are unable to resolve the Grievance between themselves, then the complaining Shareholder or resident must notify the Mutual in writing on a form provided by the Mutual ("Notice of Failure To Resolve Flooring Grievance"). The form is available from the Compliance Division.

4. **INVESTIGATION OF GRIEVANCES.** Upon the Mutual's receipt of the Notice of Failure To Resolve Flooring Grievance from the complaining Shareholder or resident, the Mutual shall: a) forward a copy of said Notice to the Shareholders and residents of the Unit which is the subject of the Grievance, and b) select, retain and advance the costs for an acoustical testing and engineering expert, who shall perform FIIC testing on interior flooring located in bedroom(s), the living room, and hallway(s), whichever is the subject of the Grievance. Testing shall not necessarily be required on interior flooring located in the kitchen or



bathroom(s). The Mutual's payment of the costs for the expert shall be subject to its right to obtain reimbursement of such costs by imposition and levy of a reimbursement assessment upon the appropriate unit and unit Shareholders pursuant to the Governing Documents and these Procedures.

5. FIIC TESTING. All FIIC testing which is conducted under these Procedures shall be performed by an expert selected by the Mutual in its sole discretion. The expert shall be experienced in the field of acoustical testing and engineering. Said expert shall promptly forward to the Mutual a written report which shall include all test results as well as the findings, opinions and recommendations. The Mutual shall forward copies of the report to the complaining unit Shareholders and residents, and to the Shareholders and residents of the unit wherein the interior flooring at issue is located.

6. SHAREHOLDER AND RESIDENT COOPERATION. All unit Shareholders and residents involved shall fully cooperate with the Mutual, its agents and experts in connection with FIIC testing. Said cooperation shall include allowing the Mutual, its agents and experts to enter, inspect, photograph, and test all Units which are identified in the Grievance. If entry into a unit is required, such entry shall be done at reasonable times, upon reasonable prior notice, and with as little inconvenience to the unit Shareholders and residents as possible. The unit Shareholders and residents shall cooperate and allow entry within 15 days of notification by the Mutual of the FIIC testing. The Board shall impose and levy a reimbursement assessment against the appropriate unit Shareholders and their respective units to reimburse the Mutual for all costs, expenses and attorney's fees which the Mutual incurs in connection with the Grievance or the enforcement of these Procedures. Failure to cooperate with any or all of the aspects of these procedures may result in disciplinary action by the Board.

7. BOARD HEARINGS AND ORDERS.

1. As soon as reasonable after the Mutual receives the expert's test results and report, a hearing shall be held before the Board of Directors. At the hearing, the Board shall consider all relevant matters, including whether there has been any violation of Article 5 of the Occupancy Agreement and/or United Laguna Woods Mutual Interior Flooring Policy.
2. After the hearing has concluded, the Board of Directors shall determine such actions, remedies, fines, penalties, suspensions, reimbursement assessments, and other orders that the Board in its discretion deems appropriate to be taken, including, but not limited to:
 - a) Imposing and levying a reimbursement assessment against either the Shareholder of the unit where the interior flooring at issue is located or the Shareholder of the unit which originated the Grievance (even if the Grievance was made by a non-Shareholder resident in the Unit) to reimburse the Mutual for all costs, expenses and attorney's fees that the



Mutual has incurred in connection with the Grievance or its enforcement of these Procedure, including the costs of FIIC testing, expert consultations, and expert reports;

- b) Directing the Shareholder(s) and/or resident(s) of the unit where the interior flooring at issue is located to take remedial action to correct the situation that resulted in the Grievance, submit documents verifying that such remedial action has been completed, and/or allow an expert selected by the Mutual and paid for in advance by said Shareholders to perform follow-up FIIC testing to verify the effectiveness of the remedial action; and
- c) Making such other and further orders as it deems appropriate, including imposing monetary penalties and fines, imposing and levying reimbursement assessments, suspending the right to use any facilities owned, operated or managed by the Mutual, suspending the right to vote in Mutual elections, recommending to the Golden Rain Foundation (GRF) that it take disciplinary action against the Shareholder(s) and/or resident(s) with respect to the Shareholder(s) and/or resident(s) use of GRF provided facilities and amenities, and/or setting additional hearings.

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STAFF REPORT

DATE: November 13, 2018
FOR: Board of Directors
SUBJECT: Removing Refuse and Recyclables from Mutual Containers

RECOMMENDATION

Approve a rule prohibiting the unauthorized removal of refuse and recyclable materials from United Laguna Woods Mutual (United) provided containers.

BACKGROUND

On August 27, 2018, the Governing Documents Review Committee discussed an incident involving a resident who was contacted by the Security Department while in the process of removing recycled items from the Waste Management, Inc. recycling dumpster. The dumpster was located in a trash enclosure for resident use. As a result of that incident, the question was raised as to whether or not there is an enforceable prohibition against removing items from a refuse or recycling dumpster placed by United for resident use. The Committee expressed concern that if there is not a rule in place prohibiting this activity, someone could get injured in the process of removing items and potentially expose United to liability and/or litigation. United's legal counsel recommended adopting a specific rule to support enforcement and/or compliance action against a resident who enters a dumpster.

DISCUSSION

The City of Laguna Woods Municipal Code contains two code sections which prohibit removing the refuse/recycling container or its contents. These sections are supported by the California Public Resources Code (Attachment 1). It is important to note that there are laws already in place which apply to the problem of people removing items from a refuse or recycling dumpster and may be enforced by the City. The Board of Directors could adopt a resolution prohibiting the removal of a refuse/recycling container or its contents which would be supported by already existing state law. United is authorized to take disciplinary action against a Member found to be in violation of the rules. The Security Department would contact the Orange County Sheriff Department for non-residents found trespassing into dumpsters on Village property per standard operating procedure.

FINANCIAL ANALYSIS

There would be no financial impact associated with establishing the prohibition. Should the posting of signs be directed by the Board, there would be a cost of approximately \$85 per sign installed.

Removal of Refuse and Recyclables from Mutual Containers

November 13, 2018

Prepared By: Bruce Hartley, General Services Director

Reviewed By: Francis Rangel, Operations Manager
Siobhan Foster, Chief Operating Officer

ATTACHMENTS:

ATT-1: Excerpts from City of Laguna Woods Municipal Code

ATT-2: Resolution 01-18-XX, Proposed Resolution

ATTACHMENT 1

Sec. 4.10.110. - Prohibited acts and enforcement.

- b) **Removal of solid waste.** To protect public health, safety and well-being, and to control the spread of vectors, no person, other than the person in charge of day-to-day activities at any premises or a solid waste enterprise authorized by the person in charge of the premises, shall remove any container from the location where the container was placed for storage or collection by the person in charge of day-to-day activities at the premises, or remove any solid waste from any container, or move the container from the location in which it was placed for storage or collection, or apply any paint or markings (commonly known as "graffiti" or "tagging") to any solid waste container without the prior written approval of the owner of the container.
- i) **Unauthorized removal of recyclable solid wastes prohibited by State law.** The unauthorized removal of recyclable solid wastes and recyclable materials placed at designated recycling collection locations is prohibited by California Public Resources Code §§ 41950-51.
- l) **Enforcement.** Pursuant to California Penal Code § 836.5, the City Manager or designee(s) (collectively, the City Manager) is authorized to enforce the provisions of this chapter as well as those of Penal Code §§ 374, 374a, 374.2, 374.3, 374.4, 374d, 374.7 and 375; Government Code Title 7.9 (Government Code § 68055 et seq.); and Vehicle Code §§ 23111 and 23112.

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ATTACHMENT 2

RESOLUTION 01-18-XX

**Unauthorized Removal of Refuse and Recyclable Materials
from Mutual Provided Containers**

WHEREAS, the Governing Documents Review Committee has recognized a need to establish a rule prohibiting the unauthorized removal of refuse and recyclable materials from United provided containers;

WHEREAS, the Mutual has determined that unauthorized access to materials placed in refuse and recycle bins provided by the Mutual is unsafe and may result in increased liability for the Mutual;

WHEREAS, removing material from refuse and recycle bins provided by the Mutual is illegal under California law;

NOW THEREFORE BE IT RESOLVED, November 13, 2018, that the Board of Directors of this Corporation hereby approves a rule prohibiting the unauthorized removal of refuse and recyclable materials from Mutual provided containers in Common Area for use by residents; and

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

SEPTEMBER Initial Notification
30-Day notification to comply with Civil Code §4360 has been satisfied.

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Resolution 01-18-xxx

United Laguna Woods Mutual Committee Appointments

RESOLVED, November 13, 2018, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Control and Standards Committee

Janey Dorrell, Chair

~~Don Tibbetts, Co-Chair~~

Cash Achrekar

~~Pat English~~

Gary Morrison

~~Carl Randazzo~~

Non-Voting Advisors: Michael Mehrain, Kay Anderson

Communications Committee

Maggie Blackwell, Chair

~~Juanita Skillman — Alternate~~

Elsie Addington

Reza Bastani

Non-Voting Advisors: ~~Alan Dickinson, Marily Benjamin~~ Vacant (2)

Finance Committee

Gary Morrison, Chair

~~Manuel Armendariz~~

~~Pat English~~

Sue Margolis

Carl Randazzo

Elsie Addington

Juanita Skillman

Non-voting Advisors: ~~Alan Dickenson, Diane Casey~~ Vacant (2)

Governing Documents Review Committee

Maggie Blackwell, Chair

Cash Achrekar

Juanita Skillman

~~Andre Torng~~

~~Gary Morrison~~

~~Carl Randazzo~~

Non-voting Advisors: Bevan Strom, Mary Stone

Laguna Woods Village Traffic Hearings

~~Elsie Addington~~

Cash Achrekar, Alternate

Landscape Committee

Maggie Blackwell, Chair

Manuel Armendariz

Janey Dorrell

Elsie Addington

Sue Margolis

Non-Voting Advisor: Catherine Brians, Vacant (2)

Maintenance and Construction Committee

Carl Randazzo, Chair

~~Don Tibbetts, Chair~~

Janey Dorrell

~~Pat English~~

Gary Morrison

Reza Bastani

Sue Margolis

Non-voting Advisor: ~~Del Ng, Jack Bassler~~, Ken Deppe, Walter Ridley

Members Hearing Committee

Cash Achrekar, Chair

Juanita Skillman

Janey Dorrell

Maggie Blackwell

New Resident Orientation

Per Rotation List

Resident Advisory Committee

Juanita Skillman, Chair

~~Don Tibbetts, Chair~~

Cash Achrekar

~~Carl Randazzo~~

Manuel Armendariz

Andre Tornig

Non-voting Advisors: Kay Anderson, Nancy Lannon

Village Energy Task Force

~~Juanita Skillman~~

Carl Randazzo

Reza Bastani

RESOLVED FURTHER Resolution 01-18-43, adopted May 8, 2018, 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 01-18-xxx
Golden Rain Foundation Committee Appointments

RESOLVED, November 13, 2018, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 29, 2014, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Business Planning

Gary Morrison
Juanita Skillman

Community Activities

Janey Dorrell
~~Sue Margolis~~
~~Juanita Skillman, Alternate~~

Disaster Preparedness Task Force

Cash Achrekar
~~Gary Morrison~~
~~Reza Bastani~~
~~Juanita Skillman, Alternate~~

GRF Finance

Gary Morrison
Juanita Skillman

GRF Landscape Committee

Manuel Armendariz
Maggie Blackwell

GRF Maintenance & Construction

~~Don Tibbetts~~
Carl Randazzo
~~Janey Dorrell~~
~~Juanita Skillman, Alternate~~

GRF Media and Communications Committee

Maggie Blackwell
~~Juanita Skillman~~
~~Elsie Addington~~
~~Juanita Skillman, Alternate~~

Mobility and Vehicles Committee

~~Cash Achrekar~~

~~Reza Bastani~~

Elsie Addington

Andre Torng

Juanita Skillman, Alternate

PAC Renovation Task Force

~~Don Tibbetts~~

Sue Margolis

Carl Randazzo

Juanita Skillman, Alternate

Security and Community Access

~~Pat English~~

~~Don Tibbetts~~

Manuel Armendariz

Reza Bastani

Juanita Skillman, Alternate

Town Hall Meetings

As Needed

RESOLVED FURTHER, that Resolution 01-18-44, adopted May 8, 2018, 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.



STAFF REPORT

DATE: November 13, 2018
FOR: Board of Directors
SUBJECT: Revision of Alteration Standard 19: Modesty Paneling; Balcony

RECOMMENDATION

Approve a resolution to adopt revisions to Alteration Standard 19: Balcony Modesty Paneling.

BACKGROUND

On September 20, 2018, the Architectural Controls and Standards Committee (ACSC) reviewed this Standard. The Committee voted to recommend the item for approval by the Board.

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 32 Alteration Standards available for Members to use to perform alterations to their unit. Many have not been reviewed or updated for years to reflect changes in technology, materials, and work methods.

Standard 19: Balcony Modesty Paneling was last revised in December 2009, via Resolution 01-09-287.

DISCUSSION

Due to the continued popularity of the various components involved in the remodel process, the ACSC has reviewed the existing standard pertaining to Standard 19: Balcony Modesty Paneling. The following sections are proposed to be revised as follows:

§2.2 Paneling height may be up to the top railing and extend no further than the bottom of the railing. Paneling shall not extend to the balcony deck. Paneling will cover the railing completely from top to bottom and side-to-side and will not extend beyond ~~any existing the~~ railing.

§2.3 All paneling will be rigid and easily removable. Shareholders are responsible for removing panels to enable maintenance of railings, balconies, or patios.

FINANCIAL ANALYSIS

None.

Prepared By: Kurt Wiemann, Permits, Inspections and Restoration Manager

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

- Attachment 1:** Resolution 01-18-XXX: Revise Alteration Standard 19: Balcony Modesty Paneling
- Attachment 2:** Revised Alteration Standard 19: Balcony Modesty Paneling
- Attachment 3:** Redline of Proposed Updates to Alteration Standard 19: Balcony Modesty Paneling

Attachment 1

RESOLUTION 01-18-XX

Revise Alteration Standard 19: Balcony Modesty Paneling

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 19: Balcony Modesty Paneling.

NOW THEREFORE BE IT RESOLVED, November 13, 2018, that the Board of Directors of this Corporation hereby introduces the revisions to Alteration Standard 19: Balcony Modesty Paneling, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-09-287, adopted December 2009, 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 as written.

NOVEMBER Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

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STANDARD 19: BALCONY MODESTY PANELING

MAY 1996, RESOLUTION U-96-62

REVISED DECEMBER 2009, RESOLUTION 01-09-287

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

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

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED DECEMBER 2018, RESOLUTION 01-XX-18

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** All modesty panels will be attached directly to the inside portion of the railing. No panels shall be attached to the building, deck, or flooring.
- 2.2** Paneling height may be up to the top railing and extend no further than the bottom of the railing. Paneling shall not extend to the balcony deck. Paneling will cover the railing completely from top to bottom and side-to-side and will not extend beyond the railing.
- 2.3** All paneling will be rigid and easily removable. Shareholders are responsible for removing panels to enable maintenance of railings, balconies, or patios.
- 2.4** Paneling may be of vinyl lattice, or of metal that is of solid design void of openings and gaps.
- 2.5** Metal paneling must be painted to match the color of the railing to which it is attached. Vinyl lattice must be white in color.
- 2.6** No screening or screen-type material shall be used as modesty paneling.

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SECTION STANDARD 19: BALCONY MODESTY PANELING, BALCONY

MAY 1996, RESOLUTION U-96-62

REVISED DECEMBER 2009, RESOLUTION 01-09-287

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

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

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED DECEMBER 2018, RESOLUTION 01-XX-18

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1 All modesty panels will be attached directly to the inside portion of the railing. No panels shall be attached to the building, deck, or flooring.
- 2.2 Paneling height may be up to the top railing and extend no further than the bottom of the railing. Paneling shall not extend to the balcony deck. Paneling will cover the railing completely from top to bottom and side-to-side and will not extend beyond any existing the railing.
- 2.3 All paneling will be rigid and easily removable. Shareholders are responsible for removing panels to enable maintenance of railings, balconies, or patios.
- 2.4 Paneling may be of vinyl lattice, or of metal that is of solid design void of openings and gaps.



- 2.5** Metal paneling must be painted to match the color of the railing to which it is attached. Vinyl lattice must be white in color.
- 2.6** No screening or screen-type material shall be used as modesty paneling.



STAFF REPORT

DATE: November 13, 2018
FOR: Board of Directors
SUBJECT: Revision of Alteration Standard 20: Balcony and Patio Covers;
Aluminum and Vinyl

RECOMMENDATION

Approve a resolution to adopt revisions to Alteration Standard 20: Balcony and Patio Covers; Aluminum and Vinyl.

BACKGROUND

On September 20, 2018, the Architectural Controls and Standards Committee (ACSC) reviewed this Standard. The Committee voted to recommend the item for approval by the Board.

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 32 Alteration Standards available for Members to use to perform alterations to their unit. Many have not been reviewed or updated for years to reflect changes in technology, materials, and work methods.

Alteration Standard 20: Balcony and Patio Covers; Aluminum and Vinyl was last revised January 2015, via Resolution 01-15-02.

DISCUSSION

Due to the continued popularity of the various components involved in the remodel process, the ACSC has reviewed the existing standard pertaining to Standard 20: Balcony and Patio Covers; Aluminum and Vinyl. The following sections are proposed to be revised as follows:

- §2.3** Color options for aluminum patio covers are white, almond or bronze. Color options for vinyl materials are white, ~~taupe~~ beige, and adobe. The color of the first patio cover or enclosure on each side of the Building sets color precedence for all future patio cover and/or enclosure installations. Color may match stucco in some cases where no wood trim exists as defined by the Alterations Division.
- §2.5** In the case that the alteration results in the compromise of an existing roof gutter's drainage system, the Member will be responsible for repairing, modifying or replacing the existing system, including installing an appropriate downspout, if necessary.
- §2.6** Downspouts must be painted to match the surface to which they may be attached. Downspouts shall not empty into other patio areas or hinder maintenance in any way. Gutters and downspouts shall be installed per Standard 18: Gutters and Downspouts.

- §2.7 Plastic skylight panels, as produced by the manufacturer, may be installed in patio covers. Installations shall be per approved specifications as outlined by the manufacturer's recommendations.
- §2.12 Overhang dimensions will be per standard plan drawings or as determined by the Alterations Division.
- §3.4 The color of the patio cover roof surface must be factory-finished almond and match the building. ~~Almond-colored~~ Caulking color shall match the finish of the cover ~~be used~~ and the width of the caulk lines shall be kept to a minimum.
- §3.5 The patio cover roof surface must ~~be flat~~ drain away from the building.

FINANCIAL ANALYSIS

None.

Prepared By: Kurt Wiemann, Permits, Inspections and Restoration Manager

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

- Attachment 1:** Resolution 01-18-XXX: Revise Alteration Standard 20: Balcony and Patio Covers; Aluminum and Vinyl.
- Attachment 2:** Revised Alteration Standard 20: Balcony and Patio Covers; Aluminum and Vinyl.
- Attachment 3:** Redline of Proposed Updates to Alteration Standard 20: Balcony and Patio Covers; Aluminum and Vinyl.

Attachment 1

RESOLUTION 01-18-XX

Revise Alteration Standard 20: Balcony and Patio Covers; Aluminum and Vinyl

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to create Alteration Standard 20: Balcony and Patio Covers: Aluminum and Vinyl

NOW THEREFORE BE IT RESOLVED, November 13, 2018, that the Board of Directors of this Corporation hereby introduces revisions to Alteration Standard 20: Balcony and Patio Covers: Aluminum and Vinyl, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-15-02, adopted January 2015, 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 as written.

NOVEMBER Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

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STANDARD 20: BALCONY AND PATIO COVERS;ALUMINUM AND VINYL

JULY 2002, RESOLUTION U-02-107

APRIL 2008, RESOLUTION 01-08-60

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

REVISED JANUARY 2015, RESOLUTION 01-15-02

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

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED DECEMBER 2018, RESOLUTION 01-XX18

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Posts shall be of aluminum or vinyl (including alumawood, or vinyl-clad materials), square type, or to match existing posts of covers on the building.
- 2.2** All posts must be anchored to concrete slabs or inside patio walls. Posts may be attached to walls only if such walls have been constructed and inspected for such applications.
- 2.3** Color options for aluminum patio covers are white, almond or bronze. Color options for vinyl materials are white, beige, and adobe. The color of the first patio cover or enclosure on each side of the Building sets color precedence for all future patio cover and/or enclosure installations. Color may match stucco in some cases where no wood trim exists as defined by the Alterations Division.
- 2.4** Balcony covers of aluminum must have aluminum fascias.
- 2.5** In the case that the alteration results in the compromise of an existing roof drainage system, the Member will be responsible for repairing, modifying or replacing the existing system, including installing an appropriate downspout, if necessary.
- 2.6** Downspouts must be painted to match the surface to which they may be attached. Downspouts shall not empty into other patio areas or hinder maintenance in any way. Gutters and downspouts shall be installed per Standard 18: Gutters and Downspouts.



- 2.7 Plastic skylight panels, as produced by the manufacturer, may be installed in patio covers. Installations shall be per approved specifications as outlined by the manufacturer's recommendations.
- 2.8 Plexiglas, corrugated fiberglass, and similar coverings will not be permitted.
- 2.9 Buildings with atriums may install a cover that conforms to the light and ventilation requirements of Section 12 of the California Building Code. The cover may not extend above the height of the existing walls. Skylight type panels are optional. A cover may not be installed over an atrium when the atrium serves as a means of exit for a sleeping room.
- 2.10 All patio covers must be built per standard plan drawings in dimension and structure. Only those covers with state approved engineering specifications will be accepted.
- 2.11 Covers will span only the patio area as defined by the patio slab, wall, or as indicated on the standard drawing.
- 2.12 Overhang dimensions will be per standard plan drawings or as determined by the Alterations Division.

3.0 PATIOS OVER WHICH A BALCONY EXISTS

- 3.1 Patio covers may not extend beyond the original construction footprint of a manor that lies beneath a balcony, exclusive of the required 6" overhang for the incorporated gutter system.
- 3.2 Flat roofs may not replace existing eyebrow covers if the enclosure extends beyond the original construction footprint.
- 3.3 Existing flat roofs may be replaced with a flat roof of equal or lesser size.
- 3.4 The color of the patio cover roof surface must be factory-finished and match the building. Caulking color shall match the finish of the cover and the width of the caulk lines shall be kept to a minimum.
- 3.5 The patio cover roof surface must drain away from the building.



SECTION STANDARD 20: BALCONY AND PATIO COVERS, ALUMINUM AND VINYL

JULY 2002, RESOLUTION U-02-107

APRIL 2008, RESOLUTION 01-08-60

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

REVISED JANUARY 2015, RESOLUTION 01-15-02

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

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED OCTOBER 2018, RESOLUTION 01-XX18

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

2.1 Posts shall be of aluminum or vinyl (including alumawood, or vinyl-clad materials), square type, or to match existing posts of covers on the building.

2.2 All posts must be anchored to concrete slabs or inside patio walls. Posts may be attached to walls only if such walls have been constructed and inspected for such applications.

2.3 Color options for aluminum patio covers are white, almond or bronze. Color options for vinyl materials are white, taupe, beige, and tan. The color of the first patio cover or enclosure on each side of the Building sets color precedence for all future patio cover and/or enclosure installations. Color may match stucco in some cases where no wood



trim exists as defined by ~~VMS the Manor~~ Alterations
~~Department~~Division.

- 2.4 Balcony covers of aluminum must have aluminum fascias.
- 2.5 In the case that the alteration results in the compromise of an existing gutter's roof drainage system, the Member will be responsible for repairing, modifying or replacing the existing system, including installing an appropriate downspout, if necessary.
- 2.6 Downspouts must be painted to match the surface to which they may be attached. Downspouts shall not empty into other patio areas or hinder maintenance in any way. Gutters and downspouts shall be installed per Standard 18: Gutters and Downspouts.
- 2.7 Plastic skylight panels, as produced by the manufacturer, may be installed in patio covers. Installations shall be per approved specifications as outlined by the manufacturer's recommendations.
- 2.8 Plexiglass Plexiglas, corrugated fiberglass, and similar coverings will not be permitted.
- 2.9 Buildings with atriums may install a cover that conforms to the light and ventilation requirements of Section 12 of the California Building Code. The cover may not extend above the height of the existing walls. Skylight type panels are optional. A cover may not be installed over an atrium when the atrium serves as a means of exit for a sleeping room.
- 2.10 All patio covers must be built ~~as~~ per standard plan drawings in dimension and structure. Only those covers with state approved engineering specifications will be accepted.



2.11 Covers will span only the patio area as defined by the patio slab, wall, or as indicated on the standard drawing.

2.12 Overhang dimensions will be per standard plan drawings or as determined by the Alterations Division.

3.0 PATIOS OVER WHICH A BALCONY EXISTS

3.1 Patio covers may not extend beyond the original construction footprint of a manor that lies beneath a balcony, exclusive of the required 6" overhang for the incorporated gutter system.

3.2 Flat roofs may not replace existing eyebrow covers if the enclosure extends beyond the original construction footprint.

3.3 Existing flat roofs may be replaced with a flat roof of equal or lesser size.

3.4 The color of the patio cover roof surface must be factory-finished and match the building ~~almond. Almond-colored~~ caulking color shall match the finish of the cover ~~be used~~ and the width of the caulk lines shall be kept to a minimum.

3.5 The patio cover roof surface must ~~be flat~~ drain away from the building.

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STAFF REPORT

DATE: November 13, 2018
FOR: Board of Directors
SUBJECT: Introduction of Alteration Standard 44: Fences; Vinyl

RECOMMENDATION

Approve a resolution to introduce Alteration Standard 44: Fences; Vinyl.

BACKGROUND

On September 20, 2018, the Architectural Controls and Standards Committee (ACSC) reviewed this Standard. The Committee voted to recommend the item for approval by the Board.

The ACSC recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary. There are currently 32 Alteration Standards available for Members to use to perform alterations to their unit. Many have not been reviewed or updated for years to reflect changes in technology, materials, and work methods.

DISCUSSION

Subsequent to the restriction of wood products for alteration materials, the ACSC investigated alternate products for use on common alterations such as fences and gates. With the continued popularity of vinyl and vinyl clad products, as well as changes in materials that extend the usable life of these products, the ACSC has determined that is necessary to develop a Standard for vinyl fences.

FINANCIAL ANALYSIS

None.

Prepared By: Kurt Wiemann, Permits, Inspections and Restoration Manager

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 01-18-XXX: Introduce Alteration Standard 44: Fences; Vinyl.

Attachment 2: Proposed Alteration Standard 44: Fences; Vinyl.

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Attachment 1

RESOLUTION 01-18-XX

Adopt Alteration Standard 44: Fences; Vinyl

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, due to the restriction of wood products, the Architectural Controls and Standards Committee recognizes the need to create a Standard for vinyl fences.

NOW THEREFORE BE IT RESOLVED, November 13, 2018, that the Board of Directors of this Corporation hereby introduces Alteration Standard 44: Fences; Vinyl, attached as part of the official minutes of this meeting;

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.

NOVEMBER Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

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STANDARD 44: FENCES; VINYL
SEPTEMBER 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 PREPARATIONS

- 2.1** An Alterations Inspector will visit the site prior to work, for adjustments pertaining to this section.
- 2.2** Attachments to buildings shall be avoided, when necessary connections shall be accomplished with galvanized lag bolts, predrilled and sealant applied prior to installation.
- 2.3** No vinyl fencing is permitted in areas where access for maintenance is required.
- 2.4** In no case shall concrete post supports cover sprinklers, sprinkler lines or other Mutual property .
- 2.5** No fencing will be allowed that may encroach upon a view of a neighboring unit as determined by the Alterations Division.
- 2.6** All vinyl shall be white or beige in color.
- 2.7** All fencing shall border patio slabs only. No fencing shall be installed in garden or grass areas or on common area.

3.0 APPLICATIONS

- 3.1** No fence shall be over 5'-0" in height, inclusive of wall and fence; nor under 12" in height.
- 3.2** All posts shall be attached to slab, wall, or set in concrete. No posts shall have contact with any soil.
- 3.3** Vinyl fencing may be installed as approved by the Alterations Division as part of a block wall. See Standard 8: Patio Block Walls.
- 3.4** Openings for gates are permissible. Gates may not open onto common area unless a walkway exists.



- 3.5 Gates shall be no higher than the wall in which they are part of, with the exception of decorative arc or radius finished tops.
- 3.6 Existing fencing may be lowered as requested by the resident with the approval of the Alterations Division.

4.0 **SPRINKLER REVISIONS**

- 4.1 Sprinklers will be revised only by VMS Landscape staff. The cost of such revisions shall be at the expense of the resident owner of that unit.
- 4.2 No sprinklers will be placed inside any patio area by VMS Landscape staff, and any sprinkler systems added shall not be connected to the Mutual-owned system.



STAFF REPORT

DATE: November 13, 2018
FOR: Board of Directors
SUBJECT: Revisions to Alteration Standard 24: Skylight Installations

RECOMMENDATION

Approve a resolution to adopt revisions to Alteration Standard 24: Skylight Installations.

BACKGROUND

On October 18, 2018, the Architectural Controls and Standards Committee (ACSC) reviewed this Standard. The Committee voted to recommend the item for approval by the Board.

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 32 Alteration Standards available for Members to use to perform alterations to their unit. Many have not been reviewed or updated for years to reflect changes in technology, materials, and work methods.

Alteration Standard 24: Skylight Installations was last revised February 2003, via Resolution 01-03-40.

DISCUSSION

Due to the continued popularity of the various components involved in the remodel process, the ACSC has reviewed the existing standard pertaining to Alteration Standard 24: Skylight Installations. The following sections are proposed to be revised as follows:

- §2.3** ~~Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time. The skylight contractor shall guarantee watertight integrity of the skylight and roof for 5 years from date of installation, and shall repair, without charge to Member, any such defects.~~
- §2.8** The maximum skylight size shall not exceed Uniform Building Code and Title 24 requirements. All ~~questionable~~ non-conforming skylights are to be reviewed by the Mutual's Board of Directors.
- §2.10** Skylights shall be mounted on minimum 2" x 6" sized curbs. Mounting of skylights shall be with galvanized or ~~equal~~ stainless steel hex-head screws.
- §2.14** Square-Flex™, Sola-Tube®, or equivalent skylight tubes are permitted; refer to Standard 25: Tubular Skylight Installations. ~~provided that installation meets all of the aforementioned standards.~~
- §2.15** No trusses shall be cut in the installation of skylights.

FINANCIAL ANALYSIS

None.

Prepared By: Kurt Wiemann, Permits, Inspections and Restoration Manager

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 01-18-XXX: Revise Alteration Standard 24: Skylight installations

Attachment 2: Revised Alteration Standard 24: Skylight Installations

Attachment 3: Redline of Proposed Updates to Alteration Standard 24: Skylight Installations

Attachment 1

RESOLUTION 01-18-XX

REVISE ALTERATION STANDARD 24: SKYLIGHT INSTALLATIONS

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standard 24: Skylight Installations.

NOW THEREFORE BE IT RESOLVED, November 13, 2018, that the Board of Directors of this Corporation hereby introduces revisions to Alteration Standard 24: Skylight Installations attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-03-40, adopted February 2003, 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 as written.

NOVEMBER Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

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STANDARD 24: SKYLIGHT INSTALLATIONS

AUGUST, 1992

REVISED FEBRUARY 2003, RESOLUTION 01-03-40

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

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

REVISED DECEMBER 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1** Skylights may be of openable or fixed type.
- 2.2** Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.
- 2.3** Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time.
- 2.4** Roofing applied to the area surrounding the skylight must be in strict conformance with the U.B.C., United Laguna Woods Mutual Standards, and standard drawings.
- 2.5** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C.
- 2.6** Skylights shall be in keeping with the architecture of the building and the lens shall be either off-white or smoke tinted in color. Clear skylights are not acceptable on any roof. All skylights shall match other existing skylights in the manor. Approval by VMS Manor Alterations Department will be deemed in keeping with the existing architecture.
- 2.7** One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by the Alterations Division.



- 2.8** The maximum skylight size shall not exceed Uniform Building Code and Title 24 requirements. All non-conforming skylights to be reviewed by the Mutual's Board of Directors.
- 2.9** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current Uniform Building Code (U.B.C.), State and/or City Standards.
- 2.10** Skylights shall be mounted on minimum 2" x 6" sized curbs. Mounting of skylights shall be with galvanized or stainless steel hex-head screws.
- 2.11** No skylight shall be installed within 12" of any vent, ridge, or vertical structure.
- 2.12** Skylight installations performed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State of local government regarding asbestos removal procedures.
- 2.13** All skylights shall be of I.C.I. approved double lens construction.
- 2.14** Square-Flex™, Sola-Tube®, or equivalent skylight tubes are permitted;. refer to Standard 25:Tubular Skylight Installations.
- 2.15** **No trusses shall be cut in the installation of skylights.**



~~UNITED LAGUNA WOODS MUTUAL~~

~~SECTION STANDARD 24: SKYLIGHT INSTALLATIONS~~

~~AUGUST, 1992~~

~~REVISED FEBRUARY 2003, RESOLUTION 01-03-40~~

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

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

~~REVISED DECEMBER 2018, RESOLUTION 01-18-XXX~~

1.0 GENERAL REQUIREMENTS

See Standard Section 1: 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 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.~~

2.0 APPLICATIONS

2.1 Skylights may be of openable or fixed type.

2.2 Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.



- 2.3** Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time.
- ~~The skylight contractor shall guarantee watertight integrity of the skylight and roof for 5 years from date of installation, and shall repair, without charge to Member, any such defects.~~
- 2.4** Roofing applied to the area surrounding the skylight must be in strict conformance with the U.B.C., United Laguna Woods Mutual Standards, and standard drawings.
- 2.5** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C.
- 2.6** Skylights shall be in keeping with the architecture of the building and the lens shall be either off-white or smoke tinted in color. Clear skylights are not acceptable on any roof. All skylights shall match other existing skylights in the manor. Approval by VMS Manor Alterations Department will be deemed in keeping with the existing architecture.
- 2.7** One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by the ~~Manor~~-Alterations DepartmentDivision.
- 2.8** The maximum skylight size shall not exceed Uniform Building Code and Title 24 requirements. All questionable-non-conforming skylights to be reviewed by the Mutual's Board of Directors.
- 2.9** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current Uniform Building Code (U.B.C.), State and/or City Standards.



- 2.10** Skylights shall be mounted on minimum 2" x 6" sized curbs. Mounting of skylights shall be with ~~G~~galvanized or ~~equal~~ stainless steel hex-head screws.
- 2.11** No skylight shall be installed within 12" of any vent, ridge, or vertical structure.
- 2.12** Skylights installations performed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State or local government regarding asbestos removal procedures.
- 2.13** All skylights shall be of I.C. ~~I.B.O.~~ approved double lens construction.
- 2.14** Square-Flex™ ~~or~~ Sola-Tube®, or equivalent skylight tubes are permitted; ~~provided that the~~ refer to Standard 25: Tubular Skylight Installations. ~~installation meets all of the aforementioned standards.~~
- 2.15 No trusses shall be cut in the installation of skylights.**



STAFF REPORT

DATE: November 29, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Revision to Exterior Paint Color Palette

RECOMMENDATION

Approve a revision to the resolution 01-15-158 and the Exterior Paint Color Palette, by adding the color “Spiced Berry” as an entry door color option.

BACKGROUND

On November 10, 2015, the Board of Directors adopted Resolution 01-15-158, which established a New Exterior Color Palette. The palette included seven color groups for single story buildings, five color groups for Seville style buildings, three color groups for multiple story buildings, and color groups for laundry buildings and carports, with three color options for entry doors.

DISCUSSION

The Architectural Controls and Standards Committee (ACSC) have received numerous variance requests from members requesting the color “Spiced Berry” as their preferred entry door color. Spiced Berry had been an approved door color in a previous exterior paint palette offered through the Mutuals Paint Program; the majority of the requests received are to retain the color during their upcoming paint cycle.

The ACSC recommends adding the color to the existing paint palette, (Attachment 1) and allowing members to retain the door color or request it as an approved option during the paint program, following the guidelines established in Resolution 01-15-158. All other member requests for Spiced Berry as an entry door color, when not received during their scheduled paint cycle, would remain a variance request.

The proposed Resolution adds the color “Spiced Berry” to the existing exterior paint color palette for entry doors only. All other colors, conditions, policies, and procedures remain unchanged (Attachment 2).

FINANCIAL ANALYSIS

None.

Prepared By: Kurt Wiemann, Permits, Inspections and Restoration Manager

Reviewed By: Ernesto Munoz, P.E., Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1: Proposed Revised Exterior Paint Color Palette

Attachment 2: Proposed Resolution 01-18-XX

Attachment 1
United Laguna Woods Mutual
Revised Exterior Paint Color Palette
Resolution 01-18-XX
November 13, 2018

Residential Buildings (Manors) – Single Story Buildings

Group	Body Color	Trim Color
A	Travertan	Omaha Tan
B	Laguna Heather	Swiss Coffee
C	Hush	Swiss Coffee
D	Shadow White	Berkshire Beige
E	Laguna Heather	Smokey Mountain
F	Berkshire Beige	Swiss Coffee
G	Coastal Fog	Swiss Coffee

Block walls surrounding patios will be painted the lighter of the trim or body color where applicable.

The default color for manor entry doors will be the building's selected color group trim color. An alternative entry door color may be selected by the occupant member at each manor from the following options: the body color from the building's selected color group, or Coastal Fog, Swiss Coffee, Berkshire Beige or **Spiced Berry**.

Residential Buildings (Manors) – Seville Style Buildings

Group	Body Color	Trim Color
A	Travertan	Omaha Tan
B	Laguna Heather	Swiss Coffee
C	Hush	Swiss Coffee
F	Berkshire Beige	Swiss Coffee
G	Coastal Fog	Swiss Coffee

Block walls surrounding patios will be painted the lighter of the trim or body color where applicable.

The default color for manor entry doors will be the building's selected color group trim color. An Alternative entry door color may be selected by the occupant member at each manor from the following options: the body color from the building's selected color group, or Coastal Fog, Swiss Coffee, Berkshire Beige or **Spiced Berry**.

Residential Buildings (Manors) – Multiple Story Buildings

Group	Body Color	Trim Color
A	Travertan	Omaha Tan
B	Laguna Heather	Swiss Coffee
C	Hush	Swiss Coffee

Block walls surrounding patios will be painted the lighter of the trim or body color where applicable.

The default color for manor entry doors will be the building's selected color group trim color. An alternative entry door color may be selected by the occupant member at each manor from the following options: the body color from the building's selected color group, or Coastal Fog, Swiss Coffee, Berkshire Beige or **Spiced Berry**.

Laundry Buildings and Carports

Body Color	Trim Color
Berkshire Beige	Shadow White
Hush	Shadow White

Surrounding block walls and interiors of structures will be painted in the trim color.

Attachment 1

RESOLUTION 01-18-XX Revised Exterior Paint Color Palette

WHEREAS, by way of Resolution 01-15-158, the Board of Directors approved the Exterior Paint Color Palette, consisting of seven color groups for single story buildings, five color groups for Seville style buildings, three color groups for multiple story buildings, three color options for entry doors, and color groups for laundry buildings and carports for use on the Mutual's structures during execution of the Mutual's Exterior Paint Program;

WHEREAS, the color groupings are sorted for availability for use on single story buildings, Seville style buildings and multiple story buildings, as well as laundry buildings and carports;

WHEREAS, the color "Spiced Berry" was a color option for entry doors under the previous exterior paint color palette; and

WHEREAS, the Architectural Controls and Standards Committee has reviewed numerous variance requests to retain the color "Spiced Berry" as an entry door color.

NOW THEREFORE BE IT RESOLVED, November 13, 2018, that the board of Directors of the Corporation hereby establishes a Revised Exterior Paint Color Palette to include the existing seven color groups for single story buildings, five color groups for Seville style buildings, three color groups for multiple story buildings, two color groups for laundry buildings and carports, and addition of a fourth color option (Spiced Berry) for original residential entry doors as attached to the official minutes of this meeting;

RESOLVED FURTHER, to maintain the operational and logistical efficiencies of the current program, the Revised Exterior Paint Color Palette will become effective with structures in the first cul-de-sac to be painted on the Mutual's 2019 Exterior Paint Program scope and all remaining structures on the 2019 Exterior Paint Program scope and subsequent annual paint program scopes;

RESOLVED FURTHER, that all requests for door color changes outside of the Paint Program will remain a variance request, subject to approval by the Board;

RESOLVED FURTHER, that Resolution 01-15-158 adopted November 10, 2015 is hereby superseded and cancelled; and

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

NOVEMBER Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

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ENDORSEMENT (to Board)

Revision to Exterior Paint Color Palette

The Architectural Controls and Standards Committee (ACSC) have received numerous variance requests from members requesting the color “Spiced Berry” as their preferred entry door color. Spiced Berry had been an approved door color in a previous exterior paint palette offered through the Mutuals Paint Program; the majority of the requests received are to retain the color during their upcoming paint cycle.

The ACSC recommends adding the color to the existing paint palette, and allowing members to retain the door color or request it as an approved option during the paint program, following the guidelines established in Resolution 01-15-158. All other member requests for Spiced Berry as an entry door color, when not received during their scheduled paint cycle, would remain a variance request.

The proposed Resolution adds the color “Spiced Berry” to the existing exterior paint color palette for entry doors only. All other colors, conditions, policies, and procedures remain unchanged.

A motion was made and unanimously approved to recommend the Board approve a revision to resolution 01-15-158 and the Exterior Paint Color Palette, by adding the color “Spiced Berry” as an entry door color option.

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STAFF REPORT

DATE: November 13, 2018
FOR: Board of Directors
SUBJECT: Vehicle, Traffic, and Parking Rules Regarding Commercial Vehicles

RECOMMENDATION

Adopt the attached Resolution updated the Vehicle, Traffic, and Parking Rules and Regulations regarding commercial vehicles.

BACKGROUND

The Traffic Division enforces rules and regulations within the boundaries of Laguna Woods Village, and the Officers are empowered to issue Notices of Violations (NOV). Anyone who receives a NOV may be subject to a fee and other disciplinary action. Additionally, the resident has the option of attending a two hour class addressing traffic safety topics designated for Laguna Woods Village drivers. Residents who attend the two hour class will not be assessed any fees for the violation.

The Laguna Woods Village Traffic Hearing Committee schedules enforcement hearings with respect to the NOV, and the imposition of the corresponding fees when the Committee considers the violation to have been committed as charged. The Committee is comprised of one Director from GRF and one from each housing mutual.

On November 6, 2018, the Golden Rain Foundation (GRF) Board of Directors approved the storage of commercial vehicles to be stored in the recreational vehicles (RV) lots at a rate of \$640 annually as space permits. Residents will be given a 30-day notice if required to vacate their commercial vehicle space in order to accommodate a new resident's RV.

DISCUSSION

The Governing Documents Review Committee discussed the existing traffic rules and regulations regarding commercial vehicles. The Committee updated the sections pertaining to commercial vehicles and recommended the Board approve the changes (Attachment 1).

FINANCIAL ANALYSIS

None

Prepared By: Francis Rangel, Operations Manager

Reviewed By: Tim Moy, Chief of Security
Siobhan Foster, Chief Executive Officer

ATTACHMENT(S)

Attachment 1: Proposed Changes
Attachment 2: Resolution

Attachment 1

Vehicle, Traffic, and Parking Rules

The following Vehicle, Traffic, and Parking Rules are strictly enforced and applicable to all pedestrians and persons controlling or operating vehicles on any real property regulated by United Laguna Woods Mutual. This ~~generally refers to the~~ includes cul-de-sacs, parking areas, sidewalks, and grounds regulated by the Mutual.

COMMERCIAL VEHICLE

A vehicle displaying any of the following attributes:

- ~~Of a type u~~Used or maintained for the transportation of persons for hire, compensation, or profit.
Examples: taxi cab, limousine, any vehicle originally designed to carry 12 or more passengers.
- Designed, used, or maintained primarily for the transportation of property.
 - Includes any vehicle mounted with a utility body/bed, equipment carrier or other structure designed to secure goods. Pickup truck bed covers, and carriers designed for specific sports or athletic equipment (e.g. bicycle or ski rack) are acceptable.
- Used, specially equipped, or advertised for commercial purposes.
Examples: MOTOR TRUCK, cargo trailer, PICKUP TRUCK with a ladder rack, utility body, stake panels, or carrying visible tools or merchandise, van with business advertising displayed or carrying visible tools, chests, racks or merchandise, sedan with applied lettering advertising a business.

EXCEPTIONS:

- PICKUP TRUCKS and passenger vehicles (including commuter carpooling vans of up to 11 passenger capacity) are not COMMERCIAL VEHICLES unless used, specially equipped, or advertised for commercial purposes.

PICKUP TRUCK

A MOTOR TRUCK having all of the following attributes:

- ~~Is e~~Equipped with an open box-type bed not exceeding 9 feet in length.
- ~~Has a~~An overall vehicle length not exceeding 22 feet.
- ~~Has e~~Only 2 axles.
- ~~Has a~~An unladen weight of less than 8,001 pounds.
- ~~Has a~~ manufacturer's gross vehicle weight rating not to exceed 11,500 pounds in single rear wheel configuration, or 14,000 pounds in dual rear wheel configuration.

PICKUP TRUCK does not include a vehicle otherwise meeting the above definition that is equipped with a bed-mounted storage compartment unit commonly called a "utility body" or "utility bed."

A vehicle otherwise meeting the above definition that displays advertising, or is mounted with equipment carrier or other structure designed to secure goods is deemed to be a COMMERCIAL VEHICLE. However, a bed cover, or carrier designed for specific sports or athletic equipment (e.g. bicycle or ski rack) is acceptable.

A PICKUP TRUCK mounted with a camper unit extending over the cab or equipped with food preparation and sleeping areas is deemed to be a RECREATIONAL VEHICLE.

RESIDENT VEHICLE DECAL LIMIT

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

- 1 Bedroom MANOR up to 2 decals
- 2 Bedroom MANOR up to 3 decals.

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

Decal counts do not include motorhomes and commercial vehicles stored in the GRF Recreational Vehicle Storage Area.

Unassigned Parking

Signs, ~~and~~ curb, and pavement markings ~~that~~ limiting or prohibiting parking apply at all times.

- Red zone: No stopping, standing or parking.
EXCEPTIONS:
 - A driver may stop to avoid conflict with other traffic.
 - An attended vehicle may stop for passenger transfers.
 - An attended vehicle may stop for use of a mailbox.
 - An attended vehicle may stop or stand while necessarily engaged in work.
Examples: moving or delivery truck.
 - An unattended vehicle or piece of equipment may park when necessary and is authorized by the Security Division.
- Blue zone: Parking is permitted only when the vehicle is displaying a valid government issued disabled (handicapped) license plate or placard.
- Fire hydrant zone: No person shall stop, park, or leave standing any vehicle within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner's expense.
- Green zone: Parking may not exceed 10 minutes, or as posted by sign or curb marking.
- Grey zone: Same as Unpainted.
- Handicapped zone: See "Blue zone."
- White zone: Loading and unloading only.
- Yellow zone: Commercial vehicle loading and unloading only.
- Unpainted: Parking is permitted for up to 7 continuous days, unless otherwise restricted. Parking is always prohibited within 15 feet of a fire hydrant even if the curb is unpainted. See Fire hydrant zone above.
EXCEPTION:
 - Resident's extended absence parking.
- GUEST PARKING zone: RESIDENT VEHICLES are prohibited from using the location between 8:00 a.m. and 10:00 p.m.
- RESERVED PARKING zone: Parking is prohibited by unauthorized vehicles.
- VISITOR PARKING zone: RESIDENT VEHICLES are prohibited from using the location between 8:00 a.m. and 10:00 p.m.

ADVERTISING

Any signage advertising a business or organization is prohibited on a vehicle parked overnight (any time between the hours of 12:00 midnight and 6:00 a.m.) Displaying a name or contact information constitutes advertising.

EXCEPTIONS:

- RESIDENT VEHICLES may display up to 2 signs containing a political message.
- Commercial vehicle or equipment displaying a valid GRF Overnight Parking Permit issued by the managing agent.
- License plate frames, and vehicle manufacturer's incidental identification and accessory items (Example: vehicle brand and model nameplates.)
- For Sale Signs.
- GRF vehicles.

Please note the above rules and regulations are the sections regarding commercial vehicles and do not include the entire Vehicle, Traffic, and Parking Rules for the Village.

Attachment 2

RESOLUTION 01-18 XX

Vehicle, Traffic, and Parking Rules and Regulations

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

WHEREAS, the Governing Documents Review Committee recognizes the need to amend a portion of the Traffic Rules and Regulations in regards to commercial vehicles; and

NOW THEREFORE BE IT RESOLVED, [Date], that the Board of Directors of this Corporation hereby adopts the revised Vehicle, Traffic, and Parking Rules and Regulations, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-17-58 adopted May 9, 2017 is hereby superseded and cancelled; and

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

NOVEMBER Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

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STAFF REPORT

DATE: November 13, 2018
FOR: Board of Directors
SUBJECT: Proposed Revision to Land Use Policy

RECOMMENDATION

Approve the Revised Land Use Policy.

BACKGROUND

On June 13, 2017, the Board adopted Resolution 01-17-94 Revised Land Use Alteration Policy. This policy restricts the approval of alteration requests that include the use of common area. The original Land Use Policy, Resolution U-02-46, was adopted in April 2002, with revisions in 2002, 2004, 2007, 2008 and 2017.

DISCUSSION

The original Land Use Policy (Policy) permitted "Alterations beyond the manor footprint, not exceeding the 207 sq. ft. lifetime total..." with some floorplans being limited to 120 square feet. Subsequent revisions to the Policy also permitted alterations which exceeded the original footprints of the units. All of the revisions of the Policy followed Article 12 of the Occupancy Agreement which states, "The Member shall not make any structural alterations to the interior or exterior of the dwelling unit...without prior written consent of the Corporation."

As mentioned above, the most recent revision to the Policy restricts the use of common area of any unit beyond the existing footprint. A previous revision also grandfathered existing alterations; permitting any previous expansion to remain in place. The proposed revision to the Policy clarifies that grandfather clause.

The proposed revision to the Policy states that in regards to grandfathered alterations, no further alteration may be approved or constructed on any previously approved or grandfathered alteration that encroaches upon common area, other than like-for-like, that augments, enlarges, or changes the construction, purpose, or use of the previously approved or grandfathered alteration. For example, if an expanded patio currently has a patio enclosure constructed on it, that enclosure may only be replaced with a similar enclosure; no room addition will be granted on the expanded footprint.

The proposed resolution states that the determination of whether a proposed alteration is like-for-like shall be made by Staff, in consultation with the Committee, and subject to appeal to the Board. Simple applications for like-for-like improvements can be handled at staff level; more complex decisions will be referred to the Committee as variances.

FINANCIAL ANALYSIS

None.

Prepared By: Kurt Wiemann, Permits, Inspections and Restoration Manager

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution U-02-46; Original Land Use Alteration Policy

Attachment 2: Resolution 01-17-94; Existing Revised Land Use Alteration Policy

Attachment 3: Resolution 01-18-XX; Proposed Revised Land Use Alteration Policy

Attachment 4: Resolution 01-18-XX; Redline Proposed Revised Land Use Alteration Policy



RESOLUTION U-02-46

Land Use Alteration Policy (Original Version)

WHEREAS, residents have expressed a desire to perform alterations to improve their manors; and

WHEREAS, the Maintenance and Construction committee recommends that the Board establish policies and procedures for the construction of any alterations and modifications;

NOW THEREFORE BE IT RESOLVED, April 9, 2002 that the Board of Directors of this Corporation hereby establishes the following Land Use Alteration Policy:

1. Alterations within the manor footprint to enclose patios, atriums and balconies may be constructed with United Board approval as allowed in the past.
2. Alterations beyond the manor footprint, not exceeding the 207 sq. ft. lifetime total, may be constructed with United Board approval. Alterations may be done to any manor, but preferred alteration footprint limits to Barcelona, La Corona, Madrid, Seville, San Sebastian (one only 120 sq. ft. expansion) and Valencia manors are shown on the attached standard drawings.
3. Residents must present plans and elevations of proposed alterations to the United Maintenance and Construction Committee. Expansions may be denied for architectural incompatibility; or proximity of sidewalks, landscape or other constraints.
4. The resident shall pay for all costs associated with the alterations, including permits and all exterior modifications.
5. The mutual member shall notify neighbors who may be affected by the expansion, in writing prior to Maintenance and Construction Committee approval. Lack of consent from neighbors shall not necessarily be grounds for refusal. In the event that a manor is vacant, a reasonable attempt must be made to communicate with the owner of record.
6. All prior alterations made to manors within United Mutual before the passage of this new policy shall be grandfathered in and not taken down.
7. This policy is to be reviewed and approved by legal counsel.

RESOLVED FURTHER, that the United Alteration Standards adopted May, 1999, Resolution U-96-62 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.

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U-02-46

LAND USE ALTERATION POLICY (EXISTING POLICY)

ADOPTED APRIL 2002, RESOLUTION U-02-46 REVISED
NOVEMBER 2002, RESOLUTION U-02-155 REVISED APRIL 2004,
RESOLUTION 01-04-54
REVISED MAY 2007, RESOLUTION 01-07-45
REVISED MAY 2008, RESOLUTION 01-08-73
REVISED JUNE 13, 2017, RESOLUTION 01-17-94

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

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

WHEREAS, members have expressed concern over the Land Use Policy and, in general, the Board's policy to allow members to use common area for their exclusive use by making alterations to manors that expand the structure beyond the original footprint; and

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

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

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

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

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Attachment 3
Proposed Policy

RESOLUTION 01-18-XX

LAND USE ALTERATION POLICY

ADOPTED APRIL 2002, RESOLUTION U-02-46
REVISED NOVEMBER 2002, RESOLUTION U-02-155
REVISED APRIL 2004, RESOLUTION 01-04-54
REVISED MAY 2007, RESOLUTION 01-07-45
REVISED MAY 2008, RESOLUTION 01-08-73
REVISED JUNE 2017, RESOLUTION 01-17-94
REVISED DECEMBER 2018, RESOLUTION 01-18-XX

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

WHEREAS, the Board, through Resolutions U-02-46, U-02-155, 01-04-54, 01-07-45, 01-08-73 and 01-17-94 (collectively referred to as the “Land Use Policy”) adopted and implemented the Land Use Alteration Policy, some of which allowed members, in limited circumstances, to make exclusive use of certain portions of the common area to expand the footprint of their unit;

WHEREAS, members have expressed concern over the Land Use Policy and, in general, the Board’s policy to allow members to use common area for their exclusive use by making alterations to units that expand the structure beyond the original footprint;

WHEREAS, the original footprint shall be defined as the unit, original patios, courtyards and atriums as shown on the original floorplans;

WHEREAS, members have been permitted to construct alterations on previously approved or grandfathered expansions of the original footprint; and

WHEREAS, the Board has consulted with staff, legal counsel and having previously terminated the Land Use Policy that allowed members to make exclusive use of common area through such alterations.

NOW THEREFORE BE IT RESOLVED, November 13, 2018, that the Board hereby introduces the Revised Land Use Policy; and

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

RESOLVED FURTHER, that no further alteration may be approved or constructed on any previously approved or grandfathered alteration that encroaches upon common area, other than like for like, that augments, enlarges, or changes the construction, purpose, or use of the previously approved or grandfathered alteration;

RESOLVED FURTHER, that no new improvement, room extension, or room addition may be constructed on any previously approved or grandfathered expanded footprint area;

Attachment 3 Proposed Policy

RESOLVED FURTHER, that the determination of whether a proposed alteration is like-for-like shall be made by Staff, in consultation with the Committee, and subject to appeal to the Board, whose decision shall be final and made in the Board's sole and absolute discretion;

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.

NOVEMBER Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

**Attachment 4
(Redline of Proposed Policy)**

RESOLUTION 01-18-XX

LAND USE ALTERATION POLICY

ADOPTED APRIL 2002, RESOLUTION U-02-46
REVISED NOVEMBER 2002, RESOLUTION U-02-155
REVISED APRIL 2004, RESOLUTION 01-04-54
REVISED MAY 2007, RESOLUTION 01-07-45
REVISED MAY 2008, RESOLUTION 01-08-73
REVISED JUNE 2017, RESOLUTION 01-17-94
REVISED NOVEMBER 2018, RESOLUTION 01-18-XX

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

WHEREAS, the Board, through Resolutions U-02-46, U-02-155, 01-04-54, 01-07-45, 01-08-73 and 01-17-94 (collectively referred to as the "Land Use Policy") adopted and implemented the Land Use Alteration Policy, some of which allowed members, in limited circumstances, to make exclusive use of certain portions of the common area to expand the footprint of their unit;

WHEREAS, members ~~have~~ had expressed concern over the Land Use Policy and, in general, the Board's policy to allow members to use common area for their exclusive use by making alterations to units that expand the structure beyond the original footprint;

WHEREAS, the original footprint shall be defined as the unit, original patios, courtyards and atriums as shown on the original floorplans;

WHEREAS, members have been permitted to construct alterations on previously approved or grandfathered expansions of the original footprint; and

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

NOW THEREFORE BE IT RESOLVED, ~~June 13, 2017, that the Land Use Policy be rescinded November 13, 2018, that the Board hereby introduces the Revised Land Use Policy; and~~

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

RESOLVED FURTHER, that no further alteration may be approved or constructed on any previously approved or grandfathered alteration that encroaches upon common area, other than like for like, that augments, enlarges, or changes the construction, purpose, or use of the previously approved or grandfathered alteration;

RESOLVED FURTHER, that no new improvement, room extension, or room addition may be constructed on any previously approved or grandfathered expanded footprint area;

Attachment 4
(Redline of Proposed Policy)

RESOLVED FURTHER, that the determination of whether a proposed alteration is like-for-like shall be made by Staff, in consultation with the Committee, and subject to appeal to the Board, whose decision shall be final and made in the Board's sole and absolute discretion;

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.

Financial Report

As of September 30, 2018



INCOME STATEMENT

ACTUAL

(in Thousands)

TOTAL REVENUE

\$30,599

TOTAL EXPENSE

31,076

Revenue over Expense

(\$477)

Financial Report

As of September 30, 2018



Through September, United was better than budget by \$441K primarily due to:

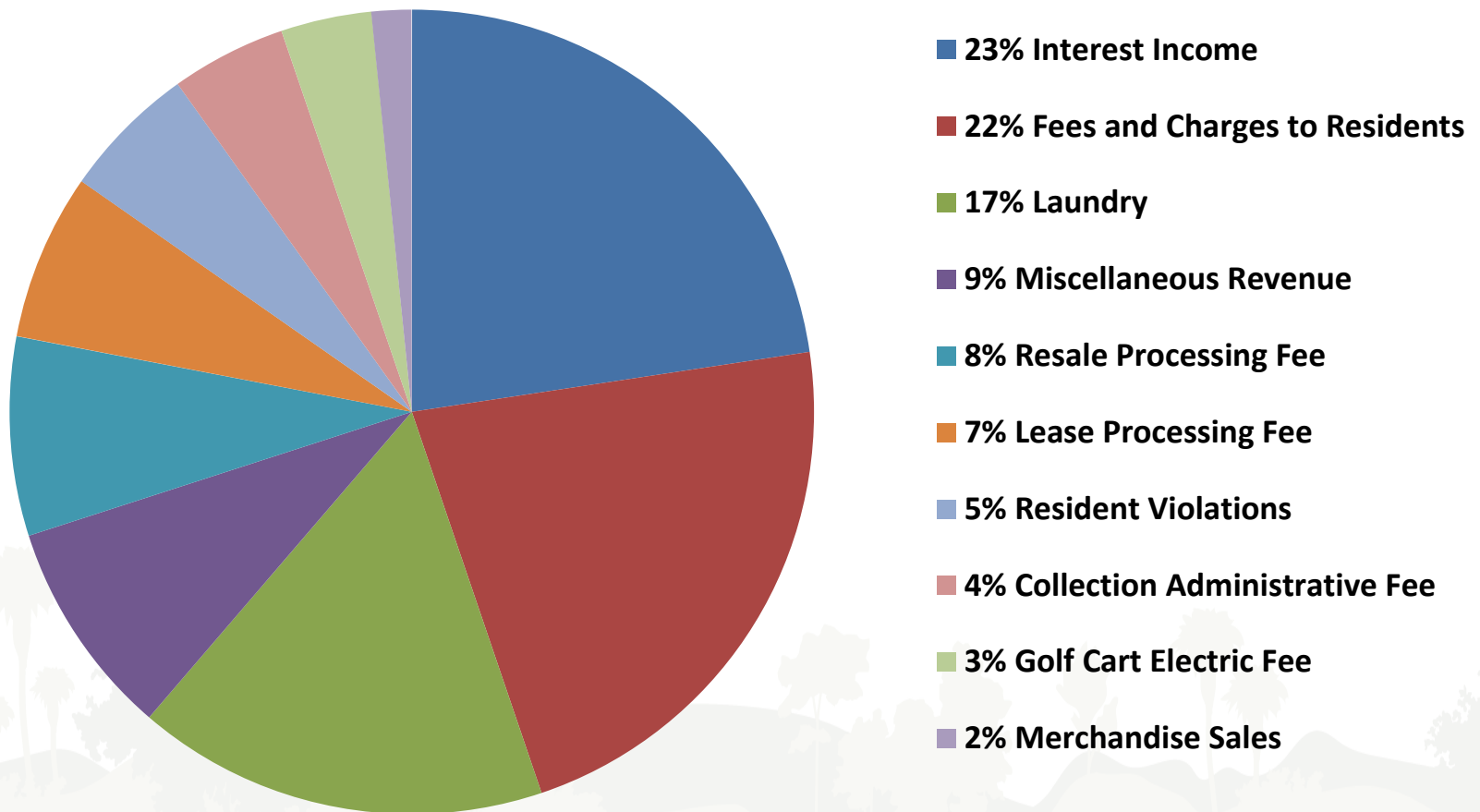
- **Employee Compensation;** savings due to delayed progress of certain reserve programs.
- **Building Structures;** to date only minimal work has been required.
- **Landscape Revitalization;** work will begin in November.
- **Water Lines;** remediation work on qualified buildings is in progress.
- **Materials & Supplies;** more cost effective product selected for water heater replacements in the first part of the year.

Financial Report

As of September 30, 2018



Total Non Assessment Revenues \$1,243,878

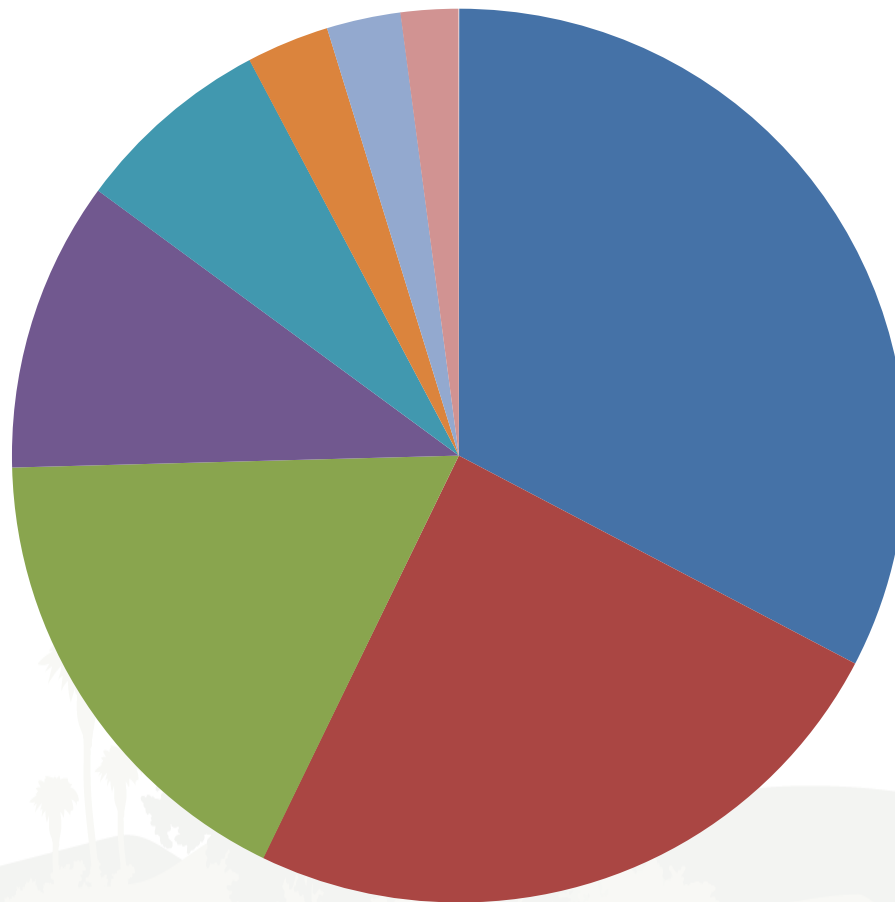


Financial Report

As of September 30, 2018



Total Expenses \$31,076,429



- **33% Employee Compensation & Related**
- **24% Property and Sales Tax**
- **17% Outside Services**
- **11% Utilities and Telephones**
- **7% Material and Supplies**
- **3% Insurance**
- **3% Net Allocations to Mutuals**
- **2% Other**

Financial Report

As of September 30, 2018



NON OPERATING FUND BALANCES

ACTUAL

(in Thousands)

BEGINNING BALANCES: 1/1/18

\$22,433

Contributions & Interest

9,224

Expenditures

(9,184)

Current Balances: 9/30/18

\$22,473

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OPEN MEETING

REPORT OF THE REGULAR MEETING OF THE
UNITED LAGUNA WOODS MUTUAL FINANCE COMMITTEE

Tuesday, September 25, 2018 – 2:00 p.m.

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

MEMBERS PRESENT: Gary Morrison - Chair, Juanita Skillman, Manuel Armendariz, Pat English

OTHERS PRESENT: Janey Dorrell, Carl Randazzo, Andre Torng, Dick Rader (VMS),

MEMBERS ABSENT: Alan Dickinson, Diane Casey - Advisors

STAFF PRESENT: Betty Parker, Steve Hormuth, Justine Dellinger

Call to Order

Director Morrison chaired the meeting and called it to order at 2:01 p.m.

Approval of Agenda

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

Approval of the Regular Meeting Report of July 31, 2018

A motion was made and carried unanimously to approve the Committee report.

Member Comments (Items Not on the Agenda)

Director Armendariz advised of a memo he distributed to all board members on the previous day, with his comments on the proposed 2019 reserves plan. Discussion ensued.

Review Preliminary Financial Statements dated August 31, 2018

The Committee reviewed financials dated August 31, 2018. Discussion ensued and questions were addressed.

Director English asked about savings related to the new solar system and was advised that M&C is reviewing the JCI report and will compare results to contractual agreements.

Committee Member Comments

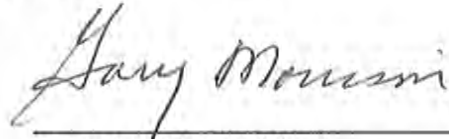
President Skillman thanked Pat English for her years of service on the Board and Finance Committee.

Date of Next Meeting

Tuesday, November 27, 2018 at 2:00 p.m.

Adjournment

The meeting recessed to closed session at 3:03 p.m.

A handwritten signature in cursive script that reads "Gary Morrison". The signature is written in black ink and is positioned above a horizontal line.

Gary Morrison, Chair

Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

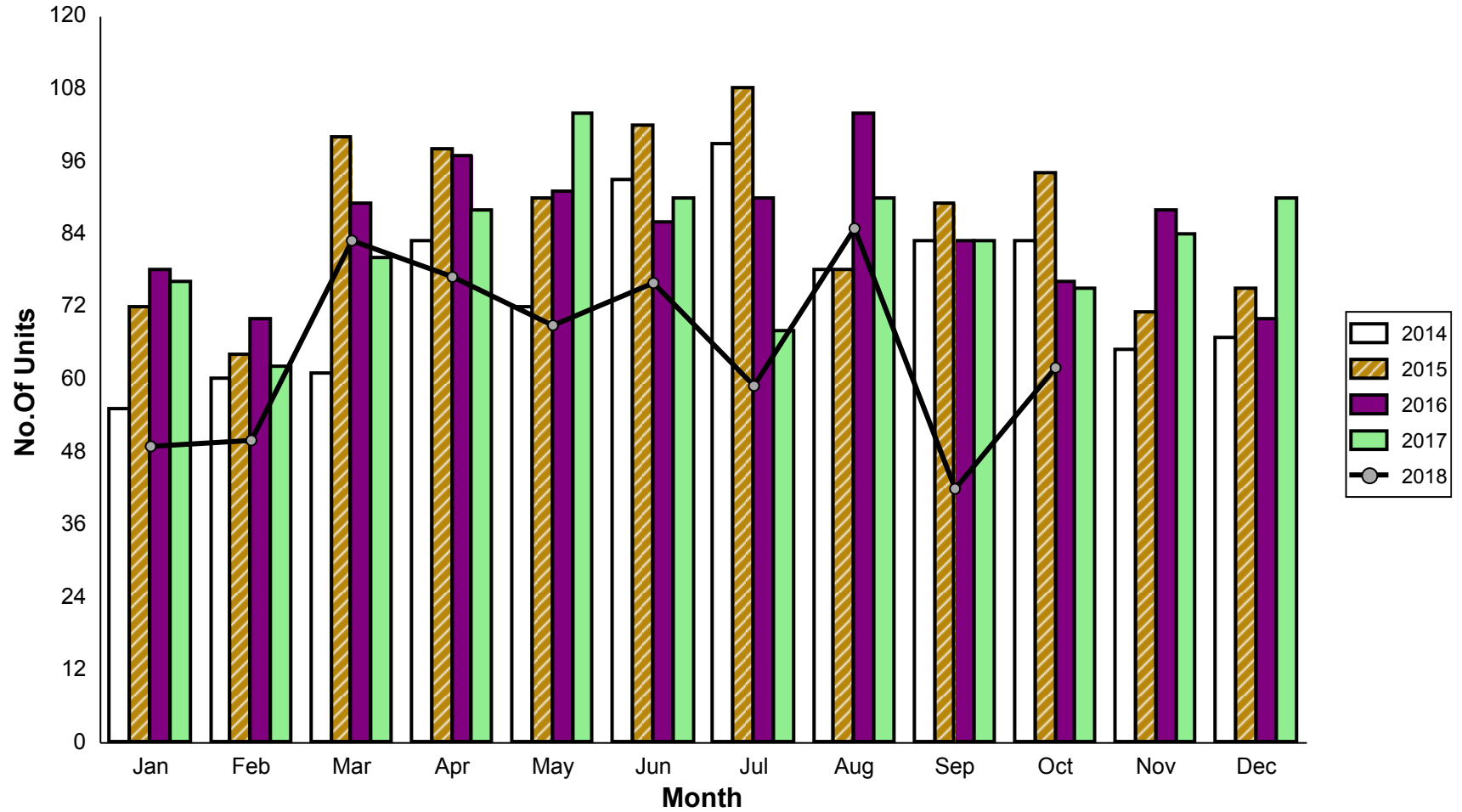
REPORT PERIOD

October, 2018

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	49	76	\$14,821,540	\$23,481,992	\$308,782	\$308,974
February	50	63	\$18,660,142	\$18,400,200	\$373,203	\$292,067
March	83	80	\$28,065,799	\$24,765,800	\$359,818	\$309,573
April	77	88	\$27,694,226	\$29,024,579	\$364,398	\$329,825
May	69	105	\$24,187,990	\$34,046,751	\$350,551	\$327,373
June	76	90	\$28,002,538	\$31,945,600	\$378,413	\$354,951
July	59	68	\$19,434,100	\$21,413,120	\$329,392	\$314,899
August	85	90	\$28,612,100	\$29,277,556	\$340,620	\$325,306
September	42	83	\$17,185,192	\$25,481,938	\$409,171	\$310,755
October	62	75	\$22,702,400	\$26,703,200	\$366,168	\$356,043
November		* 86		* \$29,641,100		* \$344,664
December		* 90		* \$31,413,715		* \$356,974
TOTAL	652.00	818.00	\$229,366,027	\$264,540,736		
MON AVG	65.00	81.00	\$22,936,603	\$26,454,074	\$358,051	\$322,976

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

October, 2018

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	23	38	\$6,014,390	\$8,968,930	\$261,495	\$236,024
February	21	35	\$6,059,250	\$8,512,700	\$288,536	\$243,220
March	40	38	\$11,156,600	\$9,580,000	\$278,915	\$252,105
April	30	43	\$8,824,600	\$10,177,429	\$294,153	\$236,684
May	31	60	\$8,735,000	\$15,888,800	\$281,774	\$264,813
June	37	40	\$11,021,400	\$10,744,150	\$297,876	\$268,604
July	35	32	\$9,541,300	\$7,887,100	\$272,609	\$246,472
August	44	43	\$11,285,100	\$11,310,367	\$256,480	\$263,032
September	18	37	\$4,632,500	\$9,461,900	\$257,361	\$255,727
October	28	29	\$8,556,100	\$7,898,500	\$305,575	\$272,362
November		*		\$9,793,900		* \$264,700
December		*		\$12,579,440		* \$256,723
TOTAL	307.00	395.00	\$85,826,240	\$100,429,876		
MON AVG	30.00	39.00	\$8,582,624	\$10,042,988	\$279,477	\$253,904
% CHANGE - YTD	-22.3%		-14.5%		10.1%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

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Resales Report

United Laguna Woods Mutual

October, 2018

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
10/10/2018	7-D	1	\$275,000	Seville	Laguna Premier Realty, Inc	HomeSmart Evergreen	Pacific Closing Services
10/18/2018	40-S	1	\$220,000	Casa Blanca	Century 21 Rainbow	Realty One Group	Homestead Escrow
10/10/2018	54-D	1	\$259,900	Valencia	Laguna Premier Realty, Inc	Connie Beverly	Pacific Closing Services
10/30/2018	84-H	1	\$289,800	Majorca	Century 21 Rainbow	Re/Max Associated Realtors	Granite Escrow
10/01/2018	92-D	1	\$215,000	Majorca	Tittle Realty	HomeSmart Evergreen	Homestead Escrow
10/24/2018	99-D	1	\$402,500	Valencia	First Team Real Estate	Century 21 Masters	Granite Escrow
10/02/2018	134-A	1	\$245,000	San Sebastian	Century 21 Award	HB Realty	Homestead Escrow
10/10/2018	196-B	1	\$539,000	La Corona	HomeSmart Evergreen	Villa Real Estate	Escrow Options Group
10/30/2018	229-C	1	\$435,000	Seville	Century 21 Rainbow	Century 21 Rainbow Realty	Granite Escrow
10/18/2018	242-B	1	\$261,000	Barcelona	Laguna Premier Realty, Inc	Coldwell Banker	Granite Escrow
10/16/2018	323-F	1	\$175,000	Barcelona	Coldwell Banker	Coldwell Banker	Homestead Escrow
10/19/2018	392-Q	1	\$133,000	Cadiz	Laguna Premier Realty, Inc	Century 21 Rainbow	Granite Escrow
10/03/2018	399-A	1	\$299,000	Seville	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
10/15/2018	407-A	1	\$470,000	Valencia	Laguna Premier Realty, Inc	Coldwell Banker	Granite Escrow
10/01/2018	563-D	1	\$255,000	Majorca	Connie Beverly	Laguna Premier Realty, Inc	Granite Escrow
10/29/2018	646-D	1	\$520,000	Cordoba	HomeSmart Evergreen	Re/Max Top Producers	Homestead Escrow
10/03/2018	743-Q	1	\$359,900	Casa Blanca	South West Realty	Keller Williams Real Estate	Homestead Escrow
10/15/2018	768-A	1	\$245,000	Majorca	Laguna Premier Realty, Inc	Coldwell Banker	Pacific Closing Services
10/03/2018	814-Q	1	\$360,000	Casa Linda	Re/Max Premier Realty	Re/Max Premier Realty	Granite Escrow
10/31/2018	880-B	1	\$265,000	Casa Linda	Key Home Group	Key Home Group	Homestead Escrow
10/18/2018	903-O	1	\$235,000	Castilla	Laguna Premier Realty, Inc	Nationwide Reat Estate	Granite Escrow
10/02/2018	910-A	1	\$289,000	Casa Linda	Properties With Style	Laguna Premier Realty, Inc	Pacific Closing Services
10/25/2018	914-A	1	\$325,000	Seville	Village Real Estate	Era Southern California Real Estate	Corner Escrow Inc.
10/23/2018	916-D	1	\$375,000	Seville	Berkshire Hathaway	First Team Estates	Granite Escrow

Resales Report **United Laguna Woods Mutual** **October, 2018**

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
10/15/2018	2025-C	1	\$185,000	Coronado	HomeSmart Evergreen	HomeSmart Evergreen	Escrow Options Group
10/25/2018	2048-C	1	\$258,000	Valencia	Laguna Premier Realty, Inc	HomeSmart Evergreen	Pacific Closing Services
10/10/2018	2073-B	1	\$320,000	Seville	Regency Real Estate	Keller Williams Real Estate	Homestead Escrow
10/02/2018	2143-D	1	\$345,000	Casa Contenta	RE/Max Premier	Pacific Sotheby's International	Brickstone Escrow

Number of Resales: 28

Total Resale Price: \$8,556,100

Average Resale Price: \$305,575

Median Resale Price: \$282,000



MONTHLY LEASING REPORT

Report Period:
October-2018

MONTH	LEASES IN EFFECT				Total this year	Total last year	Total Expirations	New Monthly Transactions		
	3 Months	6 Months	12 Months	Renewed				Leases	Renewals	Extensions
January	32	45	391	32	500	519	47	26	25	0
February	35	46	404	35	520	514	24	25	31	1
March	19	39	416	32	506	518	53	35	27	2
August	10	25	405	38	478	479	73	17	22	2
May	18	27	411	35	491	490	48	34	24	1
June	25	32	419	36	512	492	52	39	46	5
July	33	31	425	35	524	503	26	41	35	0
August	29	35	426	50	540	497	32	36	27	1
September	15	35	404	70	524	479	30	28	33	5
October	12	34	379	102	527	477	28	32	39	1
November					0	471				
December					0	485				
Monthly Average	22.8	34.9	408.0	46.5	512.2	Jan-Oct 496.8	41.3	31.3	30.9	1.8
Percentage Leased	527 / 6323 = 8%									

New Leases = Units Sublet

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OPEN MEETING

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

Monday, October 22, 2018 – 1:30 PM
Laguna Woods Village Community Center, Sycamore Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Juanita Skillman – Chair; Gary Morrison, Cash Achrekar, Maggie Blackwell, and Advisor Mary Stone

MEMBERS ABSENT: Advisor Bevan Strom

OTHERS PRESENT: Elsie Addington, Barbara Howard, Sherri Davis

STAFF PRESENT: Siobhan Foster, Pamela Bashline, Francis Rangel, Jacob Huanosto, Eve Morton

REPORT

1. Call to Order

Chair Skillman called the meeting to order at 1:35 p.m.

2. Acknowledgement of Press

No press was present.

3. Approval of the Agenda

Director Cash made a motion to approve the agenda. Director Blackwell seconded. There were no objections.

4. Approval of Report from the August 27, 2018, meeting (There was no meeting in September.)

Director Blackwell moved to approve the report with the correction of some Scribner errors. Director Blackwell seconded. There were no objections.

5. Chair's Remarks

Chair Skillman reported the Security and Community Access committee is discussing some issues which may eventually be brought to this committee.

6. Member Comments (Items not on the agenda)

None.

Consent Calendar:

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

None.

Reports:

None.

Items for Discussion and Consideration:

7. Review and Discuss Possible Changes to the Caregiver Policy

Ms. Bashline explained why the Caregiver Policy is being re-considered:

- To enhance community safety by knowing who has caregivers
- To ensure caregivers are registering with the Village
- To simplify and streamline the current process for registering caregivers

Discussion ensued about the changes proposed.

Director Achrekar made a motion to accept Staff's recommended changes to the Caregiver Policy and the Private Caregiver Permit form and to change any references of 30-days to 60-days throughout the Caregiver Policy. Director Morrison seconded. All were in favor except for Director Blackwell.

8. Review and Discuss Mutual's Existing Traffic Rules Regarding Commercial Vehicles

Chair Skillman stated that the fact that Members who are Uber or Lyft drivers or own trucks that look like commercial vehicles and are being cited for being parked overnight needs to be addressed.

Discussion ensued regarding the fact that Resident Services isn't aware that Members may apply for a variance when they have a truck with racks or tool boxes or are an Uber or Lyft driver. Ms. Rangel stated she will get that messaging to Resident Services.

The committee requested that Ms. Rangel inform Security that they must allow a Member's golf cart or car to park in their RV lot space without being cited while they are using their commercial vehicle which is parked there.

The committee requested some updates to the current Vehicle, Traffic, and Parking Rules.

Director Morrison made a motion for Staff to make the requested updates to United's Traffic Rules and to send them on to the Board for approval. Director Achrekar seconded. All were in agreement.

Concluding Business:

9. Committee Member Comments

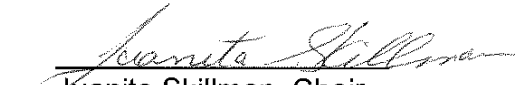
None.

10. Future Agenda Items

- Review and discuss the current election rules
- Review and discuss access to the community for political campaigning, etc.
- Review and discuss allowing financial guarantors

11. Date of next meeting - November 26, 2018

12. Adjournment at 3:50 p.m.


Juanita Skillman, Chair

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OPEN MEETING

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

Thursday, October 11, 2017 – 9:00 a.m.

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

MEMBERS PRESENT: Maggie Blackwell – Chair, Manuel Armendariz, Janey Dorrell, Catherine Brians (Advisor)

MEMBER ABSENT: Annie Zipkin (Advisor)

OTHER DIRECTORS: Juanita Skillman, Andre Tornig, Dick Rader, Elsie Addington

STAFF PRESENT: Bruce Hartley, Larry Hernandez, Robert Merget, Lulu Boctor, Tiffany Rivas

1. Call to Order

Chair Blackwell called the meeting to order at 9:02 a.m.

2. Acknowledgement of the Press

No media was present.

3. Approval of the Agenda

Chair Blackwell added Item #8b “Department Head Update” to the agenda. The amended agenda was approved by consensus.

4. Approval of Committee Report for July 19, 2018

The meeting report of August 9, 2018, was approved by consensus.

5. Chair’s Remarks

Chair Blackwell clarified jurisdiction and absence of calls reporting rattle snakes, coyotes and fire danger.

6. Member Comments (Items Not on the Agenda)

George Hammontree 929-A – Spoke about mowing and mulching.

Kerry Stiles 921-B – Spoke about the Aliso Creek and mowing.

Carol Swanson 412-A – Spoke about tree issues.

Ted Burton 139-A – Spoke about herbicides.

Elizabeth Canepa 2060-A – Spoke about the work schedule.

Larry Green 477-P – Spoke about tree removal.

Elizabeth Sehi 541-H – Spoke about maintenance and against the use of blowers.

Esther Wright 172-D – Spoke about herbicide use.

Susan Carr 169-A – Spoke about herbicides.

Odette Derryberry 168-D – Spoke about pesticides.

Deanna Murphy 744-C – Spoke about the timing for the hedge repairs.

Lynn Hamm 747-C – Spoke about the hedge repairs.

David Cohen 592-E – Spoke about pesticides and Aliso Creek.

Jean Bender 2037-B – Spoke about pesticides and debris pick up.

Lois Ruben 781-C – Spoke about Round Up.

Irene Rodgers 2004B – Spoke about tree debris from Brazilian Pepper trees.
Julie Baglish 908-A – Spoke about insecticides applied at her building.
Andre Torng 389-Q – Spoke about various topics.
Stan Zucker 172-E – Spoke about pesticides.
Lenny Ross 687-C – Spoke about Round Up.
Dick Rader 270-D – Spoke about Brazilian Pepper trees.

7. Response to Member's Comments

Chair Blackwell presented statistics on the relatively low number of Calif. cities that have banned Round UP.

Mr. Hartley addressed generally all comments made by members.

Mr. Merget spoke about trees, tree management and pine tree removal.

Director Armendariz supports tree removal generally and made critical remarks against staff and the Board. He also spoke about the maintenance of Aliso Creek and asked about the boundaries of Aliso Creek in United Mutual.

Chair Blackwell directed staff to provide information about the Aliso Creek boundaries.

Chair Blackwell spoke about Pepper Trees.

Advisor Brians spoke about labor shortage and drought

Director Dorrell spoke about Round Up.

Consent:

None

8. Reports

Irrigation Status Report

Mr. Hartley gave an overview of the Irrigation Status Report, showing reduced water usage compared to previous year.

ITEMS FOR DISCUSSION AND CONSIDERATION

9. Appeal Denial of Tree Removal Request – Han (26-D Avenida Castilla) – Mr. Han spoke to the Committee. Committee supported Staff's recommendation to deny the appeal for the removal of one Shamel Ash tree located at 26-D due to no visible damage to the manor or infrastructure. Approved by consensus.
10. Appeal Denial of Tree Removal Request – Serrano (2001 Via Mariposa W Unit A) – Mrs. Serrano supports the tree removal. Kum Yum Rim 2004-D supports the tree removal. Anna Van Wyk 2004-C spoke about tree removal. Committee recommended to approve the appeal for the removal of one Brazilian Pepper located at 2001-A, at Members' expense, due to the impact of berries on the manor, pets and neighbors
11. Tree Removal/Off-Schedule Trim Request:
 - a. Choi (301-D Avenida Avenida Sevilla) – Committee supported Staff's recommendation to approve the request for the removal of three Queen Palms located at 301-D due to growing too close the manor with a high likelihood of causing damage and requiring repetitive off-schedule trimming. Approved by consensus.
 - b. Abrams (851-O Ronda Mendoza) – Committee supported Staff's recommendation to deny the request for the unscheduled trimming of a Brush Cherry hedgerow located at 851-O due to blocking a view.
 - c. Romero (89-F Aragon) – Mrs. Romero spoke and supports the tree removal. Approved staff's recommendation to deny the tree removal due to no structural damage.

Items for Future Agendas

- 12. Landscape Renovation Project Update (December)
- 13. Herbicide Trial Results (December)

Concluding Business

14. Committee Member Comments

Chair Blackwell thanked all speakers.

15. Date of Next Meeting December 13, 2018

16. Adjournment

Meeting was adjourned at 11:21 a.m.



Maggie Blackwell, Chair

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OPEN MEETING

REPORT FOR REGULAR MEETING OF THE VILLAGE ENERGY TASK FORCE

**Wednesday, September 12, 2018 - 9:30 A.M.
Laguna Woods Village Community Willow Room
24351 El Toro Road**

MEMBERS PRESENT: Bill Walsh – Chair, John Frankel, Burt Baum, Carl Randazzo, Juanita Skillman, Bert Moldow, Jim Juhan

Voting Advisor: Steve Leonard

MEMBER ABSENT: None

OTHERS PRESENT: Pat English, Judith Troutman, Annette Sabol-Soule, Yori Neumark, Frank Tybor, Doug Rook

STAFF PRESENT: Ernesto Munoz - Staff Officer, Brad Hudson, Laurie Chavarria

1. Call to Order

Chair Walsh called the meeting to order at 9:30 A.M.

2. Acknowledgment of Media

Chair Walsh noted no members of the media were present.

3. Approval of the Agenda

Director Moldow added Community EV Charging Strategy as agenda item 12. The agenda was approved as amended.

4. Approval of Meeting Report for August 1, 2018

The Meeting Report of August 1, 2018, was approved as written.

5. Chairman's Remarks

Chair Walsh remarked that he was happy to see a lot of interest in energy issues from members of the community. He hopes to see more as the Task Force moves forward.

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

- Pat English (2022-D) commented on the various energy efficient vehicles she has owned, including her current hydrogen fueled car.
- Frank Tybor (5529-N) commented on hydrogen fueled cars.
- Judith Troutman (3011-B) commented that her son manages a Toyota dealership and will provide additional information on hydrogen cars to the Task Force.

Advisor Leonard, Chair Walsh and Director Moldow briefly responded to the members comments.

7. Department Head Update

Staff Officer Ernesto Munoz provided an update on the Third Mutual walkway lighting upgrades in Gates 5, 6, 7 & 8.

Discussion ensued regarding the concrete bases, additional lighting for walkways, motion sensor lights, walkway light installation program in United, the upcoming inventory of street lights by SCE, and the scope of work to be completed by Siemens.

Consent:

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

The Project Log was pulled for discussion. A motion was made and unanimously carried to approve the remainder of items under the consent calendar.

8. Project Log

Director Randazzo asked about completion dates on the Project Log.

Director Frankel asked if the new EMS system and future generator replacement will efficiently run the Community Center in a disaster.

Discussion ensued regarding solar, wind generators, and portable energy.

Staff Officer Ernesto Munoz briefly responded to questions from the Task Force.

9. SCE Street Light Outage Report

Reports:

10. Energy Efficient Accomplishments

Staff Officer Ernesto Munoz summarized the report and answered questions from the Task Force.

Discussion ensued regarding lighting timers in Third, solar generation in United, and GRF pagoda lights at Clubhouse 1.

11. Field Trip to UCI (oral discussion)

Director Moldow briefly summarized the reason for the field trip to UCI. He hopes the trip will educate staff and Board members on energy alternatives such as microgrids, fuel cells and wind power.

Discussion ensued regarding energy alternatives and other possible dates for the tour. Director Moldow will work with UCI to offer additional tour dates in October that are convenient for the Board and will send the information out to the Task Force via email.

By consensus, the Task Force decided that the energy consultant need not attend the UCI trip.

12. Community EV Charging Strategy

Director Moldow discussed the future of electric vehicles, and the need for charging stations throughout the community.

Discussion ensued regarding solar panels for EV charging at carports, quotes from Voltaic for EV charging at GRF facilities, single EV charging bollards at laundry rooms in United Mutual and infrastructure upgrades.

Items for Future Agendas:

- Officer Selections for Energy Task Force
- Electric Vehicle History Report with VIN Numbers
- Golf Cart Report
- EV Charging Stations at Stand Alone Laundry Rooms
- LED Solar Street Lights (low priority)
- 2-story Buildings LED Lighting Pilot Program (low priority)
- Costs for Level 2 Charging Stations at Stand-alone Laundry Rooms (low priority)
- Investigate the installation of conduit from the electric panels in GV to service the carports
- Install Level II EV Bollard Chargers (on the streets)
- 2-3 Year Energy Plan: (Verbal Discussion)
 - a) Distributed Energy Resources Contract
 - b) Microgrid Investigation
 - c) Street Light LED Replacement Program

Village Energy Task Force
September 12, 2018
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d) Street Light Maintenance Contract

Member Comments:

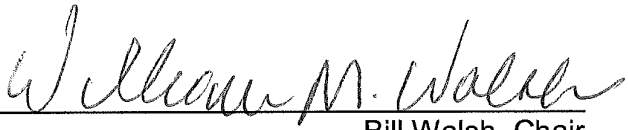
There were no member comments.

Concluding Business:

Date of next meeting – November 7, 2018

Adjournment

This meeting was adjourned at 11:39 AM

A handwritten signature in cursive script, reading "William M. Walsh", is written over a horizontal line.

Bill Walsh, Chair
Third Laguna Hills Mutual