



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

Tuesday, February 12, 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 Randazzo**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. January 8, 2019 – Regular Open Session
- 6. Report of Chair**
 - a. Announce Appointment of Board Parliamentarian
- 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**
 - a. Responses to Open Forum Speakers
 - b. Follow-up from the January, 2018 Board Meeting Open Forum
- 9. Update from VMS – Director Rader**
- 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) Part Denial/Part Approval Recommendation – 126-D (Majorca, 8A) Retain Modification to Previous Variance Requiring Common Area (Recommendation to deny the request to retain the doors constructed on the patio enclosure and approve keeping the topping slab as constructed)
- b. Resolution to Update the United Mutual and GRF Committee Appointments
- c. Consistent with its statutory obligations the Board members individually reviewed and approved the Mutual's financials for the month of December, 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 Payment Plan Agreement Form and Approve a Resolution for a Payment Plan Fee Policy for Monetary Penalties, Fees, and Chargeable Services (**DECEMBER initial notification-30-day notification for Member review to conform with Civil Code §4360 has been satisfied**)
- b. Entertain a Motion to Adopt a Resolution for Revisions to Open House and Real Estate Uniform Signage Policy (**JANUARY initial notification-28-day notification for Member review to comply with Civil Code §4360 has been satisfied**)
- c. Entertain a Motion to Adopt a Resolution for Revisions to Architectural Standard 22: Patio Slabs (**JANUARY initial notification-28-day notification for Member review to comply with Civil Code §4360 has been satisfied**)
- d. Entertain a Motion to Adopt a Resolution for Revisions to Review Revisions to Architectural Standard 25: Tubular Skylight Installations (**JANUARY initial notification-28-day notification for Member review to comply with Civil Code §4360 has been satisfied**)
- e. Entertain a Motion to Adopt a Resolution to Rescind Architectural Standard 26: Solariums and Garden Rooms (**JANUARY initial notification-28-day notification for Member review to comply with Civil Code §4360 has been satisfied**)
- f. Entertain a Motion to Approve a Resolution to Revise the Alteration Inspection Fees (**JANUARY initial notification-28-day notification for Member review to comply with Civil Code §4360 has been satisfied**)

- g. Entertain a Motion to Approve a Resolution to Make the Alterations Conformance Deposit Permanent **(JANUARY initial notification-28-day notification for Member review to comply with Civil Code §4360 has been satisfied)**

13. New Business

- a. Entertain a Motion to Introduce a Resolution for an Alteration Standard Plan Policy **(FEBRUARY initial notification-must postpone 28-days for Member review to comply with Civil Code §4360)**
- b. Entertain a Motion to Introduce a Resolution to Amend the Care Provider Policy and Change the Name to Private Caregiver Policy **(FEBRUARY initial notification-must postpone 28-days for Member review to comply with Civil Code §4360)**
- c. Entertain a Motion to Re-Introduce the 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. Must postpone 28-days for Member review to comply with Civil Code §4360)**
- d. Entertain a Motion to Introduce a Resolution for an Administrative Fee for Damage Reimbursement **(FEBRUARY initial notification-must postpone 28-days for Member review to comply with Civil Code §4360)**

14. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Morrison. The Committee met on January 29, 2019; Next meeting March 26, 2019, 2:00 p.m. in the Sycamore Room
- b. Report of the Architectural Control and Standards Committee –Director Achrekar– The Committee met on January 17, 2019, next meeting February 21, 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 Achrekar. The Committee met on January 24, 2019; next meeting February 28, 2019, 9:00 a.m. in the Board Room
- e. Report of the Governing Documents Review Committee – Director Blackwell. The Committee met on January 28, 2019; next meeting February 25, 2019, 1:30 p.m. in the Board Room

- f. Report of the Landscape Committee –Director Blackwell. The Committee did not meet in January; 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 January; next meeting February 27, 2019, 9:00 a.m. in the Board Room
 - Village Energy Task Force—Director Randazzo. The Task Force met on January 9, 2019; next meeting March 6, 2019, 1:30 p.m. in the Board Room
- h. Report of the Resident Advisory Committee – Director Skillman. The Committee met on January 10, 2019; next meeting February 14, 2019, 4:00 p.m. in the Sycamore Room

15. GRF Committee Highlights

- a. Report of the Finance Committee—Director Morrison. The Committee did not meet in January; next meeting February 20, 2019, 1:30 p.m. in the Board Room
- b. Report of the Community Activities Committee—Director Torng. The Committee met on January 10, 2019; next meeting March 14, 2019, 1:30 p.m. in the Board Room
- c. Report of the Landscape Committee – Director Blackwell. The Committee met on January 16, 2019; next meeting March 20, 2019, 1:30 p.m. in the Board Room
- d. Report of the Maintenance & Construction Committee—Director Randazzo. The Committee did not meet in January; 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 January 21, 2019; next meeting February 26, 2019, 9:30 a.m. in the Board Room
- f. Report of the Mobility and Vehicles Committee—Director Addington. The Committee met on February 6, 2019; next meeting April 3, 2019, 1:30 p.m. in the Board Room
- g. Report of the Security and Community Access Committee—Director Liberatore. The Committee did not meet in January; next meeting February 25, 2019, at 1:30 p.m. in the Board Room

- Laguna Woods Village Traffic Hearings – Director Addington. The Hearings were held on January 16, 2019; next hearings February 20, 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 met on January 29, 2019; next meeting March 26, 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. Financial Guarantors
- b. Roles and Responsibilities

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) February 12, 2019 – Regular Executive Session

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjourn

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

Tuesday, January 8, 2019

The Regular Meeting of the Board of Directors of United Laguna Woods Mutual, a California Non-Profit Mutual Benefit Corporation, was held on Tuesday, January 8, 2019, 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 Torng.

Directors Absent: Cash Achrekar (Excused)

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

Others Present: VMS: Dick Rader, Mary Stone, and Ron Beldner
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 Skillman led the Pledge of Allegiance.

3. Acknowledge Media

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

4. Approval of Agenda

Director Armendariz made a motion, seconded by Director Torng, to approve the agenda as corrected.

Director Armendariz requested the following corrections be made to the agenda: Page 1 of 6 meeting date should be December 11th; page 2 of 6 Item 11b(2) change to "use of Round-up" and page 5 of 6 December 19th Landscape Meeting was cancelled.

Director Armendariz proposed adding a resolution to accept and approve the Landscape Committee recommendations under agenda item 11b(2).

Legal Counsel stated no action could be taken unless the item was added with a 2/3 vote of the Board.

Chair Skillman stated because of the cost factor the item could not be on the agenda until the Finance Committee "reviews any unplanned reserve expenditures proposed by any other committee to determine the impact on and adequacy of related reserves, and recommend appropriate action to the United Laguna Woods Board" (United Finance Committee Charter).

Kurt Wiemann, Senior Field Services Manager, addressed the Board on next steps needed to stop the use of Round-up. The Finance Committee needs to approve the additional cost for alternative products.

Discussion ensued among the Directors.

President Skillman called for the vote on the original motion to approve the agenda as corrected and the motion passed 6-3-1 (Directors Armendariz, Tornig, Margolis opposed, Director Bastani abstained)

5. Approval of Minutes

- 5a. November 29, 2018 – Special Open Session (United/VMS Appointment)
- 5b. December 11, 2018 – Regular Open Session

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

6. Report of the Chair

President Skillman announced the selection of the new CEO, Jeffrey Parker, who will start on February 4th. Security changes will restrict access to certain parts of the building. We will have all open meetings in the Board Room. All Boards work together as a team and each separate Board is a team.

7. Open Forum

Members made comments regarding the following:

- Benefits of the Laguna Woods Foundation;
- Shared cost and increases in assessments;
- Three month rental policy;
- Stopping the use of Round-up and the increased cost;
- Round-up report given at the Landscape Committee; and
- The painters did a beautiful job painting the building painting near gate 4, but asked why the awnings weren't painted.

8. Responses to Open Forum Speakers

Several Directors responded to Member comments.

- Director Blackwell responded regarding the decision of the Landscape Committee on December 13th. The information on the cost of alternative weed removal will be discussed at the next Finance Committee.
- Director Margolis would like to see the Board vote today to immediately stop using Round-up.

- Director Torng commented that the cost to ban Round-up has been exaggerated.
- Director Armendariz commented about the health issues associated with Round-up are controversial.
- Director Randazzo commented that he is in favor of banning Round-up. Any extra cost associated with the ban of Round-up must go to the Finance Committee. A comprehensive program to eliminate weeds and alternative pesticides is needed.
- Director Bastani asked about the other alternative organic products.
- President Skillman commented that the Board is against the continued use of Round-up; however, it is the responsibility of the Board to come up with a comprehensive report that includes the cost associated with the alternative pesticides is needed.
- Director Liberatore explained Parliamentary procedures.
- Director Morrison would like to survey the community to see if Residents are willing to pay the increased cost associated with the ban of Round-up.

9. Update from VMS - Director Beldner

Director Beldner gave an update from the VMS Board meetings. He spoke about the mission and outlined the goals of the VMS Board. Services provided by the VMS Board are outlined in the Management Agreement. Director Beldner announced the promotion of Kurt Wiemann to the Landscape Division; and the new Transportation Division Manager, Chris Langeour. The new CEO, Jeffrey Parker, comes to us from the City of Tustin, and will start on February 4th. The shutdown of the analog television was mandated by the Federal Government. The switch from analog to digital was announced for one year in the community. He answered questions from the Board about analog television and the channel line-up.

10. CEO Report

Siobhan Foster, Interim CEO, reported on the following subjects:

- Easy Rider fixed-route bus system will expand their service on January 14th to include a new stop at the Willow Tree Center/Aldi Store.
- Saddleback Emeritus Institute sent the Community a short survey so they can meet the needs of our residents.
- The next New Resident Orientation session is Friday, Feb. 1st at 9:00 a.m. and March 13th at 6:00 p.m. in the Board Room. Contact Becky Jackson to sign-up.
- Encouraged residents to complete and return the CodeRed forms to the concierge desk in the Community Center.

Siobhan Foster answered questions from the Board.

11. Consent Calendar

11a. Architectural Control and Standards Committee Recommendations:

- (1) Approval Recommendation – 58-E (Barcelona, 10B) Patio Enclosure

RESOLUTION 01-19-01 **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.

- (2) Approval Recommendation – 145-C (La Corona, 3B) Room Extension onto Patio

RESOLUTION 01-19-02
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.

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

RESOLUTION 01-19-03
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.

11b. 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.

RESOLUTION 01-19-04
Tree Removal (2) Denial and (2) Approval

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.

- (2) Receive and file the report of the Landscape Committee recommendations regarding the ~~herbicide study~~ use of Round-up.

11c. Finance Committee Recommendations:

- (1) Approval of Resolution to File in Small Claims Court against Member ID; 947-387-69

RESOLUTION 01-19-05
Filing of Separate Small Claims Court Cast

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.

11d. 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 Meeting Open Session Meeting minutes.

Director Randazzo made a motion to approve the Consent Calendar. Director Margolis requested that agenda item 11b(2) be removed and placed under new business. The motion was seconded by Director Armendariz and the motion passed by vote of 9-1-0 (Director Blackwell opposed).

12. Unfinished Business

Director Blackwell summarized the following resolutions (12a-12e):

12a. Entertain a Motion to Adopt the 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**)

Resolution 01-19-06

Revisions to Architectural Standard 19: Modesty Paneling; Balcony

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 recognize 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.

12b. Entertain a Motion to Adopt the 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**)

Resolution 01-19-07

Revisions to Architectural Standard 20: Patio Covers; Aluminum

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 recognize 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.

12c. Entertain a Motion to Adopt the Resolution for New Architectural Standard 44: Fences; Vinyl (**NOVEMBER initial notification- 30-day Member review to comply with Civil Code §4360 has been satisfied**)

Resolution 01-19-08

New Architectural 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.

12d. Entertain a Motion to Adopt the Resolution for Revisions to Architectural Standard 24: Skylights (**NOVEMBER initial notification- 30-day Member review to comply with Civil Code §4360 has been satisfied**)

Resolution 01-19-09
Revisions to Architectural Standard 24: Skylights

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 recognize 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.

12e. Entertain a Motion to Adopt the Resolution to Revise the Exterior Paint Color Palette (**NOVEMBER initial notification- 30-day Member review to comply with Civil Code §4360 has been satisfied**)

Resolution 01-19-10
Revise the 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.

Director Blackwell made a motion to approve the resolutions for revisions to Architectural Standard 19: Modesty Paneling; Balcony; revisions to Architectural Standard 20: Patio Covers; Aluminum; new Architectural Standard 44: Fences; Vinyl; revisions to Architectural Standard 24: Skylights and revised exterior paint color palette. The motion was seconded by Director Randazzo.

Discussion ensued among the Directors.

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

12f. Entertain a Motion to Adopt the Resolution to Update the Vehicle, Traffic and Parking Rules (**NOVEMBER initial notification- 30-day Member review to comply with Civil Code §4360 has been satisfied**)

Director Blackwell read the following resolution:

Resolution 01-19-11
Updated Vehicle, Traffic and Parking Rules

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.

Director Blackwell made a motion to approve the resolution to update the vehicle, traffic and parking rules. The motion was seconded by Director Armendariz.

Discussion ensued among the Directors.

Director Randazzo asked about the vehicle requirements in the report.

President Skillman called for the vote and the motion passed by a vote of 10-0-0.

12g. Entertain a Motion to Adopt the Resolution for Revisions to the Land Use Alteration Policy (**NOVEMBER initial notification- 30-day Member review to comply with Civil Code §4360 has been satisfied**)

Director Blackwell read the following resolution:

RESOLUTION 01-19-12
REVISIONS TO THE 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 01-19-12

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

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED, 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~~ and grandfathered alteration;

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

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

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

resolution.

NOVEMBER Initial Notification

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

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

Discussion ensued among the Directors.

Director Armendariz commented that the resolution was not corrected; change the word "or" to "and grandfathered"

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

13. New Business

13a. Entertain a Motion to Introduce the Resolution for Revisions to Open House and Real Estate Uniform Signage Policy (JANUARY initial notification-must postpone 28-days for Member review to comply with Civil Code §4360)

Director Blackwell read the following resolution:

Resolution 01-19-XXX

Revisions to Open House and 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

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.
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

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.

Director Blackwell made a motion to introduce the resolution for revisions to open house and real estate uniform signage policy for 28-day review. The motion was seconded by Director Armendariz.

Discussion ensued among the Directors.

Director Torng asked about the \$50 charge for extended gate hours.

Eileen Paulin commented about the charge and said Staff would provide clarification at the February Board meeting.

President Skillman called for the vote and the motion passed by a vote of 8-2-0 (Director Bastani and Torng opposed) to introduce the resolution for 28-day review.

13b. Entertain a Motion to Approve the Resolution for Financial Transfers by VMS

Director Blackwell read the following resolution:

Resolution 01-19-13
Financial Transfers by VMS

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.

Director Blackwell made a motion to approve the resolution for financial transfers by VMS. The motion was seconded by Director Randazzo.

Discussion ensued among the Directors.

Director Armendariz and Torng left the meeting at 12:30 p.m.

President Skillman called for the vote and the motion passed by a vote of 7-0-1 (Director Bastani abstained; Directors Armendariz and Torng absent for the vote).

Directors Torng returned to the meeting at 12:45 p.m.

Director Blackwell summarized the following resolutions (13c-13e):

13c. Entertain a Motion to Introduce the Resolution for Revisions to Architectural Standard 22: Patio Slabs (**JANUARY initial notification-must postpone 28-days for Member review to comply with Civil Code §4360**)

Resolution 01-19-XX
Revisions to Architectural 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 recognize 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.

13d. Entertain a Motion to Introduce the Resolution for Revisions to Architectural Standard 25: Tubular Skylight Installations (JANUARY initial notification-must postpone 28-days for Member review to comply with Civil Code §4360)

Resolution 01-19-XX

Revisions to Architectural Standard 25: Tubular 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 recognize 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.

13e. Entertain a Motion to Introduce the Resolution to Rescind Architectural Standard 26: Solariums and Garden Rooms (JANUARY initial notification-must postpone 28-days for Member review to comply with Civil Code §4360)

Resolution 01-19-XX

Rescind Architectural 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.

Director Blackwell made a motion to introduce the following resolutions for 28-day review: revisions to architectural standard 22: patio slabs; revisions to architectural standard 25: tubular skylight installations and a resolution to rescind architectural standard 26: solariums and garden rooms. The motion was seconded by Director Addington.

Director Margolis left the meeting at 12:50 p.m.
Discussion ensued among the Directors.

The resolutions were introduced for 28-day review by a vote of 8-0-0 (Directors Armendariz and Margolis were absent for the vote)

Directors Armendariz and Margolis returned to the meeting at 1:00 p.m.

13f. Entertain a Motion to Introduce the Resolution to Revise the Alteration Inspection Fees (JANUARY initial notification-must postpone 28-days for Member review to comply with Civil Code §4360)

Director Blackwell read the following resolution:

Resolution 01-19-XX
Revise Alteration Inspection Fees

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.

Director Blackwell made a motion to introduce the resolution to revise alteration inspections fees for 28-day review. The motion was seconded by Director Addington.

Discussion ensued among the Directors.

The resolution was introduced for 28-day review by a vote of 9-1-0 (Director Bastani

opposed).

13g. Entertain a Motion to Introduce the Resolution to Establish Alterations Conformance Deposit (JANUARY initial notification-must postpone 28-days for Member review to comply with Civil Code §4360)

Director Blackwell read the following resolution:

Resolution 01-19-XX
Establish Alterations Conformance Deposit

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.

Director Blackwell made a motion to introduce the resolution to establish alterations conformance deposit for 28-day review. The motion was seconded by Director Armendariz.

Discussion ensued among the Directors.

The resolution was introduced for 28-day review by a vote of 9-0-1 (Director Tornig

abstained).

13h. Accept the Landscape Committee Herbicide Report and move forward to fund the action to eliminate Round-up.

President Skillman asked for a vote to discuss this item under new business, to receive and file the Landscape Committee Herbicide Report and agendize this item on the February Board Meeting.

Director Addington asked Legal Counsel to comment about adding this item to the agenda. Legal Counsel responded that this item was removed from the Consent Calendar and according to Civil Code § 4930 the Board may not take action on an item not included on the posted agenda. The Board would need a 2/3 vote of the Board to add an action item to the agenda.

Director Margolis called for the vote to put the Landscape Committee Herbicide Report on the current agenda. Director Armendariz seconded the motion. The motion to add this item to the current agenda was passed by a vote of 7-3-0 (Directors Randazzo, Skillman and Morrison opposed).

Director Armendariz made a motion to add to the agenda the action to accept the Landscape Committee Herbicide Report and move forward with contingency funds to eliminate Round-up. The motion was seconded by Director Margolis.

Discussion ensued among the Directors.

Director Blackwell amended the motion to accept the Landscape Committee Herbicide Report and revise the recommendation to direct staff to eliminate the use of Roundup and other herbicides containing the active ingredient glyphosate in landscaped area within United Mutual and to utilize other organic herbicides for the control of weeds. The motion was seconded by Director Armendariz.

Discussion ensued among the Directors.

President Skillman called for the vote on the amendment and the amendment motion failed by a vote of 4-5-1 (Directors Bastani, Torng, Randazzo, Skillman and Morrison opposed, Director Liberatore abstained).

President Skillman called for the vote on the original motion by Director Armendariz and the motion failed by a vote of 3-6-1. (Directors Bastani, Randazzo Skillman, Blackwell, Morrison and Liberatore opposed, Director Addington abstained).

Discussion ensued among the Directors.

Director Blackwell made a motion to send this item back to the Landscape Committee for further evaluation. The motion was seconded by Director Morrison. The motion passed by a vote of 10-0-0.

14. Committee Reports

14a. Report of the Finance Committee / Financial Report – Director Morrison. 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 Randazzo. Next meeting will be January 17, 2019, 9:30 a.m. in the Board Room.

14c. Report of the Communications Committee – Director Blackwell. The next meeting TBA.

14d. Report of Member Hearings Committee - Director Skillman. Next meeting will be January 24, 2019, 9:00 a.m. in the Willow Room.

14e. Report of the Governing Documents Review Committee - Director Blackwell. Next meeting will be Tuesday, January 28, 2019, 1:30 p.m. in the Board Room.

14f. Report of the Landscape Committee - Director Blackwell. The December 19, 2018 meeting was cancelled. The next meeting will be on February 14, 2019, 9:00 a.m. in the Board Room.

14g. Report of the Maintenance & Construction Committee - Director Randazzo. Next meeting will be February 27, 2019, 9:00 a.m. in the Board Room.

- Village Energy Task Force Charter – Director Randazzo. 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. Next meeting will be January 10, 2019, 4:00 p.m. in the Sycamore Room

15. GRF Committee Highlights

15a. Report of the Finance Committee—Director Morrison. Next meeting will be February 20, 2019, 1:30 p.m. in the Board Room.

15b. Report of the Community Activities Committee—Director Margolis. Next meeting will be January 10, 2019, 1:30 p.m. in the Board Room.

15c. Report of the Landscape Committee—Director Blackwell. Next meeting will be January 16, 2019, 1:30 p.m. in the Board Room.

15d. Report of the Maintenance & Construction Committee—Director Randazzo. Next meeting will be February 13, 2019, 9:30 a.m. in the Board Room.

15d. Report of the Media and Communication Committee—Director Blackwell. Next meeting will be January 21, 2019, 1:30 p.m. in the Board Room.

15e. Report of the Mobility and Vehicles Committee—Director Addington. 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 Liberatore. Next meeting will be Monday, February 25, 2019, 1:30 p.m. in the Board Room.

- Laguna Woods Village Traffic Hearings – Director Addington. Next meeting January 16, 2019, 9:00 a.m. in the Board Room and 1:00 p.m. in the Pine Room

15g. Disaster Preparedness Task Force—Director Morrison. Next meeting will be January 29, 2019, 9:30 a.m. in the Cypress Room.

16. Future Agenda Items

16a. Resolution to Revise the Payment Plan Agreement Form and a Resolution for a Payment Plan Fee Policy for Assessments (**DECEMBER initial notification- sent back to Committee for revisions**)

16b. Resolution to Revise the Payment Plan Agreement Form and a Resolution for a Payment Plan Fee Policy for Monetary Penalties, Fees, and Chargeable Services (**DECEMBER initial notification-must postpone 30-days Member review to comply with Civil Code §4360**)

17. Director's Comments-none

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

The meeting recessed at 1:30 p.m. into the Executive Session.

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

During the December 11, 2018, Regular Executive Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) November 5, 2018 – Special Closed Meeting

(b) November 5, 2018 – Orientation and Strategic Planning Workshop

(c) November 13, 2018 – Regular Closed Meeting

Discuss Member Disciplinary Cases


Discuss and Consider Contractual Matters

Discussed Personnel Matters

Discuss and Consider Legal and Litigation Matters

19. Adjourn

The meeting was adjourned at 4:00 p.m.


Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual

RESOLUTION ATTACHMENTS



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.



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.



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.



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.



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 of local government regarding asbestos removal procedures.
- 2.13** All skylights shall be of I.C.I. approved double lens construction.
- 2.14** Square-Flex™, Sola-Tube®, or equivalent skylight tubes are permitted;. refer to Standard 25:Tubular Skylight Installations.
- 2.15** **No trusses shall be cut in the installation of skylights.**



~~UNITED LAGUNA WOODS MUTUAL~~

~~SECTION STANDARD 24: SKYLIGHT INSTALLATIONS~~

~~AUGUST, 1992~~

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

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

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

~~REVISED DECEMBER 2018, RESOLUTION 01-19-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.**

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

Residential Buildings (Manors) – Single Story Buildings

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

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

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

Residential Buildings (Manors) – Seville Style Buildings

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

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

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

Residential Buildings (Manors) – Multiple Story Buildings

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

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

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

Laundry Buildings and Carports

Body Color	Trim Color
Berkshire Beige	Shadow White
Hush	Shadow White

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

ATTACHMENT(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 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.

ATT 1:

Page 1 of 1

Media and Communications Committee Approved Real Estate Sign Designs



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



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



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.



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

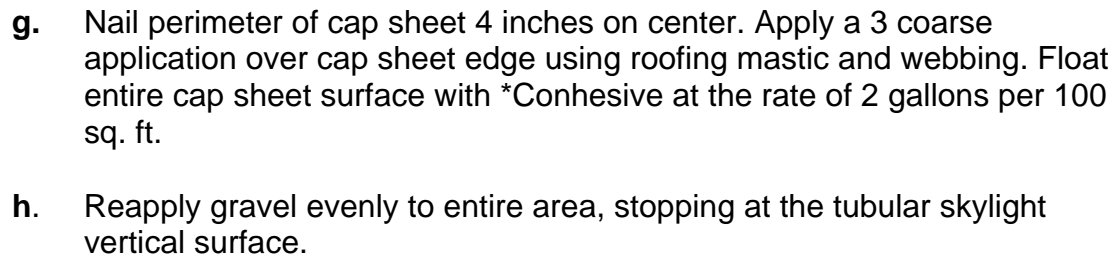
3.1 Tubular skylight installer shall guarantee in writing, the watertight integrity of the skylight, tube and related roof area for 5 years from date of installation, and shall repair, without charge to owner, any such defects.

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.



- Agenda Item # 5a
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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.**

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

Go to 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>) <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
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

Go to 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

\$50.00 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

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
Unauthorized 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

- 126-D (Majorca, 8A) Retain Unapproved Modifications to a Previously Approved Variance

RESOLUTION 01-19-XX
Variance Request

WHEREAS, Mr. Roger Flinn of 126-D Avenida Majorca, a Majorca style unit, requests Board approval of a variance to retain unapproved modifications to a previously approved variance;

WHEREAS, the patio enclosure as constructed includes doors that open onto Common Area, which would require Common Area for the code required landing;

WHEREAS, the patio enclosure as constructed includes a topping slab to raise the elevation to match the existing floor, within the original footprint of the manor.

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on January 7, 2019, 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 January 17, 2019.

NOW THEREFORE BE IT RESOLVED, on February 12, 2019, the Board of Directors hereby denies the request to retain the doors constructed on the patio enclosure and approves keeping the topping slab as constructed 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 126-D and all future Shareholders at 126-D.

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-xxx

United Laguna Woods Mutual Committee Appointments

RESOLVED, February 12, 2019, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Control and Standards Committee

Cash Achrekar, Chair

Reza Bastani

Gary Morrison

Carl Randazzo

Non-Voting Advisors: Michael Mehrain, Kay Anderson, **Janey Dorrell**

Communications Committee

Maggie Blackwell, Chair

Elsie Addington

Reza Bastani

Non-Voting Advisors: Vacant (2)

Finance Committee

Gary Morrison, Chair

Sue Margolis

Carl Randazzo

Juanita Skillman

Elsie Addington, Alternate

Non-voting Advisors: Vacant (2)

Governing Documents Review Committee

Maggie Blackwell, Chair

Juanita Skillman

Andre Torng

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

Anthony Liberatore

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

Maintenance and Construction Committee

Carl Randazzo, Chair
Cash Achrekar
Reza Bastani
Sue Margolis
Gary Morrison
Juanita Skillman, Alternate
Non-voting Advisor: Ken Deppe, Walter Ridley, Janey Dorrell

Members Hearing Committee

Cash Achrekar, Chair
Juanita Skillman
Maggie Blackwell
Elsie Addington

New Resident Orientation

Per Rotation List

Resident Advisory Committee

Cash Achrekar, Chair
Anthony Liberatore
Juanita Skillman
Andre Torng
Non-voting Advisors: Kay Anderson, Nancy Lannon

Village Energy Task Force

Sue Margolis
Carl Randazzo
Advisor: Steve Leonard, Sue Stephens

RESOLVED FURTHER Resolution 01-18-117, adopted November 29, 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 01-19-xxx
Golden Rain Foundation Committee Appointments

RESOLVED, February 12, 2019, 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

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

Cash Achrekar
Carl Randazzo
Sue Margolis, Alternate

GRF Media and Communications Committee

Maggie Blackwell
Elsie Addington
Juanita Skillman, Alternate

Mobility and Vehicles Committee

Elsie Addington
Andre Tornø
Juanita Skillman, Alternate

PAC Renovation Task Force

Sue Margolis
Carl Randazzo
Juanita Skillman, Alternate

Security and Community Access

Reza Bastani
Anthony Liberatore
Carl Randazzo, Alternate

Disaster Preparedness Task Force

Cash Achrekar
~~Reza Bastani~~
Gary Morrison

Town Hall Meetings

As Needed

RESOLVED FURTHER, that Resolution 01-18-118, adopted November 29, 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.

<u>Board Members</u>	<u>Cash</u> <u>Achrekar</u>	<u>Elsie</u> <u>Addington</u>	<u>Manuel</u> <u>Amendariz</u>	<u>Reza</u> <u>Bastani</u>	<u>Maggie</u> <u>Blackwell</u>	<u>Anthony</u> <u>Liberatore</u>	<u>Sue</u> <u>Margolis</u>	<u>Gary</u> <u>Morrison</u>	<u>Carl</u> <u>Randazzo</u>	<u>Juanita</u> <u>Skillman</u>	<u>Andre</u> <u>Torng</u>
United Committees											
Architectural Control and Standards											
Cash, Carl, Gary, Reza	1			1				1	1		
Communications											
Maggie, Elsie		1			1						
Members Hearing											
Juanita, Maggie, Elsie, Cash	1	1			1					1	
Finance											
Gary, Carl, Sue, Juanita, Elsie (Alternate)		A					1	1	1	1	
Governing Documents Review											
Maggie, Andre, Juanita, Anthony					1	1				1	1
Landscape											
Maggie, Manuel, Anthony			1		1	1					
Maintenance and Construction											
Carl, Cash, Gary, Sue, Reza	1			1			1	1	1		
New Resident Orientation											
Per Rotation List											
Village Energy Task Force											
Carl, Sue							1		1		
Laguna Woods Village Traffic Hearings											
Elsie, Cash (Backup)	1	1									
Resident Advisory											
Cash, Juanita, Andre, Anthony	1					1				1	1

<u>Board Members</u>	<u>Cash Achrekar</u>	<u>Elsie Addington</u>	<u>Manuel Amendariz</u>	<u>Reza Bastani</u>	<u>Maggie Blackwell</u>	<u>Anthony Liberatore</u>	<u>Sue Margolis</u>	<u>Gary Morrison</u>	<u>Carl Randazzo</u>	<u>Juanita Skillman</u>	<u>Andre Torg</u>
GRF Committees - United Board Members											
Business Planning											
Juanita, Gary								1		1	
Community Activities											
Sue, Andre Juanita (Alternate)							1			A	1
Finance											
Juanita, Gary Carl (Alternate)								1	A	1	
Landscape											
Maggie, Manuel, Anthony (Alternate)			1		1	A					
Maintenance & Construction											
Carl, Cash Sue (Alternate)	1						A		1		
Media and Communications											
Maggie, Elsie, Juanita (Alternate)		1			1					A	
Mobility & Vehicles											
Elsie, Andre Juanita (Alternate)		1								A	1
PAC Task Force											
Carl, Sue, Juanita (Alternate)							1		1	A	
Security and Community Access											
Reza, Anthony Carl (Alternate)				1		1			A		
Disaster Preparedness Task Force											
Cash, Gary	1							1			
Town Hall Meetings											
As Needed											
Total Committee Assignments per director	7	5	2	3	6	4	5	6	6	6	4
Total Alternate Assignments in addition to the above assignments		1A				1A	1A		2A	4A	

Committee Chair Person (Gray Highlighted)



STAFF REPORT

DATE: February 12, 2019
FOR: Board of Directors
SUBJECT: Payment Plan Agreement – Delinquent Charges

RECOMMENDATION

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

BACKGROUND

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

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

DISCUSSION

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

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

FINANCIAL ANALYSIS

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

Prepared By: Betty Parker, Chief Financial Officer

Revised By: Steve Hormuth, Controller

ATTACHMENT(S)

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

PAYMENT PLAN AGREEMENT
Monetary Penalties / Fees / Chargeable Services



Manor Number: _____

Member Name: _____ DL# _____

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

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

Check One:

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

Initial All:

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

Undersigned/Member Name: _____ Signature: _____

Date: _____

Mutual Officer Signature: _____ Date: _____

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

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

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

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

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

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

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED, on February 12, 2019, the Board of Directors of this Corporation hereby adopts 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

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



STAFF REPORT

DATE: February 12, 2019
FOR: Board of Directors
SUBJECT: Revisions to Real Estate Signage Policy

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.

It is recommended that the following wording be deleted from the new resolution: "RESOLVED FURTHER, the Resident will be billed an amount of \$50 for extended gate hours through the Recreation Division's reservation contract." It has no applicability to real estate agents.

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

ATT: #1
Page 1 of 1

Media and Communications Committee Approved Real Estate Sign Designs



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



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 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;
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.

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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 3

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, February 12, 2019, the Board of Directors of this Corporation hereby adopts 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 3

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

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

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ATT: #5
Page 1 of 2

(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.

ATT: #5
Page 2 of 2

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

DATE: February 12, 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, February 12, 2019, that the Board of Directors of this Corporation hereby adopts 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

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

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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

DATE: February 12, 2019
FOR: Board of Directors
SUBJECT: Revision of Alteration Standard 25: Tubular Skylight Installation

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, February 12, 2019, that the Board of Directors of this Corporation hereby adopts 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

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

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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: February 12, 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, February 12, 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

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

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STAFF REPORT

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

Go to 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>) <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
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%

ATTACHMENT 4



Laguna Woods Village®

Alteration Fee Schedule

(PROPOSED)

Mutual Consent for alteration(s) fee schedule

For items not listed, please call the Alterations Department at 949-597-4616

alterations@vmsinc.org

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

All items require HOA Mutual Consent for manor alterations; city permit required as shown.

All construction, with a value of \$500 or greater, is subject to a refundable \$250 conformance deposit.

Unauthorized Alteration Fee	\$300
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Variance Processing Fee	\$150
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\$50 alteration processing fee	
Alteration Type	City Permit Required
Acoustic ceiling removal	Yes
Awnings (standard, less than 54")	No
Awnings (powered)	Yes
Air conditioner, central (replacement)	Yes
Bath tub replacement	Yes
Block walls (less than 4 feet high)	No
Block walls (more than 4 feet high)	Yes
Planter wall	No
Dishwasher	Yes
Doors revisions (exterior)	Yes
Electrical	Yes
Exhaust fan	Yes
Fences and gates	No
Floor coverings (exterior)	No
Flooring (vinyl)	Yes
Gutters and downspouts	Yes
Metal drop shades	No
Modesty panels (balcony)	No
Patio slab revision	No
Patio wall revision	No
Plumbing (Minor)	No
Soft water system	Yes
Soft water system (connected to water heater)	Yes
Storage cabinets (carport)	No
Shades (roll-up)	No

Inspection fees based on value	
Alteration Type	City Permit Required
Air conditioner (through the wall)	Yes
Bathroom addition (split)	Yes
Central heating & air (new)	Yes
Covers (atrium, balcony, patio) Replace or New	Yes
Doors (new)	Yes
Enclosures atrium/balcony/patio	Yes
French doors (new)	Yes
Garden room/solarium	Yes
Heat pumps (through the wall)	Yes
Man doors (new)	Yes
Plumbing (new or relocation)	Yes
Room addition	Yes
Shower to shower	Yes
Skylights	Yes
Sliding glass doors (new)	Yes
Sliding glass door (retrofit)	Yes
Solatubes	Yes
Solar panels	Yes
Tub to shower	Yes
Wall revisions	Yes
Washer and dryer	Yes
Water heater (relocation)	Yes
Windows (new construction)	Yes
Windows (retrofit)	Yes

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



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

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

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

JANUARY Initial Notification

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

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STAFF REPORT

DATE: February 12, 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, February 12, 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

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

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STAFF REPORT

DATE: February 12, 2019
FOR: Board of Directors
SUBJECT: Standard Plan Review Policy

RECOMMENDATION

Approve a resolution to introduce the Alteration Standard Plan Review Policy.

BACKGROUND

On January 17, 2019, the Architectural Controls and Standards Committee (ACSC) reviewed this Policy. The Committee voted to recommend the item for approval by the Board.

The Architectural Controls and Standards Committee (ACSC) reviews many variance requests to accommodate minor differences to previously adopted Standard Plans. The ACSC requested Staff to review the history and typicality of these types of requests and develop an alternative to the lengthy Variance Requests process.

DISCUSSION

Currently, there are 248 Standard Plans available for Members to use for alterations. Most of these plans were approved in the early 1990's. Although the plans were drawn and stamped by a licensed architect, they do not necessarily meet current codes. The plans are used as "guides" for the improvements that are currently acceptable in the Mutual. City officials require new architectural and structural plans for most of the alterations shown on the plans.

Staff reviews numerous requests each year for alterations that can be accomplished by over-the-counter Mutual Consents using previously approved Standard Plans. These alterations include atrium enclosures, small room extensions and bathroom splits. When one of these alterations involves work that differs from the existing Alteration Standard Plans, the alteration would be automatically reviewed as a variance. In an effort to reduce the number of variance requests and reduce the time for alteration approval, the ACSC directed Staff to review previous Variance Requests that involve these types of alterations.

After completing the review, Staff has determined that developing a policy that would enable Staff to approve minor variations from the Standard Plans would be beneficial. Therefore, Staff has developed the Alteration Standard Plan Review Policy (Attachment 1) that would give the discretion to approve minor deviations from the Standard Plans, at the Staff level.

The proposed policy would allow Staff to approve minor, nonstructural changes, such as those necessary for closets, windows, door types, and locations, when reviewing Mutual Consent applications. The policy would restrict Staff from approving changes that affect the structural integrity of the building, affect room usage, create new rooms, or relocate load bearing walls. Those types of alterations would still be required to go through the variance process.

FINANCIAL ANALYSIS

None.

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

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 01-19-XXX Alteration Standard Plan Review Policy



Attachment 1

RESOLUTION 01-19-XX
Standard Plan Review Policy

WHEREAS, the Village has 248 previously approved Standard Plans available for Members to use for alterations with an over-the-counter Mutual Consent without having to use the variance process or need further Board approval;

WHEREAS, The Architectural Control and Standards Committee (Committee) reviews numerous variance requests from members proposing to make alterations using a previously approved Standard Plan with minor variations;

WHEREAS, current policy requires all variations from a Standard Plan to be reviewed by the Committee;

WHEREAS, the Committee desires to simplify the approval process for alterations and minimize the time for review of these alterations; and

WHEREAS, the Committee directed Staff to create a policy pertaining to minor revisions to Standard plans for Members who are proposing to perform alterations to their units using a previously approved Standard Plan.

NOW THEREFORE BE IT RESOLVED, February 12, 2019, the Board of Directors introduces a Standard Plan Review Policy; and

RESOLVED FURTHER, architectural drawings shall be provided for all revisions to Standard Plans to the Alterations Department office for review and to determine if they meet the intent of this policy, including but not limited to, closets, windows, door style or placement;

RESOLVED FURTHER, Staff shall thoroughly review the submitted drawings. If Staff determines that the proposed alteration does not affect load bearing walls or alter the purpose of rooms as depicted on the Standard Plan, meets the intent of this policy, and conforms to all pertinent alteration policies, Staff may issue a Mutual Consent; and

RESOLVED FURTHER, if Staff determines that the proposed alteration does not meet the intent of this policy and the Member desires to pursue the proposed alteration, Staff shall process the request as a variance for review by the Committee; and

RESOLVED FURTHER, all proposals for revisions that are not considered minor or alter the exterior aesthetics of the Unit shall require Board approval via the variance 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.

FEBRUARY 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.



STAFF REPORT

DATE: February 12, 2019
FOR: Board of Directors
SUBJECT: Private Caregiver Policy

RECOMMENDATION

Approve the amended Private Caregiver Policy.

BACKGROUND

On October 22 and November 26, 2018, the Governing Documents Review Committee reviewed and discussed the proposed amended policy. The Committee requested additional information and changes to the policy. On January 28, 2019, the United Governing Documents Review Committee had a final review of this Policy. The Committee voted to recommend the item for approval by the Board.

On February 14, 2017, the Board of Directors approved an amended Care Provider Policy to fairly and reasonably address home care aides that provide part-time, long-term, and terminal health services to residents. The amended policy included the following changes: registration with the California Department of Social Services (CDSS), finger printing, background checks, issuance of care provider photo identification (ID) cards and a requirement that care providers be registered for each resident receiving care (Resolution 01-17-28).

Since adoption of the amended policy, Staff has been approached by various residents who shared their concerns and challenges with the new requirements. These included, but were not limited to: the necessity of obtaining a physician's certification when non-medical service was needed; the cost of obtaining background and fingerprint clearance; emergency circumstances and quickly changing medical needs that could not reasonably wait for application processing; and request for licensed agency approval rather than individual caregivers.

The Community Services Division, Resident Service Department, coordinates the Care Provider Process. As of July 31, 2018, fewer than 125 care providers were registered.

DISCUSSION

The purpose of the amendments (Attachment 1) is to address resident concerns and provide efficiencies. The proposed amendments maintain the requirement that all caregivers – whether private or agency employed – satisfy a background check, be fingerprinted and be registered with the CDSS.

Below is a breakdown of the recommended changes and justifications:

1. Clarification of Activities of Daily Living
 - a. Activities of Daily Living (ADL) are defined as a series of basic activities performed by individuals on a daily basis necessary for independent living at home or in the community. There are many variations on the definition of the

activities of daily living, including, without limitations:

- i. Personal hygiene – bathing/showering, grooming, nail care, and oral care
 - ii. Dressing - the ability to make appropriate clothing decisions and physically dress/undress oneself
 - iii. Eating - the ability to feed oneself, though not necessarily the capability to prepare food
 - iv. Maintaining continence/toileting - both the mental and physical capacity to use a restroom, including the ability to get on and off the toilet and cleaning oneself
 - v. Transferring/Mobility/Ambulating - moving oneself from seated to standing, getting in and out of bed, and the ability to walk independently from one location to another
- b. Instrumental Activities of Daily Living are not necessary for fundamental functioning, but they let an individual live independently in a Community.
- i. Companionship and mental support
 - ii. Transportation and shopping
 - iii. Preparing meals
 - iv. Managing household
 - v. Managing medications and finances
 - vi. Communicating with others

2. Removal of Physicians Certification

- a. Only needed for medical care. i.e., home health care – physical or occupational therapy, hospice care, in-home supportive services (IHSS), all in-home care requiring insurance billing, etc.
- b. A Physician will never refuse to sign if patient requests it. They would not want to open themselves to liability.
- c. Requires residents to make an appointment with their physician, transport to/from appointment and is a chargeable service (co-pay) for a non-medical service wanted.
- d. Residents requiring medical care at home will be treated by a licensed professional who can present proper identification to gain access to the Community. Typically, these are temporary short-term visits.

3. Family caregiver revision. Do not require a Private Caregiver Application for Permit for a family member(s) or any person(s) who is/are not living in the unit more than 60 days.

- a. Resident doesn't have to pay for services.
- b. Issue a 60 day caregiver gate pass and/or overnight pass. (This would help track how long family member has been in the Community).
- c. Require Private Caregiver Application for family member who lives in the unit more than 60 days in a calendar year.
- d. As a Private Caregiver, this will reduce chances of family members becoming occupants.

4. Home Care Organization/Agency (HCO) exemption

- a. HCO's should be exempt from the process because HCO's have already performed background checks on their employed caregivers.
- b. HCO's caregivers are required to be registered with the CDSS.
- c. HCO's monitor their caregivers and are liable.

- d. Issue a business pass to the HCO to provide to their caregivers.
5. Reduce Board review of all applications. Only submit Private Caregiver Applications to the Board when there are exceptions. If the application meets all requirements, allow Staff approval.
 - a. Reduces turnaround for The Resident and Private Caregiver.
 - b. Reduces the number of staff reports submitted by Resident Services.
 - c. Reduces number of applications reviewed by the Board.
6. Managing access to the Community.
 - a. Private Caregivers will be issued a picture ID card with expiration date. Thirty/sixty days prior to expiration, a letter can be sent to The Resident and/or the Private Caregiver notifying them that their ID is about to expire and needs to be renewed prior to the deadline.
 - b. Require ID's to be worn in plain sight while in the Community.
 - c. Private Caregivers will be issued a "Private Caregivers" gate pass and/or overnight parking pass, if needed.
 - d. Private Caregivers are only approved up to one year.
 - e. No Private Caregiver is allowed access to Village facilities without accompaniment of The Resident.

Additionally, the Application has been modified and simplified to avoid HIPPA related concerns. Individuals, whether seeking a homemaker or home health care aide, generally are sensitive about disclosing personal health needs.

The Social Services Division, Security Services Department, and Marketing and Communications Division, Office of the CEO, are collaborating to realize an ongoing educational campaign to promote the value of using only registered Caregivers and the importance of improved safety for all Village residents. A multi-pronged approach involving print, television, group and one-on-one meetings will be launched to reinforce the goals of the Private Caregiver Policy. Various touch points will be identified, evaluated and incorporated in the educational campaign.

FINANCIAL ANALYSIS

None.

Prepared By: Pamela Bashline, Community Services Manager
Susan McInerney, Social Services Manager

Reviewed By: Francis Rangel, Operations Manager
Tim Moy, Chief of Security
Siobhan Foster, COO

ATTACHMENT(S)

Attachment 1 – Private Caregiver Policy
Attachment 2 – Private Caregiver Application
Attachment 3 – Instructions & Checklist for Hiring Private Caregiver
Attachment 4 – Frequently Asked Questions
Attachment 5 – Resolution 01-19-XX

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ATTACHMENT 1 (Page 1 of 4)



Private Caregiver Policy

I. Purpose

The purpose of this document is to define the policy of United Laguna Woods Mutual (United) regarding individuals who provide care to Residents.

II. Definitions

For the purposes of this policy:

- a. Activities of Daily Living (ADL) are defined as a series of basic activities performed by individuals on a daily basis necessary for independent living at home or in the community. There are many variations on the definition of the activities of daily living, including, without limitation:
 - i. Personal hygiene – bathing/showering, grooming, nail care, and oral care
 - ii. Dressing - the ability to make appropriate clothing decisions and physically dress/undress oneself
 - iii. Eating - the ability to feed oneself, though not necessarily the capability to prepare food
 - iv. Maintaining continence/toileting - both the mental and physical capacity to use a restroom, including the ability to get on and off the toilet and cleaning oneself
 - v. Transferring/Mobility/Ambulating - moving oneself from seated to standing, getting in and out of bed, and the ability to walk independently from one location to another
- b. Instrumental Activities of Daily Living are not necessary for fundamental functioning, but they let an individual live independently in a Community.
 - i. Companionship and mental support
 - ii. Transportation and shopping
 - iii. Preparing meals
 - iv. Managing household
 - v. Managing medications and finances
 - vi. Communicating with others
- c. Application is the form prescribed by United to apply for a Private Caregiver.
- d. Community is Laguna Woods Village.
- e. Community Facilities are defined as the facilities and services operated by the Golden Rain Foundation (GRF).
- f. Community Rules are defined as the Bylaws, Articles of Incorporation, Occupancy Agreement or any rules and regulations of United and of GRF.
- g. Golden Rain Foundation (GRF) – the non-profit mutual benefit corporation organized to manage and maintain the Community Facilities and services for the Community.

- h. A Live-In Private Caregiver is defined as an individual who will stay overnight for more than sixty (60) days in any twelve (12) month period, including individuals who are related to The Resident/Member.
- i. A Live-In Private Caregiver can be a family member, paid or not paid. All rules in the Private Caregiver Policy apply.
- j. Member is a person who has been approved by United as being entitled under the Governing Documents of United to membership in United and has an appurtenant right of membership in GRF.
- k. Private Caregiver, also known as a Home Care Aide or Care Provider, is a person who has been approved by United or authorized designee in writing on the basis of being a provider of primary caregiver support to The Resident. A Private Caregiver is a helper who assists an individual with activities of daily living or non-medical services. Non-medical home care is provided by caregivers. Unlike home health, caregivers are considered “non-clinical” and are not covered by insurance and does not need a physician order.
- l. Private Caregiver services include, but are not limited to, assistance with the following:
 - i. Activities of Daily Living as defined in Section II, a.
 - ii. Instrumental Activities of Daily Living as defined in Section II, b.
- m. An Affiliated Caregiver is a person who is employed by a licensed Home Care Organization/Agency (HCO) who provides homecare services to a Resident(s).
- n. A Private Caregiver is independent and is not employed by a HCO.
- o. In-Home Supportive Service (IHSS) Caregivers are part of the Medi-Cal program and required to adhere to this policy.
- p. Resident is defined as any person who has been approved by the Board of Directors for occupancy.

III. Conditions

- a. Private Caregivers must be approved by the Board or authorized designee in writing prior to commencing support. Special circumstances may be granted.
- b. Private Caregivers must be 18 years old or older.
- c. Private Caregivers must be registered with the California Department of Social Services Home Care Services Bureau.
- d. Private Caregivers must provide a copy of a government issued photo ID with the application.
- e. Private Caregivers must provide a copy of their driver's license, vehicle registration, and proof of vehicle insurance with the application if he/she will be operating a vehicle within Laguna Woods Village.
- f. A Private Caregiver Permit is approved for a period of up to one year. Residents are required to re-apply for approval.
- g. The total number of persons residing in a unit shall not exceed the number of bedrooms, plus one or no more than two persons in a one-bedroom unit; no more than three persons in a two-bedroom unit etc.
- h. Each Private Caregiver shall not have been convicted of a felony or a misdemeanor involving moral turpitude (e.g., fraud, perjury, criminal threats).
- i. The Member is responsible for the conduct of the Private Caregiver and shall ensure that he/she complies with all community rules, regulations, and policies.

- j. Upon approval by the Board or authorized designee, a gate pass shall be issued to the Private Caregiver that will permit gate access into the community. If a gate pass is supplied, it must be displayed on their car dashboard at all times. This pass may include an overnight parking pass when necessary.
- k. The Private Caregiver must wear in clear sight the Laguna Woods Village picture ID at all times.
- l. The Private Caregiver's ID and gate pass may not be transferred or lent to anyone.
- m. The Private Caregiver is authorized to use the Community Facilities only as necessarily incidental to provide support to The Resident.
- n. Part-time Private Caregivers may only use the laundry facilities for The Resident's use. Live-In Private Caregivers may use the laundry facilities for their limited personal use and The Resident's use.
- o. The Live-In Private Caregiver requires written permission from the Board of Directors to remain in the unit without The Resident only if both of the following are applicable:
 - i. The Resident is absent from the unit due to hospitalization or other necessary medical treatment and expects to return to the unit within 90 days from the date the absence began; and
 - ii. The Resident submits a written request desiring the Live-In Private Caregiver be allowed to remain in order to be present when The Resident returns to reside in the unit. [Civil Code §51.11.b.7]
- p. Private Caregivers are not permitted to bring family members, pets or guests into the Community. The sole purpose of the Private Caregiver is to provide care for The Resident.
- q. The Resident must surrender the Private Caregiver ID and vehicle pass to the Resident Services Department at the conclusion of the care service or be subject to charges.
- r. The Private Caregiver shall meet all applicable GRF requirements relating to operating a motor vehicle within the community.
- s. All Caregivers employed by a licensed Home Care Organization/Agency (HCO) are required to obtain a business pass.
- t. A person living in the residence to provide short term care must obtain a sixty (60) day Caregiver pass. Any person providing care beyond sixty (60) days must adhere to the Private Caregiver Policy.
- u. If applicant employs an In Home Supportive Services (IHSS) Caregiver and receives any correspondence related to ineligibility or violations that have occurred involving Caregiver, the applicant must notify the Resident Services Department immediately.

IV. Enforcement

United is authorized to take disciplinary action against a Member whose is found in violation of the Private Caregiver Policy. When a violation occurs, the Board of Directors is obligated to evaluate and impose, if appropriate, Member-discipline as set forth in the Governing Documents. The Board has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action. The Member is entirely responsible for ensuring that the Community Rules and policies are followed by anyone they allow into the Community.

- a. The Member and Private Caregiver must read and agree to comply with and be bound by all the Governing Documents and the Community Rules.
- b. Nothing contained herein shall relieve Member of the performance of any obligation owed to United and/or GRF under the Governing Documents.

V. Procedures

- a. The Resident must complete and submit "Application for Private Caregiver Permit" for review. The Application is available for download at www.lagunawoodsvillage.com or upon request from the Resident Services Department.
- b. Application can be submitted to the Resident Services Department located in the Laguna Woods Village Community Center.
- c. Upon receipt of an Application, the Resident Services Department will research whether the Member and/or Private Caregiver has received notices of violations or has any outstanding Charges and Assessments before approval of the application.
- d. The Board or authorized designee will review the application and approve or deny request.
- e. The Resident Services Department will notify The Resident of the results within 10 business days. Special circumstances may be granted.
- f. The Resident Service Department hours of operation are Monday-Friday, 8:00 AM to 5:00 PM, phone number 949-597-4600.
- g. Mailing address is P.O. Box 2220, Laguna Hills, CA 92654-2220.

ATTACHMENT 2 (Page 1 of 2)



Private Caregiver
Application for Permit

☐ UNITED
☐ THIRD

UNIT # _____

Return completed application to: Resident Services Department – 240, 24351 El Toro Road, Laguna Woods, CA 92637; Phone: 949-597-4600, email: residentservices@vmsinc.org

Resident Information

Name:	<input type="checkbox"/> Member <input type="checkbox"/> Occupant
Address:	
Telephone:	Cell Phone:
Email:	
What is the expected schedule of the Private Caregiver? <input type="checkbox"/> Day time only <input type="checkbox"/> Night time only <input type="checkbox"/> 24 Hours – no. of days per week:	
What is the service the Private Caregiver is expected to provide? (check all that apply)	
<input type="checkbox"/> Personal Hygiene (bathing)	<input type="checkbox"/> Companionship & Mental Support
<input type="checkbox"/> Continence Management	<input type="checkbox"/> Transportation & Shopping
<input type="checkbox"/> Dressing	<input type="checkbox"/> Preparing Meals
<input type="checkbox"/> Feeding	<input type="checkbox"/> Managing Household
<input type="checkbox"/> Ambulating	<input type="checkbox"/> Managing Medications & Finances
<input type="checkbox"/> Toileting	<input type="checkbox"/> Communicating with others
Is The Resident an In Home Supportive Services (IHSS) recipient? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, list the 7 digit County IHSS case number: _____	

Private Caregiver Information

Name:			
Address:			
Telephone:		Cell Phone:	
Email:			
Driver's License No:		Expiration Date:	
Vehicle Color:	Make:	Model:	License Plate:
Vehicle Insurance Company:		Policy No. Expiration Date:	
Private Caregiver's personal state identification number: Expiration date:			
Has the Private Caregiver been convicted of a felony:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the Private Caregiver been convicted of a misdemeanor involving moral turpitude (e.g., fraud, perjury, criminal threats)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the Live-In Private Caregiver a family member?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, relationship to The Resident:			

Private Caregiver Permit Agreement

The undersigned acknowledges that the issuance of a Private Caregiver Permit does not constitute approval of the Private Caregiver nor does it represent any direct or indirect liability on behalf of United Laguna Woods Mutual (United), Third Laguna Hills Mutual (Third), and the Golden Rain Foundation of Laguna Woods (GRF), all California non-profit mutual benefit corporations, and Village Management Services, Inc. (VMS), a California corporation, and each of their respective directors, officers, employees, and agents. Further, I/we have read and received a copy of the Private Caregiver Policy and agree to wear the ID in clear sight and display the pass at all times while in this Community. I/we also understand that falsification of any information related to this application is subject to disciplinary action.

Resident Signature:

Date:

Member Signature:

Date:

Private Caregiver Signature:

Date:

For Office Use Only

Received By:

SA No.

Requirements: ☐ ID ☐ Gate Pass ☐ Overnight Pass ☐ Other

Will approval cause the unit to exceed the number of occupants permitted? ☐ Yes ☐ No

State status of the Private Caregiver: ☐ Pending ☐ Registered ☐ Other:

Has The Resident received notices of rules violation? ☐ Yes ☐ No

Verified IHSS Caregiver's Form SOC 2271 ☐ Yes ☐ No

Does staff recommend approval of this application? ☐ Yes ☐ No

If, No, state reason:

For Board of Directors or Authorized Designee Use Only

Application **DENIED**

The Board of Directors of this Mutual Corporation or authorized designee has reviewed this application. Based on the information provided, the application is **denied**.

Signature:

Signature:

Signature:

Application **APPROVED**

The Board of Directors of this Mutual Corporation or authorized designee has reviewed this application. Based on the information provided, the application is **approved**.

Signature:

Signature:

Signature:

For Office Use Only

Resident Notified By:

Date: ☐ SA No. Updated/Closed ☐ Documents Scanned



ATTACHMENT 3 (Page 1 of 1)

Private Caregiver Instructions and Checklist For Hiring

☐ UNITED
☐ THIRD
UNIT # _____

The Board of Directors adopted a Private Caregiver Policy to reasonably address caregivers who provide care for Residents. **Every Private Caregiver Application For Permit must be approved in writing prior to commencing support.** Please follow this checklist to ensure a smooth and efficient process.

Omission of any required items will result in delay or denial of the Private Caregiver Permit.

1. Review the Private Caregiver Policy and Submit the Required Paperwork.

- ☐ Register the Private Caregiver with the California Department of Social Services and complete the Live Scan requirements which include Background Check and Fingerprinting;
- ☐ Complete the "Application for Private Caregiver Permit";
- ☐ Provide a copy of the Private Caregiver's state issued Driver's License or ID;
- ☐ Submit "Private Caregiver Application" to the Resident Services Department.

2. Documentation Review

The Board of Directors or authorized designee will review the submitted documentation for approval or denial. The Resident Services Department will notify The Resident of the outcome within 10 business days.

- a. If approved, the Private Caregiver will be issued an ID which must be worn in clear sight at all times and obtain a Gate Pass which may include an overnight parking pass.
- b. If denied, the Shareholder/Member and Private Caregiver will be notified by the Resident Services Department.

Important information

- ☐ All documents must be received by the Resident Services Department before the application can be processed;
- ☐ The Private Caregiver cannot commence work until a Permit is obtained. Special circumstances may be granted;
- ☐ Only completed applications with the required paperwork will be reviewed;
- ☐ The Private Caregiver must be registered with the California Department of Social Services Home Care Services Bureau;
- ☐ The Private Caregiver Permit is approved for a period of up to one year and must be renewed annually;
- ☐ The Resident Services Department must be informed in writing of any deviations from an approved Private Caregiver Permit;
- ☐ Shareholder/Member is responsible for ensuring that rules, regulations, and policies are followed by anyone you allow into the Community;
- ☐ Failure to abide by the rules, regulations, and policies may result in disciplinary action including monetary fines, suspension of Shareholder/Member privileges, and/or legal action.

Attachments:

Private Caregiver Application
Private Caregiver Policy
Frequently Asked Questions

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 <p>Laguna Woods Village®</p>	<h2>Private Caregiver Policy Frequently Asked Questions</h2>
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1. Who is a Private Caregiver?

A Private Caregiver also known as a Home Care Aide or Care Provider, is a person who has been approved by Third Laguna Hills Mutual (Third) or United Laguna Woods Mutual (United) or authorized designee in writing on the basis of being a provider of primary caregiver support to the Resident. Private Caregiver services include, but are not limited to, assistance with the following:

- i. Activities of Daily Living as defined in Section II, a. of the Private Caregiver Policy.
- ii. Instrumental Activities of Daily Living as defined in Section II, b. of the Private Caregiver Policy

2. What if my Private Caregiver is already registered with the California Department of Social Services (CDSS)?

If your Private Caregiver is already registered with the CDSS you will need to provide proof of registration, with expiration date, along with the completed *Private Caregiver Application* to the Resident Services Department.

3. How does a Private Caregiver get registered with the CDSS?

The Private Caregiver can apply as a Home Care Aide by visiting the CDSS website <http://www.cdss.ca.gov/inforesources>:

- a. Select Home Care Services listed under Community Care Licensing.
- b. Scroll down to Quick Links and select Home Care Aide Application Process.

If you have questions, please phone California Department of Social Services, Home Care Service Bureau at 877-424-5778.

4. How does a Private Caregiver get a background check?

Complete the request for Live Scan fingerprinting service, form LIC 9163. Take form to a Live Scan location for processing. A criminal background check will be performed and the results will be electronically sent to the CDSS.

5. What are the costs to get registered?

The CDSS currently charges a registration fee of \$35. Other fees involved are Live Scan fingerprinting and Government criminal history background checks. The Live Scan fingerprinting operator's fee will vary depending on location of your choice and can run from \$10 up to \$35. Government fees for state and federal background checks for Private Caregivers will cost \$49. Costs are subject to change.

6. Who pays the registration costs?

That is held to The Resident's discretion. You can pay the Private Caregiver's registration fees or require the Private Caregiver that you hire pay his/her own registration fees.

7. When did the mandate take place?

The new policy began March 1, 2017.

8. Why do I have to obtain a Private Caregiver Permit?

The Boards of Directors recognized a need to provide a systematic, fair, and reasonable manner to address individuals who provide care to the residents.

9. Who is expected to abide by the amended Private Caregiver Policy?

All residents who hire a Private Caregiver must abide by the amended policy. Residents with existing Private Caregivers must abide by the amended policy when their current permit expires.

10. How do I find out when my current permit is up for renewal?

By calling the Resident Services Department at 949-597-4600. Any customer service representative can assist you.

11. Are there any exemptions or exceptions to the Policy?

There is no set list of exemptions. If there are "special circumstances" which the Shareholder/Member would like to have taken into account, the Shareholder/Member may file this request in writing stating why they cannot abide by the policy. This Statement will be reviewed by the Board for consideration.

12. How can I file an exception/exemption to the Policy?

Shareholder/Members may file for an exception/exemption by submitting a written request to the Resident Services Department located on the first floor of the Community Center.

13. What if I hire a Caregiver from a licensed agency?

Caregivers from a licensed agency are exempt from this process because agencies are required by law to do background checks on all their caregivers. Agencies are required to obtain a business pass.

14. Who is an In Home Supportive Services (IHSS) recipient?

The IHSS Program provides in-home assistance to eligible aged, blind, and disabled individuals as an alternative to out-of-home care. The IHSS Program enables recipients to remain safely in their own homes.

ATTACHMENT 5

RESOLUTION 01-19-XX

Private Caregiver Policy

WHEREAS, Staff has recommended enhancements to the existing Care Provider Policy; and

WHEREAS, the Private Caregiver Policy will encompass part-time and long-term caregivers, whenever scheduled day or night and;

WHEREAS, the Private Caregiver Policy addresses caregivers irrespective of whether they are paid or not paid;

NOW THEREFORE BE IT RESOLVED, February 12, 2019, that the Board of Directors of this Corporation hereby introduces the "Care Provider Policy," and renames it "Private Caregiver Policy," as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-17-28 adopted February 14, 2017, 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 this resolution as written.

FEBRUARY 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

DATE: February 12, 2019
FOR: Board of Directors
SUBJECT: Delinquent Assessment – Payment Plan Agreement

RECOMMENDATION

Staff and the Finance Committee recommend the Board approve revisions to the Delinquent Assessment - Payment Plan Agreement form and initiating a one-time setup fee of \$50 to recover administrative costs.

BACKGROUND

As indicated in the United Mutual Collection and Lien Enforcement Policy (Attachment 1), any Member who is in arrears on regular assessments is entitled to make a written request for a payment plan for those assessments to the Board. The Board considers payment plan requests on a case-by-case basis, and is under no obligation to grant requests.

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

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

On November 26, 2018, the United Governing Documents Review Committee recommended approval of the amendments to the Payment Plan Agreement Form and Policy, which were subsequently reviewed and recommended by the Finance Committee on November 27, 2018.

On December 11, 2018 the Board requested further review of the proposed administrative fee and suggested clarifying language in the policy resolution.

On December 18, 2018, the United Governing Documents Review Committee recommended wording changes for clarification on the policy resolution. On January 29, 2019, the Finance Committee agreed with the wording changes and recommended a one-time setup fee of \$50 instead of the proposed \$25 monthly fee.

DISCUSSION

Recommendations from the Governing Documents Review and Finance Committees have been incorporated into the revised Payment Plan Agreement Form (Attachment 3) and will be prospectively applied to requests made after Board adoption of the policy resolution (Attachment 4).

FINANCIAL ANALYSIS

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

Prepared By: Betty Parker, Chief Financial Officer

Reviewed By: Steve Hormuth, Controller

ATTACHMENT(S)

Attachment 1 – 2019 Collection and Lien Enforcement Policy
Attachment 2 – Existing Payment Plan Agreement
Attachment 3 – Proposed Payment Plan Agreement - Assessments
Attachment 4 – Resolution



**YEAR 2019 COLLECTION AND LIEN ENFORCEMENT POLICY
AND PROCEDURES FOR ASSESSMENT DELINQUENCIES**

PURPOSE STATEMENT

The following is a statement (the “Policy Statement”) of the specific procedures, policies and practices employed by United Laguna Woods Mutual, a California nonprofit mutual benefit corporation (“United”) in enforcing lien rights or other legal remedies for default in payment of assessments against its members (“Shareholders”). This Policy Statement is provided pursuant to the requirements of California Civil Code Section 5310(a)(7) and incorporates by reference the disclosure provided by United pursuant to California Civil Code Section 5730.

The collection of delinquent assessments is of vital concern to all Shareholders of United. Such efforts ensure that all Shareholders pay their fair share of the costs of services and facilities provided and maintained by United. Shareholders’ failure to pay assessments when due creates a cash-flow problem for United and causes those Shareholders who make timely payment of their assessments to bear a disproportionate share of the community’s financial obligations.

Assessments are the separate debt of shareholders. United may employ single collection recourses or combinations thereof as allowed by law. In addition to any other rights provided for by law or described in the governing documents, including, but not limited to the Articles of Incorporation, Bylaws and each Shareholder’s Occupancy Agreement (“Governing Documents”), the Board has the right to collect delinquent assessments as stated herein.

WE SINCERELY TRUST THAT ALL SHAREHOLDERS, IN THE SPIRIT OF COOPERATION AND IN RECOGNITION OF THEIR LEGAL OBLIGATIONS, WILL MAKE TIMELY PAYMENTS AND AVOID THE IMPOSITION OF LATE CHARGES AND POSSIBLE RESULTANT LEGAL ACTION, AND REIMBURSEMENT FOR THE COSTS OF SUCH LEGAL ACTION. IT IS IN YOUR BEST INTEREST AND THE BEST INTEREST OF THE COMMUNITY AS A WHOLE TO MAKE YOUR MONTHLY PAYMENTS ON TIME.

REGARDLESS OF WHETHER A LIEN IS RECORDED AGAINST YOUR LEASEHOLD INTEREST DURING THE COLLECTION OF PAST-DUE ASSESSMENTS, ALL SHAREHOLDERS HAVE A PERSONAL AND ONGOING OBLIGATION TO PAY ASSESSMENTS AND CHARGES.

BASIC POLICIES AND PROCEDURES

Delinquency reports are made available monthly by United’s managing agent to the Board of United, identifying the delinquent Shareholder, the delinquent amount and the length of time the assessments have been in arrears. Additionally, to ensure the prompt payment of monthly assessments United employs the following collection and lien enforcement procedures. The

ATTACHMENT 1

policies and practices outlined herein shall remain in effect until such time as they may be changed, modified, or amended by a duly adopted resolution of United's Board of Directors.

Pursuant to United's Governing Documents, as well as the California Civil Code, the following are United's collection and lien enforcement policies and procedures for assessment delinquencies:

1. Assessments; Assessments Due Date. "Carrying Charges" as defined by United's Occupancy Agreement, also referred to as "fees" in United's Bylaws, are referred to in this paragraph and throughout this Policy Statement as "assessments." Assessments are due and payable to United, in advance, in equal monthly installments, on the first (1st) day of each month. **It is each Shareholder's responsibility to pay assessments in full each month regardless of whether a billing statement is received.** Special assessments shall be due and payable on the due date specified by the Board of Directors in the notice imposing the special assessment. In no event shall a special assessment be due and payable earlier than thirty (30) days after the special assessment is duly imposed. If a special assessment is payable in installment payments and an installment payment of that special assessment is delinquent for more than 30 days, all remaining installments will be accelerated and the entire unpaid balance of the special assessment shall become immediately due and payable. The remaining balance shall be subject to late charges and interest as provided herein.

2. Reminder Notice; Administrative Collection Fee. If Assessments are not received by United on or before the close of business on the sixteenth (16th) day of the month (or if a special assessment is not received by United on or before the close of business on the fifteenth (15th) day after it is due), a Reminder Notice is sent to the Shareholder. PLEASE NOTE THAT TO BE CONSIDERED TIMELY, THE PAYMENT MUST BE RECEIVED BY UNITED WITHIN THIS FIFTEEN (15) DAY GRACE PERIOD. SIMPLY PLACING THE PAYMENT IN THE MAIL BEFORE THE GRACE PERIOD EXPIRES IS NOT SUFFICIENT. It is the policy of United not to waive any duly imposed late charges, interest, or collection fees and costs. Each delinquent account shall incur an administrative collection fee, in the amount of Two Hundred Dollars (\$200) (the "Administrative Collection Fee"), which is charged by United's managing agent to cover staff's costs to prepare the files for delivery to United's collection agent in order to carry out collection activities authorized hereunder, as well as direct costs incurred in recording and/or forwarding documents in connection with the collection process. This Administrative Collection Fee may be increased by majority vote of United's Board, and may be collected by United's collection agent on United's behalf, and remitted to United's managing agent, or may be directly collected by United's managing agent. **IT IS THE SHAREHOLDER'S RESPONSIBILITY TO ALLOW AMPLE TIME TO DROP OFF OR MAIL ALL PAYMENTS SO THAT THEY ARE RECEIVED BEFORE THE DELINQUENCY DATE.** All notices or invoices for assessments will be sent to Shareholders by first-class mail addressed to the Shareholder or the Shareholder's designee at his or her address as shown on the books and records of United unless otherwise required by law. However, it is the Shareholder's responsibility to be aware of the assessment payment due dates and to advise United of any changes in the Shareholder's mailing address.

3. Late Charges; Interest. Assessments not received by the sixteenth (16th) day of the month will incur a late fee in the amount of Fifty Dollars (\$50.00), which amount is

ATTACHMENT 1

consistent with statutory authority. Further, both state law and United's governing documents provide for interest on the delinquent assessment, late charges and collection fees and costs. Accordingly, interest may be imposed thirty (30) days after the assessment is due, at an annual percentage rate not to exceed Twelve Percent (12%), consistent with Civil Code Section 5650. Such interest may be imposed and collected per the foregoing sentence regardless of whether the Shareholder's delinquent account is referred to United's collection agent for collections.

4. Thirty-Day Pre-Lien Letter Notice to Delinquent Shareholder. If full payment of the delinquent amount is not received by the close of business on the thirtieth (30th) day after the date of the Reminder Notice, United's managing agent will send a pre-lien letter (also referred to as a final demand for payment letter) to the Shareholder as required by Civil Code Section 5660 by certified and regular first class mail, to the Shareholder's mailing address of record in United's books and records advising of, among other things required by law, the delinquent status of the account, including an itemized statement of the charges owed by the shareholder, impending collection action and the Shareholder's rights including a statement that the shareholder will not be liable to pay charges, interest and costs of collection if it is determined the assessment was paid on time to United, and the right to request a meeting with the Board of Directors of United pursuant to Civil Code Section 5665, the right to dispute the assessment debt by submitting a written request for dispute resolution pursuant to Civil Code pursuant to Article 2 (commencing with Section 5900) of Chapter 10 ("IDR"), the right to request alternative dispute resolution pursuant to Article 3 (commencing with Section 5925) of Chapter 10 ("ADR") and the right to request debt validation. Notwithstanding the provisions of this paragraph, United may cause a pre-lien letter to be sent to a delinquent Shareholder at any time when there is an open escrow involving the Shareholder's leasehold interest, may cause a pre-lien letter to be sent to a delinquent Shareholder if any special assessment becomes delinquent, and/or may turn the delinquent account over to United's collection agent to send a pre-lien letter to a delinquent Shareholder.

5. Recordation of a Lien Against a Delinquent Shareholder's Leasehold Interest. If a Shareholder does not pay the amounts set forth in the pre-lien letter and does not request IDR or ADR within thirty (30) days of the date of the pre-lien letter, or, otherwise, requests to validate the debt in which case the collection process will be placed on hold in order to validate the debt, the delinquent account will be turned over to United's collection agent for collections. The Board shall decide, by majority vote in an open meeting, whether to authorize United's collection agent to record a lien for the amount of any delinquent assessments, late charges, interest, and collection fees and costs, including attorneys' fees against the Shareholder's leasehold interest. If United authorizes United's collection agent to record a lien against the Shareholder's leasehold interest, the Shareholder will incur additional fees and costs for preparing and recording the lien. The lien may be enforced in any manner permitted by law, including without limitation, judicial or non-judicial foreclosure (Civil Code Section 5700).

6. Enforcement of a Lien. United's collection agent may be authorized to enforce the lien thirty (30) days after recordation of the lien, in any manner permitted by law, which may include recording a Notice of Default. United may foreclose the lien by judicial or non-judicial foreclosure when either (a) the delinquent assessment amount

ATTACHMENT 1

totals One Thousand Eight Hundred Dollars (\$1,800.00) or more, excluding accelerated assessments, late charges, interest, and collection fees and costs or (b) the assessments are delinquent for more than twelve (12) months. **YOU COULD LOSE YOUR LEASEHOLD INTEREST AT UNITED IF A FORECLOSURE ACTION IS COMPLETED.** A non-judicial foreclosure sale by United to collect upon a debt for delinquent assessments is subject to a statutory right of redemption. The redemption period within which your leasehold interest may be redeemed ends ninety (90) days after United's foreclosure sale, per California Civil Code Section 5715(b). The Shareholder will incur significant additional fees and costs if a Notice of Default is recorded and a foreclosure action is commenced against the Shareholder's leasehold interest. The decision to foreclose on a lien must be made by a majority of the Board of Directors in an Executive Session meeting and the Board of Directors must record their votes in the minutes of the next open meeting of the Board. The Board must maintain the confidentiality of the delinquent Shareholder(s) by identifying the matter in the minutes by only the parcel number of the property in which the Shareholder has a leasehold interest. Prior to initiating any foreclosure sale on a recorded lien, United shall offer delinquent Shareholders the option of participating in IDR, ADR, or both IDR and ADR as requested by the Shareholder.

United may commence and maintain a lawsuit directly on the debt without waiving its right to establish a lien and initiate foreclosure against the owner's separate interest for the delinquent assessment. In any action to collect delinquent assessments, late charges, or interest, the prevailing party will be entitled to costs and reasonable attorney's fees.

7. Inspection of Books and Records. A Shareholder is entitled to inspect United's accounting books and records to verify the amounts owed pursuant to Civil Code Section 5200, *et seq.*

8. Application of Payments. Any payments made shall be first applied to assessments owed and only after the assessments owed are paid in full, shall such payment be applied to late charges, interest, and collection fees and costs, including attorneys' fees.

9. Account Sent to United's Collection Agent In Error. In the event it is determined that the Shareholder has paid the assessments on time, the Shareholder will not be liable to pay the charges, interests, and fees and costs of collection associated with collection of those assessments. If it is determined that a lien was recorded in error, a release of lien shall be recorded within twenty-one (21) calendar days and the owner of the separate interest will be provided with a copy of the release of lien. If the lien was recorded in error, United shall promptly reverse all late charges, fees, interest, attorney's fees, and costs of collection.

10. Payment Under Protest. A Shareholder may but is not obligated to, pay under protest any disputed charge or sum levied by United, including but not limited to, an assessment, fine, penalty, late fee, collection cost, or monetary penalty imposed as a disciplinary measure, and by so doing, specifically reserve the right to contest the disputed charge or sum in court or otherwise.

11. Right to Dispute the Debt. A Shareholder has the right to dispute the assessment debt by submitting a written request for dispute resolution to the collection agent for

ATTACHMENT 1

delivery to United pursuant to Civil Code Section 5900 *et seq.* A dispute, by itself, will not impede United's ability to record a lien.

12. Right to Request Internal Dispute Resolution ("IDR"). Pursuant to Civil Code Section 5670, prior to recording a lien, United offers to Shareholders, and if so requested by a Shareholder, participation in internal dispute resolution ("IDR") pursuant to United's "meet and confer" program.

13. Right to Request Alternative Dispute Resolution ("ADR"). A Shareholder has the right to request alternative dispute resolution with a neutral third party pursuant to Civil Code Section 5925 *et seq.* before United may initiate foreclosure against the Shareholder's leasehold interest, except that binding arbitration shall not be available if United intends to initiate a judicial foreclosure.

14. Right to Request Debt Validation. Under the Fair Debt Collection Practices Act ("FDCPA"), a Shareholder may request that United and/or its collection agent send the Shareholder proof that the debt sought to be recovered is valid, that the Shareholder lawfully owes the debt, and that United and/or its collection agent has the right to collect the debt.

15. Payment Plan Requests. Any Shareholder who is unable to pay assessments will be entitled to make a written request for a payment plan to United, or United's collection agent, as applicable, to be considered by the Board of Directors. A Shareholder may also request to meet with the Board in executive session to discuss a payment plan if the payment plan request is mailed within fifteen (15) days of the postmark date of the pre-lien letter. The Board will consider payment plan requests on a case-by-case basis and is under no obligation to grant payment plan requests. Payment plans shall not interfere with United's ability to record a lien on a Shareholder's separate interest to secure payment for the Shareholder's delinquent assessments. If the Board authorizes a payment plan, it may incorporate payment of ongoing assessments that accrue during the payment plan period. If a payment plan is approved by the Board, additional late charges from the Shareholder will not accrue while the Shareholder remains current under the terms of the payment plan. If the Shareholder breaches an approved payment plan, United may resume its collection action from the time the payment plan was approved.

16. Termination of Shareholder's Rights under Occupancy Agreement. Nothing herein limits or otherwise affects United's right to proceed in any lawful manner to collect any delinquent sums owed to United, or to pursue any other discipline set forth in United's governing documents, including but not limited to a termination of the Shareholder's rights under the Occupancy Agreement pursuant to Article 14 therein and pursuant to the procedures set forth in Article IV, Section 3 of the Bylaws and pursuing an unlawful detainer action or other proceeding which may apply to the eviction of tenants.

17. Release of Lien. Prior to the release of any lien, or dismissal of any legal action, all assessments, late charges, interest, and fees and costs of collection, including attorneys' fees, must be paid in full to United.

ATTACHMENT 1

18. No Right of Offset. There is no right of offset. Shareholder may not withhold assessments owed to United on the alleged grounds that the Shareholder is entitled to recover money or damages from United for some other obligation.

19. Returned Checks. United may charge the Shareholder a Twenty-Five Dollar (\$25.00) fee for the first check tendered to United that is returned unpaid by the Shareholder's bank and Thirty-Five Dollars (\$35.00) for each subsequent check passed on insufficient funds. If the check cannot be negotiated, United may also seek to recover damages of at least One Hundred Dollars (\$100.00), or, if higher, three (3) times the amount of the check up to One Thousand, Five Hundred Dollars (\$1,500.00) pursuant to Civil Code Section 1719.

20. Additional Mailing Addresses. Shareholders have the right to provide a secondary address to United for mailing of an additional copy of notices and other correspondence related to collection of delinquent assessments. The Shareholder's request shall be in writing and shall be mailed to United in a way that shall indicate that United has received it. A Shareholder may identify or change a secondary address at any time, provided that, if a secondary address is identified or changed during the collection process, United shall only be required to send notices to the indicated secondary address from the point United receives the request.

21. Charges Subject to Change. All charges listed herein are subject to change upon thirty (30) days prior written notice. After a delinquent account has been turned over to United's collection agent, United's collection agent's charges may vary from United's and are subject to change without prior written notice. Shareholders in collections should rely on United collection agent's charges and statement of account.

22. Notice and Hearing Prior to Suspension of Shareholder Privileges. Until the Shareholder has paid all amounts due, including delinquent assessments, late charges, interest and fees and costs of collection, including attorneys' fees, the Board of Directors may suspend the Shareholder's right to vote, and suspend the Shareholder's right to use United's recreational facilities and/or the facilities or services provided by the Golden Rain Foundation of Laguna Woods after providing the Shareholder with a duly noticed hearing pursuant to Civil Code Section 5855. However, any suspension imposed shall not prevent the delinquent Shareholder from the use, benefit and pleasure of the Shareholder's leasehold interest (i.e., the manor).

When the Board is to meet in executive session to consider or impose a monetary charge as a means of reimbursing United for costs incurred by it in the repair of damage to common area and facilities caused by a member or the member's guest or tenant, the Board shall notify the member in writing, by either personal delivery or individual delivery pursuant to Section 4040, at least 10 days prior to the meeting. (Civil Code Section 5855(a).) The notice shall contain, at a minimum, the date, time, and place of the meeting, the nature of the alleged violation for which a member may be disciplined or the nature of the damage to the common area and facilities for which a monetary charge may be imposed, and a statement that the member has a right to attend and may address the board at the meeting.

ATTACHMENT 1

23. Overnight Payments. The mailing address for overnight payment of assessments is: United Laguna Woods Mutual, Attn: Assessments, 24351 El Toro Road, Laguna Woods, CA 92637.

24. Annual Notice to Members. United shall distribute its collection policy to each member during the 60-day period immediately preceding the beginning of United's fiscal year.

25. No limitations. Nothing herein limits or otherwise affects United's right to proceed in any lawful manner to collect any delinquent sums owed to United.

**BOARD OF DIRECTORS
UNITED LAGUNA WOODS MUTUAL**

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

ATTACHMENT 2

DELINQUENT ASSESSMENT – PAYMENT PLAN AGREEMENT

Current Form

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 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 12% 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 a one-time administrative setup fee of \$50.00 due upon approval of this agreement. The undersigned will be responsible for all attorneys' fees, costs, interest, late charges 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

ATTACHMENT 4

Resolution 01-19-XX **Assessment Payment Plan Agreement**

WHEREAS, any Member who is in arrears on a regular assessments is entitled to make a written request for a payment plan to the Board;

WHEREAS, each request for a delinquent assessment 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 setting up a payment plan.

NOW THEREFORE BE IT RESOLVED, on February 12, 2019, the Board of Directors of this Corporation hereby introduces revisions to the Delinquent Assessment - Payment Plan Agreement form, as attached to this Corporate record, and introducing a one-time setup fee of \$50; 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.

FEBRUARY 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

DATE: February 12, 2019
FOR: Board of Directors
SUBJECT: Damage Reimbursement Administrative Fee

RECOMMENDATION

Approve the Damage Reimbursement Administrative Fee.

BACKGROUND

On January 29, 2019, the Finance Committee (ACSC) reviewed this fee. The Committee voted to recommend the item for approval by the Board.

Per Civil Code §5855, the Board is required to hold hearings to “impose a monetary charge as a means of reimbursing the association for costs incurred by the association in the repair of damage to common area and facilities caused by a member or the member’s guest or tenant.”

DISCUSSION

At the direction of the Board, Staff has evaluated the processes and costs involved with damage restoration and reimbursement. Staff has determined that the Staff costs for these processes vary greatly, as each case has different circumstances. In 2018, Staff processed 33 damage reimbursement cases with a total cost recovery of \$133,972. These 33 cases, ranging from \$34,700 to \$466, had an average reimbursement amount of \$4,060.

Staff has evaluated the administrative costs for coordinating the restoration, managing the invoice payment process, and compilation of the data for the Reimbursement Hearing Report. Using a random sampling of five projects, Staff has determined the average administrative cost per project to be 13 percent of the total costs incurred.

Staff recommends the proposed administrative fee be set at ten percent of the reimbursement cost for all reimbursement values over \$1,000. Using the proposed ten percent model when evaluating the 33 cases brought to the Board in 2018 and discarding those under \$1,000, the potential administrative fees range from \$102 to \$3,467 with an average fee of \$531.

FINANCIAL ANALYSIS

Based on 2018 data, additional fee revenue would generate approximately \$13,400, which would partially offset existing administrative costs in Operations, as outlined above.

Committee Routing: Executive Committee

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

Reviewed By: Eve Morton, Alterations Coordinator
Betty Parker, CFO

Attachments:

Attachment 1: Proposed Resolution 01-19-XX

ENDORSEMENT (To United Board)

Damage Reimbursement Administrative Fee

Director Skillman provided background information on the amount of staff time and work associated with Damage Restoration Hearings and a recommendation made by the Executive Hearings Committee.

A motion was made and carried unanimously to recommend the Board approve the proposed Damage Reimbursement Administrative Fee, at an amount equal to ten percent of the total reimbursement decision for all decisions of one thousand dollars or more.

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ATTACHMENT 1

RESOLUTION 01-19-XX

Administrative Fee for Damage Reimbursements

WHEREAS, pursuant to Civil Code §5855, the Mutual is required to hold hearings to impose any monetary charges to reimburse the Mutual for costs incurred in the repair of damage to common area or facilities caused by the actions or inactions of a member, his or her tenant, guest, invitee, or vendor;

WHEREAS, significant staff time is necessary to investigate, document, and prepare concise reports for Damage Reimbursement Hearings for damage caused by a member; and,

WHEREAS, the Mutual has seen an increase in administrative costs related to these damage reimbursement proceedings.

NOW THEREFORE BE IT RESOLVED, February 12, 2019, that the Board of Directors hereby introduces the Damage Reimbursement Administrative Fee;

RESOLVED FURTHER, effective April 1, 2019, the administrative fee for costs related to damage reimbursement proceedings will be ten percent of the total reimbursement decision amount for all decisions of one thousand dollars or more;

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.

FEBRUARY 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 December 31, 2018



INCOME STATEMENT

ACTUAL

(in Thousands)

TOTAL REVENUE

\$40,971

TOTAL EXPENSE

43,134

Revenue over Expense

(\$2,163)

Financial Report

As of December 31, 2018



United was worse than budget by (\$959K) primarily due to the variances in Outside Service:

- **Water Heaters;** increased manor water heater program installations to meet 10-year warranty schedule, previously on hold during review of building code changes.
- **Plumbing Service;** increased use of outside contractors to address non-emergency plumbing work. Volume of service order completions increased 10% over prior year.
- **Waste Lines;** the Board approved an early expenditure of \$200K from the 2019 Plan to expedite waste line remediation program.

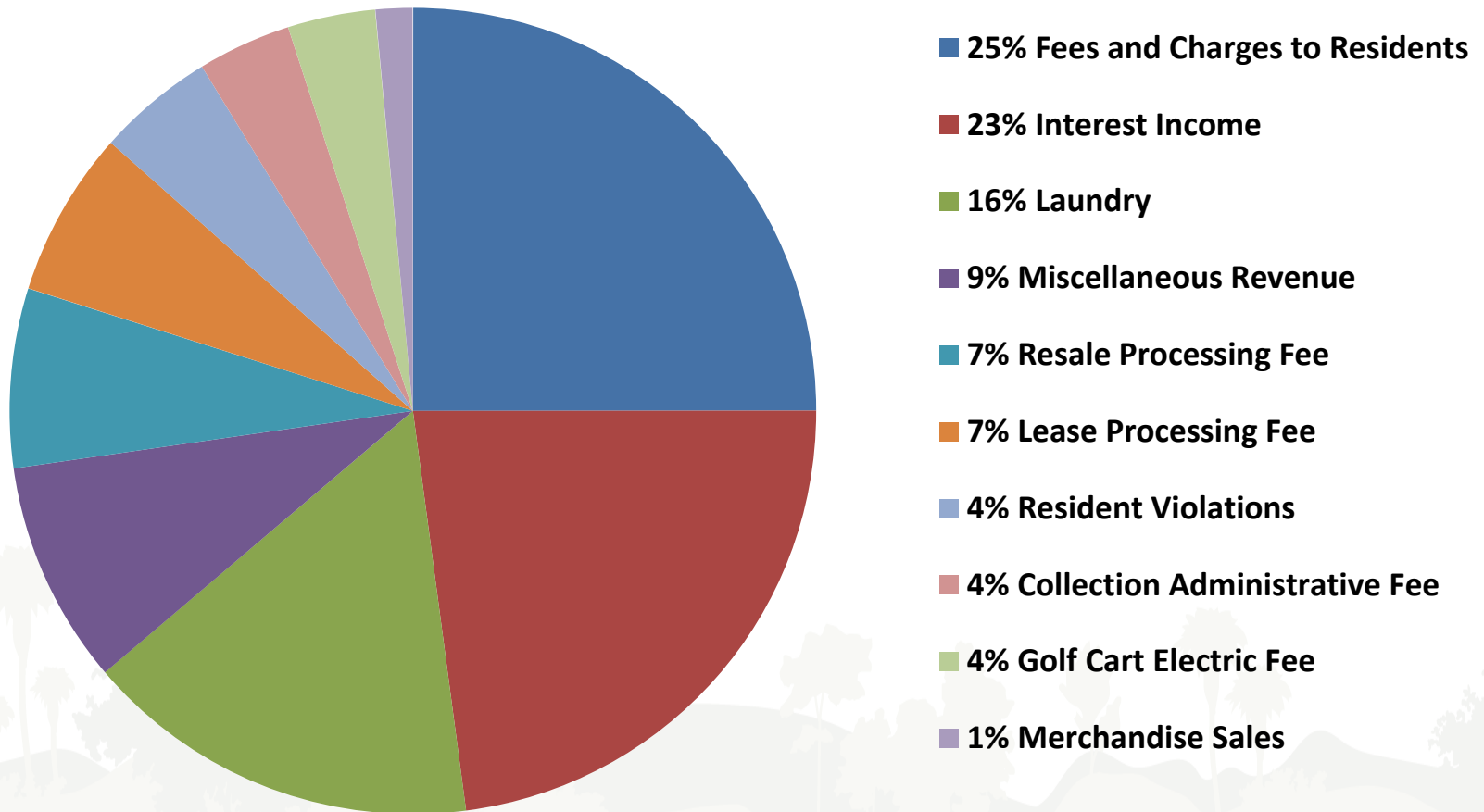
Financial Report

As of December 31, 2018



Non Assessment Revenues \$1,707,829

excludes unrealized loss on investments

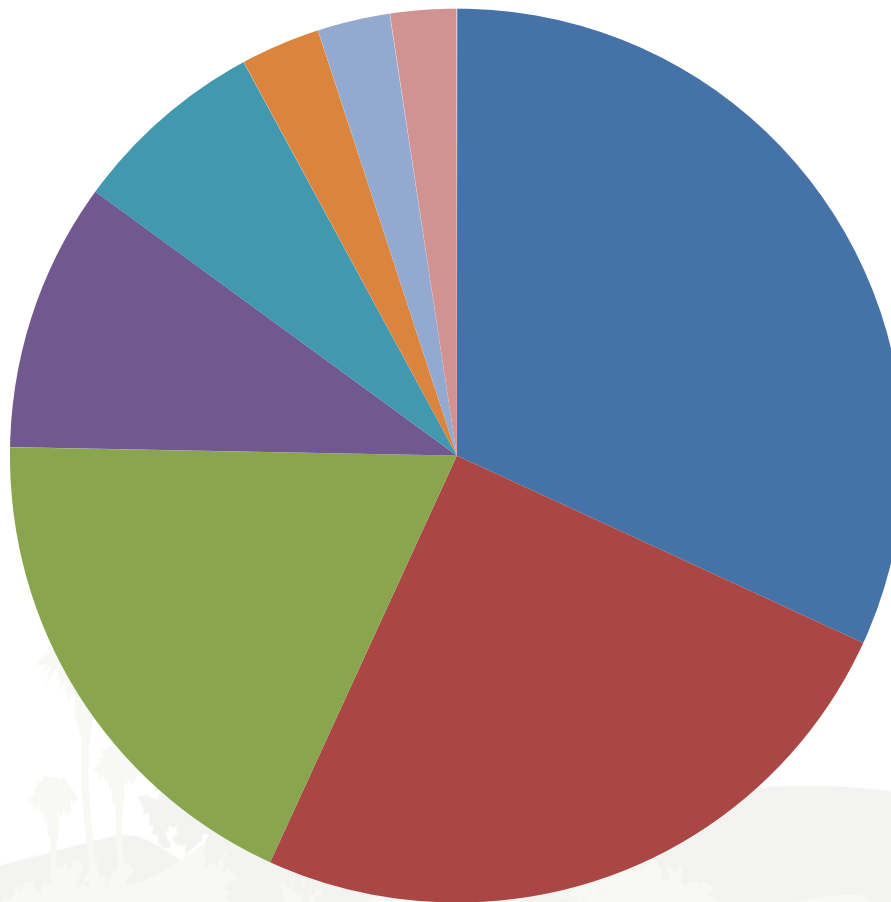


Financial Report

As of December 31, 2018



Total Expenses \$43,134,370



■ 32% Employee Compensation & Related

■ 25% Property and Sales Tax

■ 18% Outside Services

■ 10% Utilities and Telephones

■ 7% Material and Supplies

■ 3% Insurance

■ 3% Net Allocations to Mutuals

■ 2% Other

Financial Report

As of December 31, 2018



NON OPERATING FUND BALANCES

ACTUAL

(in Thousands)

BEGINNING BALANCES: 1/1/18

\$22,432

Contributions & Interest

12,313

Expenditures

(13,035)

Current Balances: 12/31/18

\$21,710



Statement of Revenues & Expenses – Preliminary As of December 31, 2018

REVENUE

Operating Assessments – \$1,124K [Line 1](#) – Favorable variance resulted from an increase in revenue for higher supplemental property taxes, driven by sales prices; offsetting expense is shown on line 21.

Fees and Charges for Services to Residents – (\$259K) [Line 5](#) – Unfavorable variance due to less chargeable work than historical averages and use of payment vouchers for appliance replacements in lieu of upgrades.

Miscellaneous – (\$247K) [Line 8](#) – Unfavorable variance primarily due to a required accounting entry to record unrealized loss on investments available for sale at year-end. Fewer resales also contributed to lower fee revenue; resale activity totaled 345 units for the year compared to a budget of 481.

EXPENSE

Employee Compensation and Related – \$253K [Line 11](#) – Favorable variance due to less work performed for Building Structures reserve component; this contingency budget supports a reactive program to address resident service requests. Additionally, manor water heaters installed by an outside vendor led to a favorable variance in compensation. Further, a savings in the paint program hours and materials resulted from smaller, mostly single story buildings on the paint schedule.

The savings were partially offset by unbudgeted hours 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 – \$181K [Line 12](#) – Favorable variance due to 6-year warranty water heaters being used in the community for the first part of the year; later changed back to 10-year warranty units.

Utilities and Telephone – (\$104K) [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 was lower compared to 3-year average and consumption ended 8% higher than budget for the year.

Outside Services – (\$658K) [Line 17](#) – Unfavorable variance due to:

- **Moisture Intrusion Plumbing Leaks** – (\$318K) – contingency funds used for moisture intrusion events ended the year higher than budget and were partially offset by reimbursement charges.
- **Plumbing Service** – (\$288K) – increased use of outside contractors to address non-emergency plumbing work, particularly underground leaks that are more than three and a half feet underground.
- **Water Heater & Permits** – (\$251K) – Outside vendors were used to perform manor water heater program installations to meet 10 year warranty schedule, previously on hold during review of building code changes. A partial offset is included in Employee Compensation above.
- **Waste Lines** – (\$190K) – The Board approved an early expenditure of \$200K from the 2019 Plan to expedite the waste line remediation program.
- **Landscape Revitalization** – \$250K – Although budgeted as an outside service, work commenced by in-house labor in November and will continue into 2019.
- **Building Structure Replacement** – \$231K – Contingency; minimal work performed.

OPEN MEETING

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

Tuesday, January 29, 2019 – 2:00 p.m.

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

MEMBERS PRESENT: Gary Morrison - Chair, Juanita Skillman, Carl Randazzo, Sue Margolis, Elsie Addington (Alternate)

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

MEMBERS ABSENT: None

STAFF PRESENT: Betty Parker, Siobhan Foster, Steve Hormuth, Christopher Swanson

Call to Order

Director Morrison chaired the meeting and called it to order at 2:00 p.m.

Approval of Agenda

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

Approval of the Regular Meeting Report of November 28, 2018

A motion was made and carried unanimously to approve the Committee report with a correction of spelling to Director Addington's first name. Additionally, Director Margolis requested the time she entered the meeting be added for clarification.

Member Comments (Items Not on the Agenda)

Director Torng commented on procedures for creation of annual budgets.

Director Armendariz commented on the incorrect schedule of traffic fines sent out in the November 2018 mailing. Security advised that they will resend the revised fee schedule in the April 2019 mailing.

Department Head Update

Betty Parker, Chief Financial Officer, provided an update on the Investment Task Force, noting that an RFI is being drafted to seek vendor proposals.

Review Preliminary Financial Statements dated December 31, 2018

The Committee was provided a handout of preliminary December 31, 2018 Financial Statements at the meeting. Discussion ensued and questions were addressed.

Payment Plan Form for Delinquent Assessments

The Committee reviewed recommendations from the Governing Documents Committee regarding the Delinquent Assessments Payment Plan Form. Director Armendariz requested that additional language be included into the Payment Plan Form to clarify that interest is calculated on the unpaid delinquent assessments, not fines or fees.

A motion was made and carried by a vote of 3-1 (Skillman opposed) to recommend the Board remove the monthly administrative fee of \$25.00 and replace with a one-time setup fee of \$50.00 per payment plan.

Damage Reimbursement Administrative Fee

Director Skillman provided background information on the amount of staff time and work associated with Damage Restoration Hearings.

A motion was made and carried unanimously to recommend the Board approve the Damage Reimbursement Administrative Fee as outlined in the Staff Report.

Guarantor Agreement Form

The Committee discussed a proposal under review to reintroduce a Guarantor Policy for prospective members unable to meet established financial qualifications. If approved, the Governing Document Committee requested that delinquent letters be sent to both the Member and the Guarantor on file.

Purchase of Used Laundry Dryers from Third Laguna Hills Mutual

A verbal update was provided by various Committee members.

2019 Reserve Study Update

The Committee was provided with a status of the bidding process and timeframe for completion. Staff will present a bid analysis and recommendation for awarding the contract at the February 12, 2019 Board meeting during closed session.

Post Emergent Herbicides

The Committee discussed herbicide use in the Community. A motion was made to recommend the Board approve discontinuing the use of Roundup immediately in United Laguna Woods Mutual. The motion failed for a lack of a second.

Solar Energy Update

The Committee reviewed and discussed a handout, United Solar System First-Year Charges. The Committee requested summary page to present total figures for all 8 solar systems.

Date of Next Meeting

Tuesday, March 26, 2019 at 2:00 p.m.

Recess to Closed Session

The meeting recessed to closed session at 4:12 p.m.



Gary Morrison, Chair

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Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

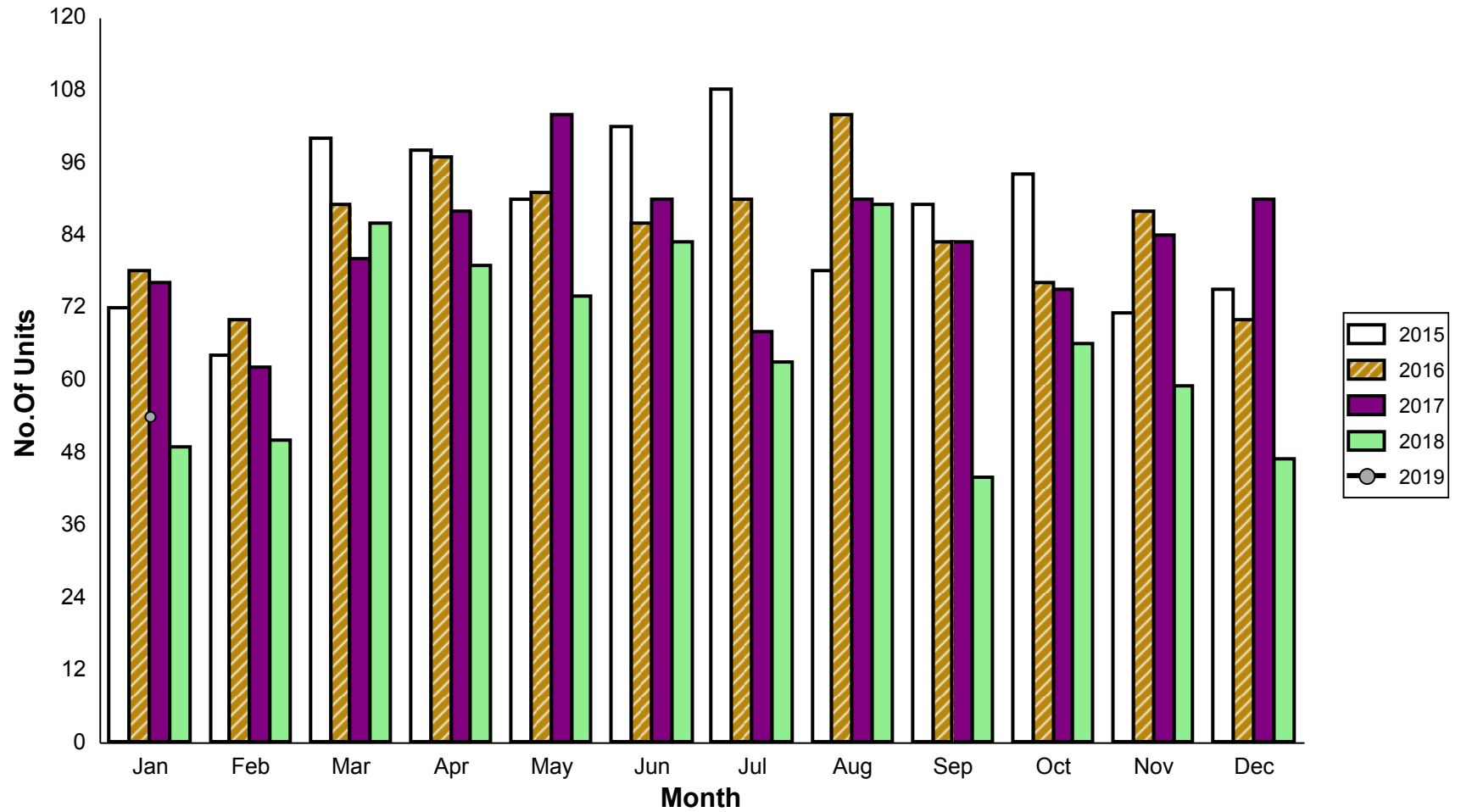
REPORT PERIOD

January, 2019

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	54	49	\$17,764,250	\$14,821,540	\$328,968	\$308,782
February		*		\$18,660,142		* \$373,203
March		*		\$28,065,799		* \$359,818
April		*		\$27,694,226		* \$364,398
May		*		\$24,187,990		* \$350,551
June		*		\$28,002,538		* \$378,413
July		*		\$19,434,100		* \$329,392
August		*		\$28,612,100		* \$340,620
September		*		\$17,185,192		* \$409,171
October		*		\$22,702,400		* \$366,168
November		*		\$17,330,500		* \$320,935
December		*		\$17,261,899		* \$392,316
TOTAL	54.00	49.00	\$17,764,250	\$14,821,540		
MON AVG	54.00	49.00	\$17,764,250	\$14,821,540	\$328,968	\$308,782

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

January, 2019

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	22	23	\$5,282,150	\$6,014,390	\$240,098	\$261,495
February		*		\$6,059,250		* \$288,536
March		*		\$11,156,600		* \$278,915
April		*		\$8,824,600		* \$294,153
May		*		\$8,735,000		* \$281,774
June		*		\$11,021,400		* \$297,876
July		*		\$9,541,300		* \$272,609
August		*		\$11,285,100		* \$256,480
September		*		\$4,632,500		* \$257,361
October		*		\$8,556,100		* \$305,575
November		*		\$6,194,000		* \$258,083
December		*		\$3,368,300		* \$240,593
TOTAL	22.00	23.00	\$5,282,150	\$6,014,390		
MON AVG	22.00	23.00	\$5,282,150	\$6,014,390	\$240,098	\$261,495
% CHANGE - YTD	-4.3%		-12.2%		-8.2%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

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Resales Report

United Laguna Woods Mutual

January, 2019

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
01/18/2019	18-F	1	\$100,000	Majorca	FSBO	No Broker	Homestead Escrow
01/17/2019	64-A	1	\$279,000	Granada	Coldwell Banker Residential	First Team Real Estate	Granite Escrow
01/11/2019	97-B	1	\$250,000	Majorca	Laguna Premier Realty, Inc	Re/Max Select One	Pacific Closing Services
01/17/2019	102-D	1	\$275,000	Madrid	Coldwell Banker Residential	Coldwell Banker Residential	Granite Escrow
01/07/2019	116-B	1	\$200,000	Majorca	Coldwell Banker		Granite Escrow
01/25/2019	127-A	1	\$299,000	San Sebastian	HomeSmart Evergreen	Laguna Premier Realty, Inc	Escrow Options Group
01/02/2019	169-C	1	\$185,000	Madrid	Hallmark West Real Estate	First Team Real Estate	Granite Escrow
01/10/2019	386-H	1	\$299,000	Granada	Re/Max Premiere Realty	Laguna Premier Realty, Inc	Granite Escrow
01/16/2019	389-O	1	\$209,500	Casa Blanca	Century 21 Rainbow Realty	Equity Real Estate OC Coastal	Homestead Escrow
01/30/2019	550-G	1	\$249,900	Granada	HomeSmart Evergreen	Gus Orozco, Broker	Escrow Options Group
01/18/2019	577-C	1	\$215,000	San Sebastian	Laguna Woods Village Realty	Realty One Group	Granite Escrow
01/02/2019	599-A	1	\$292,750	Granada	FSBO	FSBO	Homestead Escrow
01/30/2019	654-O	1	\$179,000	Casa Contenta	Re/Max Top Producers	Re/Max Top Producers	Corner Escrow Inc.
01/16/2019	815-B	1	\$230,000	Casa Linda	Charles Ryan & Associates	Charles Ryan & Associates	Corner Escrow Inc.
01/25/2019	829-A	1	\$289,000	Casa Contenta	Century 21 Rainbow	Douglas Elliman of California, Inc	Granite Escrow
01/09/2019	876-A	1	\$305,000	Casa Linda	Laguna Premier Realty, Inc	Barbara Augustus -McElvey, Broker	Corner Escrow Inc.
01/09/2019	885-C	1	\$335,000	Seville	First Team Real Estate	Re/Max Select One	Granite Escrow
01/07/2019	2019-H	1	\$197,000	Monterey	Century 21 Rainbow	Hallmark West Real Estate	Granite Escrow
01/15/2019	2065-C	1	\$275,000	Valencia	Century 21 Rainbow	Laguna Beach Properties	Corner Escrow Inc.
01/31/2019	2066-E	1	\$215,000	Monterey	Laguna Premier Realty, Inc	HomeSmart Evergreen	Granite Escrow
01/04/2019	2107-U	1	\$218,000	Monterey	HomeSmart Evergreen	Century 21 Rainbow	Corner Escrow Inc.
01/07/2019	2154-O	1	\$185,000	Casa Linda	First Team Estates	First Team Estates	Homestead Escrow

Resales Report **United Laguna Woods Mutual** **January, 2019**

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
Number of Resales:			22				
Total Resale Price:			\$5,282,150				
Average Resale Price:			\$240,098				
Median Resale Price:			\$239,950				



MONTHLY LEASING REPORT

Report Period:
January-2019

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	35	44	312	163	554	500	29	30	25	0
February						520				
March						506				
April						478				
May						491				
June						512				
July						524				
August						540				
September						524				
October						527				
November						546				
December						558				
Monthly Average	35.0	44.0	312.0	163.0	554.0	Jan 500.0	29.0	30.0	25.0	0.0
Percentage Leased	554 / 6323 = 9%									

New Leases = Units Sublet

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OPEN MEETING

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

Thursday, January 17, 2019 – 9:30 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

COMMITTEE MEMBERS PRESENT: Cash Achrekar – Chair, Carl Randazzo, Juanita Skillman, Reza Bastani

DIRECTORS PRESENT: Andre Torng

COMMITTEE MEMBERS ABSENT: Gary Morrison, Advisor Mike Mehrain

ADVISORS PRESENT: Walt Ridley, Janey Dorrell

STAFF PRESENT: Kurt Wiemann, Gavin Fogg, Eve Morton, Lulu Boctor

1. Call to Order

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

2. Acknowledgement of Media

No media were present.

3. Approval of the Agenda

Director Randazzo moved to approve the agenda. President Skillman seconded. The Committee was in unanimous support.

4. Approval of the Report for October 18, 2018

Director Randazzo moved to approve the agenda. President Skillman seconded. The Committee was in unanimous support.

5. Committee Chair Remarks

Chair Achrekar stated that he hoped to do a good job as Chair. He wants to be very fair.

6. Member Comments

None.

7. Department Head Update

Mr. Wiemann reported back to the committee that the City does require a permit for flooring. The updates to the Alteration Fees will change slightly since he spoke to City.

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. 126-D (Majorca, 8A) Retain Unapproved Modification to Previous Variance Requiring Common Area

President Skillman moved to accept Staff's recommendations which include the two conditions in the Staff Report. Director Randazzo seconded. The Committee was in unanimous support.

Reports:

9. Discuss and Review Alteration Standard Plan Policy

Mr Wiemann reviewed the proposed policy. Discussion ensued.

President Skillman moved to accept Staff's recommendation and send this on to the Board for their approval. Director Randazzo seconded. The motion passed. Director Bastani abstained.

Items for Future Agendas

None.

Concluding Business:

10. Committee Member Comments

President Skillman is going to look into the possibility of walling off the back of the Board Room to use for some of the committee meetings which don't need the large Board Room.

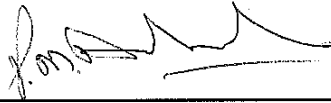
Advisor Ridley asked if advisors will have access to the second floor after the security measures are put into place. He was told they would.

Advisor Dorrell said she liked the setup of a smaller room for this type of committee.

Mr. Wiemann state that he will be bringing the status of Mutual Consents to future committee meetings and will also include the information in the Department Head Update each month.

11. Date of Next Meeting - February 21, 2019

12. Adjournment at 10:05 a.m.



Cash Achrekar, 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

Monday, January 28, 2019 – 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, Anthony Liberatore, Advisors Bevan Strom and Mary Stone

MEMBERS ABSENT:

OTHERS PRESENT: Dick Rader, Cash Achrekar, Manuel Amendariz, Attorney Jeff Beaumont via phone, Sherri Davis

STAFF PRESENT: Siobhan Foster, Tim Moy, Susan McInerney, Pamela Bashline, Eve Morton, Christine Spahr, Jeanne Chestnut

REPORT

1. Call to Order

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

2. Acknowledgement of Press

No press was present.

3. Approval of the Agenda

President Skillman moved to discuss agenda item #9 before #7 since several individuals from Staff were present to address that item. There were no objections. President Skillman then moved to approve the agenda, with this change. There were no objections.

4. Approval of Report from the December 18, 2018, minutes

Some Scribner's changes were discussed. Advisor Stone moved to approve the report, with the changes. There were no objections.

5. Chair's Remarks

None.

6. Member Comments (Items not on the agenda)

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 Community Property Issues

United Mutual attorney, Jeff Beaumont, stated that it is an estate planning issue in assessing whether the application process for Members should include community property issues. He recommended not including community property issues into the application process.

Discussion ensued.

The committee made some updates to the proposed resolution.

The committee was in unanimous support to move items #2 and #3 from the proposed resolution to the Financial Qualifications and to then move the amended resolution on to the Finance Committee.

2. Regarding depreciation for rental properties, rental property depreciation should be consistently reported to the Corporation, as well as, to state and federal taxing entities. In general, Members are not required to recognize rental property depreciation during a given rental period. Members are required to "recapture" depreciation allowed or allowable when the property is sold. Accordingly, rental property depreciation is to be reported at the time of sale and, as such may be a taxable event, whether or not depreciation was claimed during the rental period.

3. Regarding capital gains, capital gains are not taken into consideration when considering whether an ~~owner~~ applicant meets the requisite income qualifications set forth in the Financial Qualifications Policy (rev. 5-23-18). Capital gains are profits from a sale of an asset,

or, otherwise the rise in value of an asset when it is sold, which triggers a taxable event. Capital gains are not considered for income qualifications because if an asset is not sold, then there is no realized capital gain.

The committee was in unanimous support to amend the title of the resolution to "Community Property Consideration."

8. Review and Discuss Possibility of Allowing Guarantors

The committee reviewed Mr. Beaumont's draft of an updated Agreement for guarantors in the event that the Board decided to again allow guarantors.

President Skillman moved to accept the amended Personal Unconditional Continuing Guaranty and Security Agreement (Agreement) with the following changes and to then send it to the Finance Committee for review:

- Change "guarantors" to "guarantor" throughout Agreement.
- Add a definition of a guarantor to the Agreement.
- Add that a guarantor may only guarantee one unit in the Village to the Agreement
- Add to an internal procedure that the guarantor contact information will be verified annually.
- Add to an internal procedure that a guarantor will receive any late payment notices.

The committee was in unanimous support.

Mr. Beaumont agreed to make the updates.

9. Review and Discuss Updating of the Caregivers Policy

Ms. McInerney discussed some updates which were made to the Policy and passed out a flyer regarding "Types of Activities of Daily Living" (ADLs)

The committee discussed the updated Policy and requested some changes.

President Skillman made a motion to move this forward to the Board, with the changes requested by the committee. Director Achrekar seconded. The committee was in unanimous support.

Concluding Business:

10. Committee Member Comments

Several comments were made.

11. Future Agenda Items

Discuss and consider modifying the Co-Occupancy Agreement to allow renters.

12. Date of next meeting is February 25, 2019

13. Adjournment at 3:45 p.m.

DRAFT

Maggie Blackwell, Chair