



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

**Tuesday, January 8, 2019 - 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 Skillman**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
  - a. November 29, 2018 - Special Open Session (United/VMS Appointment)
  - b. December 18, 2018 – Regular Open Session
- 6. Report of Chair**
- 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 Beldner**
- 10. CEO Report**
- 11. Consent Calendar - *All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. In the event that an item is removed from the Consent Calendar by***

*members of the Board, such item(s) shall be the subject of further discussion and action by the Board.*

- a. Architectural Control and Standards Committee Recommendations:
  - (1) Approval Recommendation - 58-E (Barcelona, 10B) Patio Enclosure
  - (2) Approval Recommendation - 145-C (La Corona, 3B) Room Extension onto Patio
  - (3) Approval Recommendation - 445-A (La Corona, 3B) Install Clear Skylights
- b. Landscape Committee Recommendations:
  - (1) Tree Removal Recommendations:
    - Deny removal of one Carrotwood tree (723-C) due to the tree not causing any damage to sidewalks or structures;
    - Deny removal of one Jacaranda tree (684-C) due to the tree was found to be in good condition and the only affected property was an alteration sidewalk the could be repaired;
    - Approve removal of one Red Iron Bark tree (850-P) due to poor condition, visible disease and decay in tree;
    - Approve removal of one Carrotwood tree (303-B) due to interference with street light which would require severe trimming to remedy.
  - (2) Receive and File the Oral Landscape Committee Update on the Herbicide Study.
- c. Finance Committee Recommendations:
  - (1) Approval of Resolution to File in Small Claims Court against Member ID; 947-387-69
- d. Consistent with its statutory obligations the Board members individually reviewed and approved the Mutual's financials for the month of November, 2018, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.

## 12. Unfinished Business

- 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 New 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)**

### 13. New Business

- a. Entertain a Motion to Introduce a Resolution for Revisions to Open House and Real Estate Uniform Signage Policy **(JANUARY initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360)**
- b. Entertain a Motion to Approve a Resolution for Financial Transfers by VMS
- c. Entertain a Motion to Introduce a Resolution for Revisions to Architectural Standard 22: Patio Slabs **(JANUARY initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360)**
- d. Entertain a Motion to Introduce a Resolution for Revisions to Review Revisions to Architectural Standard 25: Tubular Skylight Installations **(JANUARY initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360)**
- e. Entertain a Motion to Introduce a Resolution to Rescind Architectural Standard 26: Solariums and Garden Rooms **(JANUARY initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360)**
- f. Entertain a Motion to Introduce a Resolution to Revise the Alteration Inspection Fees **(JANUARY initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360)**
- g. Entertain a Motion to Introduce a Resolution to Establish Alterations Conformance Deposit **(JANUARY initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360)**

#### **14. Committee Reports**

- a. Report of the Finance Committee / Financial Report – Director Morrison. The Committee did not meeting in December, 2018; Next meeting January 29, 2019, 2:00 p.m. in the Sycamore Room
- b. Report of the Architectural Control and Standards Committee –Director Randazzo– The Committee met on December 20, 2018, next meeting January 17, 2019, 9:30 a.m. in the Board Room
- c. Report of the Communications Committee –Director Blackwell. Next meeting TBA
- d. Report of Member Hearings Committee--Director Skillman. The Committee met on December 27, 2018; next meeting January 24, 2019, 9:00 a.m. in the Willow Room
- e. Report of the Governing Documents Review Committee – Director Blackwell. The Committee met on December 18, 2018; next meeting January 28, 2019, 1:30 p.m. in the Board Room
- f. Report of the Landscape Committee –Director Blackwell. The Committee met on December 13, 2018; next meeting February 14, 2019, 9:00 a.m. in the Board Room
- g. Report of the Maintenance & Construction Committee – Director Randazzo. The Committee did not meet in December, 2018; next meeting February 27, 2019, 9:00 a.m. in the Board Room
  - Village Energy Task Force—Director Randazzo. The Task Force did not meet in December; next meeting January 9, 2019, 9:00 a.m. in the Willow Room
- h. Report of the Resident Advisory Committee – Director Skillman. The Committee met on December 13, 2018; next meeting January 10, 2019, 4:00 p.m. in the Sycamore Room

#### **15. GRF Committee Highlights**

- a. Report of the Finance Committee—Director Morrison. The Committee met on December 19, 2018; next meeting February 20, 2019, 1:30 p.m. in the Board Room
- b. Report of the Community Activities Committee—Director Margolis. The Committee did not meet in December; next meeting January 10, 2019, 1:30 p.m. in the Board Room

- c. Report of the Landscape Committee – Director Blackwell. The Committee met on December 19, 2018; next meeting January 16, 2019, 1:30 p.m. in the Board Room
- d. Report of the Maintenance & Construction Committee—Director Randazzo. The Committee met on December 12, 2018; next meeting February 13, 2019, 9:30 a.m. in the Board Room
- e. Report of the Media and Communication Committee—Director Blackwell. The Committee met on December 17, 2018; next meeting January 21, 2019, 1:30 p.m. in the Board Room
- f. Report of the Mobility and Vehicles Committee—Director Addington. The Committee met on December 5, 2018; next meeting February 6, 2019, 1:30 p.m. in the Board Room
- g. Report of the Security and Community Access Committee—Director Liberatore. The Committee met on December 17, 2019; next meeting February 25, 2019, at 1:30 p.m. in the Board Room
  - Laguna Woods Village Traffic Hearings – Director Addington. The Hearings met on December 19, 2018; next meeting January 16, 2019, 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 Morrison. The Task Force did not meet in December; 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 28-day public review or items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.**

- a. Revised Payment Plan Agreement Form and a Resolution for a Payment Plan Fee Policy for Assessments (**DECEMBER initial notification-sent back to Committee for revisions**)
- b. Adopt a Payment Plan Agreement Form and Approve 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**)

**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) January 8, 2019 – Regular Executive Session*

*Discuss and Consider Member Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Litigation Matters*

- 19. Adjourn**



**OPEN MEETING**

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

Thursday, November 29, 2018  
Laguna Woods Village Community Center  
**Board Room • 2:30 p.m.**

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Board Members Present: Juanita Skillman, Carl Randazzo, Maggie Blackwell, Gary Morrison, Elsie Addington, Manuel Armendariz, Andre Torng, Sue Margolis, Reza Bastani and Janey Dorrell

Board Members Absent: Cash Achrekar

Staff Present: Betty Parker and Whitney Thornton

Candidates Present: Marilyn Lizotte, Anthony Liberatore, Ron Beldner

1. President Skillman called the meeting to order at 1:58 p.m. and announced that a quorum was present.
2. President Skillman announced the purpose of the meeting was to appoint one United Mutual Board Director to fill a vacancy (term ending 2021) and one United/VMS Board Director to fill a vacancy (term ending 2021).
3. The United Board candidates were introduced and given three (3) minutes to provide their candidate statement and two (2) minutes to answer questions from the Board after which new Directors would be selected by secret ballot.

Marilyn Lizotte and Anthony Liberatore provided candidate statements to the Board and answered random questions from various Board members.

Candidates were given (2) minutes to provide their closing statements.

President Skillman made a motion to appoint one (1) United Board Director to fill a vacancy for a term ending in 2021 by secret ballot. Director Blackwell seconded the motion to commence voting and it passed by unanimous consent.

Secret Ballots were passed out to the Board Members.

Director Blackwell made a motion, seconded by Director Armendariz, to cease voting.

The Corporate Secretary and the Secretary of the Board tallied the votes. Anthony Liberatore (6); Marilyn Lizotte (3); Withhold (1).

President Skillman announced that Anthony Liberatore was appointed as the new United Board Member.

President Skillman thanked outgoing Director Dorrell for her work on the United Board and invited Director Liberatore to be seated on the Board. President Skillman administered the Director's Oath to Director Liberatore.

4. The United/VMS Board candidates were introduced and given three (3) minutes to give their candidate statement and two (2) minutes to answer questions from the Board after which new Directors would be selected by secret ballot.

President Skillman read Lenny Ross's statement in his absence. Ron Beldner provided his candidate statement to the Board and answered random questions from various Board members.

President Skillman made a motion to appoint one (1) VMS/United Board Director to fill a vacancy for a term ending in 2021 by secret ballot. Director Blackwell seconded the motion to commence voting and it passed by unanimous consent.

Secret Ballots were passed out to the Board Members.

Director Blackwell made a motion, seconded by Director Randazzo to cease voting and it passed by unanimous consent.

The Corporate Secretary and the Secretary of the Board tallied the votes. Ron Beldner (6) and Lenny Ross (3)

President Skillman announced that Ron Beldner was appointed as the new VMS/United Board Member.

5. Entertain a Motion to Approve a Resolution for United and GRF Committee Appointments

**Resolution 01-18-117**  
**United Laguna Woods Mutual Committee Appointments**

**RESOLVED**, November 29, 2018, that the following persons are hereby appointed to serve the Corporation in the following capacities:

**Architectural Control and Standards Committee**

Janey Dorrell, Chair  
~~Don Tibbetts, Co-Chair~~  
Cash Achrekar, Chair  
Reza Bastani  
~~Pat English~~  
Gary Morrison  
Carl Randazzo  
Non-Voting Advisors: Michael Mehrain, Kay Anderson

**Communications Committee**

Maggie Blackwell, Chair  
Elsie Addington  
Non-Voting Advisors: ~~Alan Dickinson, Marily Benjamin~~ Vacant (2)

**Finance Committee**

Gary Morrison, Chair  
~~Manuel Armendariz~~  
~~Pat English~~  
Sue Margolis  
Carl Randazzo  
Juanita Skillman  
Elsie Addington, Alternate  
Non-voting Advisors: ~~Alan Dickenson, Diane Casey~~ Vacant (2)

**Governing Documents Review Committee**

Maggie Blackwell, Chair  
~~Cash Achrekar~~  
Juanita Skillman  
Andre Torng  
~~Gary Morrison~~  
~~Carl Randazzo~~  
Anthony Liberatore  
Non-voting Advisors: Bevan Strom, Mary Stone

**Laguna Woods Village Traffic Hearings**

Elsie Addington  
Cash Achrekar, Alternate

**Landscape Committee**

Maggie Blackwell, Chair  
Manuel Armendariz  
Janey Dorrell  
Anthony Liberatore  
Non-Voting Advisor: Catherine Brians, Vacant (2)

**Maintenance and Construction Committee**

Carl Randazzo, Chair  
Cash Achrekar  
Reza Bastani  
~~Don Tibbetts, Chair~~  
Janey Dorrell  
Pat English  
Sue Margolis  
Gary Morrison  
Juanita Skillman, Alternate  
Non-voting Advisor: ~~Del Ng~~, Jack Bassler, Ken Deppe, Walter Ridley

**Members Hearing Committee**

Cash Achrekar, Chair  
Juanita Skillman  
Janey Dorrell  
Maggie Blackwell  
Elsie Addington

**New Resident Orientation**

Per Rotation List

**Resident Advisory Committee**

~~Don Tibbetts, Chair~~  
Cash Achrekar, Chair  
~~Carl Randazzo~~  
Anthony Liberatore  
Juanita Skillman  
Andre Torng  
Non-voting Advisors: Kay Anderson, Nancy Lannon

**Village Energy Task Force**

~~Juanita Skillman~~  
Sue Margolis  
Carl Randazzo  
Advisor: Sue Stephens

**RESOLVED FURTHER** Resolution 01-18-43, adopted May 8, 2018, is hereby superseded and canceled.

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

**Resolution 01-18-118**  
**Golden Rain Foundation Committee Appointments**

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

**Business Planning**

Gary Morrison  
Juanita Skillman

**Community Activities**

Janey Dorrell  
Sue Margolis  
Andre Torng  
Juanita Skillman, Alternate

**GRF Finance**

Gary Morrison  
Juanita Skillman  
Carl Randazzo, Alternate

**GRF Landscape Committee**

Manuel Armendariz  
Maggie Blackwell  
Anthony Liberatore, Alternate

**GRF Maintenance & Construction**

Don Tibbets  
Cash Achrekar  
Carl Randazzo  
Sue Margolis, Alternate

**GRF Media and Communications Committee**

Maggie Blackwell  
Elsie Addington

Juanita Skillman, Alternate

**Mobility and Vehicles Committee**

~~Cash Achrekar~~

~~Reza Bastani~~

Elsie Addington

Andre Torng

Juanita Skillman, Alternate

**PAC Renovation Task Force**

~~Don Tibbetts~~

Sue Margolis

Carl Randazzo

Juanita Skillman, Alternate

**Security and Community Access**

Pat English

~~Don Tibbetts~~

Reza Bastani

Anthony Liberatore

Carl Randazzo, Alternate

**Disaster Preparedness Task Force**

Cash Achrekar

~~Gary Morrison~~

Reza Bastani

Gary Morrison, Alternate

**Town Hall Meetings**

As Needed

**RESOLVED FURTHER**, that Resolution 01-18-44, adopted May 8, 2018, is hereby superseded and cancelled.


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

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President Skillman made a motion to approve a resolution for the United and GRF Committee Appointment and to add the name of the New Board Member to the Resolutions. The motion was seconded by Director Blackwell and discussion among the Directors ensued.

Director Armendariz moved to approve the amended United and GRF Committee Appointments. Director Torng seconded the motion and it passed by a vote of 7-2-0 (Director Blackwell and Director Morrison voted against).

6. Meeting was adjourned at 3:47 p.m.

  
Maggie Blackwell, Secretary of the Board  
United Mutual Laguna Woods

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

**Tuesday, December 11, 2018**

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

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

Directors Absent: Cash Achrekar watched the meeting online from India. (Excused)

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

Others Present: VMS: Dick Rader, Mary Stone, and 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 Addington 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**

By consensus, the agenda was approved as amended.

**5. Approval of Minutes**

5a. November 13, 2018 – Regular Open Session

Director Randazzo made a motion, seconded by Director Blackwell, to approve the minutes as amended and it passed by a vote of 10-0-0

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

President Skillman announced that Anthony Liberatore was appointed to replace Janey Dorrell on the United Board. Ron Beldner was appointed the new VMS/United Director. New Committee Appointments Board Members are required to sit on two Committees. The Chairs are appointed by the President. Officers are nominated by the Board. The Committee Appointments are a group decision. Reviewed the information that went out to the residents and asked them to read and return the Code Red Form, Opt-in and Opt-Out Form, and Emergency Contact Information.

## **7. Open Forum**

Members made comments regarding the benefits of the Laguna Woods Foundation, Village Television channel line-up, City Council recently banned the use of Round-up, problems in the laundry room equipment, dumpster divers, and the beautiful holiday lights in United.

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

Several Directors responded to Member comments.

- Director Blackwell responded to the Round-up comments and encouraged residents to come out to the next United Landscape Committee meeting on December 13<sup>th</sup> when a report will be given on the test results of alternative solutions for weeds in United.
- Director Morrison commented that eliminating Round-up without replacement herbicides will increase assessments about \$13.00 per month for labor.
- Director Armendariz noted that the recent test results show using organic herbicides instead of Round-up will increase assessments about \$5.34 per month.
- Director Randazzo responded regarding the recent Village Television channel changes, the cost of doing laundry is \$1.00 per load in the laundry rooms,
- Director Margolis asked the Maintenance and Construction Committee to look into the costs of adding pedestals to the washers and dryers in the laundry rooms.
- President Skillman responded about the recent resolution passed prohibiting people from entering the dumpsters.

## **9. Update from VMS - Director Stone**

Director Stone gave an update from the VMS Board meetings. Director Stone showed a presentation that outlined how many employees work in each department. In November, the VMS Board received an update from the IT and Media Communications Department from Chuck Holland.

## **10. CEO Report**

Siobhan Foster, CEO, reported on the following subjects:

- Encouraged residents to complete and return the CodeRed forms to the concierge desk in the Community Center.
- Transportation Holiday hours: Monday December 24<sup>th</sup> Plan-a-Ride is the only transportation service running. Call 949-597-4659 or email [ride@vmsinc.org](mailto:ride@vmsinc.org) to schedule your trips by noon on Saturday, December 22<sup>nd</sup>. Tuesday, December 25<sup>th</sup> no transportation services will be available.
- Call Center Holiday hours: Monday, December 24<sup>th</sup> the call center will be open from 7 a.m. to 3 p.m. and closed on Tuesday, December 25<sup>th</sup>.

- Check the website for more Village Holiday hours.
- Upcoming New Year's Eve events include the Rockin' New Year's Eve dinner at Clubhouse 5. Doors open at 6:30 p.m. and tickets are available at Clubhouse 5. James Darren will be performing at 3:00 p.m. and 7:00 p.m. on New Year's Eve at Clubhouse 3.
- Shepherds Crook update. Gaps require special attention
- New Transportation and Maintenance Manager was recently hired, Chris Laugenour.
- The new Social Worker in Social Services is Dustin Arbuckle. This position is provided by Saddleback Medical Center at a minimal cost to the Community.
- As of January 1, 2019, the Community Center will be implementing new security measures to protect the residents in the Community.

Siobhan Foster answered questions from the Board.

## **11. Consent Calendar**

### **11a. Finance Committee Recommendations:**

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

#### **RESOLUTION 01-18-119** **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.

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

## **12. Unfinished Business-none**

## **13. New Business**

**13a. Entertain a Motion to Approve a Resolution for Supplemental Appropriation for 2019 Reserve Study**

Director Blackwell read the following resolution:

**Resolution 01-18-120**  
**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.

Director Blackwell made a motion to approve a resolution for Supplemental Appropriation for Full Reserve Study. The motion was seconded by Director Armendariz.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion passed by a vote of 9-1-0 (Director Torng opposed).

**13b. 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)**

Director Blackwell read the following resolution:

**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.

Director Blackwell made a motion to approve the revised Payment Plan Agreement Form and introduce a resolution for a Payment Plan Fee Policy for Assessments for 30-day review. The motion was seconded by Director Armendariz.

Discussion ensued among the Directors.

Director Armendariz recommended taking out the word "interest" and provide a breakdown of the costs. Legal Counsel commended that according to the Civil Code you cannot charge interest on the payment plan fee. The additional charge is not interest, but is considered a processing fee.

President Skillman called for the vote and the motion failed by a vote of 5-5-0 (Director Bastani, Torng, Armendariz, Randazzo, Margolis opposed).

Director Armendariz made a motion, seconded by Director Randazzo, to send this agenda item back to the Finance Committee for corrections and clarification. Motion passed 8-1-1 (Director Morrison opposed, Bastani abstained)

**13c.** Entertain a Motion to Adopt a Revised 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**)

Director Blackwell read the following resolution:

**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.

Director Blackwell made a motion to approve a revised Payment Plan Agreement Form and introduce a resolution for a Payment Plan Fee Policy for Monetary Penalties, Fees, and Chargeable Services for 30-day review. The motion was seconded by Director Armendariz.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion passed by a vote of 8-2-0 (Director Torng and Margolis opposed).

**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. The insurance policy is limited to the building and encouraged residents to purchase an HO6 with loss of use policy. Next meeting will be January 29, 2019, 2:00 p.m. in the Sycamore Room

**14b.** Report of the Architectural Control and Standards Committee – Director Achrekar 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 December 27, 2018, 9:00 a.m. in the Willow Room.

**14e.** Report of the Governing Documents Review Committee - Director Blackwell reported from the last Governing Documents Review Committee meeting. The Committee reviewed the Caregiver and Canvassing Policies and is looking into new policies associated with resident driven golf carts and commercial vehicles. Next meeting will be Tuesday, December 18, 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. The trial period for the organic pesticides will be up on December 13, 2018, 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. Next meeting will be February 27, 2019, 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. Next meeting will be January 9, 2019 at 9:00 a.m. in the Willow Room.

**14h.** Report of the Resident Advisory Committee – Director Skillman gave a report from the last Resident Advisory Committee meeting. Next meeting will be December 13, 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 that the Committee discussed the need for generators for emergencies, trust facilities fees responsibility, insurance renewals, supplemental funding for gate house renovations, supplemental funding for an energy consultant. Next meeting will be December 19, 2018, 1:30 p.m. in the Board Room.

**15b.** Report of the Community Activities Committee—Director Margolis shared highlights from the last GRF Community Activities Committee meeting. The Committee discussed having no fees collected at the pools. Next meeting will be January 10, 2019, 1:30 p.m. in the Board Room.

**15c.** Report of the Landscape Committee—Director Blackwell reported that the Committee did not meet last month. 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. Video Club expansion, chemical storage room for the five pools are not up to code, paddle and pickleball courts concrete has been poured and the lighting and fences have been installed, passive park is complete. 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. The Committee discussed the removal of the analog channels, real estate signs. Negotiating the contact with CBS and fee increased with our channels. Next meeting will be December 17, 2018, 1:30 p.m. in the Board Room.

- Thrive Task Force will start meeting every other month. Next meeting

January 23, 2018.

**15e.** Report of the Mobility and Vehicles Committee—Director Addington shared highlights from the last GRF Mobility and Vehicles Committee meeting. The Committee discussed the cost associated with vehicle replacements. Next meeting will be February 6, 2019, 1:30 p.m. in the Board Room.

**15f.** Report of the Security and Community Access Committee—Director Bastani. Next meeting will be Monday, December 17, 2018, 9:30 a.m. in the Board Room.

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

**15g. Disaster** Preparedness Task Force—Director Morrison reported from the last Disaster Preparedness Task Force meeting. The Task Force discussed a tag that can be placed on the door handle if a resident needs help during an emergency, training for emergency shut off valves for block captains, CPR classes. Encouraged residents to volunteer to be block captains. Next meeting will be January 29, 2019, 9:30 a.m. in the Cypress Room.

**16. Future Agenda Items**

**16a.** 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)**

**16b.** Resolution for Revisions to Architectural Standard 20: Patio Covers; Aluminum **(NOVEMBER initial notification-must postpone 30-days Member review to comply with Civil Code §4360)**

**16c.** Resolution for Revisions to Architectural Standard 44: Fences; Vinyl **(NOVEMBER initial notification-must postpone 30-days Member review to comply with Civil Code §4360)**

**16d.** Resolution for Revisions to Architectural Standard 24: Skylights **(NOVEMBER initial notification-must postpone 30-days for Member review to comply with Civil Code §4360)**

**16e.** Resolution to Revise the Exterior Paint Color Palette **(NOVEMBER initial notification-must postpone 30-days for Member review to comply with Civil Code §4360)**

**16f.** 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)**

**16g.** 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)

**17. Director's Comments**

- Director Morrison asked the Directors to give him their comments about the item going back to the Finance Committee.
- Director Blackwell commented about the future agenda items that were not listed on the agenda.
- Director Armendariz commented that this meeting was very efficient.
- President Skillman commented about the progress of the CEO search committee.
- Director Torng commented about Committee Assignments and his willingness to serve on any of the Committees.
- Director Bastani asked about the members on the CEO search committee.

**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 12:13 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) November 13, 2018 – Regular Executive Session*

*Write-Offs from Assessment Balances against Members*

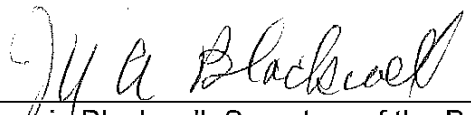
*Discuss Disciplinary Cases*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Litigation Matters*

**19. Adjourn**

The meeting was adjourned at 3:30 p.m.

  
Maggie Blackwell, Secretary of the Board  
United Laguna Woods Mutual

# RESOLUTION ATTACHMENTS

## 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

**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

- 58-E (Barcelona, 10B) Patio Enclosure

**RESOLUTION 01-19-XX**  
**Variance Request**

**WHEREAS**, Mr. Randy W. Felten of 58-E Calle Cadiz, a Barcelona style unit, requests Board approval of a variance to enclose the patio of his Barcelona unit; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected units on December 5, 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 December 20, 2018.

**NOW THEREFORE BE IT RESOLVED**, on January 8, 2019, 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 58-E and all future Shareholders at 58-E.

**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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- 145-C (La Corona, 3B) Room Extension onto Patio

**RESOLUTION 01-19-XX**  
**Variance Request**

**WHEREAS**, Mr. Abdol Riahi of 145-C Avenida Majorca, a La Corona style unit, requests Board approval of a variance to extend the living room by 8' into the existing front patio; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected units on December 10, 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 December 20, 2018.

**NOW THEREFORE BE IT RESOLVED**, on January 8, 2019, 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 145-C and all future Shareholders at 145-C.

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

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- 445-A (La Corona, 3B) Install Clear Skylights

**RESOLUTION 01-19-XX**  
**Variance Request**

**WHEREAS**, Mr. John Fisher of 445-A Avenida Sevilla, a La Corona style unit, requests Board approval of a variance to install two clear glass skylights in the living room ceiling of his unit; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected units on December 10, 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 December 20, 2018.

**NOW THEREFORE BE IT RESOLVED**, on January 8, 2019, 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 445-A and all future Shareholders at 445-A.

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

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## **RESOLUTION 01-19-XX**

### **Tree Removal Denial (2) and Approval (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 December 13, 2018, the Landscape Committee recommended to deny the removal of one Carrotwood tree located at 723-C Avenida Majorca due to the tree not causing any damage to sidewalks or structures; to deny the request for the removal of one Jacaranda tree located at 684-C due to the tree was found to be in good condition and the only affected property was an alteration sidewalk that could be repaired; and to approve the request for the removal of one Red Iron Bark tree located at 850-P due to poor condition, visible disease and decay in tree; to approve the removal of one Carrotwood tree located at 303-B due to interference with street light which would require severe trimming to remedy;

**NOW THEREFORE BE IT RESOLVED**, January 8, 2019, the Board of Directors denied the request for the removal of one Carrotwood tree at 723-C; denied the request for the removal of one Jacaranda tree at 684-C; approved the request for the removal of one Red Iron Bark tree at 850-P; approved the request for the removal of one Carrotwood tree at 303-B, and;

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

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## **RESOLUTION 01-19-XX**

### **Filing of Separate Small Claims Court Case**

**WHEREAS**, the Finance Committee recommends filing separate Small Claims Court cases of \$5,000 (or less) in an attempt to collect delinquent charges by way of a judgment or stipulation against members/owners in United Laguna Woods Mutual; and

**NOW THEREFORE BE IT RESOLVED**, January 8, 2019 that the Board of Directors hereby approves the filing of a separate Small Claims Court case for Member ID 947-387-69 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

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**DATE:** January 8, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Revision of Alteration Standard 19: Modesty Paneling; Balcony

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### **RECOMMENDATION**

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

### **BACKGROUND**

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

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

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

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

### **DISCUSSION**

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

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

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

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Kurt Wiemann, Permits, Inspections and Restoration Manager  
**Reviewed By:** Eve Morton, Alterations Coordinator

## **ATTACHMENT(S)**

**Attachment 1:** Resolution 01-19-XXX: Revise Alteration Standard 19: Balcony Modesty Paneling

**Attachment 2:** Revised Alteration Standard 19: Balcony Modesty Paneling

**Attachment 3:** Redline of Proposed Updates to Alteration Standard 19: Balcony Modesty Paneling

**Attachment 1**

**RESOLUTION 01-19-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**, January 8, 2019, that the Board of Directors of this Corporation hereby adopts the revisions to Alteration Standard 19: Balcony Modesty Paneling, attached as part of the official minutes of this meeting;

**RESOLVED FURTHER**, that Resolution 01-09-287, adopted December 2009, is hereby superseded and cancelled; and

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

NOVEMBER Initial Notification

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

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**STANDARD 19: BALCONY MODESTY PANELING**

MAY 1996, RESOLUTION U-96-62

REVISED DECEMBER 2009, RESOLUTION 01-09-287

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

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

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

REVISED DECEMBER 2018, RESOLUTION 01-19-xx

**1.0 GENERAL REQUIREMENTS**

**SEE STANDARD SECTION 1: GENERAL REQUIREMENTS**

**2.0 APPLICATIONS**

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

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**SECTION STANDARD 19: BALCONY MODESTY PANELING, BALCONY**

MAY 1996, RESOLUTION U-96-62

REVISED DECEMBER 2009, RESOLUTION 01-09-287

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

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

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

REVISED DECEMBER 2018, RESOLUTION 01-19-xx

**1.0 GENERAL REQUIREMENTS**

**SEE STANDARD SECTION 1: GENERAL REQUIREMENTS**

**2.0 APPLICATIONS**

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



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



## STAFF REPORT

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**DATE:** January 8, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Revision of Alteration Standard 20: Balcony and Patio Covers;  
Aluminum and Vinyl

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### **RECOMMENDATION**

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

### **BACKGROUND**

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

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

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

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

### **DISCUSSION**

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

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

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

### **FINANCIAL ANALYSIS**

None.

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

**Reviewed By:** Eve Morton, Alterations Coordinator

### **ATTACHMENT(S)**

- Attachment 1:** Resolution 01-19-XXX: Revise Alteration Standard 20: Balcony and Patio Covers; Aluminum and Vinyl.
- Attachment 2:** Revised Alteration Standard 20: Balcony and Patio Covers; Aluminum and Vinyl. Redline of Proposed Updates to Alteration Standard 20: Balcony and Patio
- Attachment 3:** Covers; Aluminum and Vinyl.

**Attachment 1**

**RESOLUTION 01-19-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**, January 8, 2019, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 20: Balcony and Patio Covers: Aluminum and Vinyl, attached as part of the official minutes of this meeting;

**RESOLVED FURTHER**, that Resolution 01-15-02, adopted January 2015, is hereby superseded and cancelled; and

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

NOVEMBER Initial Notification

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

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**STANDARD 20: BALCONY AND PATIO COVERS;ALUMINUM AND VINYL**

JULY 2002, RESOLUTION U-02-107

APRIL 2008, RESOLUTION 01-08-60

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

REVISED JANUARY 2015, RESOLUTION 01-15-02

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

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

REVISED DECEMBER 2018, RESOLUTION 01-19-xx

**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 01-19-xx

**1.0 GENERAL REQUIREMENTS**

**SEE STANDARD SECTION 1: GENERAL REQUIREMENTS**

**2.0 APPLICATIONS**

- 2.1** Posts shall be of aluminum or vinyl (including alumawood, or vinyl-clad materials), square type, or to match existing posts of covers on the building.
- 2.2** All posts must be anchored to concrete slabs or inside patio walls. Posts may be attached to walls only if such walls have been constructed and inspected for such applications.
- 2.3** Color options for aluminum patio covers are white, almond or bronze. Color options for vinyl materials are white, taupe, beige, and tan. The color of the first patio cover or enclosure on each side of the Building sets color precedence for all future patio cover and/or enclosure installations. Color may match stucco in some cases where no wood



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

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



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

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

### **3.0 PATIOS OVER WHICH A BALCONY EXISTS**

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

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

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

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

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

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## STAFF REPORT

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**DATE:** January 8, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Introduction of Alteration Standard 44: Fences; Vinyl

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### **RECOMMENDATION**

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

### **BACKGROUND**

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

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

### **DISCUSSION**

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

### **FINANCIAL ANALYSIS**

None.

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

**Reviewed By:** Eve Morton, Alterations Coordinator

### **ATTACHMENT(S)**

**Attachment 1:** Resolution 01-19-XX: Introduce Alteration Standard 44: Fences; Vinyl.

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

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**Attachment 1**

**RESOLUTION 01-19-XX**

**Adopt Alteration Standard 44: Fences; Vinyl**

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

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

**NOW THEREFORE BE IT RESOLVED**, January 8, 2019, that the Board of Directors of this Corporation hereby adopts Alteration Standard 44: Fences; Vinyl, attached as part of the official minutes of this meeting;

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

NOVEMBER Initial Notification

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

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**STANDARD 44: FENCES; VINYL**  
**SEPTEMBER 2018, RESOLUTION 01-19-XXX**

**1.0 GENERAL REQUIREMENTS**

**SEE STANDARD SECTION 1: GENERAL REQUIREMENTS**

**2.0 PREPARATIONS**

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

**3.0 APPLICATIONS**

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



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

#### 4.0 **SPRINKLER REVISIONS**

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



## STAFF REPORT

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**DATE:** January 8, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Revisions to Alteration Standard 24: Skylight Installations

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### **RECOMMENDATION**

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

### **BACKGROUND**

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

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

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

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

### **DISCUSSION**

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

**§2.3** Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time. The skylight contractor shall guarantee watertight integrity of the skylight and roof for 5 years from date of installation, and shall repair, without charge to Member, any such defects.

**§2.8** The maximum skylight size shall not exceed Uniform Building Code and Title 24 requirements. All ~~questionable~~ non-conforming skylights are to be reviewed by the Mutual's Board of Directors.

**§2.10** Skylights shall be mounted on minimum 2" x 6" sized curbs. Mounting of skylights shall be with galvanized or ~~equal~~ stainless steel hex-head screws.

**§2.14** Square-Flex™, Sola-Tube®, or equivalent skylight tubes are permitted; refer to Standard 25: Tubular Skylight Installations. ~~provided that installation meets all of the aforementioned standards.~~

**§2.15 No trusses shall be cut in the installation of skylights.**

## **FINANCIAL ANALYSIS**

None.

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

**Reviewed By:** Eve Morton, Alterations Coordinator

## **ATTACHMENT(S)**

**Attachment 1:** Resolution 01-19-XXX: Revise Alteration Standard 24: Skylight installations

**Attachment 2:** Revised Alteration Standard 24: Skylight Installations

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

**Attachment 1**

**RESOLUTION 01-19-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**, January 8, 2019, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 24: Skylight Installations attached as part of the official minutes of this meeting;

**RESOLVED FURTHER**, that Resolution 01-03-40, adopted February 2003, is hereby superseded and cancelled; and

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

NOVEMBER Initial Notification

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

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## **STANDARD 24: SKYLIGHT INSTALLATIONS**

AUGUST, 1992

REVISED FEBRUARY 2003, RESOLUTION 01-03-40

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

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

REVISED DECEMBER 2018, RESOLUTION 01-19-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 01-19-XXX~~

#### **1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

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



~~1.5 **PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~

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

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

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

## **2.0 APPLICATIONS**

**2.1** Skylights may be of openable or fixed type.

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



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



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



## STAFF REPORT

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**DATE:** January 8, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Revision to Exterior Paint Color Palette

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### **RECOMMENDATION**

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

### **BACKGROUND**

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

### **DISCUSSION**

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

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

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

### **FINANCIAL ANALYSIS**

None.

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

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

### **ATTACHMENT(S)**

**Attachment 1:** Proposed Revised Exterior Paint Color  
**Attachment 2:** Palette Proposed Resolution 01-19-XX  
**Attachment 3:** United M&C Committee Endorsement

**Attachment 1**  
**United Laguna Woods Mutual**  
**Revised Exterior Paint Color**  
**Palette Resolution 01-19-XX**  
**November 13, 2018**

**Residential Buildings (Manors) – Single Story Buildings**

<b>Group</b>	<b>Body Color</b>	<b>Trim Color</b>
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**

<b>Group</b>	<b>Body Color</b>	<b>Trim Color</b>
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**

<b>Group</b>	<b>Body Color</b>	<b>Trim Color</b>
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**

<b>Body Color</b>	<b>Trim Color</b>
Berkshire Beige	Shadow White
Hush	Shadow White

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

## Attachment 1

### **RESOLUTION 01-19-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**, January 8, 2019, that the board of Directors of the Corporation hereby establishes a Revised Exterior Paint Color Palette to include the existing seven color groups for single story buildings, five color groups for Seville style buildings, three color groups for multiple story buildings, two color groups for laundry buildings and carports, and addition of a fourth color option (Spiced Berry) for original residential entry doors as attached to the official minutes of this meeting;

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

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

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

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

NOVEMBER Initial Notification

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

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## **ENDORSEMENT (to Board)**

### **Revision to Exterior Paint Color Palette**

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

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

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

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

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## STAFF REPORT

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**DATE:** January 8, 2019  
**FOR:** United Laguna Woods Mutual Board of Directors  
**SUBJECT:** Vehicle, Traffic, and Parking Rules Regarding Commercial Vehicles

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### **RECOMMENDATION**

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

### **BACKGROUND**

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

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

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

On November 13, 2018, the Board of Directors reviewed the updated Vehicle, Traffic, and Parking Rules and Regulations regarding commercial vehicles. The Board sent this item back to the Committee for clarification.

### **DISCUSSION**

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

### **FINANCIAL ANALYSIS**

None

**Prepared By:** Francis Rangel, Operations Manager  
Jacob M Huanosto, Compliance Coordinator

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

## **ATTACHMENT(S)**

Attachment 1: Proposed Changes

Attachment 2: Resolution

### Attachment 1

## **Vehicle, Traffic, and Parking Rules**

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

[For exceptions or questions, call the Watch Commander at 949-580-1400.](#)

### **COMMERCIAL VEHICLE**

A vehicle displaying **any** of the following attributes [is prohibited from overnight parking](#):

- ~~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-any**~~ of the following attributes [is prohibited from overnight parking](#):

- ~~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 More than](#) 2 axles.
- ~~Has a~~An unladen weight of ~~less more~~ than 8,001 pounds.
- ~~Has a~~A manufacturer's gross vehicle weight rating ~~not to that~~ [exceeds](#) 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 UNIT up to 2 decals
- 2 Bedroom MANOR UNIT up to 3 decals.

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

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

### **Unassigned Parking**

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

- Red zone: No stopping, standing or parking.  
EXCEPTIONS:
  - A driver may stop to avoid conflict with other traffic.
  - An attended vehicle may stop for passenger transfers.
  - An attended vehicle may stop for use of a mailbox.
  - An attended vehicle may stop or stand while necessarily engaged in work.  
Examples: moving or delivery truck.
  - An unattended vehicle or piece of equipment may park when necessary and is authorized by the Security Division.
- Blue zone: Parking is permitted only when the vehicle is displaying a valid government issued disabled (handicapped) license plate or placard.
- Fire hydrant zone: No person shall stop, park, or leave standing any vehicle within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner's expense.
- Green zone: Parking may not exceed 10 minutes, or as posted by sign or curb marking.
- Grey zone: Same as Unpainted.
- Handicapped zone: See “Blue zone.”
- White zone: Loading and unloading only.
- Yellow zone: Commercial vehicle loading and unloading only.

- Unpainted: Parking is permitted for up to 7 continuous days, unless otherwise restricted. Parking is always prohibited within 15 feet of a fire hydrant even if the curb is unpainted. See Fire hydrant zone above.

**EXCEPTION:**

- Resident's extended absence parking.
- GUEST PARKING zone: RESIDENT VEHICLES are prohibited from using the location between 8:00 a.m. and 10:00 p.m.
- RESERVED PARKING zone: Parking is prohibited by unauthorized vehicles.
- VISITOR PARKING zone: RESIDENT VEHICLES are prohibited from using the location between 8:00 a.m. and 10:00 p.m.

**ADVERTISING**

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

**EXCEPTIONS:**

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

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

Attachment 2

**RESOLUTION 01-19-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**, January 8, 2019, that the Board of Directors of this Corporation hereby adopts the revised Vehicle, Traffic, and Parking Rules and Regulations, as attached to the official minutes of this meeting; and

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

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

November Initial Notification

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

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## STAFF REPORT

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**DATE:** January 8, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Proposed Revision to Land Use Policy

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### **RECOMMENDATION**

Approve the Revised Land Use Policy.

### **BACKGROUND**

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

### **DISCUSSION**

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

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

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

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

## **FINANCIAL ANALYSIS**

None.

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

**Reviewed By:** Eve Morton, Alterations Coordinator

## **ATTACHMENT(S)**

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

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

**Attachment 3:** Resolution 01-19-XX; Proposed Revised Land Use Alteration Policy

**Attachment 4:** Resolution 01-19-XX; Redline Proposed Revised Land Use Alteration Policy



**RESOLUTION U-02-46**

**Land Use Alteration Policy (Original Version)**

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

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

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

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

**RESOLVED FURTHER**, that the United Alteration Standards adopted May, 1999, Resolution U-96-62 is hereby amended; and

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



**U-02-46**

**LAND USE ALTERATION POLICY (EXISTING POLICY)**

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

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

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

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

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

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

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

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

**Attachment 3**  
**Proposed Policy**

**RESOLUTION 01-19-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 01-19-XX

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

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

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

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

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

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

**NOW THEREFORE BE IT RESOLVED**, January 8, 2019, that the Board hereby adopts the Revised Land Use Policy; and

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

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

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

### **Attachment 3 Proposed Policy**

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

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

NOVEMBER Initial Notification

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

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

**RESOLUTION 01-19-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 01-19-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 January 8, 2019, 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.



## STAFF REPORT

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**DATE:** January 8, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Revisions to Real Estate Signage Policy

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### **RECOMMENDATION**

That the Board adopt the attached Resolution revising the Real Estate Uniform Signage Policy to require the use of updated real estate sign designs beginning on May 1, 2019.

### **BACKGROUND**

1. On December 13, 2011, the Board adopted Resolution 01-11-299, which establishes guidelines for real estate companies holding Open Houses in the Community. The Policy sets forth the following requirements:
2. Open Houses are hereby authorized to be held every Saturday and Sunday between the hours of 11:00 A.M. and 4:00P.M.;
3. A maximum of three signs with maximum size of 24" x 24" may be displayed in accordance with Section 713 of the California Civil Code; and signs shall be placed at the entrances to, and within the cul-de-sacs in which the manors are located. Signs may be posted on the day of the Open House no earlier than 10:00 A.M., and must be removed no later than 5:00P.M., of the same day;
4. Non-residents must be accompanied by a licensed real estate agent approved for Laguna Woods Village entry; or granted access by the Seller/Resident of the property;
5. Directional signs shall be with 24" x 9" corrugated plastic with vinyl lettering and adhere to the GRF approved colors, font and logo;
6. Directional signs shall be placed at street intersections to direct traffic to a specific cul-de-sac. There shall be one sign per direction with a maximum of four signs per intersection;
7. Directional signage may be posted on the day of the Open House no earlier than 10:00 A.M., and must be removed no later than 5:00P.M., of the same day;
8. Realtors shall be responsible for providing the signs and shall adhere to the specifications in accordance with this resolution;
9. Non-conformance to this policy shall result in removal of sign from premises.

Additionally, on February 14, 2012 the Board adopted Resolution 01-12-33 which establishes requirements regarding the temporary placement of real estate signs.

On January 1, 2018, the State of California Bureau of Real Estate (CalBRE) changed the License Disclosure Requirements for Advertising to require all first point of contact solicitation materials to include:

1. The name and number of the licensee. This is for both sales-agents and broker-associates;
2. The responsible broker's "identity." This means the name under which the broker is currently licensed by CalBRE and conducts business in general or is a substantial division of the real estate firm. The broker's license number is optional; and
3. The status of the agent such as "REALTOR®" or "agent" (unless the name of the company makes clear that the advertisement is by a licensee.)

This applies to all types of advertising including but not limited to:

1. "For Sale," "Open House," Lease, Rent or directional signs when any licensee identification information is included; and
2. Any other material designed to solicit the creation of a professional relationship between the licensee and a consumer.

While Resolution 01-11-229 clearly outlines Open House policy, and Resolution 01-12-33 clearly outlines the placement of real estate signs, it is of benefit to Residents and real estate professionals that these two Resolutions be combined, and that the new consolidated Resolution reflect the new CalBRE advertising requirements.

## **DISCUSSION**

To bring conformity and maintain attractive neighborhoods within Laguna Woods Village, the Marketing and Communication Division has collaborated with Village real estate agents to develop updated real estate sign designs that incorporate the new CalBRE requirements. Although the responsibility for compliance with the law lies with the real estate agents, Staff working with these real estate agents also leveraged this opportunity to modernize the look and visibility of Village real estate signage.

On November 19, 2018, the GRF Media and Communications Committee unanimously approved the updated real estate sign designs and directed staff to present resolutions authorizing the use of the updated real estate sign design to the Board of Directors for the Golden Rain Foundation, Third Mutual, United Mutual and Mutual No. Fifty for consideration in January 2019. Following the introduction of the resolutions, each Board must postpone action for 28-days for Member comments and suggestions to comply with Civil Code Section 4360. Subsequent to the adoption of the resolutions, real estate agents must be given sufficient time

to obtain new signage. It is proposed that the use of the updated sign designs will be required beginning on May 1, 2019.

It is important to note that real estate agents are being directed to one vendor for signs. This is intentional and is being done to preserve continuity and proper use of Trademarks.

### **FINANCIAL ANALYSIS**

With the exception of design costs and Staff time, there is no significant cost to implement the updated real estate sign designs.

**Prepared By:** Eileen Paulin, Marketing and Communications Manager

**Reviewed By:** Rebecca Jackson, Public Relations Specialist

Siobhan Foster, COO

### **ATTACHMENT(S)**

ATT 1: Media and Communications Committee Approved Real Estate Sign Designs

ATT 2: Resolution 01-11-229

ATT 3: Resolution 01-12-33

ATT 4: Proposed Resolution 01-19-XX

ATT 5: Real Estate Sign Policy Guidelines

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ATT 1:

Page 1 of 1

Media and Communications Committee Approved Real Estate Sign Designs



**OPTION 3 (1 Color - Orange) • Centered • 24x24**



ATT: # 2

Page 1 of 2

**RESOLUTION 01-11-229**

**WHEREAS**, on September 11, 2001, the Board of Directors of this Corporation adopted Resolution U-01-79 establishing guidelines for real estate companies holding Open Houses in the Community; and

**WHEREAS**, the GRF Board has passed a Resolution allowing Open House directional signage to be posted on GRF property with the intention of improving the marketability of cooperatives and condominiums in Laguna Woods Village; and

**WHEREAS**, providing directional signage to a particular cul-de-sac to a scheduled Open House will help guide traffic to the cooperative or condominium for sale or rent; and

**NOW THEREFORE BE IT RESOLVED**, December 13, 2011, that the Board of Directors of this Corporation hereby adopts the following Open House Policy:

1. Open Houses are hereby authorized to be held every Saturday and Sunday between the hours of 11:00 A.M. and 4:00P.M.;
2. A maximum of three signs with maximum size of 24" x 24" may be displayed in accordance with Section 713 of the California Civil Code; and signs shall be placed at the entrances to, and within the cui-de-sacs in which the manors are located. Signs may be posted on the day of the Open House no earlier than 10:00 A.M., and must be removed no later than 5:00P.M., of the same day;
3. Non-residents must be accompanied by a licensed real estate agent approved for Laguna Woods Village entry; or granted access by the Seller/Resident of the property;
4. Directional signs shall be with 24" x 9" corrugated plastic with vinyl lettering and adhere to the GRF approved colors, font and logo;
5. Directional signs shall be placed at street intersections to direct traffic to a specific cul-de-sac. There shall be one sign per direction with a maximum of four signs per intersection;
6. Directional signage may be posted on the day of the Open House no earlier than 10:00 A.M., and must be removed no later than 5:00P.M., of the same day;

ATT: #2  
Page 2 of 2

7. Realtors shall be responsible for providing the signs and shall adhere to the specifications in accordance with this resolution;
8. Non-conformance to this policy shall result in removal of sign from premises; and

**RESOLVED FURTHER**, that the Managing Agent is directed to inform all real estate offices which conduct business in Laguna Woods Village of this policy; and

**RESOLVED FURTHER**, that Resolution U-01-79 adopted September 11, 2001, is hereby superseded and canceled; and

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

ATT: #3  
Page 1 of 1

**RESOLUTION 01-12-33**

**WHEREAS**, to protect the aesthetic integrity of Laguna Woods Village, and further to prevent the diminishment of the surrounding beauty of the Community, it is necessary to establish architectural guidelines with respect to real estate signage;

**NOW THEREFORE BE IT RESOLVED**, February 14, 2012 that the Board of Directors of this Corporation hereby adopts the following policy regarding the temporary placement of real estate signs:

1. Sign Location: To be displayed in one (1) of the following locations:
  - a) the manor window
  - b) adjacent to a wall of the manor, within one (1) foot of the structure
  - c) on the gate of the subject manor
2. Maximum Number: One per residence
3. Maximum Sign Area: The smaller of 6 square feet or 20% of the window area
4. Maximum Character Size: 12 inches
5. Sign Copy: Pertaining only to the sale, rent or lease of the manor
6. Sign Material: Wood, metal, rigid poster board, or plastic
7. Sign Illumination: None permitted
8. Permit Requirement: None

**RESOLVED FURTHER**, that Resolution 01-06-48 adopted June 13, 2006 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.

**Resolution 01-19-XX**

**Real Estate Uniform Signage Policy**

**WHEREAS**, Resolution 01-12-33 adopted on February 14, 2012, established the Real Estate Uniform Signage Policy; and

**WHEREAS**, the Real Estate Uniform Signage Policy is intended to improve the marketability of cooperatives and condominiums in Laguna Woods Village; and

**WHEREAS**, United Mutual must update the Real Estate Uniform Signage Policy to include real estate sign requirements to conform with State of California Bureau of Real Estate (CalBRE) License Disclosure Requirements for Advertising that went into effect on January 1, 2018; and

**WHEREAS**, CalBRE's new License Disclosure Requirements for Advertising require all first point of contact solicitation materials to include:

1. The name and number of the licensee. This is for both sales-agents and broker-associates;
2. The responsible broker's "identity." This means the name under which the broker is currently licensed by CalBRE and conducts business in general or is a substantial division of the real estate firm. The broker's license number is optional; and
3. The status of the agent such as "REALTOR®" or "agent" (unless the name of the company makes clear that the advertisement is by a licensee); and

**WHEREAS**, the CalBRE's requirement apply to all types of advertising including but not limited to:

1. "For Sale," "Open House," For Lease, or directional signs when any licensee identification information is included; and
2. Any other material designed to solicit the creation of a professional relationship between the licensee and a consumer; and

**WHEREAS**, the Marketing and Communications Division has collaborated with Village realtors to develop updated designs for real estate signs that incorporate the new CalBRE requirements; and

**WHEREAS**, the responsibility for compliance with the law lies with real estate agents, the Marketing and Communications Division working with the real estate agents leveraged this opportunity to modernize the look and visibility of Village real estate signage; and

ATT: #4  
Page 2 of 4

**WHEREAS**, on November 19, 2018, the GRF Media and Communications Committee reviewed and unanimously approved the updated real estate sign designs and recommended that the Boards of Directors for the Golden Rain Foundation, Third Mutual and United Mutual adopt resolutions requiring the use of the updated real estate sign designs as soon as practicable;

**NOW THEREFORE BE IT RESOLVED**, January 8, 2019, the Board of Directors of this Corporation hereby introduces this resolution requiring the use of the updated real estate designs beginning on May 1, 2019, and adopts the following updated Real Estate Uniform Signage Policy:

1. Use of the real estate signage contained in Attachment 1 to this Resolution is required effective May 1, 2019. The use of other real estate signage is after April 1, 2019 is prohibited;

Open House and Directional Signs:

2. Open House signs shall be 24 inches by 24 inches, made of corrugated plastic with lettering and adhere to the GRF-approved colors, font and logo, as depicted in Attachment 1 to this resolution;
3. Directional signs shall be 24 inches by 9 inches, made of corrugated plastic with and adhere to the GRF-approved colors, font and logo, as depicted in Attachment 1 to this resolution;
4. Open House signs may be present on Saturday and Sunday, between 10 a.m. and 5 p.m. They may also be present on Wednesday and Thursday, between the hours of 9 a.m. and 2 p.m. in conjunction with Broker Preview events.
5. Directional signs may be posted on the day of the Open House no earlier than 10 a.m., and must be removed no later than 5 p.m., on the same day;
6. At the entrance to or anywhere within a cul-de-sac, a maximum of three (3) Open House signs per manor may be placed.
7. Open House directional (designated by an arrow) signs may be placed at street intersections and cul-de-sac entrances only. No mid-block signs are allowed.
8. At any street intersection or cul-de-sac entrance there may be no more than:
  - a. One (1) directional sign pointing in any one direction, and
  - b. Four (4) total directional signs, regardless of the number of open houses in the vicinity.

ATT: #4  
Page 3 of 4

9. Both a 24-by-24-inch sign and a 24-by-9-inch directional sign may be placed at a cul-de-sac entrance.

For Sale Signs:

10. For Sale signs shall be 24 inches by 24 inches, made of corrugated plastic with and adhere to the GRF-approved colors, font and logo, as depicted in Attachment 1 to this resolution;
11. For Lease signs shall be 24 inches by 24 inches, made of corrugated plastic with and adhere to the GRF-approved colors, font and logo, as depicted in Attachment 1 to this resolution;
12. A maximum of one (1) "For Sale" or "For Lease" or "For Rent" sign may be placed at a Manor. It may be in a window, on a gate or on a post placed within one (1) foot of the building. Signs are not allowed on balcony or stairway railings. The maximum size is 6 square feet, and if placed in a window it may be no larger than 20 percent of the window size. No illumination is allowed. The maximum character size is twelve (12) inches.

Other:

13. Realtors shall be responsible for purchasing providing the signs from RESS - Real Estate Signs & Supplies, Laguna Hills, California, and shall adhere to the specifications in accordance with this resolution;
14. Non-conformance to this policy shall result in removal of sign from premises; and
15. Non-Residents must be accompanied by a licensed real estate agent approved for Laguna Woods Village entry; or granted access by the Seller/Resident of the property; and

**RESOLVED FURTHER**, that members selling their properties "For Sale By Owner" shall be required to comply with the same guidelines as real estate agents; and

**RESOLVED FURTHER**, the Resident will be billed an amount of \$50 for extended gate hours through the Recreation Division's reservations contract; and

**RESOLVED FURTHER**, that Resolution 01-12-33 adopted on February 14, 2012, is hereby superseded in its entirety and is no longer in effect; and

ATT: #4  
Page 4 of 4

**RESOLVED FURTHER**, that Resolution 01-06-48 adopted on June 13, 2006, is hereby superseded in its entirety and is no longer in effect; 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.

January Initial Notification

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

ATT: #5  
Page 1 of 1

(The information below will be designed as handout for realtor's and the correct Resolution numbers will be inserted.)

## **Real Estate Signage Rules and Regulations**

Effective immediately, the following rules apply to real estate signs for United and Third Mutual:

### **FOR SALE SIGNS:**

1. A maximum of one (1) "For Sale" or "For Lease" or "For Rent" sign may be placed at a Manor. It may be in a window, on a gate or on a post placed within one (1) foot of the building. Signs are not allowed on balcony or stairway railings. The maximum size is 6 square feet, and if placed in a window it may be no larger than 20 percent of the window size. No illumination is allowed. The maximum character size is twelve (12) inches. There is no restriction as to how long the sign may remain posted. Security will photograph, then where feasible, remove excessive or improperly posted signs.

### **OPEN HOUSE SIGNS:**

1. "Open House" signs may be present on Saturday and Sunday, between 10 a.m. and 5 p.m. They may also be present on Wednesday and Thursday, between the hours of 9 a.m. and 2 p.m. in conjunction with Broker Preview events.

2. At the entrance to or anywhere within a cul-de-sac a maximum of three (3) "Open House" signs per manor may be placed. These signs may be up to 24 inches by 24 inches in size. There are no other specifications regarding the appearance of these signs. Security will photograph, then remove excessive or improperly posted signs.

3. "Open House" directional (designated by an arrow) signs may be placed at street intersections and cul-de-sac entrances only. No mid-block signs are allowed.

4. Directional signs must conform to an approved design: 24 inches by 9 inches corrugated plastic with vinyl letters and using approved colors, font and logo (see example below).

4a. Available for purchase from RESS - Real Estate Signs & Supplies (949) 855-1355.

5. At any street intersection or cul-de-sac entrance there may be no more than a) one (1) directional sign pointing in any one direction, and b) four (4) total directional signs, regardless of the number of open houses in the vicinity.

6. The rules allow for both a 24x24 sign and a 24x9 directional sign to be placed at a cul-de-sac entrance.

7. Security will photograph, then remove all duplicate, excessive and improperly placed directional signs. If you know which properly placed sign was installed first, remove the subsequently placed sign(s). If you do not know which properly placed sign was installed first, randomly remove the excessive sign(s).

8. Removed signs will be deposited at the Service Center and disposed of every Wednesday in accordance with current practice.

Reference Laguna Woods Village Board Resolutions:

United Mutual: #01-11-229 and #01-12-33  
Third Mutual: # 03-11-214 and #03-12-21  
GRF: #90-11-117 and GRF #90-13-45



## STAFF REPORT

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**DATE:** January 8, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Financial Transfers by Village Management Services, Inc.

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### **RECOMMENDATION**

Adopt resolution authorizing financial transfers by VMS on behalf of the Association.

### **DISCUSSION**

Assembly Bill 2912 will become effective January 1, 2019 and adds several new requirements that impact the financial management of associations, including more frequent board review of financials, board authorization requirements for deposits and expenditures, and higher fidelity insurance limits.

#### **Civil Code §5502 Financial Transfers**

This new section states that transfers greater than ten thousand dollars (\$10,000) or 5 percent of an association's total combined reserve and operating account deposit, require prior written authorization from the Board. Legal counsel has drafted a resolution (Attachment 1) to serve as the written authorization that reflects current practice and meets Civil Code requirements.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Betty Parker, Chief Financial Officer

**Reviewed By:** Siobhan Foster, Acting Chief Executive Officer

### **ATTACHMENT(S)**

ATT1 - Resolution

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## **UNITED LAGUNA WOODS MUTUAL**

### **BOARD RESOLUTION RE: FINANCIAL TRANSFERS BY VMS, INC.**

WHEREAS, United Laguna Woods Mutual (the “Association” or “United”) is a California non-profit mutual benefit corporation organized for the purpose of operating the condominium project known as United Laguna Woods Mutual pursuant to the provisions set forth in its Articles of Incorporation, Bylaws, Rules and Board Resolutions (collectively, the “Governing Documents”);

WHEREAS Village Management Services, Inc. (“VMS”) is a California non-profit mutual benefit corporation organized primarily for the purpose of providing management services to, among other associations, United, pursuant to the provisions set forth in the Association’s Governing Documents, services that currently include, among other things, making financial transfers from one or more accounts that it maintains as trustee on behalf of the Association;

WHEREAS, the Association, through its volunteer Board of Directors (“Board”), is responsible for, among other things, managing and operating the Association in accordance with the Association’s Governing Documents and the Davis -Stirling Common Interest Development Act;

WHEREAS, pursuant to Article IX, Section 6(d)(ii) of the Bylaws, “The Treasurer shall deposit or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as may be designated by the Board of Directors; shall disburse the funds of the Corporation as may be ordered by the Board of Directors; shall render to the President and Directors, when requested, an account of the transactions as Treasurer and of the financial condition of the Corporation; and shall have other powers and perform such other duties as may be prescribed by the Board of Directors or by Bylaws. The foregoing shall not be applicable if such responsibilities have been delegated to a managing agent by the Corporation;”

WHEREAS, Article VI, Section 1(b) of the Bylaws provides: “The Board may delegate the management of the activities of the Corporation to any person or persons, management company, provided that the activities and affairs of the Corporation shall be managed and all Corporate powers shall be exercised under the direction of the Board;”

WHEREAS, pursuant to *Corporations Code* Section 7210, “the board may delegate the management of the activities of the corporation to any person or persons, management company, or committee however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the board;”

WHEREAS, the Association’s managing agent is currently VMS, pursuant to a duly executed management agreement;

WHEREAS, pursuant to Article XII, Section 2 of the Bylaws, the “Books and accounts of this Corporation shall be kept as prescribed by law;”

WHEREAS, pursuant to Article X, Section 1(b) of the Bylaws, “The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to specific instances;”

WHEREAS, *Civil Code* Section 5380 regulates the conduct of an association’s managing agent in managing the association’s funds, and pursuant to *Civil Code* Section 5380(a), “A managing agent of a common interest development who accepts or receives funds belonging to the association shall deposit these funds that are not placed into an escrow account with a bank, savings association, or credit union or into an account under the control of the association, into a trust fund account maintained by the managing agent in a bank, savings association, or credit union in this state;”

WHEREAS, pursuant to Civil Code Section 5380(b), the written approval of the Board is required for VMS (including its employees rendering services and performing its duties as managing agent of United), who accepts or receives funds on behalf of the Association, to deposit said funds into an interest-bearing account in a bank, savings association, or credit union in the State of California;

WHEREAS, effective January 1, 2019, *Civil Code* Section 5380(b) prohibits a managing agent from making financial transfers greater than ten thousand dollars (\$10,000) or five percent (5%) of an association's total combined reserve and operating account deposits, whichever is lower, from accounts maintained by the managing agent as trustee for the association, without obtaining prior written approval from the Board of the Association; and

WHEREAS, the Board has determined that it is in the best interests of the Association for VMS to be granted the authority to make said financial transfers, electronic or otherwise, without having to obtain the Board's prior written approval for each such financial transfer, and wishes to authorize/direct VMS through its employees, to make said transfers as required by the Association;

NOW, THEREFORE, BE IT RESOLVED, that the Association hereby adopts the following resolution, pursuant to *California Civil Code* Section 5380, authorizing financial transfers, beginning on January 1, 2019 and continuing through and including December 31, 2019, by VMS on behalf of the Association from one or more accounts that VMS maintains as trustee on behalf of the Association, as may be necessary for VMS to fulfill its contractual duties to the Association, provided the following requirements are met:

(a) The account is in the name of the Association;

(b) All of the funds in the account are covered by insurance provided by an agency of the federal government or private institution offering coverage equal to, or exceeding, such government backed insurance;

(c) VMS discloses to the Board, via account summaries, statements or otherwise, the nature of the account, how interest will be calculated and paid, whether service charges will be paid to the depository and by whom, and any notice requirements or penalties for withdrawal of funds from the account(s) all of which must be noticed to the Association with the Association's financials on no less than a monthly basis to allow the Board to meet its statutory duties;

(d) No interest earned on funds in the account shall inure directly or indirectly to the benefit of VMS or any party other than the Association; and

(e) Transfers of greater than ten thousand dollars (\$10,000) or five percent (5%) of the Association's total combined reserve and operating account deposits, whichever is lower, including transfers for the payment of utilities or other Association expenses, shall not be authorized from the account without prior written approval from the Board; for purposes of this Section (e), this Resolution shall be deemed the "prior written approval from the Board" as required by *Civil Code* Section 5380.

#### CERTIFICATE

I, \_\_\_\_\_, hereby certify:

1. That I am the duly elected and acting Secretary of UNITED LAGUNA WOODS MUTUAL; and

2. That the above Resolution constitutes the Resolution of the UNITED LAGUNA WOODS MUTUAL Board of Directors as duly adopted by a vote of the Board at a duly called and noticed Board meeting held on \_\_\_\_\_ at Laguna Woods Village, California. IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Secretary

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Print Name

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## STAFF REPORT

**DATE:** January 8, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Revision of Alteration Standard 22: Patio Slabs

### **RECOMMENDATION**

Approve a resolution to adopt revisions to Alteration Standard 22: Patio Slabs.

### **BACKGROUND**

On December 19, 2018, the Architectural Controls and Standards Committee (ACSC) reviewed this Standard. The Committee voted to recommend the item for approval by the Board.

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

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

Alteration Standard 22: Patio Slabs was last revised May 1996, via Resolution U-96-62.

### **DISCUSSION**

Due to the continued popularity of the various components involved in the remodel process, the ACSC has reviewed the existing standard pertaining to Alteration Standard 22: Patio Slabs and recommends the following revisions:

- §2.1 Patio concrete slab must be at least 4" nominal thick ~~and test~~ at concrete class of 520-C-2500 concrete. ~~within 28 days shall be used. Wire mesh reinforcing is mandatory.~~
- §2.2 Patio concrete shall be placed on 4" aggregate base over compacted subgrade.
- §2.3 For non-bearing slabs, reinforcement shall be WWF 6x6; for load bearing slabs reinforcement shall be as designed by a licensed engineer.
- §2.4 For slabs poured against existing non-structural concrete, #3 dowels shall be epoxied into existing concrete 18" O.C.
- §2.5 Slabs larger than 15' x 15' shall have control joints.
- §2.6 Patios shall have a non-slip troweled or broom finish.
- §2.7 Any unit wherein a wall or partial wall limits the extent of the original size of the slab, ~~will not be~~ no extension in any direction will be permitted.

- §2.8** Patios which have planting or dirt areas inside the defined patio walls may be replaced with a concrete slab, providing it does not extend beyond the wall.
- §2.9** No slab extension may encroach into common area.
- §2.10** All installations must have a minimum slope of ¼" per foot and drain to drain inlets or landscaping.

### **FINANCIAL ANALYSIS**

None.

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

**Reviewed By:** Eve Morton, Alterations Coordinator

### **ATTACHMENT(S)**

**Attachment 1:** Resolution 01-19-XXX: Alteration Standard 22: Patio Slabs.

**Attachment 2:** Revised Alteration Standard 22: Patio Slabs.

**Attachment 3:** Redline of Proposed Updates to Alteration Standard 22: Patio Slabs.

**Attachment 1**

**RESOLUTION 01-19-XX**

**Revise Alteration Standard 22: Patio Slabs**

**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 22: Patio Slabs.

**NOW THEREFORE BE IT RESOLVED**, January 8, 2019, that the Board of Directors of this Corporation hereby introduces revisions to Alteration Standard 22: Patio Slabs, attached as part of the official minutes of this meeting;

**RESOLVED FURTHER**, that Resolution U-96-62, adopted May 1996, 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.

January Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board.

Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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**STANDARD 22: PATIO SLABS**

MAY 1996, RESOLUTION U-96-62

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

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

REVISED FEBRUARY 2019, RESOLUTION 01-19-XXX

**1.0 GENERAL REQUIREMENTS**

**SEE STANDARD SECTION 1: GENERAL REQUIREMENTS**

**2.0 APPLICATIONS**

- 2.1** Patio concrete slab must be at least 4" nominal thick 520-C-2500 concrete.
- 2.2** Patio concrete shall be placed on 4" aggregate base over compacted subgrade.
- 2.3** For non-bearing slabs, reinforcement shall be WWF 6x6; for load bearing slabs reinforcement shall be as designed by a licensed engineer.
- 2.4** For slabs poured against existing non-structural concrete, #3 dowels shall be epoxied into existing concrete 18" O.C.
- 2.5** Slabs larger than 15' x 15' shall have control joints.
- 2.6** Patios shall have a non-slip troweled or broom finish.
- 2.7** Any unit wherein a wall or partial wall limits the extent of the original size of the slab, no extension in any direction will be permitted.
- 2.8** Patios which have planting or dirt areas inside the defined patio walls may be replaced with a concrete slab, providing it does not extend beyond the wall.
- 2.9** No slab extension may encroach into common area.
- 2.10** All installations must have a minimum slope of ¼" per foot and drain to drain inlets or landscaping.



### **3.0 PREPARATIONS**

- 3.1** In each case, an inspector will visit the site prior to work, for adjustments pertaining to this section.
- 3.2** No slab extension will be allowed that will restrict drainage.
- 3.3** No slab extension will be allowed in areas where access for maintenance is required.
- 3.4** In no case will concrete be placed over sprinklers, sprinkler lines, or other related items.

### **4.0 SPRINKLER REVISIONS**

- 4.1** Sprinklers will be relocated as necessary only by VMS landscape crews, and the cost of such relocations shall be at the cost of the resident owner of that unit.
- 4.2** No sprinklers will be placed inside any patio area by VMS landscape crews. Any systems added shall not be connected to the Mutual-owned system.



## ~~UNITED LAGUNA WOODS MUTUAL~~

### **SECTION STANDARD 22: PATIO SLABS~~EXTENSIONS~~**

MAY 1996, RESOLUTION U-96-62

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104  
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08  
REVISED FEBRUARY 2019, RESOLUTION 01-19-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 Patio concrete slab must be at least 4" nominal thick and test at [520-C-2500 concrete](#) within 28 days. [Wire mesh reinforcing \(6x6 10-10\)](#) is mandatory.
- 2.2 Patio concrete shall be placed on 4" aggregate base over compacted subgrade.
- 2.3 For non-bearing slabs, reinforcement shall be WWF 6x6; for load bearing slabs reinforcement shall be as designed by a licensed engineer.
- 2.4 For slabs poured against existing non-structural concrete, #3 dowels shall be epoxied into existing concrete 18" O.C.
- 2.5 Slabs larger than 15' x 15' shall have control joints.
- 2.6 Patios shall have a non-slip troweled or broom finish.



- 2.7 Any unit wherein a wall or partial wall limits the extent of the original size of the slab, ~~will not be no~~ extension ~~sionded~~ in any direction will be permitted.
- 2.8 Patios which have planting or dirt areas inside the defined patio walls may be replaced with a concrete slab, providing it does not extend beyond the wall.
- 2.9 No slab extension may encroach into common area.
- 2.10 All installations must have a minimum slope of ¼" per foot and drain to drain inlets or landscaping.

### 3.0 **PREPARATIONS**

- 3.1 In each case, an inspector will visit the site prior to work, for adjustments pertaining to this section.
- 3.2 No slab extension will be allowed that will restrict ~~yard~~ drainage.
- 3.3 No slab extension will be allowed in areas where access for maintenance is required.
- 3.4 In no case will concrete be placed over sprinklers, sprinkler lines, or other related items.
- ~~3.5 No slab extensions will be allowed that may encroach upon a view of a neighboring manor as determined by the Manor Alterations Department.~~



#### **4.0 SPRINKLER REVISIONS**

- 4.1** Sprinklers will be relocated as necessary only by VMS landscape crews, and the cost of such relocations shall be at the cost of the resident owner of that unit.
  
- 4.2** No sprinklers will be placed inside any patio area by VMS landscape crews. Any systems added shall not be connected to the Mutual-owned system.



## STAFF REPORT

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**DATE:** January 8, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Revision of Alteration Standard 25: Tubular Skylight Installation

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### **RECOMMENDATION**

Approve a resolution to adopt revisions to Alteration Standard 25: Tubular Skylight Installation.

### **BACKGROUND**

On December 19, 2018, the Architectural Controls and Standards Committee (ACSC) reviewed this Standard. The Committee voted to recommend the item for approval by the Board.

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

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

Alteration Standard 25: Tubular Skylight Installation was last revised September 2013, via Resolution 01-11-04.

### **DISCUSSION**

Due to the continued popularity of the various components involved in the remodel process, the ACSC has reviewed the existing standard pertaining to Alteration Standard 25: Tubular Skylight Installation and found it acceptable for use in its current state. Staff did note that a section referred to three story buildings; that section will be removed for clarity:

#### **3-Story Buildings**

~~Installation of tubular skylights on all three-story buildings are to follow Mutual Standards for Built-Up Roofing with the following changes:~~

- ~~a. Install a (1) one-layer 5/8" type X drywall chase around the reflective tube. Drywall chase to be inclusive of attic area and to start from drywall ceiling and terminate at plywood roof sheathing. Each end and all incisions into the drywall chase to be filled with drywall compound.~~
- ~~b. An "In-Progress" inspection by VMS Staff is required for all tubular skylights installed in 3-Story buildings.~~

Also, this footnote will be added for clarity.

\* Product references, such as Conglas products, may be substituted for by equal or better product. All substituted products require approval from the Alterations Division.

### **FINANCIAL ANALYSIS**

None.

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

**Reviewed By:** Eve Morton, Alterations Coordinator

### **ATTACHMENT(S)**

**Attachment 1:** Resolution 01-19-XXX: Alteration Standard 25: Tubular Skylight Installation.

**Attachment 2:** Revised Alteration Standard 25: Tubular Skylight Installation.

**Attachment 3:** Redline of Proposed Updates to Alteration Standard 25: Tubular Skylight Installation

**Attachment 1**

**RESOLUTION 01-19-XX**

**Revise Alteration Standard 25: Tubular Skylight Installation**

**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 25: Tubular Skylight Installation.

**NOW THEREFORE BE IT RESOLVED**, January 8, 2019, that the Board of Directors of this Corporation hereby introduces revisions to Alteration Standard 25: Tubular Skylight Installation, attached as part of the official minutes of this meeting;

**RESOLVED FURTHER**, that Resolution 01-11-04, adopted September 2013, 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.

January Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board.

Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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**STANDARD 25: TUBULAR SKYLIGHT INSTALLATIONS**

SEPTEMBER 1995

REVISED SEPTEMBER 2003, RESOLUTION 01-03-131

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

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

REVISED FEBRUARY 2019, RESOLUTION 01-19-XX

**1.0 GENERAL REQUIREMENTS**

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

**2.0 DEFINITION**

**2.1** "Tubular skylight" refers to skylights with a cylindrical roof-mounted light collector typically consisting of an acrylic lens set in a metal frame. A reflective sun scoop in the rooftop assembly directs sunlight into a metal or plastic tube with a highly reflective interior coating. The reflective tube guides sunlight to a diffuser lens mounted on the interior ceiling surface that spreads light throughout the room.

**2.2** Tubular skylights are sold under several different brand names. For the purpose of definition, some of the more common brand names include: Solatube, Daylight, Solar Bright, Sun-Dome, Sun-Tek, True Light, etc.

**3.0 APPLICATIONS**

**3.1** Tubular skylight installer shall guarantee in writing, the watertight integrity of the skylight, tube and related roof area for 5 years from date of installation, and shall repair, without charge to owner, any such defects.

**3.2** All roofing work shall be in strict conformance with current building codes and any applicable Mutual Standard Drawings.

**3.3** No units shall be installed with the edge of the tubular skylight flashing within 12" of any vent, ridge or vertical structure.



- 3.4** Hypalon skirts will not be permitted as acceptable flashings.
- 3.5** All installations in flat roofs shall be as follows: PVC Cool roof, the skylight contractor must hire the Mutual roofing contractor to complete the tie-in to the roof deck.
- a.** Spud back the perimeter around the flashing edge a minimum of 10" and maximum 14", leaving roof surface smooth and gravel-free for primer and base felt application.
  - b.** Apply \*Conprime asphalt primer to flashing and scraped/spudded roof surface and let dry.
  - c.** Apply Roofing Mastic to base of flashing per manufacturer's specifications and press in place. Nail aluminum base through raised surface of outer ring, 10 inches on center.
- (First Ply/Base Ply)*
- d.** Apply \*Conhesive at the rate of 2 gallons per 100 sq. ft. and cover with \*MB25 base sheet, starting at vertical surface across the flashing and over roof surface to a point three (2) inches beyond the edge of the flashing.
- (Second and Third Ply)*
- e.** Apply a second ply of \*MB25 2" beyond the perimeter of the base ply and continue across roof, terminating at vertical surface, allowing the \*MB25 to ooze out slightly onto the vertical surface and above the ply. Apply a third ply of \*MB25 2" beyond the perimeter of second ply and continue across roof, terminating at vertical surface and again allow the \*MB25 to ooze out slightly onto the vertical surface and above the ply. Both plies to be embedded in \*Conhesive at the rate of 2 gallons per 100 sq. ft.
  - f.** Apply one layer of \*MB Cap embedded in \*Conhesive at the rate of 2 gallons per 100 sq. ft. starting at the bottom of the vertical surface across the newly installed plies, to a point seven (7) inches away from the flashing edge and allow the \*MB25 to ooze out slightly onto the vertical surface and above the ply.



- g. Nail perimeter of cap sheet 4 inches on center. Apply a 3 coarse application over cap sheet edge using roofing mastic and webbing. Float entire cap sheet surface with \*Conhesive at the rate of 2 gallons per 100 sq. ft.
- h. Reapply gravel evenly to entire area, stopping at the tubular skylight vertical surface.

**3.6 Pitched Roofs:** All pitched roof (over 3:12) installations shall be as follows:

- a. Asphalt Shingles: Laced into field as existing roof jacks are installed. No caulking will be used as primary water leak protection.
- b. Tile/Concrete: Laced into field as existing roof jacks are installed. No caulking will be used as primary water leak protection. All tiles shall be saw cut and not "broken to fit".
- c. Metal Shingles/Tiles: Laced into field as existing roof jacks are installed. No caulking will be used as primary water leak protection. All tiles shall be saw cut or sheared and not "broken or bent to fit".

**3.7 Notification:** Member/contractor must notify the Manor Alterations Department of any broken/damaged roofing materials, before any installation begins. Additional roofing materials may be required for typical installations, due to breakage/damage. Member and contractor are responsible for restoring the roof to its original pre-installation condition, regardless of the amount of replacement required. All materials will match the existing manufacturer and color or approved equal by the Manor Alterations Department.

**3.8 Final Inspection:** During the final inspection, should the Manor Alterations Department notice damaged/broken roofing materials that appear to be caused by the installer/installation and absent prior notice of damage, the Member/contractor will be responsible for the proper repair(s).

**3.9 ASBESTOS:** Installations in existing acoustical sprayed ceilings may encounter asbestos. The Member(s) and contractor(s) must meet or



exceed requirements of federal, state and local government regarding asbestos removal procedures.

## **TUBULAR SKYLIGHT INSTALLATION SPECIFICATIONS**

(Prepared 7/26/00)

(Revised 9/9/03)

### **APPLICATIONS**

Contractor shall guarantee in writing, watertight integrity of the tubular skylight and related roof area for (5) five years from date of installation, and shall repair, without charge to owner, any such defects.

All alterations to Mutual structures require the issuance of a VMS Mutual Consent for Manor Alteration and VMS Staff inspection.

All roofing work shall be in strict conformance with current building codes and any applicable standard drawings.

No units shall be installed with the edge of the tubular skylight flashing within 12" of any vent, cricket, gravel stop, ridge, valley or vertical structure.  
All tubular skylight flashings are required to be min. 8" in height.

All tubular skylight installations require a 2" Turret Extension to conform to Mutual Standards height requirements.

All tubular skylight flashings and related parts to be painted either Flat Black (BUR Roofs); Flat Black or Orange (Tile and Metal Shingle Roofs); Flat Black or Tan (Comp/Shingle Roofs) or to match color scheme of roof.

### **FLAT ROOFS**

#### **Built-Up Roofing**

10", 14" and 16" tubular skylights are the only size units approved for installation on BUR roofs in United Mutual.



All BUR tubular skylight flashings are required to have a 2" metal extension turret installed, set in polyurethane sealant, to meet Mutual Standards for height requirements.

- a. Spud back the perimeter around the Spun Aluminum Flashing edge a minimum of 10" and maximum of 14", leaving roof surface smooth and gravel-free for primer and base felt application.
- b. Apply \*Celotex Asphalt Primer to Spun Aluminum Flashing and scraped/spudded roof surface and let dry.
- c. Apply Roofing Mastic to base of Spun Aluminum Flashing per manufacturer's specifications and press in place. Nail aluminum base through raised surface of outer ring 10" on center with 1-1/4" e.g. galvanized roofing nails.
- .  
(First Ply/Base Ply)
- d. Apply \*S.I.S. Roof Adhesive (Cold Application) at the rate of 2 gallons per 100 sq. ft. and cover with \* VaporBar GB #25 Base Sheet, starting at tubular skylight vertical surface across the flashing and over roof surface to a point 2" beyond the edge of the flashing.
- (Second and Third Ply)
- e. Apply a second ply of \*Celo-Glass IV 2" beyond the perimeter of the base ply and continue across roof, terminating at tubular skylight vertical surface, allowing the \*S.I.S. Roof Adhesive to ooze out slightly onto the vertical surface and above the ply. Apply a third ply of \*Celo-Glass IV 2" beyond the perimeter of second ply and continue across roof, terminating at vertical surface and again allow the \*S.I.S Roof Adhesive to ooze out slightly onto the vertical surface and above the ply. Both plies to be embedded in \*S.I.S. Roof Adhesive at the rate of 2 gallons per 100 sq. ft.
- f. Apply one layer of \*Celo-glass Cap Sheet embedded in \*S.I.S. Roof Adhesive at the rate of 2 gallons per 100 sq. ft. starting at the bottom of the tubular skylight vertical surface across the newly installed plies, to a point 8" away from the flashing edge and allow



the \*S.I.S. Roof Adhesive to ooze out slightly onto the vertical surface and above the ply.

- g. Apply a 3 course application (mastic/webbing/mastic) over cap sheet edge using roofing mastic and webbing.

## **PITCHED ROOFS**

### **Asphalt Composition Shingles**

10" and 14" tubular skylights are the only size units approved for installation on pitched Composition Shingle roofs in United Mutual.

- a. **Pitched Metal Flashing:** The powder coated black epoxy based finish applied over a 0.032 in. thick aluminized steel stamped seamless flashing with 32 total added rigid ribs and 8 pre-punched fastener holes shall be laced into existing Asphalt Composition Shingles as existing roof jacks are installed.
- b. **Metal Turret Extension:** Shall be installed onto Pitched Metal Flashings with a polyurethane sealant and screwed into flashing with (4) #8x1/2 philips-head, self-tapping stainless steel screws.
- c. **Turret Shroud:** Shall be installed onto Pitched Metal Flashing and Turret Extension.
- d. No caulking will be used as primary water leak protection.

### **Concrete & Clay Tile**

10" tubular skylights are the only size units approved for installation on all tile roofs in United Mutual.

- a. **Counterbase Flashing:** injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.



1. Monier concrete tiles over space sheathing and/or plywood with no underlayment do not require the installation of a Counterbase Flashing.
- b. **Secondary Flashing:** Polypropylene (Tile Retro Kit for 10" Solatubes) or .060 inch thick A93003 aluminum secondary pre-formed flashing shall be installed over Counterbase Flashing.

Polypropylene Turret Extension: shall be installed onto Secondary Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philip head, self-tapping stainless steel screws.

- d. **Turret Shroud:** shall be installed onto Secondary Flashing and Turret Extension.
- e. No caulking will be used as primary water leak protection.
- f. All tiles shall be saw cut and not "broken to fit".

### **Metal Shingles**

10" tubular skylights are the only size units approved for installation on all tile roofs in United Mutual. Single flashing permitted only on metal shingle roofs.

- a. **Counterbase Flashing:** injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.
- b. **Polypropylene Turret Extension:** shall be installed onto Counterbase Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philips head, self-tapping stainless steel screws.
- c. **Turret Shroud:** shall be installed onto Flashing and Turret Extension.



- d. All tiles shall be saw-cut or sheared and not "broken or bent" to fit.

**Notification:** Member/contractor must notify the Alterations Division of any broken/damaged roofing materials, before any installation begins. Additional roofing materials may be required for typical installations, due to breakage/damage. Member and contractor are responsible for restoring the roof to its original pre-installation condition, regardless of the amount of replacement required. All materials will match the existing manufacturer and color or approved equal as determined by the Alterations Division.

**Final Inspection:** During the final inspection, should the Alterations Division Inspector notice damaged/broken roofing materials that appear to be caused by the installer/installation and absent prior notice of damage, the Member/contractor will be responsible for the proper repair(s).

**ASBESTOS:** Installations in existing acoustical sprayed ceilings may encounter asbestos. The Member(s) and contractor(s) must meet or exceed requirements of federal, state and local government regarding asbestos removal procedures.

**\* Product references, such as Conglas products, may be substituted for by equal or better product. All substituted products require approval from the Alterations Division.**



## ~~UNITED LAGUNA WOODS MUTUAL~~

### ~~SECTION 25~~STANDARD 25: TUBULAR SKYLIGHT INSTALLATIONS

SEPTEMBER 1995

REVISED SEPTEMBER 2003, RESOLUTION 01-03-131

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

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

REVISED FEBRUARY 2019, RESOLUTION 01-19-XX

#### 1.0 GENERAL REQUIREMENTS

##### SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

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



~~permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.~~

~~1.5 **PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~

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

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

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

## 2.0 DEFINITION

2.1 "Tubular skylight" refers to skylights with a cylindrical roof-mounted light collector typically consisting of an acrylic lens set in a metal frame. A reflective sun scoop in the rooftop assembly directs sunlight into a metal or plastic tube with a highly reflective interior coating. The reflective tube guides sunlight to a diffuser lens mounted on the interior ceiling surface that spreads light throughout the room.

2.2 Tubular skylights are sold under several different brand names. For the purpose of definition, some of the more common brand names include: Solatube, Daylight, Solar Bright, Sun-Dome, Sun-Tek, True Light, etc.



### 3.0 APPLICATIONS

- 3.1 Tubular skylight installer shall guarantee in writing, the watertight integrity of the skylight, tube and related roof area for 5 years from date of installation, and shall repair, without charge to owner, any such defects.
- 3.2 All roofing work shall be in strict conformance with current building codes and any applicable Mutual Standard Drawings.
- 3.3 No units shall be installed with the edge of the tubular skylight flashing within 12" of any vent, ridge or vertical structure.
- 3.4 Hypalon skirts will not be permitted as acceptable flashings.
- 3.5 All installations in flat roofs shall be as follows: PVC Cool roof, the skylight contractor must hire the Mutual roofing contractor to complete the tie-in to the roof deck.
  - a. Spud back the perimeter around the flashing edge a minimum of 10" and maximum 14", leaving roof surface smooth and gravel-free for primer and base felt application.
  - b. Apply \*Conprime asphalt primer to flashing and scraped/spudded roof surface and let dry.
  - c. Apply Roofing Mastic to base of flashing per manufacturer's specifications and press in place. Nail aluminum base through raised surface of outer ring, 10 inches on center.  
*(First Ply/Base Ply)*
  - d. Apply \*Conhesive at the rate of 2 gallons per 100 sq. ft. and cover with \*MB25 base sheet, starting at vertical surface across the flashing and over roof surface to a point three (2) inches beyond the edge of the flashing.



(Second and Third Ply)

- e. Apply a second ply of \*MB25 2" beyond the perimeter of the base ply and continue across roof, terminating at vertical surface, allowing the \*MB25 to ooze out slightly onto the vertical surface and above the ply. Apply a third ply of \*MB25 2" beyond the perimeter of second ply and continue across roof, terminating at vertical surface and again allow the \*MB25 to ooze out slightly onto the vertical surface and above the ply. Both plies to be embedded in \*Conhesive at the rate of 2 gallons per 100 sq. ft.
- f. Apply one layer of \*MB Cap embedded in \*Conhesive at the rate of 2 gallons per 100 sq. ft. starting at the bottom of the vertical surface across the newly installed plies, to a point seven (7) inches away from the flashing edge and allow the \*MB25 to ooze out slightly onto the vertical surface and above the ply.
- g. Nail perimeter of cap sheet 4 inches on center. Apply a 3 coarse application over cap sheet edge using roofing mastic and webbing. Float entire cap sheet surface with \*Conhesive at the rate of 2 gallons per 100 sq. ft.
- h. Reapply gravel evenly to entire area, stopping at the tubular skylight vertical surface.

**3.6 Pitched Roofs:** All pitched roof (over 3:12) installations shall be as follows:

- a. Asphalt Shingles: Laced into field as existing roof jacks are installed. No caulking will be used as primary water leak protection.
- b. Tile/Concrete: Laced into field as existing roof jacks are installed. No caulking will be used as primary water leak protection. All tiles shall be saw cut and not "broken to fit".
- c. Metal Shingles/Tiles: Laced into field as existing roof jacks are installed. No caulking will be used as primary water leak protection. All tiles shall be saw cut or sheared and not "broken or bent to fit".



- 3.7 Notification:** Member/contractor must notify the Manor Alterations Department of any broken/damaged roofing materials, before any installation begins. Additional roofing materials may be required for typical installations, due to breakage/damage. Member and contractor are responsible for restoring the roof to its original pre-installation condition, regardless of the amount of replacement required. All materials will match the existing manufacturer and color or approved equal by the Manor Alterations Department.
- 3.8 Final Inspection:** During the final inspection, should the Manor Alterations Department notice damaged/broken roofing materials that appear to be caused by the installer/installation and absent prior notice of damage, the Member/contractor will be responsible for the proper repair(s).
- 3.9 ASBESTOS:** Installations in existing acoustical sprayed ceilings may encounter asbestos. The Member(s) and contractor(s) must meet or exceed requirements of federal, state and local government regarding asbestos removal procedures.

## **TUBULAR SKYLIGHT INSTALLATION SPECIFICATIONS**

(Prepared 7/26/00)  
(Revised 9/9/03)

### **APPLICATIONS**

Contractor shall guarantee in writing, watertight integrity of the tubular skylight and related roof area for (5) five years from date of installation, and shall repair, without charge to owner, any such defects.

All alterations to Mutual structures require the issuance of a VMS Mutual Consent for Manor Alteration and VMS Staff inspection.

All roofing work shall be in strict conformance with current building codes and any applicable standard drawings.

No units shall be installed with the edge of the tubular skylight flashing within 12" of any vent, cricket, gravel stop, ridge, valley or vertical structure.



All tubular skylight flashings are required to be min. 8" in height.

All tubular skylight installations require a 2" Turret Extension to conform to Mutual Standards height requirements.

All tubular skylight flashings and related parts to be painted either Flat Black (BUR Roofs); Flat Black or Orange (Tile and Metal Shingle Roofs); Flat Black or Tan (Comp/Shingle Roofs) or to match color scheme of roof.

## **FLAT ROOFS**

### **Built-Up Roofing**

10", 14" and 16" tubular skylights are the only size units approved for installation on BUR roofs in United Mutual.

All BUR tubular skylight flashings are required to have a 2" metal extension turret installed, set in polyurethane sealant, to meet Mutual Standards for height requirements.

- a. Spud back the perimeter around the Spun Aluminum Flashing edge a minimum of 10" and maximum of 14", leaving roof surface smooth and gravel-free for primer and base felt application.
- b. Apply \*Celotex Asphalt Primer to Spun Aluminum Flashing and scraped/spudded roof surface and let dry.
- c. Apply Roofing Mastic to base of Spun Aluminum Flashing per manufacturer's specifications and press in place. Nail aluminum base through raised surface of outer ring 10" on center with 1-1/4" e.g. galvanized roofing nails.
- .  
(First Ply/Base Ply)
- d. Apply \*S.I.S. Roof Adhesive (Cold Application) at the rate of 2 gallons per 100 sq. ft. and cover with \* VaporBar GB #25 Base Sheet, starting at tubular skylight vertical surface across the flashing and over roof surface to a point 2" beyond the edge of the flashing.



*(Second and Third Ply)*

- e. Apply a second ply of \*Celo-Glass IV 2" beyond the perimeter of the base ply and continue across roof, terminating at tubular skylight vertical surface, allowing the \*S.I.S. Roof Adhesive to ooze out slightly onto the vertical surface and above the ply. Apply a third ply of \*Celo-Glass IV 2" beyond the perimeter of second ply and continue across roof, terminating at vertical surface and again allow the \*S.I.S Roof Adhesive to ooze out slightly onto the vertical surface and above the ply. Both plies to be embedded in \*S.I.S. Roof Adhesive at the rate of 2 gallons per 100 sq. ft.
- f. Apply one layer of \*Celo-glass Cap Sheet embedded in \*S.I.S. Roof Adhesive at the rate of 2 gallons per 100 sq. ft. starting at the bottom of the tubular skylight vertical surface across the newly installed plies, to a point 8" away from the flashing edge and allow the \*S.I.S. Roof Adhesive to ooze out slightly onto the vertical surface and above the ply.
- g. Apply a 3 course application (mastic/webbing/mastic) over cap sheet edge using roofing mastic and webbing.

### **3 Story Buildings**

~~Installation of tubular skylights on all three-story buildings are to follow Mutual Standards for **Built-Up Roofing** with the following changes:~~

- ~~a. Install a (1) one-layer 5/8" type X drywall chase around the reflective tube. Drywall chase to be inclusive of attic area and to start from drywall ceiling and terminate at plywood roof sheathing. Each end and all incisions into the drywall chase to be filled with drywall compound.~~
- ~~b. An "In-Progress" inspection by VMS Staff is required for all tubular skylights installed in 3 Story buildings.~~



## **PITCHED ROOFS**

### **Asphalt Composition Shingles**

10" and 14" tubular skylights are the only size units approved for installation on pitched Composition Shingle roofs in United Mutual.

- a. **Pitched Metal Flashing:** The powder coated black epoxy based finish applied over a 0.032 in. thick aluminized steel stamped seamless flashing with 32 total added rigid ribs and 8 pre-punched fastener holes shall be laced into existing Asphalt Composition Shingles as existing roof jacks are installed.
- b. **Metal Turret Extension:** Shall be installed onto Pitched Metal Flashings with a polyurethane sealant and screwed into flashing with (4) #8x1/2 philips-head, self-tapping stainless steel screws.
- c. **Turret Shroud:** Shall be installed onto Pitched Metal Flashing and Turret Extension.
- d. No caulking will be used as primary water leak protection.

### **Concrete & Clay Tile**

10" tubular skylights are the only size units approved for installation on all tile roofs in United Mutual.

- a. **Counterbase Flashing:** injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.
  - 1. Monier concrete tiles over space sheathing and/or plywood with no underlayment do not require the



installation of a Counterbase Flashing.

- b. **Secondary Flashing:** Polypropylene (Tile Retro Kit for 10" Solatubes) or .060 inch thick A93003 aluminum secondary pre-formed flashing shall be installed over Counterbase Flashing.
- c. **Polypropylene Turret Extension:** shall be installed onto Secondary Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philip head, self-tapping stainless steel screws.
- d. **Turret Shroud:** shall be installed onto Secondary Flashing and Turret Extension.
- e. No caulking will be used as primary water leak protection.
- f. All tiles shall be saw cut and not "broken to fit".

### **Metal Shingles**

10" tubular skylights are the only size units approved for installation on all tile roofs in United Mutual. Single flashing permitted only on metal shingle roofs.

- a. **Counterbase Flashing:** injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.
- b. **Polypropylene Turret Extension:** shall be installed onto Counterbase Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philipphilips head, self-tapping stainless steel screws.
- c. **Turret Shroud:** shall be installed onto Flashing and Turret Extension.
- d. All tiles shall be saw-cut or sheared and not "broken or bent" to fit.



**Notification:** Member/contractor must notify the ~~Manor~~ Alterations ~~Department~~Division of any broken/damaged roofing materials, before any installation begins. Additional roofing materials may be required for typical installations, due to breakage/damage. Member and contractor are responsible for restoring the roof to its original pre-installation condition, regardless of the amount of replacement required. All materials will match the existing manufacturer and color or approved equal as determined by the ~~Manor~~ Alterations ~~Department~~Division.

**Final Inspection:** During the final inspection, should the ~~Alterations Division~~Manor Alterations Department Inspector notice damaged/broken roofing materials that appear to ~~him~~ to be caused by the installer/installation and absent prior notice of damage, the Member/contractor will be responsible for the proper repair(s).

**ASBESTOS:** Installations in existing acoustical sprayed ceilings may encounter asbestos. The Member(s) and contractor(s) must meet or exceed requirements of federal, state and local government regarding asbestos removal procedures.

**\* Product references, such as Conglas products, may be substituted for by equal or better product. All substituted products require approval from the Alterations Division.**



## STAFF REPORT

---

**DATE:** January 8, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Rescind Alteration Standard 26: Solariums and Garden Rooms Buildings

---

### **RECOMMENDATION**

Approve a resolution to rescind Alteration Standard 26: Solariums and Garden Rooms Buildings.

### **BACKGROUND**

On December 20, 2018, the Architectural Controls and Standards Committee (ACSC) reviewed this report and unanimously voted to recommend approval by the Board to rescind this Standard.

The ACSC requested Staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

There are currently 40 Alteration Standards available for Members to use to perform alterations to their Unit. Many have not been reviewed or updated for years to reflect changes in technology, materials, and construction methods.

Alteration Standard 26: Solariums and Garden Rooms was last revised in August, 2002, via Resolution U-02-109.

### **DISCUSSION**

Solariums were a popular alteration in the 1980's and 1990's; the popularity has waned over the past two decades. Staff has not received any requests for solariums since June, 2005. Additionally, Staff believes that patio enclosures are a viable and more aesthetically pleasing alternative to solariums; Staff proposes that patio enclosures be accepted as a like-for-like replacement for solariums. Members will retain the ability to install Solariums using the the variance process.

### **FINANCIAL ANALYSIS**

None.

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

**Reviewed By:** Eve Morton, Alterations Coordinator

### **ATTACHMENT(S)**

**Attachment 1:** Resolution 01-19-XXX Rescind Alteration Standard 26: Solariums and Garden Rooms

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## **Attachment 1**

### **RESOLUTION 01-19-XX**

#### **Rescind Standard 26: Solariums and Garden Rooms**

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

**WHEREAS**, due to the decrease in popularity of solariums in general, Standard 26 should to be rescinded in its entirety.

**NOW THEREFORE BE IT RESOLVED**, January 8, 2019, that the Board of Directors of this Corporation hereby rescinds Resolution U-02-109 adopted August 13, 2002; 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.

#### **January Initial Notification**

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

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## STAFF REPORT

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**DATE:** January 8, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Alteration and Inspection Fees

---

### **RECOMMENDATION**

Staff recommends increases in certain fees to partially recover the cost for the services provided by the Alterations Division.

### **BACKGROUND**

On December 20, 2018, the Architectural Controls and Standards Committee (ACSC) reviewed this report and voted unanimously to recommend approval by the Board.

The alterations processing fees were introduced in 1977 via Resolution 250, to establish a base fee of \$10 for standard alteration requests and an additional fee schedule based on valuation for the proposed alterations. In February 2009, the Board adopted a Variance Processing Fee of \$50 to partially offset administrative costs associated with Variance requests. In September 2011, the Board increased the Variance Processing Fee to \$100 to include costs associated with appeals of the Board's decisions related to Variance request applications.

The Alteration fees were last revised in December 2017, via Resolution 01-17-149; the base processing fees for Mutual Consents and Variance Requests were raised to \$35 and \$150 respectively. The fees shown in the inspection fee schedule were not raised.

### **DISCUSSION**

Since alterations are an elective chosen by some Members, it is reasonable that the cost for processing the applications and inspecting the work should be borne by those electing to alter their units. Over the past year, several new processes and services, along with improvements to customer service, have been implemented in the Alterations Division. Contractor parking passes, Demolition Mutual Consents, and Conformance Deposits have all brought significant improvements to the services offered and have increase safety within the Village. After a careful review of the processes and administrative requirements involved, Staff has determined that it is necessary to update the Mutual Consent Processing Fee and the inspection fees to reflect the increased administrative costs.

The existing schedule (Attachment 1) contains two columns of alterations, along with adjacent columns that clarify if the proposed alteration will need an additional permit with the City of Laguna Woods. The first list of alterations contains those which meet Mutual Standards and can be performed with an over-the-counter Mutual Consent. Staff processes an average of 2,032 Mutual Consent applications annually for United and Third. The existing flat fee is \$35

for a standard Mutual Consent. Staff costs to review and process the requests exceed that significantly; Staff recommends increasing the flat fee to \$50.

The second column contains a list of alterations which require more in-depth plan checking and inspections; these items are charged an inspection fee. The fee is a sliding scale which is based on the estimated value of the alteration. The existing fee is based upon 5.6 percent of the mean in the cost range for the alteration (Attachment 2). To make the fees more consistent with the alterations typically being performed within the Village, Staff proposes to maintain the fee at 5.6 percent and increase the value range. Increasing the value range will increase the average inspection fee and better reflect the alteration trends in the Village. Higher valued alterations generally require more detailed plans, which in turn, increases administrative, plan check, and inspection time. This adjustment will better align the fees with the processing task time.

Additionally, based on a review of the requirements of the City of Laguna Woods, Staff has moved several items into the second column to align with City requirements and better reflect the administrative time necessary for those items.

In June 2018, Staff began implementing the Demolition Mutual Consent with a flat processing fee of \$35 to partially offset administrative costs associated with processing of the required detailed documentation. Staff recommends increasing this fee to \$50 to better offset the costs and align with the proposed Mutual Consent fee.

Although Variance Requests and the preparation of accompanying committee staff reports require significant staff time for proper processing, Staff has performed a thorough review of administrative time involved and recommends the variance processing fee remain at \$150.

Additionally, with the implementation of the Conformance Deposit program, administrative costs related to the processing of deposits and a refund of the funds held has increased administrative costs to the Division.

The estimated revenue from fees for 2018 is \$220,768, which is below the actual operational costs for the Division. Assuming no change in volume, the proposed fee increases will raise the estimated revenue for 2019 to \$292,231. (Attachment 3)

The revised fee schedule has been attached (Attachment 4) for review and consideration.

### **FINANCIAL ANALYSIS**

Additional fee revenue will partially offset existing administrative costs in Operations, as outlined above.

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

**Reviewed By:** Eve Morton, Alterations Coordinator  
Betty Parker, Chief Financial Officer

### **ATTACHMENT(S)**

Attachment 1: Current Fee Schedule  
Attachment 2: Valuation Fee Comparison

United Laguna Woods Mutual  
Architectural Control and Standards Committee  
Alterations and Inspections Fee Revisions  
December 20, 2018  
Page 3

Attachment 3: Revenue Analysis  
Attachment 4: Revised Fee Schedule  
Attachment 5: Resolution

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# Alteration Fee Schedule

(Existing)



## Mutual Consent for Alteration(s) Fee Schedule

For Items not listed, please check with Alterations Department **949-597-4616**

[alterations@vmsinc.org](mailto:alterations@vmsinc.org)

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

All items require **HOA** Mutual Consent for Manor Alteration; City Permit Required as Shown

All construction, with a value of \$500 or greater, will be subject to a refundable \$250 Conformance Deposit

MUTUAL CONSENT PROCESSING FEE	
Alteration Type	City Permit Required
Acoustic Ceiling Removal	Yes
Awnings ( <i>standard, less than 54"</i> )	No
Awnings ( <i>powered</i> )	Yes
Air Conditioner ( <i>through the wall</i> )	Yes
Air Conditioner Central ( <i>replacement</i> )	Yes
Balcony Modesty Panels	No
Bath Tub Replacement	Yes
Block Walls ( <i>under 4 feet high</i> )	No
Block Walls ( <i>over 4 feet high</i> )	Yes
Planter Wall	No
Dishwasher	Yes
Doors Revisions ( <i>Exterior</i> )	Yes
Electrical	Yes
Exhaust Fan	Yes
Fences & Gates	No
Floor Coverings-exterior	No
Flooring (Vinyl)	Yes
Gutters & Downspouts	Yes
Heat Pumps ( <i>Through the wall</i> )	Yes
Metal Drop Shades	No
Modesty Panels	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing (Minor)	No
Plumbing (New or Relocation)	Yes
Shower to Shower	Yes
Sliding Glass Door ( <i>retrofit</i> )	Yes
Soft Water System	Yes
Soft Water System	
<i>If connected to Water Heater</i>	Yes
Storage Cabinets ( <i>Carport</i> )	No
Shades Roll-up	No
Tub to Shower	Yes
Washer and Dryer	Yes
Water Heater Relocation	Yes
Windows ( <i>retrofit</i> )	Yes

ALTERATION FEES BASED ON VALUATION			
Alteration Type			City Permit Required
Bathroom Addition, Split			Yes
Central Heating & Air-new			Yes
Covers ( <i>atrium, balcony, patio</i> )			Yes
<i>Replace or New</i>			
Doors (New)			Yes
Sliding Glass Doors-New			Yes
French Doors (New)			Yes
Man Doors (New)			Yes
Enclosures Atrium/Balcony/Patio			Yes
Garden Room/ Solarium			Yes
Room Addition			Yes
Skylights			Yes
Solatubes			Yes
Solar Panels			Yes
Wall Revisions			Yes
Windows ( <i>New Construction</i> )			Yes
Unauthorized Alteration Fee			\$300
\$150 VARIANCE PROCESSING FEE			
INSPECTION FEES			
ESTIMATED VALUE OF ALTERATION			FEE
\$750 or Less			\$35
\$751	To	\$1,000	\$49
\$1,001	To	\$1,250	\$63
\$1,251	To	\$1,500	\$77
\$1,501	To	\$1,750	\$91
\$1,751	To	\$2,000	\$105
\$2,001	To	\$2,500	\$126
\$2,501	To	\$3,000	\$154
\$3,001	To	\$4,000	\$196
\$4,001	To	\$5,000	\$252
\$5,001	To	\$6,000	\$308
Over \$6,000			\$392

## ATTACHMENT 2

2018 Existing Fee Schedule		
VALUATION	FEE	% of Mean
Under 750	\$35	n/a
751 to 1000	\$49	5.6%
1001 to 1250	\$63	5.6%
1251 to 1500	\$77	5.6%
1501 to 1750	\$91	5.6%
1750 to 2000	\$105	5.6%
2001 to 2500	\$126	5.6%
2501 to 3000	\$154	5.6%
3001 to 4000	\$196	5.6%
4001 to 5000	\$252	5.6%
5001 to 6000	\$308	5.6%
Over 6000	\$392	n/a

Average                      \$154

Proposed Inspection Fee Schedule			
VALUATION		FEE	% of Mean
Under	\$750	\$50	
\$751	\$2,000	\$77	5.6%
\$2,001	\$4,000	\$168	5.6%
\$4,001	\$6,000	\$280	5.6%
\$6,001	\$8,000	\$392	5.6%
\$8,001	\$10,000	\$504	5.6%
Above	\$10,001	\$700	n/a

Average      \$310

### ATTACHMENT 3

Proposed Processing Fee Increase Analyses								
Proposed \$15.00 Increase	Mutual Consent Processing Fee	Avg. # Annual Mutual Consent Applications	Projected # Annual Demo Permits	Total	Proposed \$50 Increase	Processing Fee	Avg. # Annual Variance Applications	Total
Current	\$35	2032	355	\$83,531.00	Current	\$150.00	70	\$ 10,500
Proposed	\$50	2032	578	\$130,494.72	Proposed	\$150.00	70	\$ 10,500
Sub-Total Revenue Increase				\$46,963.72	Sub-Total Revenue Increase			\$ -

	Avg. Inspection Fee	Estimated Avg # Inspection Fees Charged	Total Inspection Fee Revenue
Current Average Inspection Fee	\$215	488	\$ 126,737
Proposed Average Inspection Fee	\$310	488	\$ 151,234

2018 Total Estimated Revenue	\$	220,768
2018 Total Estimated Administrative Costs	\$	414,428
2018 Net Expense	\$	(193,660)
2019 Total Estimated Proposed Revenue	\$	292,229
2019 Total Estimated Administrative Costs	\$	423,133
2019 Net Expense	\$	(130,904)
Total Projected Revenue Increase	\$	71,461
Revenue Increase		32%
Administrative Cost Increase		\$8,705.55
		2.1%

# Alteration Fee Schedule

Proposed 2019

## Mutual Consent for Alteration(s) Fee Schedule

For Items not listed, please check with Alterations Department **949-597-4616**

[alterations@vmsinc.org](mailto:alterations@vmsinc.org)

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

All items require **HOA** Mutual Consent for Manor Alteration; City Permit Required as Shown

All construction, with a value of \$500 or greater, will be subject to a refundable \$250 Conformance Deposit

<b>\$50.00 MUTUAL CONSENT PROCESSING FEE</b>	
<b>Alteration Type</b>	<b>City Permit Required</b>
Acoustic Ceiling Removal	<b>Yes</b>
Awnings ( <i>standard, less than 54"</i> )	<b>No</b>
Awnings ( <i>powered</i> )	<b>Yes</b>
Air Conditioner ( <i>through the wall</i> )	<b>Yes</b>
Air Conditioner Central ( <i>replacement</i> )	<b>Yes</b>
Balcony Modesty Panels	<b>No</b>
Bath Tub Replacement	<b>Yes</b>
Block Walls ( <i>under 4 feet high</i> )	<b>No</b>
Block Walls ( <i>over 4 feet high</i> )	<b>Yes</b>
Planter Wall	<b>No</b>
Dishwasher	<b>Yes</b>
Doors Revisions ( <i>Exterior</i> )	<b>Yes</b>
Electrical	<b>Yes</b>
Exhaust Fan	<b>Yes</b>
Fences & Gates	<b>No</b>
Floor Coverings-exterior	<b>No</b>
Flooring (Vinyl)	<b>Yes</b>
Gutters & Downspouts	<b>Yes</b>
Heat Pumps ( <i>Through the wall</i> )	<b>Yes</b>
Metal Drop Shades	<b>No</b>
Modesty Panels	<b>No</b>
Patio Slab Revision	<b>No</b>
Patio Wall Revision	<b>No</b>
Plumbing (Minor)	<b>No</b>
Plumbing (New or Relocation)	<b>Yes</b>
Shower to Shower	<b>Yes</b>
Sliding Glass Door ( <i>retrofit</i> )	<b>Yes</b>
Soft Water System	<b>Yes</b>
Soft Water System	
<i>If connected to Water Heater</i>	<b>Yes</b>
Storage Cabinets ( <i>Carport</i> )	<b>No</b>
Shades Roll-up	<b>No</b>
Tub to Shower	<b>Yes</b>
Washer and Dryer	<b>Yes</b>
Water Heater Relocation	<b>Yes</b>
Windows ( <i>retrofit</i> )	<b>Yes</b>

INSPECTION FEES BASED ON VALUE			
Alteration Type			City Permit Required
Bathroom Addition, Split			Yes
Central Heating & Air-new			Yes
Covers ( <i>atrium, balcony, patio</i> ) <i>Replace or New</i>			Yes
Doors (New)			Yes
Sliding Glass Doors-New			Yes
French Doors (New)			Yes
Man Doors (New)			Yes
Enclosures Atrium/Balcony/Patio			Yes
Garden Room/ Solarium			Yes
Room Addition			Yes
Skylights			Yes
Solatubes			Yes
Solar Panels			Yes
Wall Revisions			Yes
Windows ( <i>New Construction</i> )			Yes
Unathorized Alteration Fee			\$300
\$150 VARIANCE PROCESSING FEE			
Inspection Fee Schedule			
VALUATION			FEE
Under		\$750	\$50
\$751	To	\$2,000	\$77
\$2,001	To	\$4,000	\$168
\$4,001	To	\$6,000	\$280
\$6,001	To	\$8,000	\$392
\$8,001	To	\$10,000	\$504
Above		\$10,001	\$700



**RESOLUTION 01-19-XXX**

Alteration Processing Fee Policy

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

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

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

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

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

**NOW THEREFORE BE IT RESOLVED**, January 8, 2019, to partially offset administrative costs associated with processing alteration requests, the Board of Directors of this Corporation hereby sets the alteration and inspection fees as attached to the official minutes of this meeting;

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

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

JANUARY Initial Notification

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

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## STAFF REPORT

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**DATE:** January 8, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Conformance Deposit Resolution

---

### **RECOMMENDATION**

Approve a resolution ending the one-year pilot program and establishing a permanent refundable conformance deposit for Mutual Consents and Variance Requests for alterations.

### **BACKGROUND**

On October 17, 2017, the Board approved Resolution 01-17-150 establishing a one-year pilot program for a \$250 conformance deposit for all alterations with an estimated value of \$500 or more.

Prior to said resolution, Staff had encountered numerous instances in which a contractor, working for a Member on an approved alteration, had damaged or broken Mutual property or violated Mutual rules and policies. There was no mechanism in place for the Mutual to recover any costs, with the exception of the lengthy discipline process.

Additionally, Members and contractors consistently fail to contact the Alterations Division for final inspection once the alterations are complete. This creates potentially unsafe property conditions, unrecorded alterations, and potential delays in the resale process when missing inspections are discovered.

### **DISCUSSION**

Staff began enforcing the Conformance Deposit in January of 2018. In the past, Staff has encountered numerous situations where a contractor has damaged Mutual property or violated Mutual rules. Additionally, there have been instances of contractors failing to follow proper protocol on asbestos abatement and risking contamination of surrounding areas, putting Members at risk.

During the one-year pilot period, Staff has found the program to be successful, mostly in terms of getting Members and contractors to turn in documentation and request final inspections. As of the writing of this report, 580 deposits have been taken in by Staff and 382 have been reimbursed; the bulk of the remaining deposits still have work in progress. Staff is recommending adoption of a resolution making the refundable Conformance Deposit permanent (Attachment 1). At this time, Staff is recommending keeping the existing flat fee of \$250 for the Conformance Deposit.

### **FINANCIAL ANALYSIS**

Administrative costs to implement the deposit program will be absorbed in existing operations and potentially offset by forfeited deposits.

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

**Reviewed By:** Eve Morton, Alterations Coordinator

**ATTACHMENT(S)**

Attachment 1: Conformance Deposit Resolution



Attachment 1

Proposed Conformance Deposit

**RESOLUTION 01-19-XX**

**WHEREAS**, in order to partially offset Mutual costs associated with Contractors and residents performing alterations that have damaged Mutual Property or violated Mutual Policies such as illegally throwing away construction debris in Mutual dumpsters or not using the proper protocol for regulated materials; and

**WHEREAS**, the Mutual desires to end the one-year pilot program and establish a permanent refundable conformance deposit for Mutual Consents and Variance Requests for alterations.

**WHEREAS**, the fee will be required for all construction with a value of \$500 or greater and it be refundable given that the contractor or resident performing the alterations conform to all Mutual rules and Standards;

**NOW THEREFORE BE IT RESOLVED**, January 8, 2019, that in order to partially further offset Mutual costs associated with contractors and residents performing alterations to their unit, the Board of Directors of this Corporation hereby sets the Conformance Deposit fee at \$250; 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.

January Initial Notification

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

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# Financial Report

As of November 30, 2018



## INCOME STATEMENT

### ACTUAL

(in Thousands)

**TOTAL REVENUE**

**\$37,463**

**TOTAL EXPENSE**

**38,449**

**Revenue over Expense**

**(\$986)**

# Financial Report

As of November 30, 2018



**Through November, United was better than budget by \$219K primarily due to:**

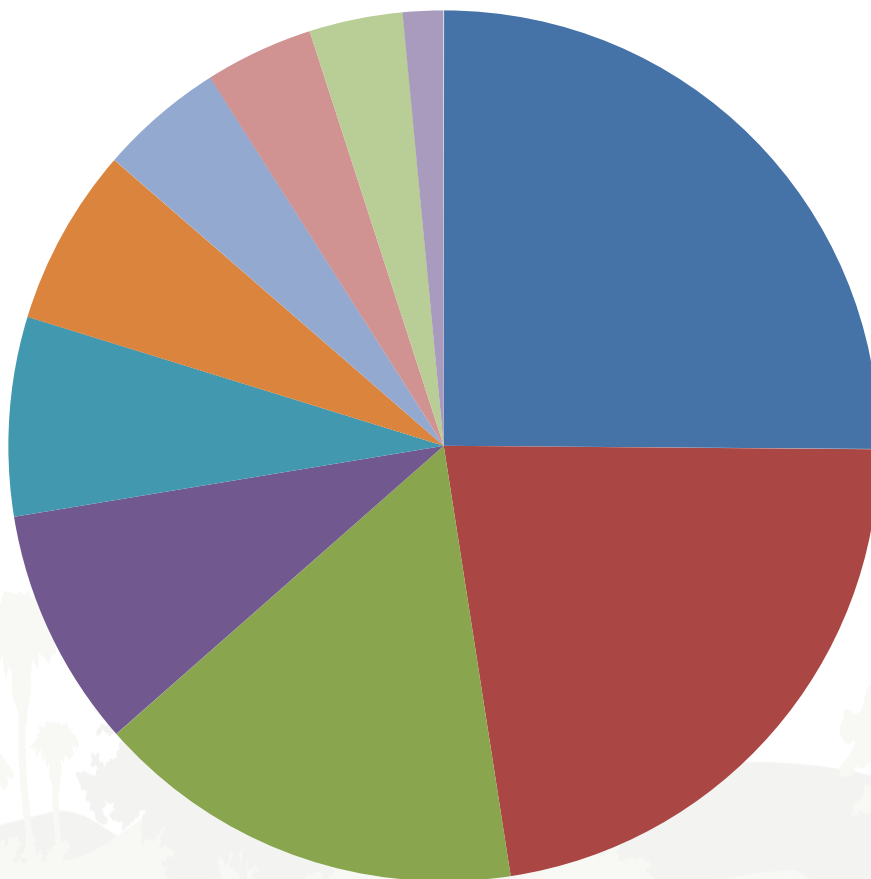
- **Employee Compensation;** savings due to delayed progress of certain reserve programs, outsourcing of water heaters, and mix of building painted .
- **Materials & Supplies;** more cost effective product selected for water heater replacements in the first part of the year.
- **Interest Income;** higher reserve balances than anticipated, yielding more interest income.

# Financial Report

As of November 30, 2018



## Total Non Assessment Revenues \$1,583,699



- 25% Fees and Charges to Residents
- 22% Interest Income
- 16% Laundry
- 9% Miscellaneous Revenue
- 7% Resale Processing Fee
- 7% Lease Processing Fee
- 5% Resident Violations
- 4% Collection Administrative Fee
- 3% Golf Cart Electric Fee
- 2% Merchandise Sales

Agenda Item # 14a

Treasurer's Report

Page 3 of 6

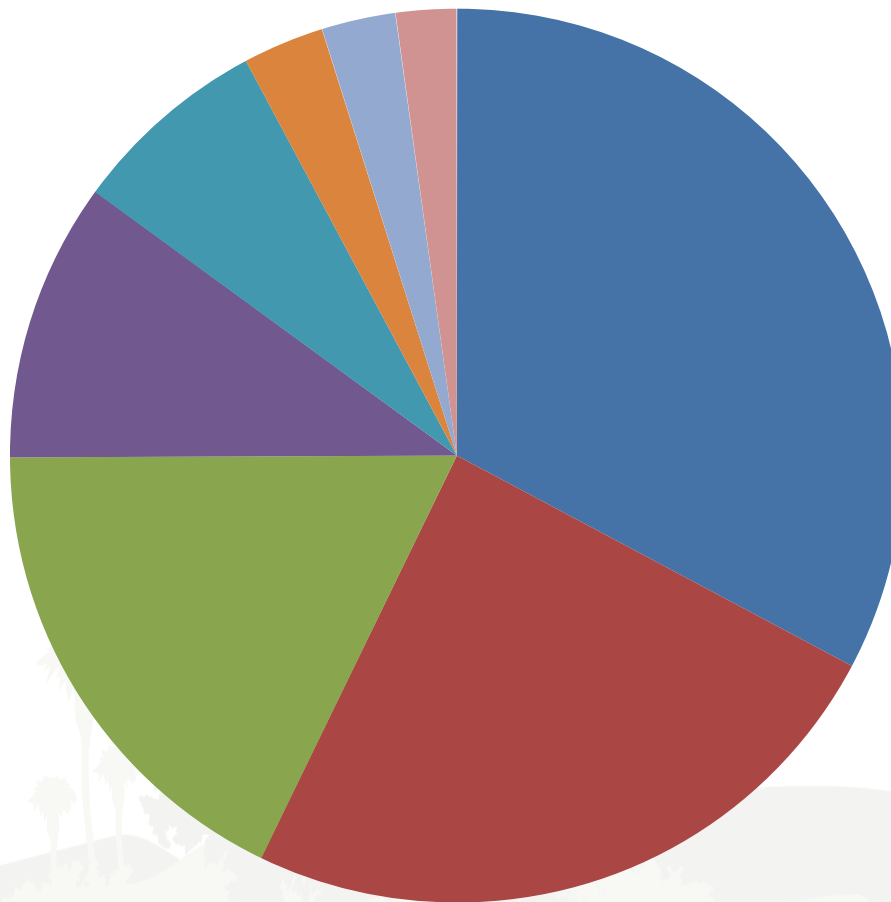
Slide 3

# Financial Report

As of November 30, 2018



## Total Expenses \$38,448,826



■ 33% Employee Compensation & Related

■ 24% Property and Sales Tax

■ 18% Outside Services

■ 10% 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 6

Slide 4

# Financial Report

As of November 30, 2018



## NON OPERATING FUND BALANCES

**ACTUAL**

(in Thousands)

**BEGINNING BALANCES: 1/1/18**

**\$22,433**

**Contributions & Interest**

**11,284**

**Expenditures**

**(11,619)**

**Current Balances: 11/30/18**

**\$22,098**

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## REVENUE

- **Operating Assessments** (Line 1) – Favorable variance resulted from an increase in revenue for supplemental property taxes; offsetting expense is shown on line 21.
- **Fees and Charges for Services to Residents** (Line 5) – Unfavorable variance due to less chargeable work than historical averages used prepare budget. Further, few residents choose to upgrade appliances before the end of useful life and instead choose a one-time payout.
- **Interest Income** (Line 7) – Favorable variance resulted from higher reserve balances than anticipated at the time of budget preparation, yielding more interest income.

## EXPENSE

- **Employee Compensation and Related** (Line 11) – Favorable variance due to the progress of certain reserve programs. Building Structures work was delayed; however, work is in progress as of the reporting period. Staff anticipates spending most of the budget by the end of December. Further, manor water heaters are being installed by an outside vendor, which leads to a favorable variance in compensation. The paint program also was favorable due to smaller, mostly single story buildings being painted, which required less materials and hours. The savings were partially offset by unbudgeted wages in streets and sidewalks to address aged service order requests and in janitorial due to increased bulky item pickups. Savings were further offset by increased hours required for the call center, and enhanced communications programs.
- **Materials and Supplies** (Line 12) – Favorable variance due to 6-year warranty water heaters being used in the community for the first part of the year; however, the Board decided to go back to using 10-year warranty water heaters as budgeted.
- **Utilities and Telephone** (Line 13) –Unfavorable variance due to more water usage for irrigation at the beginning of the year to improve appearance of landscaping. Also, average rainfall to date is 45% lower compared to 3-year average. To date, consumption is 8% higher than budget.
- **Property and Sales Tax** (Line 21) – Unfavorable variance due to higher supplemental property taxes than anticipated at the time of budget preparation. Assessment base has increased as average sales price trend upward. Offsetting revenue is found in Line 1.
- **Insurance** (Line 22) – Unfavorable variance due to unbudgeted purchase of earthquake insurance authorized by resolution 01-17-153. Resolution 01-18-89 approved a supplemental appropriation in the amount of \$135,000 to fund the earthquake insurance premiums from the Contingency Fund.
- **Net Allocations to Mutuals** (Line 27) – Favorable variance resulted from fewer interdepartmental allocations than anticipated.

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# Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

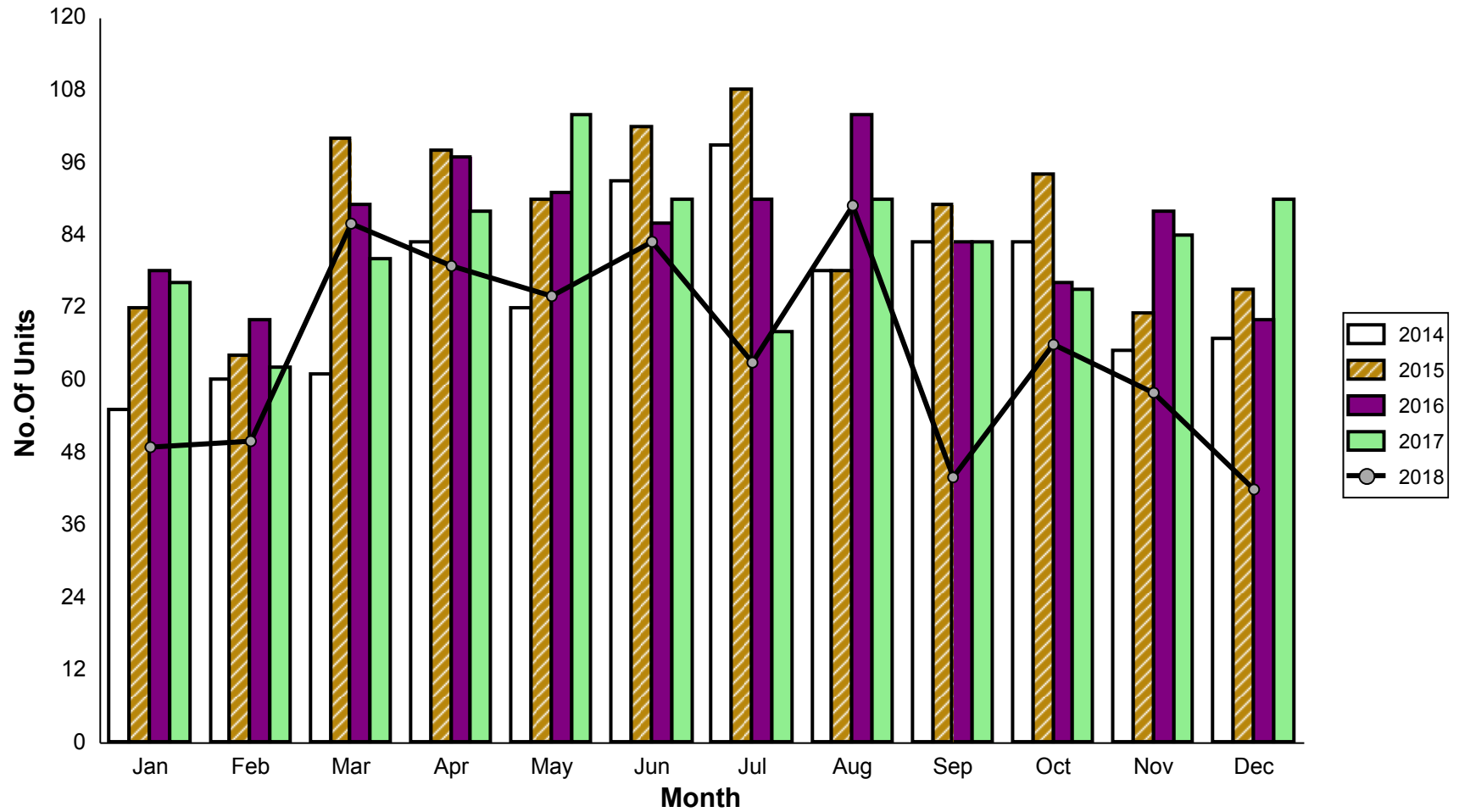
REPORT PERIOD

December, 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	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	58	86	\$17,058,000	\$29,641,100	\$321,849	\$344,664
December	42	90	\$17,061,899	\$31,413,715	\$406,236	\$356,974
TOTAL	783.00	994.00	\$263,485,926	\$325,595,551		
MON AVG	65.00	82.00	\$21,957,161	\$27,132,963	\$359,050	\$327,617

\* Amount is excluded from percent calculation

## Resales - 5 Year Comparison



# Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

December, 2018

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	23	38	\$6,014,390	\$8,968,930	\$261,495	\$236,024
February	21	35	\$6,059,250	\$8,512,700	\$288,536	\$243,220
March	40	38	\$11,156,600	\$9,580,000	\$278,915	\$252,105
April	30	43	\$8,824,600	\$10,177,429	\$294,153	\$236,684
May	31	60	\$8,735,000	\$15,888,800	\$281,774	\$264,813
June	37	40	\$11,021,400	\$10,744,150	\$297,876	\$268,604
July	35	32	\$9,541,300	\$7,887,100	\$272,609	\$246,472
August	44	43	\$11,285,100	\$11,310,367	\$256,480	\$263,032
September	18	37	\$4,632,500	\$9,461,900	\$257,361	\$255,727
October	28	29	\$8,556,100	\$7,898,500	\$305,575	\$272,362
November	24	37	\$6,194,000	\$9,793,900	\$258,083	\$264,700
December	14	49	\$3,368,300	\$12,579,440	\$240,593	\$256,723
TOTAL	345.00	481.00	\$95,388,540	\$122,803,216		
MON AVG	28.00	40.00	\$7,949,045	\$10,233,601	\$274,454	\$255,039
% CHANGE - YTD	-28.3%		-22.3%		7.6%	

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

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# Resales Report

## United Laguna Woods Mutual

### December, 2018

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
12/19/2018	214-C	1	\$158,000	Cadiz	Laguna Premier Realty, Inc	Surterre Properties, Inc.	Pacific Closing Services
12/11/2018	251-B	1	\$227,000	Valencia	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
12/13/2018	369-E	1	\$259,900	Granada	HomeSmart Evergreen	Aspero Realty	Escrow Options Group
12/17/2018	435-C	1	\$230,000	Barcelona	Coldwell Banker	HomeSmart Evergreen	Granite Escrow
12/18/2018	479-E	1	\$260,000	Granada	Keller Williams Real Estate	Cal RE Inc	The Escrow Source
12/05/2018	541-B	1	\$350,000	Granada	North Hills Realty	Century 21 Rainbow	Granite Escrow
12/14/2018	597-C	1	\$245,000	Valencia	Lantern Bay Realty	Coldwell Banker	Granite Escrow
12/06/2018	630-A	1	\$360,000	Casa Linda	Century 21 Rainbow	Century 21 Rainbow	Granite Escrow
12/05/2018	808-O	1	\$140,000	Cadiz	Rosalie Fay Gottfried	HomeSmart Evergreen	Corner Escrow Inc.
12/21/2018	808-B	1	\$178,900	Cadiz	HomeSmart Evergreen	Tarbell Realtors	Granite Escrow
12/28/2018	953-A	1	\$328,000	Casa Linda	Laguna Premier Realty, Inc	Coldwell Banker	Pacific Closing Services
12/14/2018	955-G	1	\$187,500	Coronado	Century 21 Rainbow	No Broker	Granite Escrow
12/21/2018	2016-P	1	\$234,000	Casa Linda	HomeSmart Evergreen	Prea Realty	Corner Escrow Inc.
12/05/2018	2023-C	1	\$210,000	San Sebastian	HomeSmart Evergreen	RE Home Services	Escrow Options Group

Number of Resales: 14

Total Resale Price: \$3,368,300

Average Resale Price: \$240,593

Median Resale Price: \$232,000



## MONTHLY LEASING REPORT

Report Period:  
December-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	32	43	343	140	558	485	18	37	23	1
Monthly Average	24.1	35.8	398.8	60.2	518.8	Jan-Dec 493.7	37.9	32.8	29.3	1.8
Percentage Leased	558 / 6323 = 9%									

New Leases = Units Sublet



## **OPEN MEETING**

### **REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE**

Thursday, December 20, 2018 – 9:30 a.m.  
Laguna Woods Village Community Center Sycamore Room  
24351 El Toro Road, Laguna Woods, CA 92637

#### **REPORT**

**COMMITTEE MEMBERS PRESENT:** Carl Randazzo – Acting Chair, Juanita Skillman, Gary Morrison, Reza Bastani

**DIRECTORS PRESENT:** Andre Tornig, Elsie Addington

**COMMITTEE MEMBERS ABSENT:** Advisors Mike Mehrain, Cash Achrekar and Kay Anderson

**ADVISORS PRESENT:**

**STAFF PRESENT:** Kurt Wiemann, Gavin Fogg, Eve Morton

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

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

#### **2. Acknowledgement of Media**

No media were present.

#### **3. Approval of the Agenda**

Director Bastani moved to approve the agenda but to switch agenda items #8 and #9 since a resident was present. The Committee was in unanimous support.

#### **4. Approval of the Report for October 18, 2018**

Director Morrison made a motion to approve the report. Director Bastani seconded. The Committee was in unanimous support.

#### **5. Committee Chair Remarks**

None.

#### **6. Member Comments**

None.

## **7. Department Head Update**

Mr. Wiemann reported that he has been promoted and that Staff is looking for a replacement for his position. He also reported that the committee will now be meeting in the Boardroom due to the fact that new security controls will be in place for the second floor starting January 1.

### Consent:

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

### Items for Discussion and Consideration:

## **8. 58-E (Barcelona, 10B) Patio Enclosure**

Director Morrison moved to accept Staff's recommendations. President Skillman seconded. The Committee was in unanimous support.

## **9. 145-C (La Corona, 3B) Room Extension onto Patio**

President Skillman moved to accept Staff's recommendations with the following additional Conditions of Approval:

- Contractor must use Quiet Rock drywall.
- Contractor shall endeavor to minimize noise disruption to neighboring units during construction.
- Contractor shall install clear plastic over the adjacent bedroom window at 145-B during active construction for dust and noise mitigation.

Director Morrison seconded. The Committee was in unanimous support.

## **10.445-A (La Corona, 3B) Install Clear Skylights**

President Skillman moved to accept Staff's recommendations. Director Morrison seconded. The Committee was in unanimous support.

### Updates to Standards

## **11. Review Revisions to Architectural Standard 22: Patio Slabs**

Mr. Wiemann reported that he had asked both the paving crew and Director Ernesto Munoz, P.E. to look at this Standard and based on their feedback, made some additional updates to the Standard.

President Skillman made a motion to accept Staff's updates. Director Morrison seconded. The committee was in unanimous support.

**12. Review Revisions to Architectural Standard 25: Tubular Skylight Installations**

Director Morrison made a motion to accept Staff's updates. President Skillman seconded. The committee was in unanimous support.

**13. Discuss Rescinding Architectural Standard 26: Solariums and Garden Rooms**

Chair Randazzo made some minor corrections to the report.

Director Morrison made a motion to accept Staff's updates. Director Bastani seconded. The committee was in unanimous support.

Reports:

**14. Discuss and Review Revising the Alteration Inspection Fees**

Mr. Wiemann reviewed the revised fees. Discussion ensued.

The committee requested that Mr. Wiemann double check on whether vinyl flooring requires a City permit and make that update to this fee schedule, if appropriate.

Director Morrison made a motion to accept Staff's recommendation and send it on to the Board. Director Bastani seconded. The committee was in unanimous support.

Items for Future Agendas

Review and discuss a policy to reduce the number of variances

Concluding Business:

**15. Committee Member Comments**

Various comments were made.

**16. Date of Next Meeting - January 17, 2019**

**17. Adjournment at 11:12 a.m.**



Carl Randazzo, Acting Chair  
Kurt Wiemann, Staff Officer  
Eve Morton, Alterations Coordinator 268-2565

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## OPEN MEETING

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

Tuesday, December 18, 2018 – 1:30 PM  
Laguna Woods Village Community Center, Sycamore Room  
24351 El Toro Road, Laguna Woods, CA 92637

**MEMBERS PRESENT:** Maggie Blackwell – Chair, Andre Torng, Juanita Skillman, and  
**MEMBERS ABSENT:** Anthony Liberatore, Advisors Bevan Strom and Mary Stone  
**OTHERS PRESENT:** Sherri Davis, Dick Rader, Attorney Jeff Beaumont via phone  
**STAFF PRESENT:** Francis Rangel, Pamela Bashline, Eve Morton

### REPORT

#### 1. Call to Order

Chair Blackwell called the meeting to order at 1:39 p.m.

#### 2. Acknowledgement of Press

No press was present.

#### 3. Approval of the Agenda

The committee requested adding an agenda item #10, Review Payment Plan for Delinquent Assessments. Director Torng made a motion to approve the agenda, with the addition. President Skillman seconded. There were no objections.

#### 4. Approval of Report from the November 26, 2018, meeting

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

#### 5. Chair's Remarks

Chair Blackwell said this committee needs to be sure to read everything carefully so any agenda items sent to Board are worded correctly so as to not cause confusion by residents or media of the topic being discussed.

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

Ms. Davis wanted to wish everyone a happy holiday and will see you all next year.

### 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 Updates to Traffic (Mutual Parking) Rules Regarding Commercial Vehicles**

Ms. Rangel stated that she made the changes the Board requested. She reviewed the updates with the committee. The committee made some additional changes.

President Skillman moved to send this on to the Board for approval. Director Tornø seconded. The committee was in unanimous support.

## **8. Discuss Possibility of Allowing Guarantors**

Discussion ensued.

Chair Blackwell moved to send to United Mutual's attorney United's last version of the Guarantor Agreement along with Third Mutual's updated version of their Guarantor Agreement and to ask him to draft an updated Guarantor Agreement document for the committee to review for further consideration of allowing guarantors again. There were no objections. This draft was requested for the next committee meeting.

The financial requirements for a guarantor are \$90K per year and \$250K in assets and whoever they are guaranteeing must have income of \$24K and assets of at least \$75K.

The committee also requested that the United attorney consider the following when drafting the document:

- Should the guarantor live in CA?
- Should a guarantor only be allowed to guarantee one unit in the Village? Or just one unit in United?

- Make sure there is language from the financial qualifications policy regarding perjury into this updated document.

## **9. Review and Discuss Community Property Issues**

Discussion ensued.

The committee requested that Ms. Morton ask the Mutual attorney if community property laws are applicable to shares in United.

## **10. Review Payment Plan for Delinquent Assessments**

The committee reviewed and made some changes to the Staff Report and Payment Plan for Delinquent Assessments Agreement.

The committee requested the updates by given to Financial Services Director, Betty Parker, to make the updates.

### Concluding Business:

## **11. Committee Member Comments**

Director Torng is hoping his contribution is accepted by this committee.

Chair Blackwell stated she had forwarded information she had found regarding caregivers to Pamela Bashline and to Social Services. She asked Ms. Morton to check on status of their updates to the Caregiver Policy to see if they are ready for the January meeting.

## **12. Future Agenda Items**

- a. Policies for Non-Medical Caregivers and Medically Necessary Caregivers
- b. Discuss and Consider Modifying the Co-Occupancy Agreement to Allow Roommates

## **13. Date of next meeting is January 28, 2019**

## **14. Adjournment at 3:58 p.m.**

**DRAFT**  
Maggie Blackwell, Chair

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

Thursday, December 13, 2018 – 9:00 a.m.  
Laguna Woods Village Community Center Board Room – 24351 El Toro Road

**MEMBERS PRESENT:** Maggie Blackwell – Chair, Manuel Armendariz, Anthony Liberatore, Catherine Brians (Advisor)

**MEMBER ABSENT:**

**OTHER DIRECTORS:** Bert Moldow in audience, Dick Rader in audience, Carl Randazzo in audience, Andre Torng in audience

**STAFF PRESENT:** Bruce Hartley, Larry Hernandez, Robert Merget, Lulu Boctor, Becky Jackson, Jackie Brown, Brian Grunner, Sean Cincotta

**1. Call to Order**

Chair Blackwell called the meeting to order at 9:00 a.m.

**2. Acknowledgement of the Press**

Brook Becher from the Globe attended.

**3. Approval of the Agenda**

The agenda was approved by consensus.

**4. Approval of Committee Report for October 11, 2018**

The meeting report was approved for October 11, 2018 with the year adjustment of the report to 2018.

**5. Chair's Remarks**

Chair Blackwell welcomed everyone to the United Landscape meeting. Announce that staff was going to introduce themselves.

Bruce announced three landscape supervisors (Luis Lopez, Angel De La Torre, Mike Swingholm).

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

Roy Leonard 422-G – spoke about tree issues.

David Cohen 592- Supported posting when staff is doing herbicide applications.

Danny Henson 325-Q – Spoke about issues with the Western Blue Bird Boxes.

Andre Torng 389-Q – Spoke about walk way lights being damaged by mowers.

Julie Bagish 908-A – Spoke about the ant spray chemical.

Douglas Richardson 2032-A – Spoke about a water line break and where we removed trees waiting on landscaping to replace trees

**7. Response to Member's Comments**

Mr. Hartley responded to Mr. Leonard that staff will contact him regarding the schedule of the tree trimming.

Mr. Hartley replied to Mr. Torng about walkway lighting and will remind staff to be more careful while mowing.

Mr. Hartley responded to Mr. Richardson Mr. Merget will contact him regarding repairs.  
Chair Blackwell responded to Mr. Cohen regarding flagging.  
Chair Blackwell responded to Mr. Henson regarding Blue Bird Boxes.  
Chair Blackwell responded to Ms. Bagish; if she sees landscape guy wearing a hazmat suit not to go out.

## **8. Department Head Update**

Mr. Hartley informed Members and Committee that this will be his last meeting. He will be retiring at the end of the month. Announce Kurt Wiemann as the new Sr. Field Operations Manager.

## **Consent:**

None

## **Reports**

### **9. Project Log**

### **10. Irrigation Status Report**

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **11. Herbicide Result**

Mr. Hartley presented a report.

Director Armendariz made a motion to approve staff's recommendation, second by Director Liberatore. Approved by Committee unanimously.

Director Rader spoke about the impact on GRF assessments.

Director Torng spoke about analysis of various alternatives.

Dr. Lois Rubin 781-C- Suggested a fund raiser to cover cost.

Director Randazzo supported looking into other options to lower cost in the future.

David Cohen 592-E spoke about safety.

Jessica Calise 207-B thanked staff for their work.

Director Armendariz spoke about the cost analysis spreadsheet.

### **12. Tree Removal Request**

#### **a) 723-C Avenida Majorca (Farrokhi)**

Nancy Carlson 303-A spoke about the removal.

Parisa Farrokhi (Daughter) spoke on behalf of her parent's request.

Committee voted 2-0 to deny the removal of one Carrotwood tree located at 723-C due to not causing any damage to sidewalks or structures. Committee denied by consensus.

#### **b) 684-C Via Alhambra (Russo) Mr. Russo spoke on his request.**

Committee voted 3-0 to deny the removal of one Jacaranda tree located at 684-C due to tree was found in good condition and the only affected property was an alteration. Committee denied by consensus.

#### **c) 850-P Ronda Mendoza (Guthrie)**

Committee approved the removal one Red Iron Bark tree located at 850-P due to poor condition and visible diseased and decay in tree. Committee approved by consensus.

#### **303-B Avenida Sevilla (Nee)**

Nancy Carlson 303-A spoke about the request for removal.

Committee voted 3-0 to approve the removal of one Carrotwood tree located at 303-A due to interference with the street light. Committee approved by consensus.

**Items for Future Agendas**

- 13. Landscape Renovation Project Update (December)
- 14. Herbicide Trial Results (December)

**Concluding Business**

**15. Committee Member Comments**

Chair Blackwell thanked all speakers.

**16. Date of Next Meeting December 13, 2018**

**17. Adjournment**

Meeting was adjourned at 10:54 a.m.

**DRAFT**

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*Maggie Blackwell, Chair*