



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

Tuesday, December 11, 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 Addington**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. November 13, 2018 - Regular Open Session
- 6. Report of Chair**
 - a. **Announce new United Board and United VMS Board Members**
- 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. Finance Committee Recommendations:

- (1) Approval of Resolution to Record Lien against Member ID; 947-397-47

12. Unfinished Business-None

13. New Business

- a. Entertain a Motion to Approve a Supplemental Appropriation for 2019 Reserve Study
- b. Entertain a Motion to Adopt a Revised Payment Plan Agreement Form and Introduce a Resolution for a Payment Plan Fee Policy for Assessments **(DECEMBER initial notification-Must postpone 30-days for Member review to comply with Civil Code §4360)**
- c. Entertain a Motion to Adopt a Payment Plan Agreement Form and Introduce a Resolution for a Payment Plan Fee Policy for Monetary Penalties, Fees, and Chargeable Services **(DECEMBER 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 January 29, 2019, 2:00 p.m. in the Sycamore Room.
- b. Report of the Architectural Control and Standards Committee –Director Achrekar– 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 Achrekar. Next meeting December 27, 2018, 9:00 a.m. in the Willow Room.
- e. Report of the Governing Documents Review Committee – Director Blackwell. Next meeting December 18, 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 Randazzo. Next meeting February 27, 2018, 9:00 a.m. in the Board Room

- Village Energy Task Force—Director Randazzo. Next meeting January 9, 2019, 9:00 a.m. in the Willow Room.
- h. Report of the Resident Advisory Committee – Director Skillman. Next meeting December 13, 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 Margolis. 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 December 17, 2018, 1:30 p.m. in the Board Room.
 - Thrive Project Task Force – December 19, 2018, 9:30 a.m. in the Cypress Room
- f. Report of the Mobility and Vehicles Committee—Director Addington. Next meeting February 6, 2018, 1:30 p.m. in the Board Room.
- g. Report of the Security and Community Access Committee—Director Armendariz. Next meeting December 17, 2018, 9:30 a.m. in the Board Room.
 - Laguna Woods Village Traffic Hearings – Director Achrekar. Next meeting December 19, 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 January 29, 2019, 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. Entertain a Motion to Adopt a Resolution for Revisions to Architectural Standard 19: Modesty Paneling; Balcony (**NOVEMBER initial notification- 30-day Member review to comply with Civil Code §4360 has been satisfied**)
- b. Entertain a Motion to Adopt a Resolution for Revisions to Architectural Standard 20: Patio Covers; Aluminum (**NOVEMBER initial notification-30-day Member review to comply with Civil Code §4360 has been satisfied**)
- c. Entertain a Motion to Adopt a Resolution for Revisions to Architectural Standard 44: Fences; Vinyl (**NOVEMBER initial notification-30-day Member review to comply with Civil Code §4360 has been satisfied**)
- d. Entertain a Motion to Adopt a Resolution for Revisions to Architectural Standard 24: Skylights (**NOVEMBER initial notification-30-day for Member review to comply with Civil Code §4360 has been satisfied**)
- e. Entertain a Motion to Adopt a Resolution to Revise the Exterior Paint Color Palette (**NOVEMBER initial notification-30-day for Member review to comply with Civil Code §4360 has been satisfied**)
- f. Entertain a Motion to Adopt a Resolution to Update the Vehicle, Traffic and Parking Rules (**NOVEMBER initial notification-30-day for Member review to comply with Civil Code §4360 has been satisfied**)
- g. Entertain a Motion to Adopt a Resolution for Revisions to the Land Use Alteration Policy (**NOVEMBER initial notification-30-day for Member review to comply with Civil Code §4360 has been satisfied**)

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

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjourn



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

Tuesday, November 13, 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, November 13, 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, Kurt Wiemann and Cheryl Silva

Others Present: VMS: Dick Rader, Mary Stone, Anthony Liberatore
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 Randazzo removed 13a to the closed agenda. The motion was seconded by Director Margolis. The motion passed without objection.

Director Achrekar made a motion, seconded by Director Blackwell, to approve the agenda as amended. The motion passed without objection.

5. Approval of Minutes

5a. September 11, 2018 – Regular Open Session

5b. September 26, 2018 – Special Open Meeting (Resolutions on 30-day

review)

5c. September 28, 2018 – Special Open Meeting (Counting of the Ballots)

Director Armendariz requested correction to 2019 reserve plan page 39 of 63. Director Randazzo asked that excused absences should be shown in the minutes. Director Achrekar made a motion, seconded by Director Blackwell, to approve the minutes as amended and it passed by a vote of 9-0-2 (Director Tornig, Margolis abstain)

6. Report of the Chair

President Skillman read the resignation of Director Dorrell from the United Board. She announced that the United Board is taking application for the vacancy on the VMS Board and United Board of Directors. Nominations due on November 26th and there will be a special election on November 29th.

7. Open Forum

Members made comments regarding the benefits of the Laguna Woods Foundation, permission to park her caregiver vehicle in her Golf Cart spot, use of non-toxic chemicals, i.e. Round-up, in the Community and thanked Janey Dorrell for her service.

8. Responses to Open Forum Speakers

Several Directors responded to Member comments. Director Blackwell commented that the 100 test is in progress regarding the use of Round-up in the Community. The test will end on December 13th.

9. Update from VMS - Director Rader

Director Rader gave an update from the VMS Board meetings. He gave an update from the VMS Board Meetings in October and updated the Board on the progress of the VMS goals. He highlighted the Department updates presented by Ernesto Munoz and Brian Gruner last month.

10. CEO Report

Siobhan Foster, CEO, reported on the following subjects:

- Veterans Celebration was held on Sunday, November 11th.
- Concrete pouring at Pickleball Courts scheduled for Saturday, November 17th.
- Pool 5 is closed for maintenance and Pool 6 is closed for the winter month.
- Thanksgiving feast will be offered on Thursday, November 22nd from 1:00 p.m. to 3:00 p.m. in Clubhouses 2 and 5. For more information contact 949-597-4286 (Clubhouse 2) or 949-597-4382 (Clubhouse 5).
- Thanksgiving holiday hours November 22nd and 23rd: Community Center, Recreation Office, PC Learning Center and the MAC Learning Center will be closed on Thursday and Friday. Table Tennis room and Community Fitness Center will be closed on Thursday and have reduced hours (8 a.m. to 2 p.m.) on Friday. Resident Services administrative office will be closed, but the Call Center will be open on Friday and Saturday (8 a.m. to 5 p.m.). Plan-a-Ride will be the only bus service in operation on Thursday.
- Highlights of recent changes: Manor Alternation moved to the Spruce Room on the 1st floor of the Community Center, Social Services office have been expanded to provide them with more workspace and the New Passive Park is now open at the site of the old shuffleboard courts next to Clubhouse 2.

Siobhan Foster answered questions from the Board.

11. Consent Calendar

11a. Architectural Control and Standards Committee Recommendations:

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

RESOLUTION 01-18-110 **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.

11b. 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)

RESOLUTION 01-18-111 **TREE REMOVAL – APPROVAL (2) AND DENIAL (2)**

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.

Director Blackwell made a motion to approve the Consent Calendar as presented. The motion was seconded by Director Randazzo and the motion passed by unanimous consent.

12. Unfinished Business

12a. Entertain a Motion to Adopt 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)

Director Blackwell read the following resolution:

RESOLUTION 01-18-112
**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, 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.

Director Dorrell made a motion to adopt a resolution for revisions to United Architectural Standard 17: Patio Gates and Courtyards. The motion was seconded by Director Achrekar.

Discussion ensued among the Directors.

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

12b. Entertain a Motion to Adopt a Resolution for Revisions to the United Architectural Standard 18: Gutters and Downspouts (SEPTEMBER initial notification- 30-day Member review to comply with Civil Code §4360 has been satisfied)

Director Blackwell read the following resolution:

RESOLUTION 01-18-113
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, 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.

Director Blackwell made a motion to adopt a resolution to revise the United Architectural Standard 18: Gutters and Downspouts 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 unanimous consent.

12c. Entertain a Motion to Adopt a Resolution for Revisions to United Architectural Standard 43: Bathroom Splits (SEPTEMBER initial notification- 30-day Member review to comply with Civil Code §4360 has been satisfied)

Director Blackwell read the following resolution:

RESOLUTION 01-18-114
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.

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

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

12d. Entertain a Motion to Adopt a Resolution for Revised Interior Flooring Policy (SEPTEMBER initial notification- 30-day Member review to comply with Civil Code §4360 has been satisfied)

Director Blackwell read the following resolution:

RESOLUTION 01-18-115
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 adopts 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 adopt a resolution to revise Interior Flooring Policy for 30-day review. The motion was seconded by Director Dorrell.

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

12e. Entertain a Motion to Adopt a Resolution Banning Residents from Entering Dumpsters(SEPTMBER initial notification- 30-day Member review to comply with Civil Code §4360 has been satisfied)

Director Blackwell read the following resolution:

RESOLUTION 01-18-116
**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 authorized containers;

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

WHEREAS, removing material from refuse and recycle bins provided authorized 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 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 Dorrell.

Discussion ensued among the Directors.

Director Torng requested to change to wording "provided" to "authorized" in the first, second and third paragraphs the motion passed without objection.

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

13. New Business

This agenda item was moved to closed session

13a. Entertain a Motion to Approved a Resolution for United and GRF Committee Assignments

13b. 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**)

Director Blackwell read the following resolution:

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.

Director Blackwell made a motion to introduce a resolution for revisions to United Architectural Standard 19: Modesty Paneling; Balcony 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 8-2-1 (Director Bastani and Torng opposed, Director Addington abstained).

13c. 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**)

Director Blackwell read the following resolution:

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.

Director Blackwell made a motion to introduce a resolution for revisions to United Architectural Standard 20: Patio Covers; Aluminum 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 10-0-1 (Director Bastani abstained).

13d. 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)

Director Blackwell read the following resolution:

RESOLUTION 01-18-XX
REVISE 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.

Director Blackwell made a motion to introduce a resolution for revisions to United Architectural Standard 44: Fences; Vinyl 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 9-0-2 (Director Bastani and Torng abstained).

13e. 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)

Director Blackwell read the following resolution:

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.

Director Blackwell made a motion to introduce a resolution for revisions to United Architectural Standard 24: Skylights. 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 8-1-2 (Director Torng opposed, Directors Bastani and Achrekar).

13f. 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)

Director Blackwell read the following resolution:

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 introduces 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.

Director Blackwell made a motion to introduce a resolution to revise the exterior paint color palette. 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 9-1-1 (Director Bastani opposed, Director Torng Abstained).

13g. 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)

Director Blackwell read the following resolution:

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, November 13, 2018, that the Board of Directors of this Corporation hereby introduces 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.

Director Blackwell made a motion to introduce a resolution to update the vehicle, traffic and parking rules for 30-day review. The motion was seconded by Director Randazzo.

Discussion ensued among the Directors.

Director Blackwell requested clarification of the Commercial and Pickup Truck definitions in Attachment 1.

President Skillman called for the vote and the motion failed by a vote of 1-10-0 (Director Skillman approved).

Director Armendariz made a motion to send this item back to the Committee for clarification. Director Morrison seconded the motion.

Discussion ensued among the Directors.

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

13h. 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

Director Blackwell read the following resolution:

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~~ and 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~~ and grandfathered alteration;

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

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.

Director Dorrell made a motion to introduce a resolution for revisions to the land use alteration policy. The motion was seconded by Director Randazzo.

Discussion ensued among the Directors.

Director Armendariz made an amendment to the motion to revise the word "or" to the word "and" in the 5th paragraph of the resolution. Director Morrison seconded the motion.

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

President Skillman called for the vote of the original resolution motion and the motion passed by a vote of 7-2-1 (Director Randazzo absent, Director Bastani and Margolis opposed, Director Torng abstained)

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 November 27, 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 December 20, 2018, 9:30 a.m. in the Sycamore Room.

14c. Report of the Communications Committee – Director Blackwell gave a report from the Communications Committee meeting. The next meeting TBA.

14d. Report of Executive Hearings Committee - Director Skillman gave a report from the last Executive Hearings Committee. Next meeting will be November 20, 2018, 9:00 a.m. in the Willow Room.

14e. Report of the Governing Documents Review Committee - Director Skillman reported from the last Governing Documents Review Committee meeting. The Committee is looking at the Caregiver Policy and Traffic Rules. Next meeting will be Monday, November 26, 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 discussed tree removal policies. The trial period for the organic pesticides will be up and a full report will be given at the next meeting. The next meeting will be on December 13, 2018, 9:00 a.m. in the Board Room.

14g. Report of the Maintenance & Construction Committee - Director Randazzo reported on the last Maintenance & Construction Committee meeting. He updated the Board on the Waste-line Remediation program, exterior paint program, shepherds crooks installation, and Fire Avert devices. Next meeting will be December 14, 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. The new chairman is Bert Moldow and the vice chair is Carl Randazzo. Presentations were given by Ice Energy and Energy Coalition on the possible use of alternative energy. Next meeting will be January 2, 2019 at 9:30 a.m. in the Willow Room.

14h. Report of the Resident Advisory Committee – Director Achrekar gave a report from the last Resident Advisory Committee meeting. Next meeting will be November 15, 2018, 4:00 p.m. in the Sycamore Room

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 December 19, 2018, 1:30 p.m. in the Board Room.

15b. Report of the Community Activities Committee—Director Dorrell shared highlights from the last GRF Community Activities Committee meeting. Next meeting will be January 10, 2019, 1:30 p.m. in the Board Room.

15c. Report of the Landscape Committee—Director Blackwell shared highlights from the last GRF Landscape Committee and announced that the Committee Charter was approved. Next meeting will be December 19, 2018, 2:30 p.m. in the Sycamore Room.

15d. Report of the Maintenance & Construction Committee—Director Randazzo shared highlights from the last GRF Maintenance & Construction Committee meeting. Next meeting will be December 12, 2018, 1:30 p.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 November 19, 2018, 1:30 p.m. in the Board Room.

- Thrive Project Task Force – Next meeting November 21, 2018, 9:30 a.m. in the Cypress Room

15e. Report of the Mobility and Vehicles Committee—Director Addington shared highlights from the last GRF Mobility and Vehicles Committee meeting. Next meeting will be December 5, 2018, 1:30 p.m. in the Board Room.

15f. Report of the Security and Community Access Committee—next meeting will be Monday, December 17, 2018, 1:30 a.m. in the Board Room.

- Laguna Woods Village Traffic Hearings – Director Achrekar reported from the last Traffic Hearings. Next meeting November 21, 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. He discussed the fire avert program, the Great California Shake-Out emergency drill in October, and volunteers are needed for the Good Neighbor Program. Next meeting will be November 27, 2018, 9:30 a.m. in the Cypress Room.

16. Future Agenda Items

16a. Resolution to Update the Golf Cart Plug-In Fee

17. Director's Comments

- Director Tornig commented he would like to allow Board Members and residents to ask more questions.
- Director Achrekar asked that the VMS presentation be available in hard copy to residents.
- Director Armendariz commented on two large projects coming up; air conditioning for the Community Center and the Performing Arts Center. He is hoping that the new air conditioning units will be using zoning. Asked about the status of the leak detection devises.
- Director Randazzo thanked the Board for moving through the agenda efficiently.
- Director Blackwell asked that Members send in their questions and the Board will respond.
- Several Directors thanked Siobhan Foster and her staff for all their hard work during the transition time without a CEO.
- Several Directors thanked Director Dorrell for her service on the Board.
- Director Dorrell thanked the Staff and the Board Members.
- President Skillman commented that applications for the VMS and Board vacancies

are due on November 26th and there will be a special meeting on November 29th.

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.

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

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) September 11, 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



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



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

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- 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.



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.



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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

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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 01-18-115

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.



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.



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.



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.



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.



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 or 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.**

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

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 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.

RESOLUTION 01-18-XX

Recording of a Lien

WHEREAS, Member ID 947-397-47; 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, December 11, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-397-47 and;

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

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STAFF REPORT

DATE: December 11, 2018
FOR: Board of Directors
SUBJECT: Supplemental Appropriation for Full Reserve Study

RECOMMENDATION

Staff and the Finance Committee recommend the Board approve a supplemental appropriation in the amount of \$40,000, to be funded from the Reserve Fund, to perform a Full Reserve Study for use in the 2020 business planning process.

BACKGROUND

A Reserve Study is a budget planning tool which identifies the components that United Mutual is responsible to maintain or replace. The study is updated annually by onsite staff and relies on a collection of field observations and financial reports that combine into a stable and equitable 30-Year Funding Plan that provides for the timely execution of the association's major repair and replacement expenses. Following is a brief discussion of reserve plan methods and how they are incorporated into the United Mutual Reserves Plan.

Component Method:

The Component Method of calculating reserves is prescribed by Civil Code §5565, using formulas similar to straight-line depreciation to estimate how much money should be put in reserve over the estimated life of an asset. A component schedule relies primarily on historical data with a focus on the cost and age of each asset. However, many programs in United Mutual do not have historical replacement data to draw from such as epoxy waste line remediation, while other programs are emergent in nature and difficult to predict such as major dry rot repair work. Additionally, some replacements are required to meet statutory requirements such as low-flow toilets, regardless of the age of an asset. In these cases, reserve calculations require a forecast or the use of a "Replacement Factor" to help quantify an estimate for future expenditures.

This component method is used to calculate the percent funded figure that is disclosed to United members. The community association industry considers "fully funded" to be the ideal reserve funding level, which means members are contributing enough each year to accumulate the full replacement cost by the time a component reaches the end of its useful life.

Threshold Method:

A directed cash flow method is an alternative and generally accepted method of calculating reserve requirements, commonly referred to as the Threshold Method. This is a less conservative way to calculate necessary reserves and has been used in Laguna Woods Village since 2006 due to the size of the Community and substantial reserve balances that would be recommended under the component method.

Under the Threshold Method, the Board “looks forward” by focusing on planned expenditures over the next 30 years. For the budget action year (i.e. 2019), staff includes the budgets submitted by various areas of the operation, primarily Maintenance and Landscape. For the future years, assumptions are used including the component calculation that is similar to straight line depreciation (i.e. 10 asset year life = 1/10th replacements planned per year). However, most projections are estimated by management to reflect current service levels, directives from standing committees, and field observations by subject matter experts, and culminate into a plan for future needs.

Funding for this reserves plan is determined by reviewing projected reserve inflows and outflows over the timeframe of thirty-years and testing different assessment amounts until a financial plan is established that maintains a net reserve balance above a specific threshold, first established at \$3.5 Million in 2006 and currently set at \$10.4 Million in the 2019 Reserves Plan. This method provides for collective funding of all components.

The United Board began reviewing the 2019 Reserves Plan at a special M&C budget meeting on May 22, 2018. Each reserve component (program) on the Planned Expenditures reserve report was presented by staff with an explanation as to the assumptions used for scope of work and projected expenditures. All board members were in attendance and participated in the discussions, asking questions and making recommendations. Updates to the reserve study were included in each subsequent budget meeting held through August with final adoption of the 2019 Reserves Plan on September 11, 2018.

At the November 27, 2018 United Finance Committee meeting, Staff reviewed methodologies used to prepare the current reserve study and recommended retaining a reserve specialist to prepare a full reserve study for use in the 2020 business planning process. A motion was made and carried unanimously to recommend the Board approve a supplemental appropriation in the amount of \$40,000, to be funded from the Reserve Fund, to retain a reserve consultant and proceed with a full reserve study.

DISCUSSION

If funding is approved, an RFP will be issued in January to seek qualified proposals from credentialed reserve specialists who can provide reporting consistent with National Reserve study Standards, AICPA Audit Guidelines, and California Civil Code §5300 and §5560. The scope of work will require a consultant to make field observations and provide financial reports including detailed component based reserve study, cash flow analysis with consideration for inflation and interest earnings, percent funded calculation, threshold funding analysis, funding plan alternatives, and an executive summary. The deadline for a draft report will be

established to ensure availability of this tool for Board consideration during the Q2 and Q3 budget meetings scheduled for development of the 2020 Business Plan.

FINANCIAL ANALYSIS

A reserve study measures the financial health of an association and a contracted reserve study may indicate the need for additional contributions to reserves over the next 30 years.

Prepared By: Betty Parker, CFO

ATTACHMENT(S)

ATT1 - Resolution

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Resolution 01-18-XX
Supplemental Appropriation for Full Reserve Study

WHEREAS, a Reserve Study is a budget planning tool that identifies the components for which United Mutual is responsible to maintain or replace, which is updated annually by onsite staff and relies on a collection of field observations and financial reports that combine into a stable and equitable 30-Year Funding Plan that provides for the timely execution of the association's major repair and replacement expenses; and

WHEREAS, at the November 27, 2018 United Finance Committee meeting, Staff reviewed methodologies used to prepare the current reserve study and recommended retaining a reserve specialist to prepare a full reserve study with a draft available for upcoming budget meetings that start in the second quarter of 2019.

NOW THEREFORE BE IT RESOLVED, on December 11, 2018, the Board of Directors of this Corporation hereby approves a supplemental appropriation of \$40,000, to be funded from the Reserve Fund, to perform a Full Reserve Study for use in the 2020 business planning process; and

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

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STAFF REPORT

DATE: December 11, 2018
FOR: Board of Directors
SUBJECT: Delinquent Assessment – Payment Plan Agreement

RECOMMENDATION

Staff and the Finance Committee recommend the Board approve revisions to the Delinquent Assessment - Payment Plan Agreement form (Attachment 1), initiating a monthly charge for interest at the rate of 10% per annum, and introducing an administrative fee of \$25 per month.

BACKGROUND

As indicated in the United Mutual Collection and Lien Enforcement Policy, any Member who is unable to timely pay regular assessments is entitled to make a written request for a payment plan to the Board. The Board considers payment plan requests on a case-by-case basis, and is under no obligation to grant requests.

A Delinquent Assessment – Payment Plan form is used to create an agreement between the delinquent Member and the Mutual. The form includes several payment options and conditions for repayment. Once completed by the Member, the form is submitted for review by the Finance Committee with a Staff recommendation for approval, denial, or modification.

The Finance Committee requested legal review of the existing form (Attachment 2) to provide stronger collection language if terms of the agreement are breached and to recover costs associated with accepting payments over time.

DISCUSSION

On November 26, 2018, the United Governing Documents Review Committee recommended approval of the amendments to the Payment Plan Agreement Form and Policy.

On November 27, 2018 the Finance Committee reviewed and recommended approval of the revised Payment Plan Agreement Form and Policy for Assessments.

FINANCIAL ANALYSIS

The stronger terms of the payment plan agreement are likely to result in additional compliance and repayment of delinquent assessments.

Prepared By: Betty Parker, Chief Financial Officer

Reviewed By: Steve Hormuth, Controller

ATTACHMENT(S)

ATT1 – Proposed Payment Plan Agreement - Assessments

ATT2 – Existing Payment Plan Agreement

ATT3 – Resolution

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PAYMENT PLAN AGREEMENT

Assessments



Manor Number: _____

Member Name: _____ Driver License # _____

The undersigned hereby acknowledges the rights of United Laguna Woods Mutual (the Mutual) to collect assessments, together with accrued late charges, interest and collection fees and costs, in accordance with the laws of the State of California and the governing documents of the Mutual. The following reflects the standards that have been adopted by the Board of Directors. Refer to the Payment Plan Standards For Delinquent Assessment Payments document for more details.

The total amount owed as of [date] is \$ _____, this includes assessments, late charges, interest, and collection fees and costs (the "Delinquent Amount"). The undersigned agrees to repay the Delinquent Amount according to the following plan:

Check One:

- ☐ **INSTALLMENTS:** The Delinquent Amount will be paid off in its entirety within _____ months. To achieve this, extra monthly payments will be made in the amount of \$ _____. **These payments will be in addition to the regular monthly assessment, which may come due during the term of the payment plan and the administrative fee described below.** Extra payments will commence on _____ and be made on or before the first of each successive month until the delinquency and accrued late charges are paid in full. With this standard payment option, the undersigned is also required to submit a completed financial statement form (enclosed) as well as a copy of pages one and two of the two most recent federal tax returns, which may be redacted to protect private and confidential information
- ☐ **LUMP SUM:** Payment in full of the Delinquent Amount will be made in a lump sum on or before _____. **This payment will be in addition to the regular monthly assessment, which may come due prior to receipt of the lump sum payment.**
- ☐ **ESCROW:** The undersigned states that the manor is presently for sale, and will present a copy of the executed listing agreement in conjunction with this agreement. If the listing agreement expires before the manor is sold, a new executed listing agreement must be presented. The total term of the payment plan under this option cannot exceed 90 days. Payment in full of the Delinquent Amount will be made from the proceeds of sale of the manor, through escrow. Further, the undersigned understands and agrees that accrued fees, charges and legal collection costs will be collected through escrow. This option allows a request for review by the Board of Directors for an extension, in the event escrow does not close.
- ☐ **OTHER:** The undersigned's payment plan proposal that is in accordance with the standards for payment plans adopted by the Mutual, attached hereto and incorporated herein by reference thereto as Exhibit A. **Payments contemplated in the undersigned's payment plan are in addition to the regular monthly assessment, which may come due during the term of the payment plan and the administrative fee described below.**

Initial All:

- ☐ The undersigned understands that interest will accrue at the rate of 10% per annum, in accordance with the Collection and Lien Enforcement Policy of the Mutual, until the delinquency is paid in full. In addition, the undersigned shall pay an administrative fee of \$25.00 for every month this agreement is in effect. The undersigned will be responsible for all attorneys' fees, costs, interest, late fees and assessments incurred before this agreement and the undersigned's assessment account will be deemed "paid in full."
- ☐ The undersigned understands that the Mutual will pursue all available legal means to collect the sums due on the manor including, but not limited to recording of a lien for an additional cost of a minimum of \$625, which will be added to the Delinquent Amount. If a payment is not received by the due date stated, the Mutual shall, without any further notice to the undersigned, have the power and authority to pursue any and all collection remedies against the undersigned and/or the undersigned's property, including but not limited to non-judicial foreclosure, judicial foreclosure, any remedies available, and a lawsuit for purposes of securing a money judgment. The undersigned knowingly and voluntarily waives any and all claims against the Mutual and its agents and attorneys, and the undersigned waives any and all defenses available related to or arising out of this matter, the amounts as set forth in this agreement, and any other obligation stated herein.
- ☐ The undersigned understands that he or she has the right to meet with the Board of Directors of the Mutual to discuss a reasonable alternative payment plan option (see "Other" above), according to the payment plan standards adopted by the Board of Directors of the Mutual.

Undersigned/Member Name: _____ Signature: _____ Date: _____

Mutual Officer Signature: _____ Date: _____

Return signed form by mail to:

Assessment Payment Representative
PO Box 2220
Laguna Woods, CA 92654-2220

Or deliver in person to:

Assessment Payment Representative
24351 El Toro Road
Laguna Woods, CA 92637
Phone: (949) 597-4221 Fax: (949) 472-4154

**United Laguna Woods Mutual
Village Management Services, Inc., Agent
24351 El Toro Road
Laguna Woods, California 92637**

DELINQUENT ASSESSMENT – PAYMENT PLAN AGREEMENT

Manor No.:
Assessment Delinquency:

Subject: ASSESSMENT DELINQUENCY

The undersigned hereby acknowledges the assessment delinquency shown above. He or she also acknowledges the rights of United Laguna Woods Mutual (the Mutual) to collect such assessments, together with accrued late charges, interest and collection costs, in accordance with the laws of the State of California and the governing documents of the Mutual.

The following reflects the standards that have been adopted by the Board of Directors.
The undersigned agrees to repay the delinquency debt according to the following plan:

- ☐ The delinquent balance will be paid off in its entirety within _____ months. To achieve this, extra monthly payments will be made in the amount of \$_____. **These payments will be in addition to the regular monthly assessment.** Extra payments will commence on _____ and be made on or before the first of each successive month until the delinquency and accrued late charges are paid in full.
- ☐ Payment in full of the delinquent amount will be made in a lump sum on or before _____. **This payment will be in addition to the regular monthly assessment.**
- ☐ The undersigned states that the manor is presently for sale, and will present a copy of the executed listing agreement in conjunction with this agreement. If the listing agreement expires before the manor is sold, a new executed listing agreement must be presented. The total term of all listing agreements shall not exceed one year from the date of the subject delinquency. Payment in full of the delinquent amount will be made from the proceeds of sale of the manor, through escrow. Further, undersigned understands and agrees that accrued fees, charges and legal collection costs will be collected through escrow.
- ☐ Member's payment plan proposal that is in accordance with the standards for payment plans adopted by the Mutual:

This will be in addition to the regular monthly assessment.

The undersigned understands that late charges and fees will continue to accrue, in accordance with the Collection and Lien Enforcement Policy of the Mutual, until the delinquency is paid in full. Also, the undersigned understands that the Mutual reserves the right to pursue all available legal means to collect the sums due if the terms of this agreement are breached. Similarly, the undersigned understands that he or she has the right to meet with the Board of Directors of the Mutual to discuss a reasonable alternative payment plan option (see the fourth option above), according to the payment plan standards adopted by the Board of Directors of the Mutual.

Date: _____ Member's Signature _____
Mutual Officer's Signature _____

Return signed form to:
Manor Payment Representative
PO Box 2220
Laguna Woods, CA 92654-2220

Or:
Manor Payment Representative
24351 El Toro Road
Laguna Woods, CA 92637

Phone: (949) 597-4221 **Fax:** (949) 472-4154

Resolution 01-19-XX
Assessment Payment Plan Agreement

WHEREAS, any Member who is unable to timely pay regular assessments is entitled to make a written request for a payment plan to the Board;

WHEREAS, each request for a payment plan is approved or denied on a case-by-case basis after review by the Finance Committee;

WHEREAS, a Delinquent Assessment – Payment Plan form, which includes several payment options and conditions, is used to create an agreement between the delinquent Member and the Mutual;

WHEREAS, the United Finance Committee recommends a revised Payment Plan Agreement Form with changes submitted by legal counsel to help reinforce collection activity that will occur if a member breaches the agreed-to payment plan for delinquent assessments; and

WHEREAS, the Finance Committee recommends recovering costs associated with accepting payments over time including the initiation of interest charges and an administrative fee for every month the agreement is in effect;

NOW THEREFORE BE IT RESOLVED, on December 11, 2018, the Board of Directors of this Corporation hereby introduces revisions to the Delinquent Assessment - Payment Plan Agreement form, as attached to this Corporate record, initiating a monthly charge for interest at the rate of 10% per annum, and introducing a new payment plan administrative fee of \$25 per 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.

DECEMBER 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: December 11, 2018
FOR: Board of Directors
SUBJECT: Payment Plan Agreement – Delinquent Charges

RECOMMENDATION

Staff and the Finance Committee recommend the Board approve a new payment plan agreement for unpaid monetary penalties, fees, and chargeable services, and initiate an administrative fee of \$25 per month and interest, as allowed.

BACKGROUND

Any Member who is unable to timely pay monetary penalties (or otherwise, fines), fees, or chargeable services charges may make a written request to make payments over time. Each request for a payment plan is approved or denied on a case-by-case basis after review by the Mutual Finance Committee.

On November 27, 2018 the United Finance Committee recommended a Monetary Penalties, Fees, and/or Chargeable Services Charges Payment Plan Agreement form submitted by legal counsel to help reinforce collection activity that will occur if a member breaches the agreed upon payment plan for unpaid delinquencies.

DISCUSSION

A Monetary Penalties, Fees, and/or Chargeable Services Charges Payment Plan Agreement Form (see Attachment 1) will be used to create an agreement between the delinquent Member and the Mutual. The form includes terms and conditions of repayment. Once completed by the Member, the form is submitted for review by the Finance Committee with a Staff recommendation for approval, denial, or modification.

The proposed payment plan policy will recover costs associated with monitoring a payment plan, including an administrative fee for every month the agreement is in effect. Interest shall accrue on fees and chargeable services charges, if any, pursuant to the terms of the applicable work order or services agreement. No interest shall accrue on monetary penalties, unless or until a judgment is obtained by the Mutual for same.

FINANCIAL ANALYSIS

The terms of the payment plan agreement are likely to result in additional compliance and repayment of delinquent fines, fees, and chargeable services.

Prepared By: Betty Parker, Chief Financial Officer

Revised By: Steve Hormuth, Controller

ATTACHMENT(S)

ATT1 – Payment Plan Agreement Form – Monetary Penalties / Fees / Chargeable Services
ATT2 – Resolution

PAYMENT PLAN AGREEMENT
Monetary Penalties / Fees / Chargeable Services



Manor Number: _____

Member Name: _____ DL# _____

The undersigned hereby acknowledges the rights of United Laguna Woods Mutual (the Mutual) to collect monetary penalties, fees or chargeable services charges, in accordance with the laws of the State of California, the governing documents of the Mutual, and/or applicable work order or services agreement. The following reflects the standards that have been adopted by the Board of Directors for repayment of monetary penalties, fees or chargeable services charges.

The total amount owed as of [date] is \$_____, this includes monetary penalties, fees, and or chargeable services charges (the "Total Amount Due"). The undersigned agrees to repay the Total Amount Due according to the following plan:

Check One:

- ☐ **INSTALLMENTS:** The Total Amount Due will be paid off in its entirety within _____ months. To achieve this, extra monthly payments will be made in the amount of \$_____. **These payments will be in addition to the regular monthly assessment, which may come due during the term of the payment plan, the administrative fee described below and any interest, which may accrue pursuant to the terms of the applicable work order or services agreement.** Extra payments will commence on _____ and be made on or before the first of each successive month until the delinquency and accrued late charges are paid in full. With this standard payment option, the undersigned is also required to submit a completed financial statement form (enclosed) as well as a copy of pages one and two of the two most recent federal tax returns, which may be redacted to protect private and confidential information
- ☐ **LUMP SUM:** Payment in full of the Total Amount Due will be made in a lump sum on or before _____. **This payment will be in addition to the regular monthly assessment, which may come due prior to receipt of the lump sum payment.**
- ☐ **ESCROW:** The undersigned states that the manor is presently for sale, and will present a copy of the executed listing agreement in conjunction with this agreement. If the listing agreement expires before the manor is sold, a new executed listing agreement must be presented. The total term of the payment plan under this option cannot exceed 90 days. Payment in full of the Total Amount Due will be made from the proceeds of sale of the manor, through escrow. Further, the undersigned understands and agrees that accrued fees, charges and legal collection costs will be collected through escrow. This option allows a request for review by the Board of Directors for an extension, in the event escrow does not close.
- ☐ **OTHER:** The undersigned's payment plan proposal that is in accordance with the standards for payment plans adopted by the Mutual, attached hereto and incorporated herein by reference thereto as Exhibit A. **Payments contemplated in the undersigned's payment plan are in addition to the regular monthly assessment, which may come due during the term of the payment plan, the administrative fee described below, and any interest, which may accrue pursuant to the terms of the applicable work order or services agreement.**

Initial All:

- ☐ The undersigned shall pay an administrative fee of \$25.00 for every month this agreement is in effect. The undersigned will be responsible for payment of all attorneys' fees, costs, interest, late fees and assessments incurred on the undersigned owner's assessment account before this agreement and the undersigned's assessment account will be deemed "paid in full."
- ☐ The undersigned understands that the Mutual will pursue all available legal means to collect the sums due on the manor including, but not limited to pursue unpaid monetary penalties, fees, and chargeable services charges in Small Claims court up to a maximum dollar amount of \$5,000. If a payment is not received by the due date stated, the Mutual shall, without any further notice to the undersigned, have the power and authority to pursue any and all collection remedies against the undersigned and/or the undersigned's property, including but not limited to a lawsuit for purposes of securing a money judgment. The undersigned knowingly and voluntarily waives any and all claims against the Mutual and its agents and attorneys, and the undersigned waives any and all defenses available related to or arising out of this matter, the amounts as set forth in this agreement, and any other obligation stated herein.
- ☐ The undersigned understands that he or she has the right to meet with the Board of Directors of the Mutual to discuss a reasonable alternative payment plan option (see "Other" above), according to the payment plan standards adopted by the Board of Directors of the Mutual.

Undersigned/Member Name: _____ Signature: _____

Date: _____

Mutual Officer Signature: _____ Date: _____

Return signed form by mail to:
Assessment Payment Representative
PO Box 2220
Laguna Woods, CA 92654-2220

Or deliver in person to:
Assessment Payment Representative
24351 El Toro Road
Laguna Woods, CA 92637
Phone: (949) 597-4221 Fax: (949) 472-4154

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Resolution 01-19-XX
Monetary Penalties, Fees, and/or Chargeable Services Charges
Payment Plan Agreement

WHEREAS, any Member who is unable to timely pay monetary penalties (or otherwise, fines), fees, or chargeable services charges is entitled to make a written request for a payment plan to the Board.

For purposes of this resolution and the attached Monetary Penalties, Fees, and/or Chargeable Services Charges Payment Plan Agreement, “monetary penalty” shall mean pursuant to California Civil Code Section 5725,

“a monetary penalty imposed by the Association as a disciplinary measure for failure of a member to comply with the governing documents, except for late payments, may not be characterized nor treated in the governing documents as an assessment that may become a lien against the member’s separate interest enforceable by sale of the interest under Sections 2924, 2924b, and 2924c”.

“Fees” and “chargeable service charges” shall have the meanings ascribed to each in the applicable work order or service agreement existing between the member and the Mutual.

WHEREAS, each request for a payment plan is approved or denied on a case-by-case basis after review by the Mutual Finance Committee;

WHEREAS, a Monetary Penalties, Fees, and/or Chargeable Services Charges Payment Plan Agreement form is used to create an agreement between the Member and the Mutual;

WHEREAS, the Mutual Finance Committee recommends a Monetary Penalties, Fees, and/or Chargeable Services Charges Payment Plan Agreement form submitted by legal counsel to help reinforce collection activity that will occur if a member breaches the agreed upon payment plan for unpaid monetary penalties (or otherwise, fines), fees, or chargeable services charges; and

WHEREAS, the Mutual Finance Committee recommends recovering costs associated with monitoring a payment plan, including an administrative fee for every month the agreement is in effect shall be added to the Member’s assessment account. Interest shall accrue on fees and chargeable services charges, if any, pursuant to the terms of the applicable work order or services agreement. No interest shall accrue on monetary penalties, unless or until a judgment is obtained by the Mutual for same.

NOW THEREFORE BE IT RESOLVED, on December 11, 2018, the Board of Directors of this Corporation hereby introduces the Monetary Penalties, Fees, and/or Chargeable Services Charges Payment Plan Agreement form, as attached to this Corporate record, initiating an administrative fee of \$25 per month and interest, as allowed; 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.

DECEMBER 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.

Financial Report

As of October 31, 2018



INCOME STATEMENT

ACTUAL

(in Thousands)

TOTAL REVENUE

\$34,019

TOTAL EXPENSE

34,789

Revenue over Expense

(\$770)

Financial Report

As of October 31, 2018



Through October, United was better than budget by \$313K primarily due to:

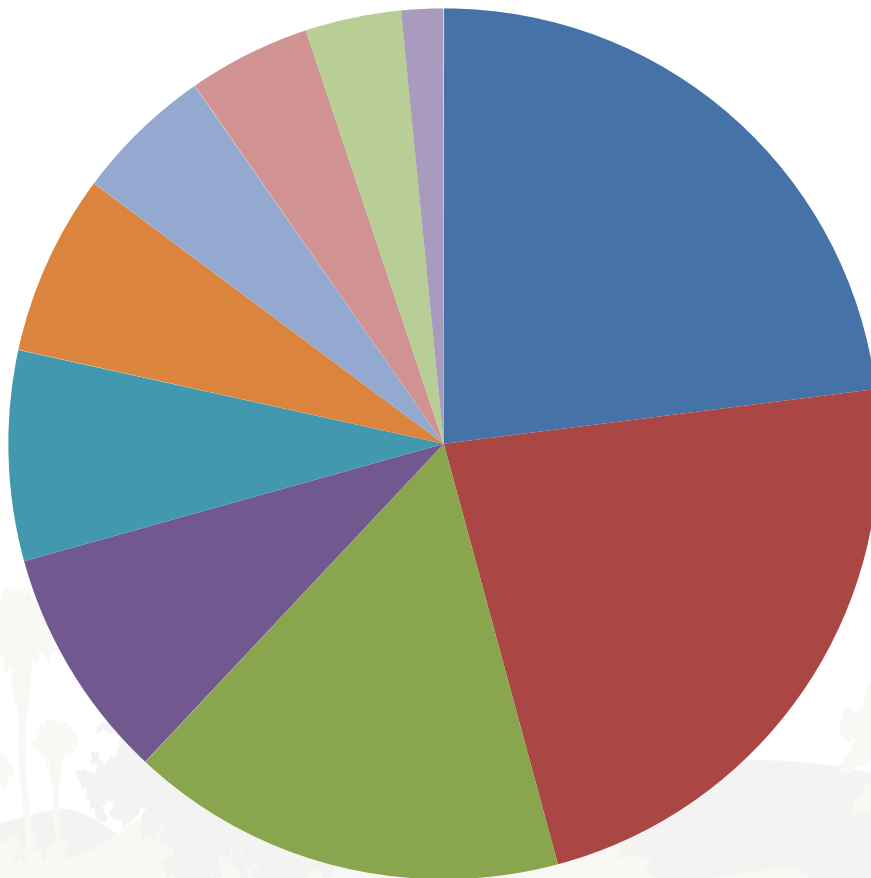
- **Employee Compensation;** savings due to delayed progress of certain reserve programs.
- **Materials & Supplies;** more cost effective product selected for water heater replacements in the first part of the year.
- **Outside Services;** timing -- Q3 start on dry rot repair program and Q4 start on Landscape Revitalization projects.

Financial Report

As of October 31, 2018



Total Non Assessment Revenues \$1,401,242



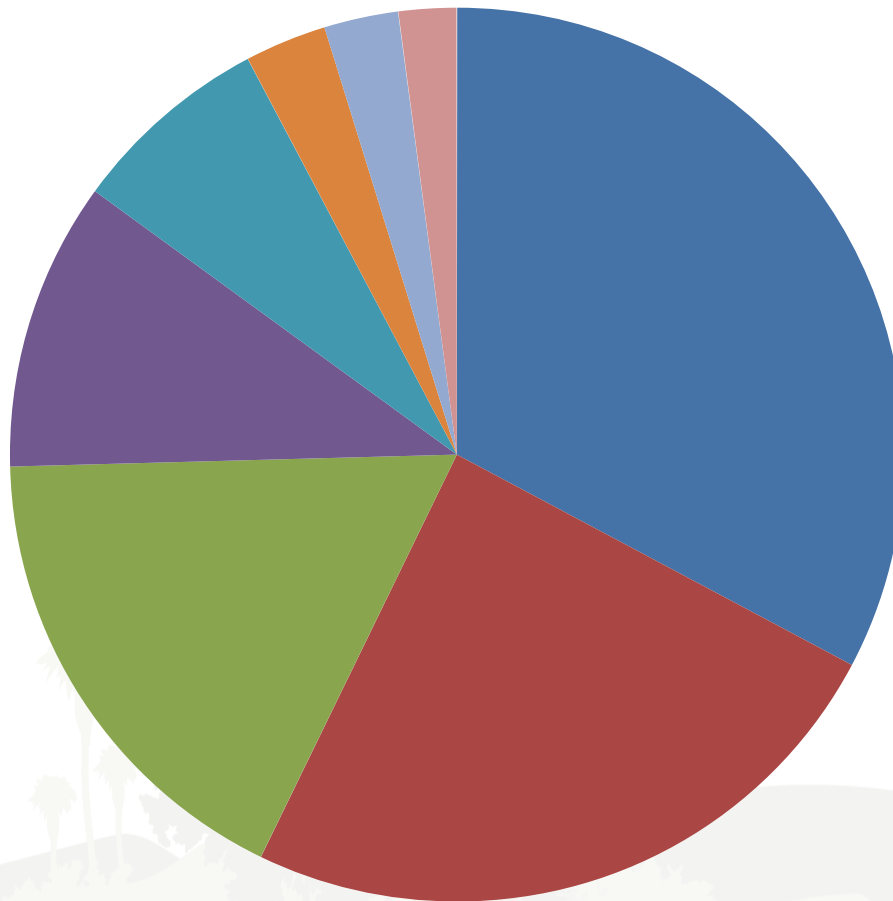
- 23% Fees and Charges to Residents
- 23% Interest Income
- 16% Laundry
- 9% Miscellaneous Revenue
- 8% Resale Processing Fee
- 7% Lease Processing Fee
- 5% Resident Violations
- 4% Collection Administrative Fee
- 3% Golf Cart Electric Fee
- 2% Merchandise Sales

Financial Report

As of October 31, 2018



Total Expenses \$34,788,882



■ 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

Agenda Item # 14a

Treasurer's Report

Page 4 of 5

Slide 4

Financial Report

As of October 31, 2018



NON OPERATING FUND BALANCES

ACTUAL

(in Thousands)

BEGINNING BALANCES: 1/1/18

\$22,432

Contributions & Interest

10,255

Expenditures

(10,365)

Current Balances: 10/31/18

\$22,322

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OPEN MEETING

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

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

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

MEMBERS PRESENT: Gary Morrison - Chair, Juanita Skillman, Carl Randazzo, Elise Addington, Sue Margolis

OTHERS PRESENT: Manuel Armendariz, Andre Torng, Dick Rader (VMS)

MEMBERS ABSENT: None.

STAFF PRESENT: Betty Parker, Steve Hormuth, Christopher Swanson

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 September 25, 2018

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

Division Head Update

Betty Parker, Chief Financial Officer, provided an update on the 2019 Annual Budget Report and Annual Policy Statement mailing, which will be sent to residents this week

Review Preliminary Financial Statements dated October 31, 2018

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

Finance Committee Charter

The Committee reviewed the United Finance Committee Charter last approved in 2012 by Resolution 01-12-202 and made no changes.

By consensus, the Committee agreed to review the Charter at a future meeting when more information from the Investment Task Force is available.

Investment Policy & Task Force Update

The Committee reviewed the Investment Policy and no action was taken. Director Morrison provided an update on the newly formed Investment Task Force and its goals.

2019 United Finance Committee Meeting Dates

The Committee reviewed the proposed 2019 Finance Meeting dates. By consensus the meeting dates were approved, scheduled for the last Tuesday of odd-numbered months.

2019 Reserve Study

Ms. Parker gave an update on the existing reserve study, included this week in the 2019 Annual Budget Report mailing, and recommended retaining a reserve specialist to prepare a full reserve study for use in the 2020 business planning process.

A motion was made and carried unanimously to recommend the Board approve a supplemental appropriation in the amount of \$40,000, to be funded from the Reserve Fund, to proceed with a full reserve study in 2019.

Director Torng handed out a list of questions based on his own analysis of historical reserve studies; Ms. Parker will provide an explanatory response to help identify possible reasons for component changes from year to year.

Director Armendariz commented on how reserve requirements are calculated; Ms. Parker advised that the Greenbook will include an expanded description of the Replacement Factor used to project reserve requirements.

Date of Next Meeting

Tuesday, January 29, 2019 at 2:00 p.m.

Adjournment

The meeting recessed to closed session at 3:39 p.m.

DRAFT

Gary Morrison, Chair

Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

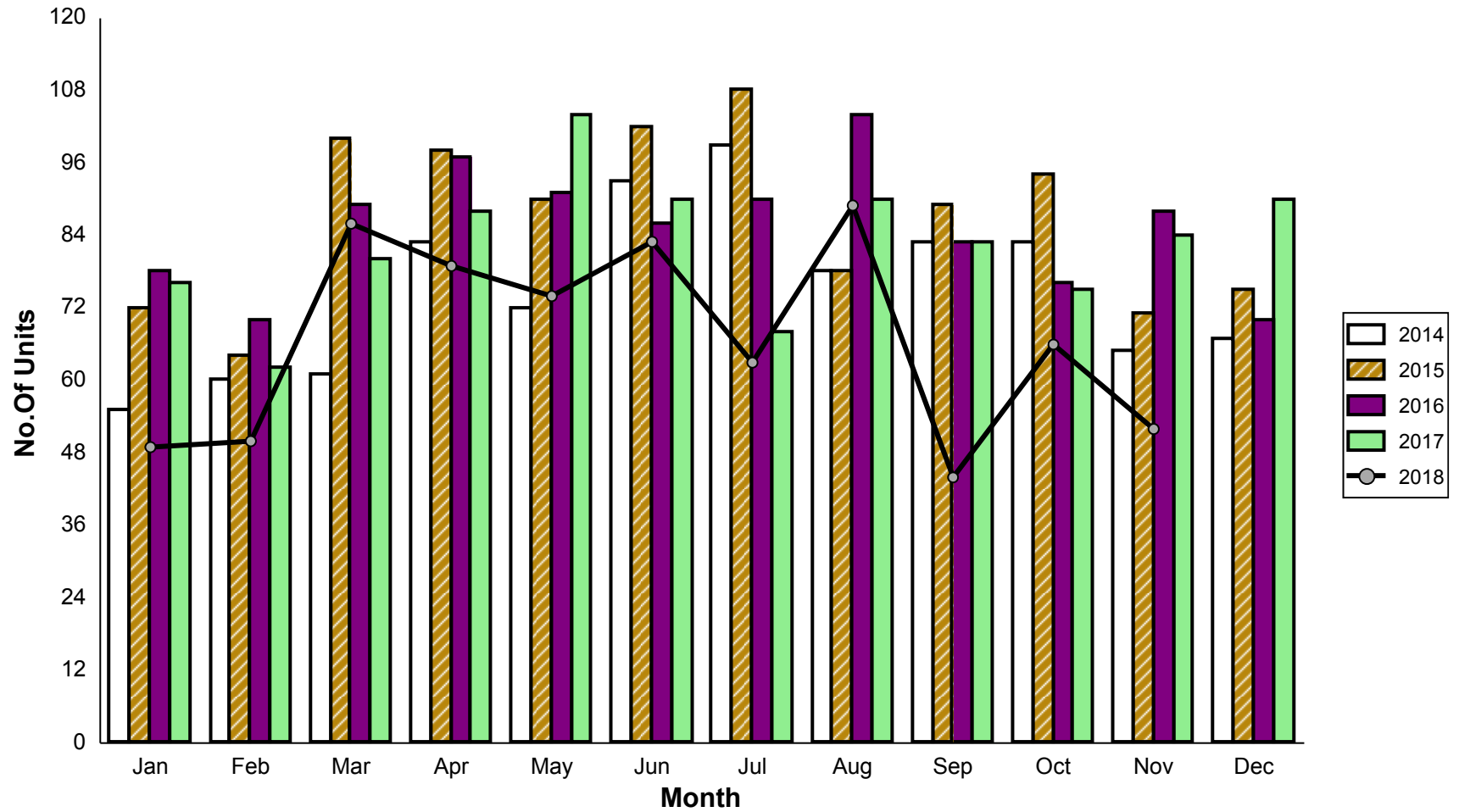
REPORT PERIOD

November, 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	86	80	\$28,065,799	\$24,765,800	\$359,818	\$309,573
April	79	88	\$27,694,226	\$29,024,579	\$364,398	\$329,825
May	74	105	\$24,187,990	\$34,046,751	\$350,551	\$327,373
June	83	90	\$28,002,538	\$31,945,600	\$378,413	\$354,951
July	63	68	\$19,434,100	\$21,413,120	\$329,392	\$314,899
August	89	90	\$28,612,100	\$29,277,556	\$340,620	\$325,306
September	44	83	\$17,185,192	\$25,481,938	\$409,171	\$310,755
October	66	75	\$22,702,400	\$26,703,200	\$366,168	\$356,043
November	52	86	\$16,869,000	\$29,641,100	\$324,404	\$344,664
December		*		\$31,413,715		* \$356,974
TOTAL	735.00	904.00	\$246,235,027	\$294,181,836		
MON AVG	66.00	82.00	\$22,385,002	\$26,743,803	\$354,993	\$324,948

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

November, 2018

MONTH	NO. OF REALES		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	24	37	\$6,194,000	\$9,793,900	\$258,083	\$264,700
December		* 49		* \$12,579,440		* \$256,723
TOTAL	331.00	432.00	\$92,020,240	\$110,223,776		
MON AVG	30.00	39.00	\$8,365,476	\$10,020,343	\$277,532	\$254,886
% CHANGE - YTD	-23.4%		-16.5%		8.9%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

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Resales Report

United Laguna Woods Mutual

November, 2018

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
11/27/2018	22-F	1	\$165,000	La Corona	FSBO	FSBO	Homestead Escrow
11/19/2018	62-C	1	\$285,000	Seville	Laguna Premier Realty, Inc	Regency Real Estate	Granite Escrow
11/02/2018	77-O	1	\$153,500	Cadiz	Century 21 Rainbow Realty	Village Real Estate Services	Homestead Escrow
11/07/2018	101-F	1	\$303,600	Granada	Emmet Mckune & Associates	Regency Real Estate	Granite Escrow
11/14/2018	122-C	1	\$208,000	San Sebastian	HomeSmart Evergreen	Focus Realty	Escrow Options Group
11/05/2018	184-B	1	\$158,000	Cadiz	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
11/21/2018	214-Q	1	\$145,000	Cadiz	Tarbell Realtors	Re/Max Cornerstone	Granite Escrow
11/05/2018	245-D	1	\$310,000	Cordoba	Laguna Premier Realty, Inc	Century 21 Rainbow	Granite Escrow
11/14/2018	275-B	1	\$350,000	La Corona	Seven Gables Real Estate	No Broker	Granite Escrow
11/05/2018	308-H	1	\$259,000	Barcelona	Century 21 Rainbow	Century 21 Award	Corner Escrow Inc.
11/30/2018	384-B	1	\$245,000	Granada	The Uhrik Group	The Uhrik Group	Homestead Escrow
11/29/2018	415-C	1	\$370,000	San Sebastian	Nook Real Estate	Regency Real Estate	Granite Escrow
11/15/2018	445-C	1	\$235,000	La Corona	ReMax Premier Realty	Laguna Woods Properties	Granite Escrow
11/20/2018	491-D	1	\$305,000	Madrid	Village Real Estate	Laguna Premier Realty, Inc	Corner Escrow Inc.
11/28/2018	532-B	1	\$235,900	Granada	Laguna Premier Realty, Inc	Century 21 Rainbow	Granite Escrow
11/02/2018	533-G	1	\$285,000	Granada	Reliance Real Estate	Village Real Estate Services	Homestead Escrow
11/19/2018	682-C	1	\$215,000	Casa Contenta	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
11/01/2018	690-C	1	\$415,000	Cordoba	Century 21 Rainbow Realty	Laguna Premier Realty, Inc	Homestead Escrow
11/26/2018	834-Q	1	\$233,000	Casa Linda	Pacific Sotheby's International	Keller Williams Real Estate	Granite Escrow
11/28/2018	885-B	1	\$390,000	Seville	Regency Real Estate	Regency Real Estate	Homestead Escrow
11/19/2018	913-P	1	\$255,000	Casa Linda	Laguna Premier Realty, Inc	Bullock Russell Real Estate	Pacific Closing Services
11/09/2018	2094-B	1	\$295,000	Seville	Laguna Woods Properties	Century 21 Rainbow	Granite Escrow
11/09/2018	2098-B	1	\$225,000	Casa Linda	Laguna Premier Realty, Inc	Realty One Group	Granite Escrow

Resales Report

United Laguna Woods Mutual

November, 2018

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
11/19/2018	2210-G	1	\$153,000	Coronado	Laguna Premier Realty, Inc	First Team Estates	Pacific Closing Services

Number of Resales: 24

Total Resale Price: \$6,194,000

Average Resale Price: \$258,083

Median Resale Price: \$250,000



MONTHLY LEASING REPORT

Report Period:
November-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
April	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	29	37	363	117	546	471	24	43	19	2
December					0	485				
Monthly Average	23.4	35.1	403.9	52.9	515.3	Jan-Nov 494.5	39.7	32.4	29.8	1.8
Percentage Leased	546 / 6323 = 9%									

New Leases = Units Sublet

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OPEN MEETING

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

Monday, November 26, 2018 – 1:30 PM
Laguna Woods Village Community Center, Sycamore Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Maggie Blackwell – Chair, Cash Achrekar, Andre Torng, Elsie Addington, Juanita Skillman, and Advisors Bevan Strom and Mary Stone

MEMBERS ABSENT:

OTHERS PRESENT: Sherri Davis, Maxine MacIntosh

STAFF PRESENT: Siobhan Foster, Pamela Bashline, Susan McInerney, Eve Morton

REPORT

1. Call to Order

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

2. Acknowledgement of Press

No press was present.

3. Approval of the Agenda

Director Achrekar made a motion to approve the agenda. President Skillman seconded. There were no objections.

4. Approval of Report from the October 22, 2018, meeting

Director Torng moved to approve the report. Director Achrekar seconded. There were no objections.

5. Chair's Remarks

Chair Blackwell said there is a lot to do and she asked the committee to stick to the item on the agenda and the issue that is currently on the table.

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 the Proposed Caregiver Resolution/Policy

Discussion ensued about the proposed changes to the Caregiver Policy and differentiating between medical caregivers and non-medical caregivers.

President Skillman made a motion to create a new policy for non-medical care providers and to keep the existing United Care Policy with includes the permitted health care resident application. Director Achrekar seconded the motion. All were in favor.

8. Review and Discuss Requesting United attorney Jeff Beaumont to Join with GRF and Third attorneys in Creating a Canvassing Policy Suitable for Mutuals and GRF

Mr. Beaumont stated that since Civil Code 4515 went into effect on Jan. 1 2018, he has recommended a Village policy regarding canvassing.

The canvassing part of the new rule applies to United since it allows people to go door to door, however, a community can enact reasonable regulations. There may be a limit on the days, hours, and holidays that people may canvas. Canvassers can be required to wear name tags or to distribute materials on certain types of paper and use identifying marks on the literature to prevent littering.

President Skillman made a motion to request that Mr. Beaumont work with the GRF Board on a canvassing policy which would include the GRF areas as well as some caveats to apply to United regarding day/hours allowed for door knocking, etc. Director Achrekar seconded. All were in favor.

9. Discuss Chargeable Services Payment Plan Form

The Finance Committee requested this Payment Plan Form be reviewed by this committee to ensure updates to this form make it clear to the signatory how the payment plan will work. Ms. Parker reviewed the form with the committee.

Ms. Morton was asked to send Director Torng the original payment plan form so he can see what updates were made.

President Skillman made a motion to accept this form and send it back to the Finance committee. Director Achrekar seconded. All were in favor except for Director Torng.

Concluding Business:

10. Committee Member Comments

Director Torng requested to add any future agenda items not yet addressed onto each new agenda under "Future Agenda Items."

Director Achrekar wished everyone a happy holiday.

President Skillman wished Director Achrekar safe travels.

11. Future Agenda Items

- a. Reconsider guarantors
- b. Traffic Rules for commercial vehicles
- c. Non-Medical Caregivers

12. Discuss date of next meeting since it is currently scheduled for December 24.

The committee requested that the alternate date for the December meeting would be the 18th at 1:30 p.m.

13. Adjournment at 3:45 p.m.



Maggie Blackwell, Chair

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