



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

**Tuesday, November 12, 2019 - 9:30 a.m.
Laguna Woods Village Community Center Board Room 24351 El Toro Road,
Laguna Woods, California**

NOTICE OF MEETING AND AGENDA

- 1. Call to Order / Establish Quorum – Sue Margolis, President**
- 2. Pledge of Allegiance – Director Torng**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. September 10, 2019 – Regular Open Session
 - b. September 27, 2019 – Special Open (Tabulation Meeting)
 - c. October 14, 2019 – Special Open (Update Committee Appointments)
- 6. Report of Chair**
- 7. Open Forum (Three Minutes per Speaker) - *At this time Members may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.***
- 8. Responses to Open Forum Speakers**
 - a. Follow-up Report from September 10, 2019, Open Forum – Director Margolis
- 9. a. Update from VMS – Director Pacella**

Please silence your cell phones

- b. **Candidate Nomination Period has been Extended for the United Mutual VMS Board Director Position (Term Ending 2022)** Candidate Nominations close on Friday, November 22, 2019 at 5:00 p.m. Please contact the Corporate Secretary for an application.

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 Controls and Standards Committee Recommendations:**

- (1) Recommendation to **Approve** (769-B, La Corona, 3B) – Extend Dining Room into Front Patio

- b. **Maintenance & Construction Committee Recommendations:**

- (1) Recommendation to Deny an Appeal from 2096-N for Reasonable Compensation

- c. **Landscape Committee Recommendations:**

- (1) Recommendation to Approve a Resolution to Deny a Request for Tree Removal: 75-T Calle Aragon – Southern Magnolia
 - (2) Recommendation to Approve a Resolution to Deny a Request for Tree Removal: 313-A Avenida Castilla – Canary Island Pine
 - (3) Recommendation to Approve a Resolution to Deny a Request for Tree Removal: 873-D Avenida Sevilla – Star Pine
 - (4) Recommendation to Approve a Resolution to Deny a Request for Tree Removal: 2188-Q Via Mariposa E. – Silk Oak
 - (5) Recommendation to Approve a Resolution to Approve a Request for Tree Removal: 471-F Calle Cadiz – Carrotwood

- d. **Finance Committee Recommendations:**

- (1) Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the Board consisting of the Treasurer and at least one other Board member reviewed the United Laguna Woods Mutual financials for the month of September 2019, and such review is hereby ratified.

- e. Ratify the Revised United Mutual and GRF Committee Appointments Approved on October 14, 2019

12. Unfinished Business

- a. Entertain a Motion to Adopt a Resolution to Require a Recognition Agreement for Lenders **(SEPTEMBER initial notification-must postpone 28-days for Member comment and review to comply with Civil Code §4360)**

13. New Business

- a. Entertain a Motion to Introduce for Revised Alteration Standard 27: Soft Water Units **(NOVEMBER initial notification-must postpone 28-days for Member comment and review to comply with Civil Code §4360)**
- b. Entertain a Motion to Introduce for Revised Alteration Standard 30: Water Heater Relocation **(NOVEMBER initial notification-must postpone 28-days for Member comment and review to comply with Civil Code §4360)**
- c. Entertain a Motion to Introduce for Revised Alteration Standard 36: Ramps **(NOVEMBER initial notification-must postpone 28-days for Member comment and review to comply with Civil Code §4360)**
- d. Entertain a Motion to Approve the Charter of the VMS Liaison Committee
- e. Entertain a Motion to Revise the United Maintenance & Construction Committee Charter
- f. Entertain a Motion to Revise the Governing Documents Review Committee Charter
- g. Entertain a Motion to Approve United Investment Policy Revisions and Direct Sageview to Transition to Index Fund Portfolio

14. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Addington. The Committee met in September 24, 2019; next meeting November 26, 2019, 1:30 p.m. in the Sycamore Room
 - Treasurer's Report
 - United Finance Committee Report
 - Resales/Leasing Reports
- b. Report of the Architectural Control and Standards Committee – Director Gilmore. The Committee met on October 17, 2019; next meeting November 21, 2019, 9:30 a.m. in the Elm Room
- c. Report of the Communications Committee – Director Skillman. Next meeting TBA
- d. Report of Member Hearings Committee – Director Liberatore. The Committee met on October 24, 2019; next meeting December 26, 2019, 9:00 a.m. in the Sycamore Room

- e. Report of the Governing Documents Review Committee – Director Torng. The Committee met on October 28, 2019; next meeting November 25, 2019, 1:30 p.m. in the Sycamore Room
- f. Report of the Landscape Committee – Director Armendariz. The Committee met on October 10, 2019; next meeting December 12, 2019, 9:30 a.m. in the Board Room
- g. Report of the Maintenance & Construction Committee – Director Randazzo. The Committee met on October 23, 2019; next meeting TBA.
 - Handyman Committee – Director Achrekar
- h. Report of the Resident Advisory Committee – Director Ardani. The Committee met on September 12, 2019; next meeting November 14, 2019, 4:00 p.m. in the Sycamore Room

15. GRF Committee Highlights

- a. Report of the Finance Committee – Director Addington. The Committee met in October 23, 2019; next meeting December 18, 2019, 1:30 p.m. in the Board Room
- b. Report of the Community Activities Committee – Director Skillman. The Committee met on September 12, 2019; next meeting November 14, 2019, 1:30 p.m. in the Board Room
- c. Report of the Landscape Committee – Director Armendariz. The Committee met on August 14, 2019; next meeting November 13, 2019, 1:30 p.m. in the Board Room
- d. Report of the Maintenance & Construction Committee – Director Randazzo. The Committee met on October 9, 2019; next meeting December 11, 2019, 9:30 a.m. in the Board Room
 - PAC Renovation Ad-Hoc Committee—Director Randazzo. The Committee met on October 17, 2019, 1:30 p.m. in the Board Room
- e. Village Energy Task Force – Director Randazzo. The Task Force met on September 4, 2019.
- f. Report of the Media and Communication Committee – Director Skillman. The Committee met on October 21, 2019; next meeting November 18, 2019, 1:30 p.m. in the Board Room

- g. Report of the Mobility and Vehicles Committee – Director Addington. The Committee met on October 2, 2019 and October 29, 2019; next meeting December 4, 2019, 1:30 p.m. in the Board Room
 - h. Report of the Security and Community Access Committee – Director Ardani. The Committee met on October 28 2019; next meeting December 23, 2019, at 1:30 p.m. in the Board Room
 - i. Laguna Woods Village Traffic Hearings – Director Addington. The Hearings were held on October 16, 2019; next hearings November 20, 2019, 9:00 a.m. in the Board Room and 1:00 p.m. in the Sycamore Room
 - j. Report of the Disaster Preparedness Task Force – Director Skillman. The Task Force met on September 24, 2019; next meeting November 26, 2019, 9:30 a.m. in the Board 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. Committee Advisor Qualifications, Procedure and Policy
 - b. Update the Co-Occupancy Qualifications
 - c. Alternative Heat Source Policy
- 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) September 10, 2019—Regular Closed Meeting*
- (b) October 2, 2019—Special Closed Meeting*
- (c) October 14, 2019 – Special Closed Meeting*
- (d) October 21, 2019 – Special Closed Meeting*

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjourn

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

**Tuesday, September 10, 2019, 9:30 a.m.
24351 El Toro Road, Laguna Woods, California**

Directors Present: Juanita Skillman, Carl Randazzo, Cash Achrekar, Maggie Blackwell, Gary Morrison, Elsie Addington, Reza Bastani, Anthony Liberatore, and Sue Margolis. Andre Torng was present by phone.

Directors Absent: Manual Armendariz

Staff Present: Jeff Parker, CEO; Siobhan Foster, COO; Betty Parker, and Daniel Hillburn

Others Present: VMS: Dick Rader and Mary Stone

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 Liberatore led the Pledge of Allegiance.

3. Acknowledge Media

The Village Television Camera Crew, by way of remote cameras, was acknowledged as present.

4. Approval of Agenda

Director Randazzo made a motion to postpone agenda item 13a until the November, 12, 2019, open meeting and approve the agenda as amended. Director Achrekar seconded the motion.

President Skillman called for the vote to approve the agenda as presented and the motion passed unanimously.

5. Approval of Minutes

a. August 9, 2019—Special Open Meeting (2020 Budget Version 2)

- b. August 13, 2019 – Regular Open Session
- b. August 16, 2019 – Special Open Meeting (Meet the Candidates)

Director Randazzo made a motion to approve the minutes of August 9, 2019, Special Open Meeting (2020 Budget Version 2); August 13, 2019, Regular Open Session and August 16, 2019, Special Open Meeting (Meet the Candidates). The motion was seconded by Director Blackwell.

President Skillman called for the vote and the motion passed unanimously.

6. Report of the Chair

President Skillman commented on the duties of the Board. Directors have an obligation to make sure the United Laguna Woods Mutual is strong financially and ethically.

7. Open Forum

Members made comments regarding the following:

- A Member asked why landscaping is not being done quarterly.
- A Member urged residents to vote and thanked CEO Jeff Parker for his comments at the September GRF meeting.
- A Member commented on a structure in disrepair.

8. Responses to Open Forum Speakers

Several Directors responded to Member comments:

- Director Blackwell commented that landscaping should be done quarterly.
- Director Randazzo asked the resident to send him a photo of the structure in disrepair. If residents see infrastructure issues they should report it to staff.
- COO Siobhan Foster commented that both the paving for the horse trail and the shepherd's crook fencing will take place in late October to mid-November.

a. Follow-up from the August 13, 2019, Board Meeting Open Forum – Director Margolis

Director Margolis responded to Member comments:

- True sound tests are costly; If a resident would like to conduct a true sound test, the party who is at fault must pay for the test.
- The Board is aware of the resident's compliance issue, but cannot comment in open session.
- The Handyman Task Force is hard at work.
- The landscaping team will take a look at growth that could be a fire hazard.

9. a. Update from VMS - Director Stone

Director Stone gave an update from the August VMS Board Meeting. She highlighted the six main channels of communication that VMS uses to keep residents informed. Three-fourths of United residents are on the United email list.

10. CEO Report

CEO Jeff Parker reported on the following subjects:

- He expressed thanks on behalf of staff to the United Board for their hard work and comments during the budget process.
- He discussed several aspects of the 2019 Budget.
- He commented on SB-754, a bill sponsored by the Laguna Woods Village for acclamation election of uncontested seats, which is expected to pass the California Legislature this week.

COO Siobhan Foster reported on the following subjects:

- Pool 4 will be closed starting on September 16 through the end of the year for construction to replace the roof and upgrade drainage.
- The Toll Roads will be hosting an event to help residents affix the new stickers to their vehicles on Friday, September 13, 9 a.m. at Clubhouse 3.
- The Village Earthquake Expo will be on Saturday, September 14, 9 a.m. at Clubhouse 3. Attendees must RSVP to Debbie Ballesteros at 949-268-2356.
- Assemblywoman Petrie-Norris will be hosting a Scam Stopper seminar featuring topics such as preventing identify theft and mail fraud, September 19, 10 a.m. at Clubhouse 3.
- Landscaping is offering a new service to pick up garden clippings curbside on Fridays. To schedule a pickup, residents should contact Resident Services before 5 p.m. on the day before the pickup.

11. Consent Calendar

11a. Landscape Committee Recommendations:

- (1) Recommendation to Approve a Non-Standard Landscape Revision: 134-A

RESOLUTION 01-19-67

Approval to Retain Non-Standard Landscape - 134-A

WHEREAS, on August 8, 2019, the Landscape Committee reviewed a request from the Member at 134-A to retain non-standard landscaping for the raised planters located in the front of the unit and;

WHEREAS, the Committee recommended approval the request as staff reviewed the plantings and found them to be a mix of approved plants and succulents.

NOW THEREFORE BE IT RESOLVED, September 10, 2019, the Board of Directors approves the request from the Member at 134-A to retain non-standard landscaping for the raised planters located in the front of the unit;

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

- (2) Recommendation to Approve a Non-Standard Landscape Revision: 321-D

RESOLUTION 01-19-68
Approval of Non-Standard Landscape – 321-D

WHEREAS, on August 8, 2019, the Landscape Committee reviewed a request from the Member at 321-D to plant non-standard landscaping for an area in the front of the unit since the lack of sun prevents the turf there from thriving and;

WHEREAS, the Committee recommended to approve the request as staff reviewed the planting plan and found it to be a mix of approved plants and California natives, all of which are shade tolerant.

NOW THEREFORE BE IT RESOLVED, September 10, 2019, the Board of Directors approves the request from the Member at 321-D to plant the approved plants for non-standard landscaping in the area located in the front of the unit;

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

- (3) Recommendation to Approve the Request for Tree Removal: 2-G Via Castilla
– One Canary Island Pine

RESOLUTION 01-19-69
Approval of Removal
of One Canary Island Pine Tree at 2-G

WHEREAS, on August 8, 2019, the Landscape Committee reviewed a request to remove one Canary Island Pine Tree. The request was received from the Member at 2-G, who cited the reasons as litter/debris, overgrown, structural damage, and trip and fall hazard and;

WHEREAS, on August 8, 2019, the Landscape Committee recommended to approve the removal of one Canary Island Pine tree located at 2-G Via Castilla based on the United Mutual Tree Management Policy, which addresses the selective removal of pine trees that were planted in stands and since there are a total of three Canary Island Pine trees in this area, this tree is a candidate for removal.

NOW THEREFORE BE IT RESOLVED, September 10, 2019, the Board of Directors approves the request for the removal of one Canary Island Pine tree;

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

resolution.

- (4) Recommendation to Approve the Request for Tree Removals: 67-C Calle Aragon – Three Silk Oaks

RESOLUTION 01-19-70
Approval of Removal
of Three Silk Oaks at 67-C

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 August 8, 2019, the Landscape Committee reviewed a request to remove three Silk Oak trees. The request was received from the Member at 67-C, who cited the reasons as litter/debris, overgrown, structural damage, poor condition, excessive pollen causing allergies and the need for expensive medication(s) and;

WHEREAS, on August 8, 2019, the Landscape Committee recommended to approve the removal of three Silk Oak trees located at 67-C Calle Aragon based on the fact that Silk Oaks are known for weak branches and the canopies of these tree are compromised which poses a hazard, meeting the requirements of the United Mutual Tree Management Policy;

NOW THEREFORE BE IT RESOLVED, September 10, 2019, the Board of Directors approves the request for the removal of three Silk Oak trees;

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

11b. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the Board consisting of the Treasurer and at least one other Board member reviewed the United Laguna Woods Mutual financials for the month of July 2019, and such review

is hereby ratified.

Director Achrekar made a motion to approve the Consent Calendar as presented. The motion was seconded by Director Randazzo.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion passed unanimously.

12. Unfinished Business

12a. Entertain a Motion to Adopt a Revised Resolution to Allow Guarantors for Prospective Members

Director Blackwell read the following resolution:

RESOLUTION 01-19-71

Authorization to Accept Personal Unconditional Continuing Guaranty & Security Agreement and to Revise Financial Qualifications Policy (rev. 5-23-18)

WHEREAS, United Laguna Woods Mutual (hereinafter "United" or "Corporation"), is a non-profit mutual benefit corporation, existing under and by virtue of the laws of the State of California, organized for the purpose of providing its Members with housing on a cooperative non-profit basis pursuant to the provisions set forth in its Articles of Incorporation and Bylaws and Board Resolutions (collectively referred to as the "Governing Documents");

WHEREAS, the Corporation's Amended and Restated Bylaws ("Bylaws") provides the purpose of the Corporation is to, among other things, "manage, maintain, preserve, and administer the business of a common interest development, specifically, a stock cooperative";

WHEREAS, the Bylaws provide that the Board of Directors of the Corporation is responsible for managing the business and affairs and exercising all corporate powers of the Corporation;

WHEREAS, United is a stock cooperative wherein each shareholder-member is granted the right to occupy a specific unit pursuant to an Occupancy Agreement together with ownership of one share in the cooperative, provided each shareholder- member meets the financial qualifications set forth in the Financial Qualifications Policy (rev. 5-23-18);

WHEREAS, the Board of Directors desires the ability to enter into Occupancy Agreement(s) with certain Members whereby same require guarantor(s) to meet the Corporation's financial qualifications in order to qualify for membership and

consistent policies regarding same;

NOW, THEREFORE, be it resolved that the following resolution is adopted by the Board of Directors:

1. Personal Unconditional Continuing Guaranty & Security Agreement. The Corporation, by and through the Board of Directors, is authorized to enter into Personal Unconditional Continuing Guaranty & Security Agreement, in the manner and form attached hereto as Exhibit A and incorporated herein by reference thereto, and such Personal Unconditional Continuing Guaranty & Security Agreement will bind the Corporation.

Specifically, the Corporation may accept from guarantor(s) located in California a guarantee to pay a Member's debt and/or obligation should the Member default or otherwise fail to pay a debt and/or obligation owed to the Corporation pursuant to an executed Personal Unconditional Continuing Guaranty & Security Agreement, and to cause security documents, which the Corporation may require, which shall evidence the California asset(s) pledge by such guarantor(s). The Guaranty and Security Agreement includes not only a promise to pay, but it identifies the guarantor's means to pay (the security or collateral), and authorizes the creditor (i.e., United) to file UCC financing statements with respect to the security or collateral in California. This option, i.e., the filing of a UCC financing statement with the Secretary of State, creates collateral and secures United's debt.

2. Further Acts. The Board of Directors may do and perform such other acts and things as may be reasonably necessary and proper in order to carry into effect the provisions of this Resolution, including, but not limited to, revising the current operative Financial Qualifications Policy (rev. 5-23-18) to allow prospective Members to meet the Corporation's financial qualifications, and to revise such other documentation, as may be necessary and appropriate.

BE IT FURTHER RESOLVED, that the officers, directors and agents of this Corporation are authorized to carry out the purpose of this Resolution.

AUGUST initial notification-28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.

Director Blackwell made a motion to adopt a resolution to allow guarantors for prospective members. The motion was seconded by Director Bastani.

Discussion ensued among the Directors.

A resident spoke in opposition to the resolution.

President Skillman called for the vote and the motion passed by a vote of 8-1-1

(Director Margolis Opposed; Director Achrekar abstained).

12b. Entertain a Motion to Approve the 2020 United Business Plan

Director Blackwell read the following resolution:

RESOLUTION 01-19-72
2020 United Business Plan

RESOLVED, September 10, 2019, that the Business Plan of this Corporation for the year 2020 is hereby adopted and approved; and

RESOLVED FURTHER, that pursuant to said Business Plan, the Board of Directors of this Corporation hereby estimates that the net sum of \$42,162,864 is required by the Corporation to meet the United Laguna Woods Mutual operating expenses and reserve contributions for the year 2020. In addition, the sum of \$15,599,776 is required by the Corporation to meet the Golden Rain Foundation and the Golden Rain Foundation Trust operating expenses and reserve contributions for the year 2020. Therefore, a total of \$57,762,640 is required to be collected from and paid by the members of the Corporation as monthly assessments; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby approves expenditures from reserves in the sum of \$14,389,320 of which \$12,980,578 is planned from the Reserve Fund and \$1,408,742 from the Contingency Fund; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby determines and establishes monthly assessments of the Corporation as shown on each member's breakdown of monthly assessments for the year 2020, inclusive of property taxes and property insurance as filed in the records of the Corporation, and said assessments to be due and payable by the members of this Corporation on the first day of each month; and

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

Director Blackwell made a motion to adopt the 2020 United Business Plan. The motion was seconded by Director Morrison.

Discussion ensued among the Directors.

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

12c. Entertain a Motion to Approve the 2020 United Reserve Funding Plan

Director Blackwell read the following resolution:

RESOLUTION 01-19-73
2020 United Reserve Funding Plan

WHEREAS, Civil Code § 5570 requires specific reserve funding disclosure statements for common interest developments; and

WHEREAS, planned assessment or other contributions to reserves must be projected to ensure balances will be sufficient at the end of each year to meet the Corporation's obligations for repair and/or replacement of major components during the next 30 years;

NOW THEREFORE BE IT RESOLVED, September 10, 2019, that pursuant to Civil Code § 5560 the Board hereby adopts the 30-Year Reserve Funding Plan (attached) prepared by Association ReservesTM for fiscal year 2020; and

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

Director Blackwell made a motion to adopt the 2020 United Reserve Funding Plan. The motion was seconded by Director Morrison.

Discussion ensued among the Directors.

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

13. New Business

13a. Entertain a Motion to Introduce a Resolution to Require a Recognition Agreement for Lenders

This item was postponed to the November 12, 2019 open meeting.

13b. Entertain a Motion to Introduce a Resolution Prohibiting All New Planting of Fruit Trees and Vegetables in Common Area

Director Blackwell read the following resolution:

RESOLUTION 01-19-xx
FRUIT TREES AND VEGETABLE POLICY

WHEREAS, fruit trees and vegetables in the Common Area were planted by or at the request of Members as part of the "Yellow Stake" program;

WHEREAS, fruit trees and vegetables are not maintained or trimmed by the Mutual and are the responsibility of the Member to maintain;

WHEREAS, the maintenance of fruit trees and vegetables is passed on to new Members with the purchase of the residence;

WHEREAS, fruit trees and vegetable gardens are a known attractant and food source for wildlife and rodents, and unmaintained fruit trees exacerbate the problem and;

WHEREAS; two Garden Centers have been provided by the Golden Rain Foundation for the purpose of providing a place for residents to grow vegetables or other crops.

WHEREAS; there has been a consistent increase in rodent activity over the past six years.

NOW THEREFORE BE IT RESOLVED, as of January 1, 2020, that the Board of Directors of this Corporation hereby prohibits the planting of any fruit trees in Common Area and requires Members to maintain existing fruit trees on Common Area and in Exclusive Use Common Areas;

RESOLVED FURTHER, the planting of vegetables in Common Area is prohibited;

RESOLVED FURTHER, to maintain the health and safety of the Members, fruit trees found to be unmaintained will be removed, with notice, by the Mutual.;

RESOLVED FURTHER, existing fruit trees and vegetables in Common Area are to be removed in the resale process;

RESOLVED FURTHER, Resolution No. U-84-129 adopted August 28, 1984, and Resolution No. U-84-130, also adopted on August 28, 1984 are hereby superseded in their entirety and no longer in effect;

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

SEPTEMBER Initial Notification

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 a resolution Prohibiting All New Planting of Fruit Trees and Vegetables in Common Area for 28-day review. The motion was seconded by Director Morrison.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion failed by a vote of 4-6-0 (Directors Torng, Margolis, Achrekar, Bastani, Randazzo, and Addington opposed).

13c. Entertain a Motion to Approve a Resolution for an Unbudgeted Expense of \$5,800 to Hire a Land Surveyor to Determine the Aliso Creek Boundaries

Director Blackwell read the following resolution:

RESOLUTION 01-19-74
LAND SURVEY OF ALISO CREEK BOUNDARIES

WHEREAS, the Aliso Creek area landscape maintenance is the financial responsibility of the Golden Rain Foundation;

WHEREAS, the Aliso Creek area is bounded on both sides by United Laguna Woods Mutual;

WHEREAS, the Aliso Creek area is a legally recorded parcel registered with the Orange County Assessor;

WHEREAS, the physical boundaries are not marked or known, making it impossible to accurately ascertain the property lines and determine the correct allocation of costs between the two Mutuels; and,

WHEREAS, Staff has engaged the service of a Professional Land Surveyor to survey and mark the limits of the Aliso Creek parcel to enable Staff to accurately allocate costs for maintenance of area.

NOW THEREFORE BE IT RESOLVED, September 10, 2019, the Board of Directors does hereby authorize an unbudgeted expense of \$5,800 in the Operating Fund for the cost of the land surveying services;

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

Director Blackwell made a motion to approve a resolution for unbudgeted expense of \$5,800 to hire a land surveyor to determine the Aliso Creek boundaries. The motion was seconded by Director Achrekar.

Discussion ensued among the Directors.

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

14. Committee Reports

14a. Report of the Finance Committee / Financial Report – Director Morrison showed a presentation on the Treasurer's Report and reviewed the resale and lease reports. The Committee met on July 30, 2019; next meeting will be September 24, 2019, 2:00 p.m. in the Sycamore Room.

14b. Report of the Architectural Control and Standards Committee – Director Achrekar gave a report from the last Committee meeting. The Committee is working on alternative heat sources. The Committee met on August 14 2019; next meeting will be September 19, 2019, 9:30 a.m. in the Elm Room.

14c. Report of the Communications Committee – Director Blackwell. Director Blackwell urged residents to read The Breeze. The Committee did not meet in August; next meeting TBA.

14d. Report of Member Hearings Committee – Director Achrekar gave a report from the last Committee meeting. The committee considered confidential member matters. The Committee met on August 22, 2019; next meeting will be September 26, 9:00 a.m. in the Sycamore Room.

14e. Report of the Governing Documents Review Committee – Director Blackwell gave a report from the last Committee meeting. The Committee did not meet in August; next meeting will be September 23, 2019, 1:30 p.m. in the Sycamore Room.

14f. Report of the Landscape Committee – Director Blackwell gave a report from the last Committee meeting. The Committee unanimously approved the survey of the creek. If residents notice landscape issues that require immediate attention, please bring it to the attention of staff. The Committee met on August 8, 2019; next meeting will be October 10, 2019, 9:30 a.m. in the Board Room.

14g. Report of the Maintenance & Construction Committee – Director Randazzo gave a report from the last Committee meeting. The Committee reviewed the log of major projects and reviewed repairs being made to structures. The Committee met on August 28, 2019; next meeting will be October 23, 2019, 9:00 a.m. in the Board Room.

14h. Report of the Resident Advisory Committee – Director Achrekar encouraged residents to attend the next Committee meeting to resolve any issues they have in the Community. The Committee met on August 14, 2019; next meeting will be September 10, 2019, 4:00 p.m. in the Sycamore Room.

15. GRF Committee Highlights

15a. Report of the Finance Committee – Director Morrison gave highlights from the last Committee meeting. He reviewed revenue, expenses, and the budget. The Committee met on August 21, 2019; next meeting will be October 23, 2019, 1:30 p.m. in the Board Room.

15b. Report of the Community Activities Committee – Director Margolis. The Committee did not meet in August; next meeting will be September 12, 2019, 1:30 p.m. in the Board Room.

15c. Report of the Landscape Committee – Director Blackwell gave highlights from the last Committee meeting. The Committee discussed pulling cattails from the creek. The Committee met on August 14, 2019; next meeting will be November 13, 2019, 1:30 p.m. in the Board Room.

15d. Report of the Maintenance & Construction Committee – Director Randazzo gave highlights from the last Committee meeting. The Committee reviewed the complete project log. The Community Center roof replacement should help with HVAC costs. The Committee met on August 14, 2019; next meeting will be October 9, 2019, 9:30 a.m. in the Board Room.

- PAC Ad Hoc Committee—The Committee met on August 15, 2019; next meeting October 17, 2019, at 1:30 p.m. in the Board Room.

15e. Village Energy Task Force Charter – Director Randazzo gave a report from the last Task Force meeting. The Committee reviewed the energy project log. The new level 3 EV charging stations are now available. The Task Force met September 4, 2019; next meeting will be held on November 6, 2019 at 1:30 p.m. in the Board Room.

15f. Report of the Media and Communication Committee – Director Blackwell gave highlights from the last Committee meeting. The Committee discussed a proposal to increase internet bandwidth for residents. The Committee met on August 19, 2019; next meeting will be September 16, 2019, 1:30 p.m. in the Board Room. The Committee discussed advertisers on Village Television.

15g. Report of the Mobility and Vehicles Committee – Director Addington gave highlights from the last Committee meeting. She thanked Committee staff. The Committee met on August 7, 2019; next meeting will be October 2, 2019, 1:30 p.m. in the Board Room.

15h. Report of the Security and Community Access Committee – President Skillman gave highlights from the last Committee meeting. The Committee discussed security issues in United. The Committee met in August 26, 2019; next meeting will be October 28, 2019, 1:30 p.m. in the Board Room.

15i. Laguna Woods Village Traffic Hearings – Director Torng summarized the frequently repeated violations heard at the traffic hearings. The hearings were held on August 21, 2019; next hearings will be on September 18, 2019, 9:00 a.m. in the Board Room and 1:00 p.m. in the Sycamore Room.

15j. Disaster Preparedness Task Force – Director Achrekar gave highlights from the last Committee meeting. The Task Force did not meet in August; next meeting will be on September 24, 2019, 9:30 a.m. in the Board Room.

16. Future Agenda Items

16a. Committee Advisor Qualifications, Procedures and Policy

16b. Recognition Agreement for Lenders.

16c. Alternative Heat Source Policy

17. Director's Comments

- Director Torng commented that landscape schedules should be provided to residents.
- Director Addington suggested that residents should keep an eye on trash bins and report anyone who is illegally dumping.
- Director Morrison thanked CEO Jeff Parker, COO Siobhan Foster, and CFO Betty Parker for their hard work on the budget.
- Director Randazzo urged residents to alert staff if they see anything hazardous.
- Director Achrekar praised VMS Director Stone's presentation and requested that the VMS presentation be included in the agenda packet.
- Director Margolis urged residents to vote.

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

The meeting recessed at 1:01 p.m. into the Executive Session.

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

During the September 10, 2019, Regular Executive Session, the Board:

Approval of Agenda

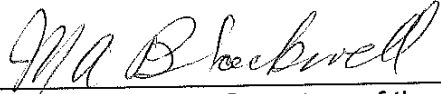
Approval of the Following Meeting Minutes;

(a) August 1, 2019—Special Regular Closed Meeting

(b) August 6, 2019—Special Closed Meeting
(c) August 13, 2019—Regular Executive Session
Discussed Member Disciplinary Cases
Discussed Personnel Matters
Discuss and Consider Contractual Matters
Discussed and Considered Litigation Matters

19. Adjourn

The meeting was adjourned at 4:10 p.m.



Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual

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

September 27, 2019

A Special Meeting of the United Laguna Woods Mutual Board of Directors, a California non-profit mutual benefit corporation, met on Friday, September 27, 2019, at 1:30 p.m., at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Juanita Skillman, Carl Randazzo, Maggie Blackwell, Reza Bastani, Anthony Libertore, Sue Margolis and Andre Tornø (arrived late), Manuel Armendariz (arrived late)

Directors Absent: Cash Achrekar, Gary Morrison, Elsie Addington

Inspectors of Election: Catherine Burkhart and Andrew Burkhart of UniLect

Staff Present: Jeff Parker-CEO, Eileen Paulin, Becky Jackson, Cheryl Silva, Daniel Hillburn and John Howse

Volunteers: Kay Anderson, Natalie Bergevin, Carol Cragg, Jay Johnson, Carolyn Lindquist, Mary Rigtler, Nancy Lannon, Brenda Rader

Others Present: Mary Stone (VMS), Pat English (GRF), Steve Parsons (Third), John Frankel (Third), Lynn Jarrett (Third) Janey Dorrell (Candidate)

CALL TO ORDER

President Skillman, chaired the meeting, and stated that it was a special meeting held pursuant to notice duly given, that the purpose of the meeting was to cause the counting of the Ballots for the 2019 Board of Director Election, pursuant to California Civil Code §5100. A quorum was established, and the meeting was called to order at 1:30 p.m.

APPROVAL OF THE AGENDA

Without objection, the Agenda was approved as written.

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

Catherine Burkhart explained the ballot count procedures and answered questions.

Director Blackwell made a motion to commence balloting. Director Randazzo seconded the motion and the motion passed unanimously.

At 1:45 p.m. the Inspectors commenced opening of the ballots.
Director Torng arrived at 2:06 p.m.

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

Manuel Armendariz arrived at 3:40 p.m.

UniLect commenced scanning and counting of the ballots at 3:45 p.m.


The election results were announced at 4:22 p.m. and the following candidates were elected to fill (3) three vacancies on the Board of Directors, term expiring 2022.

3 YEAR TERM

Neda Ardani
Brian Gilmore
Andre Torng

ADJOURNMENT

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



Maggie Blackwell, Secretary of the Board
United Mutual Laguna Woods

**SPECIAL MEETING OF THE UNITED BOARD OF
DIRECTORS**

UNITED MUTUAL LAGUNA WOODS

September 27, 2019

Certification Report of Inspectors of Election

VOTE: 2019 Board Elections (Term Ending 2022)

	United	Percent
Neda Ardani	701	13.49%
Alan Dickinson	174	3.35%
Janey Dorrell	462	8.89%
Brian Gilmore	1,075	20.69%
Cynthia Rupert	461	8.87%
Gregory McLaughlin	112	2.16%
Robert Gary Morrison	610	11.74%
Andre Torng	1013	19.50%
Maggie Blackwell	587	11.30%
Invalid Ballots	506	8.14%
Voter Members	6,218	
Voter Quorum Needed	933	15.00%
Overall Voter Turnout	1,840	29.59%
Total Households	6,323	

**SPECIAL MEETING OF THE UNITED BOARD
UNITED MUTUAL LAGUNA WOODS**

September 27, 2019

Quorum

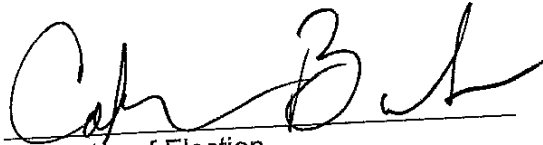
	# Directors	Directors Present
United Laguna Woods Mutual	11	11
TOTAL	11	11

* Rounded down

***Quorum Requirement: 6
Majority Vote
Requirement: 8***

Certification of Quorum

The Inspectors of Election hereby attest that the quorum requirement of Fifteen percent (15%) of the voting power of the Corporation, or 933 Member responses has been received to elect a Board of Directors for United Laguna Woods Mutual.

A handwritten signature in black ink, appearing to read 'C. Burkhardt', written over a horizontal line.

Inspector of Election
Catherine Burkhardt, UniLect Election Services

Dated: September 27, 2019

CALIFORNIA CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of Orange)

On September 27, 2019 before me, Joi Lipari,
(here insert name and title of the officer)

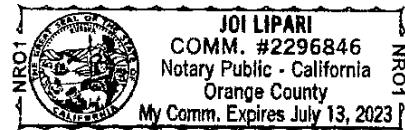
personally appeared [Signature]

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Joi Lipari



(Seal)

Optional Information

Although the information in this section is not required by law, it could prevent fraudulent removal and reattachment of this acknowledgment to an unauthorized document and may prove useful to persons relying on the attached document.

Description of Attached Document

The preceding Certificate of Acknowledgment is attached to a document titled/for the purpose of _____

containing _____ pages, and dated _____

The signer(s) capacity or authority is/are as:

- ☐ Individual(s)
☐ Attorney-in-Fact
☐ Corporate Officer(s) _____ Title(s) _____

☐ Guardian/Conservator
☐ Partner - Limited/General
☐ Trustee(s)
☐ Other: _____

representing: _____
Name(s) of Person(s) or Entity(ies) Signer Is Representing

Additional Information

Method of Signer Identification

Proved to me on the basis of satisfactory evidence:
☐ form(s) of identification ☐ credible witness(es)

Notarial event is detailed in notary journal on:
Page # _____ Entry # _____

Notary contact: _____

Other

☐ Additional Signer(s) ☐ Signer(s) Thumbprint(s)

☐ _____

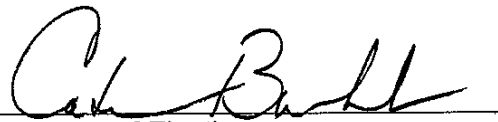
UNITED LAGUNA WOODS MUTUAL

OATH OF INSPECTORS OF ELECTION

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I swear that I will fairly and impartially perform my duties as Inspector of Election at the counting of ballots per Civil Code and will faithfully and diligently observe the process of such counting and honestly and truthfully report the result of said count.

Executed at Laguna Woods, California, on September 27, 2019

A handwritten signature in black ink, appearing to read "C. Burkhardt", written over a horizontal line.

Inspector of Election
Catherine Burkhardt, UniLect Election Services

Subscribed and sworn to before me,
this 27th day of September 2019

CALIFORNIA JURAT

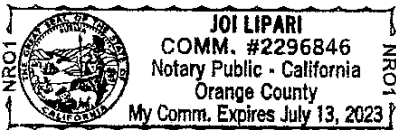
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of Orange)

Subscribed and sworn to (or affirmed) before me on this 27 day
of September 27, 2019, by Cate BL

proved to me on the basis of satisfactory evidence to be the person(s)
who appeared before me.



(Seal)

Signature

Joi Lipari

Optional Information

Although the information in this section is not required by law, it could prevent fraudulent removal and reattachment of this jurat to an unauthorized document and may prove useful to persons relying on the attached document.

Description of Attached Document

This certificate is attached to a document titled/for the purpose of

containing _____ pages, and dated _____.

Additional Information	
Method of Affiant Identification	
Proved to me on the basis of satisfactory evidence: <input type="radio"/> form(s) of identification <input type="radio"/> credible witness(es)	
Notarial event is detailed in notary journal on: Page # _____ Entry # _____	
Notary contact: _____	
Other	
<input type="checkbox"/> Affiant(s) Thumbprint(s) <input type="checkbox"/> Describe: _____	

United Laguna Woods Mutual
Election of Directors
September 27, 2019

ACCUMULATED TOTALS

16:17:47 27-Sep-2019 / Page 1

Total

Precincts Counted	42.86%	3
Ballots Cast		1840

Board Of Directors

For term to expire in 2021 (3 year term)

(Vote for no more than three)

Vote for 3

Neda Ardani	13.49%	701
Maggie Blackwell	11.30%	587
Alan Dale Dickinson	3.35%	174
Janey Dorrell	8.89%	462
Brian Gilmore	20.69%	1075
Gregory McLaughlin	2.16%	112
Gary Morrison	11.74%	610
Cynthia M. Rupert	8.87%	461
Andre Torng	19.50%	1013
Total	100.00%	5195

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OPEN MEETING

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

Monday, October 14, 2019
Laguna Woods Village Community Center
2:00 p.m. in the Willow Room
24351 El Toro Road

The purpose of this meeting is to assign committee appointments in accordance with the United Bylaws Section VIII

Directors Present: Sue Margolis, Carl Randazzo, Andre Torng, Juanita Skillman, Elsie Addington, Cash Achrekar, Reza Bastani, Brian Gilmore (via phone) and Neda Ardani (arrived late)

Directors Absent: Manuel Armendariz and Anthony Liberatore

Staff Present: Jeff Parker-CEO, Siobhan Foster-COO, Cheryl Silva and John Howse

Others Present: Dick Rader and Mary Stone

1. President Margolis called the meeting to order at 2:03 p.m. and established that a quorum was present.
2. Director Randazzo made a motion to approve the agenda. Director Torng seconded the motion and the motion passed unanimously.
3. Revise the United Mutual and GRF Committee Appointments

President Margolis discussed the need to revise the United Mutual and GRF Committee Appointments. The resolutions will be placed on the next regular meeting for approval.

Discussion ensued among the directors regarding changes to the United Mutual and GRF Committee appointments.

Director Torng made a motion to approve the revised United Mutual Committee Appointments. The motion was seconded by Director Bastani and passed unanimously.

Director Gilmore made a motion to approve the revised GRF Committee Appointments. The motion was seconded by Director Randazzo and passed unanimously.

The board discussed the alternate assignment paragraph to be added to the United Mutual resolution.

President Margolis asked the Corporate Secretaries to put together a list of when the committees meet to be handed out to the board members and placed on the internet.

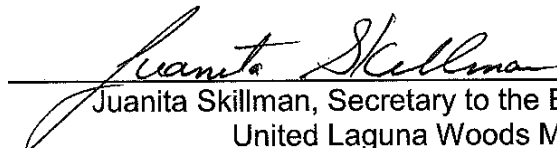
4. Director Comments--none
5. President Margolis recessed the meeting at 2:35 p.m. to closed session.

SUMMARY OF CLOSED SESSION per Civil Code Section §4935

Approval of the Agenda

Discuss Personnel Matters

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



Juanita Skillman, Secretary to the Board
United Laguna Woods Mutual



Village Management Services, Inc.

VMS Report to United Mutual

Dorothy Pacella, VMS Director

November 12, 2019



Key Performance Indicators

- Often referred to as KPIs
- A quantifiable measure used to evaluate the success of an organization, employee, etc., in meeting performance objectives.

Strategic Plan

Representatives from the boards of GRF, VMS, Third Mutual and United Mutual, along with staff, have been engaged in strategic planning since February 2019.

- First met in May
- Next meeting is later this month

Strategic Plan + KPIs = Success

Each entity must determine its KPIs as they relate to the plan.

VMS KPI - 1

Goal: Ensure financial stability and longevity

Key Performance Questions:

- Are we doing more with less?
- Do we have operational excellence and sustainability?

VMS KPI - 2

Goal: Improve customer service to meet residents' needs and concerns

Key Performance Questions:

- Are services performed on time and completed correctly?
- Is communication effective and with no surprises?

VMS KPI - 3

Goal: Attract, develop and retain high-quality staff

Key Performance Questions:

- Do we have an engaged workforce?
- Are rewards and recognition competitive?

VMS KPI - 4

Goal: Implement technology advances

Key Performance Questions:

- Are we maximizing our resources to encourage innovation and embrace change?
- Are we adapting best practices for our industry?

VMS KPI - 5

Goal: Upgrade our infrastructure

Key Performance Questions:

- Do we have in-depth five-year and 30-year studies of major repair and replacement requirements?
- Do we have adequate reserve funds?

5 Critical KPIs

The VMS Board of Directors will be focusing on and reporting on these five critical KPIs as we move ahead into the future.

Thank you very much.

RESOLUTION 01-19-XX
Variance Request

WHEREAS, Mr. Tae Young of 769-B Calle Aragon, a La Corona style unit, requests Board approval of a request to extend the dining room by 13'-3" into the existing front patio;

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on September 26, 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 October 17, 2019.

NOW THEREFORE BE IT RESOLVED, on November 12, 2019, the Board of Directors hereby approves the request to extend the dining room by 13'-3" into the existing front patio

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Shareholder at 769-B and all future Shareholders at 769-B.

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

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RESOLUTION 01-19-XX

Denial of Removal of One Southern Magnolia Tree 75-T Calle Aragon

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

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

WHEREAS, on October 10, 2019, the Landscape Committee reviewed a request to remove one Southern Magnolia tree. The request was received from the Member at 75-T Calle Aragon, who cited the reasons as litter/debris and view obstruction and;

WHEREAS, the Committee recommended to deny the removal of one Southern Magnolia tree located at 75-T due to the United Mutual policy to not remove trees due to litter or debris and that there is no current policy for the trimming of trees due to view obstruction.

NOW THEREFORE BE IT RESOLVED, November 12, 2019, the Board of Directors denies the request for the removal of one Southern Magnolia tree at 75-T, and;

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

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RESOLUTION 01-19-XX

Denial of Removal of One Canary Island Pine 313-A Avenida Castilla

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

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

WHEREAS, on October 10, 2019, the Landscape Committee reviewed a request to remove one Canary Island Pine tree. The request was received from the Member at 313-A Avenida Castilla, who cited the reason as litter/debris, structural damage, and overgrown, and;

WHEREAS, the Committee recommended to deny the removal of one Canary Island Pine tree located at 313-A due to no visible damage to the patio wall or sidewalk, and no reports of sewer line stoppages, unit damage, or sidewalk repairs. The United Mutual policy is to not remove trees due to litter or debris.

NOW THEREFORE BE IT RESOLVED, November 12, 2019, the Board of Directors denies the request for the removal of one Canary Island Pine tree at 313-A, and;

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

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RESOLUTION 01-19-XX

Denial of Removal of One Star Pine 873-D Avenida Sevilla

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

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

WHEREAS, on October 10, 2019, the Landscape Committee reviewed a request to remove one Star Pine tree. The request was received from the Member at 873-D Avenida Sevilla, who cited the reason as litter/debris, poor condition, personal preference, and view obstruction, and;

WHEREAS, the Committee recommended to deny the removal of one Star Pine tree located at 873-D due to the United Mutual policy which is to not remove trees due to litter or debris and the fact that there is no policy for the trimming of trees due to view obstruction.

NOW THEREFORE BE IT RESOLVED, November 12, 2019, the Board of Directors denies the request for the removal of one Star Pine tree at 873-D, and;

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

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RESOLUTION 01-19-XX

Denial of Removal of One Silk Oak 2188-Q Via Mariposa E.

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

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

WHEREAS, on October 10, 2019, the Landscape Committee reviewed a request to remove one Silk Oak tree. The request was received from the Member at 2188-Q Via Mariposa E., who cited the reason as possible structural damage, litter/debris, and the potential of considerable damage to both buildings 2188 and 2187 should there be a serious weather event, and;

WHEREAS, the Committee recommended to deny the removal of one Silk Oak tree located at 2188-Q due to the United Mutual policy which is to not remove trees due to litter or debris and Staff found no visible damage to the unit due to the tree. The tree department has been instructed to crown reduce trees during the upcoming normal trim cycles. This tree will be thinned and have end weight reduced.

NOW THEREFORE BE IT RESOLVED, November 12, 2019, the Board of Directors denies the request for the removal of one Silk Oak tree at 2188-Q, and;

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

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RESOLUTION 01-19-XX

Approval of Removal of One Carrotwood Tree at 471-F Calle Cadiz

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

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

WHEREAS, on October 10, 2019, the Landscape Committee reviewed a request to remove one Carrotwood Tree. The request was received from the Member at 471-F, who cited the reasons as structural damage, litter/debris, and the lifting of the pavement causing risk and hazard, and;

WHEREAS, on October 10, 2019, the Landscape Committee recommended to approve the removal of one Carrotwood tree located at 471-F Calle Cadiz based on the removal would be a cost saving to the Mutual as its rapid growth is causing sidewalk cracking as well as cracking in the patio area. Also, there is a Brazilian Pepper tree in good health located at Unit G and with the removal of the Carrotwood, the Pepper tree would eventually assume a better shape due to the competition for available space with these two trees being planted so closely together.

NOW THEREFORE BE IT RESOLVED, November 12, 2019, the Board of Directors approves the request for the removal of one Carrotwood tree;

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

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**FINANCIAL REVIEW CONFIRMATION CHECKLIST FOR
THE BOARD OF DIRECTORS OF
THE UNITED LAGUNA WOODS MUTUAL
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

Pursuant to California *Civil Code* Section 5500, unless the governing documents impose more stringent requirements, the Board of Directors of United Laguna Woods Mutual ("United") is required to review various financial documents and statements on at least a monthly basis. Furthermore, this review requirement may be satisfied by a subcommittee of the Board, which consists of United's treasurer and at least one (1) other Board member. (*Civil Code* § 5501.)

This Financial Review Confirmation Checklist ("Checklist") is designed for use in keeping track of the financial review obligations required by the *Civil Code*. It also serves to document the completion/satisfaction of these financial review obligations by the Board of Directors and/or the designated subcommittee of the Board.

Accordingly, the undersigned Board members, or designated subcommittee members, hereby affirm that they reviewed the following documents for the period ending September 30, 2019:

- _____ 1. A current reconciliation of United's operating and reserve accounts; and
- _____ 2. The current year's actual operating revenues and expenses, compared to the current year's budget; and
- _____ 3. The latest account statements prepared by the financial institutions where United has its operating and reserve accounts; and
- _____ 4. The income and expense statement for United's operating and reserve accounts; and
- _____ 5. The check register, monthly general ledger, and delinquent assessment receivable reports.

I certify that the above financial documents were reviewed to the best of my ability, in my fiduciary capacity as a member of the United Board of Directors or subcommittee of the Board of Directors. Nothing contained herein is intended nor shall be construed as any guarantee, nor waiver of any of United's legal rights or remedies, all of which are expressly reserved.

UNITED LAGUNA WOODS MUTUAL

Signature: Elsie Addington
Print Name: Elsie Addington
Title: United Treasurer
Date: 10-30-19

UNITED LAGUNA WOODS MUTUAL

Signature: Brian Gilmore
Print Name: BRIAN Gilmore
Title: UNITED Director
Date: 11/7/19



Resolution 01-19-75

United Laguna Woods Mutual Committee Appointments

RESOLVED, October 14, 2019, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Control and Standards Committee

Brian Gilmore, Chair

Reza Bastani

Carl Randazzo

Elsie Addington

Non-Voting Advisors: Michael Mehrair, Janey Dorrell, Walt Ridley

Communications Committee

Juanita Skillman, Chair

Elsie Addington

Non-Voting Advisors: Maggie Blackwell

Finance Committee

Elsie Addington, Chair

Sue Margolis

Carl Randazzo

Anthony Liberatore

Brian Gilmore

Non-voting Advisors: Vacant (2)

Financial Review Task Force

Elsie Addington

Brian Gilmore

Governing Documents Review Committee

Andre Torng, Chair

Juanita Skillman

Manuel Armendariz

Sue Margolis

Neda Ardani

Reza Bastani

Non-voting Advisors: Bevan Strom

Landscape Committee

Manuel Armendariz, Chair

Anthony Liberatore

Andre Torng

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

Maintenance and Construction Committee

Carl Randazzo, Chair

Cash Achrekar

Reza Bastani

Elsie Addington

Brian Gilmore

Non-voting Advisor: Ken Deppe, Walter Ridley, Janey Dorrell

Members Hearing Committee

Anthony Liberatore, Chair

Juanita Skillman

Andre Torng

Neda Ardani

New Resident Orientation

Per Rotation List

Resident Advisory Committee

Neda Ardani, Chair

Cash Achrekar

Juanita Skillman

Non-voting Advisors: Kay Anderson, Nancy Lannon

Handyman Task Force

Cash Achrekar, Chair

Juanita Skillman

Elsie Addington

Carl Randazzo

Anthony Liberatore

Non-voting Advisors: Nancy Lannon, Janey Dorrell and Ester Wright

RESOLVE FURTHER that all directors are considered alternate members of each committee "Alternate." Each Alternate may serve as a substitute for another director that is unable to attend a meeting ("Substitute"). Committee Member Alternates cannot substitute for more than three (3) consecutive meetings. This will allow any director to ask any other director to sit in their stead during a temporary absence or unavailability. Of course, we can modify this and structure this any way the Board feels is best. However, the concept is that the Board, in advance, will approve any director sitting on a committee on a temporary basis when necessary to fill in for another director.

RESOLVED FURTHER Resolution 01-19-29, adopted March 12, 2019, 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 01-19-76
Golden Rain Foundation Committee Appointments

RESOLVED, October 14, 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:

GRF Business Planning

Sue Margolis
Manuel Armendariz
Elsie Addington, Alternate

GRF Community Activities

Juanita Skillman
Andre Torng
Elsie Addington, Alternate

GRF Finance

Sue Margolis
Elsie Addington
Manuel Armendariz, Alternate

GRF Landscape Committee

Manuel Armendariz
Andre Torng
Neda Ardani, Alternate

GRF Maintenance & Construction

Carl Randazzo
Reza Bastani
Brian Gilmore, Alternate

PAC Renovation Task Force

Carl Randazzo
Juanita Skillman
Sue Margolis, Alternate

GRF Media and Communications Committee

Juanita Skillman
Elsie Addington
Neda Ardani, Alternate

GRF Mobility and Vehicles Committee

Elsie Addington
Reza Bastani
Brian Gilmore, Alternate

GRF Security and Community Access

Neda Ardani
Cash Achrekar
Brian Gilmore, Alternate
~~Manuel Armendariz~~

Disaster Preparedness Task Force

Cash Achrekar
Neda Ardani
Reza Bastani, Alternate
~~Andre Torng~~

Laguna Woods Village Traffic Hearings

Elsie Addington
Neda Ardani, Alternate

Town Hall Meetings

As Needed

RESOLVED FURTHER, that Resolution 01-19-30, adopted March 12, 2019, is hereby superseded and cancelled.

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



STAFF REPORT

DATE: November 12, 2019
FOR: Board of Directors
SUBJECT: Recognition Agreement

RECOMMENDATION

Entertain a motion to approve the attached Resolution establishing objective standards for approval to loan within United Laguna Woods Mutual (United).

BACKGROUND

United is a nonprofit mutual benefit corporation, existing under and by virtue of the laws of the State of California, organized for the purpose of providing its members with housing on a cooperative nonprofit basis pursuant to the provisions set forth in its occupancy agreement, articles of incorporation, bylaws and board resolutions (collectively referred to as the governing documents). The corporation's amended and restated bylaws (bylaws) provide that the purpose of the corporation is to "manage, maintain, preserve, and administer the business of a common interest development, specifically, a stock cooperative" (bylaws Article II, Section 1).

United as a stock cooperative housing development holds title to all property and structures in United wherein each shareholder-member has ownership of one share in the cooperative and is granted the right to occupy a specific unit pursuant to an occupancy agreement provided each shareholder-member meets the age requirement and the financial qualifications set forth in the financial qualifications policy (rev. ~~5-23-18~~ 9-10-19);

Pursuant to bylaws Article II, Section 3, the board of directors of the corporation is authorized to establish policy and perform various administrative activities. Included among the board of directors' management responsibilities is the vetting of lenders seeking to loan money to shareholder-members secured by property within United, in order to ensure the continued solvency of the corporation.

The board of directors requires a lender to sign its recognition agreement, giving United first right of refusal and agreeing to pay assessments when due in the event the member defaults in its obligation to pay assessments.

DISCUSSION

Through counsel, the board of directors has enumerated objective criteria lenders must satisfy in order to loan to shareholder-members within United, including that the prospective lender is either a state or federally chartered bank or credit union.

If prospective lender is either a state or federally chartered bank or credit union, the institution may be deemed an approved lender and upon execution of United's recognition agreement, allowed to loan to shareholder-members within United. Otherwise the institution should be

advised that it fails to meet the objective criteria established to ensure the continued viability of the corporation, that they are not approved to loan money to United shareholder-members.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster, COO
Pamela Bashline, Community Services Manager

Reviewed By: Jeffrey A. Beaumont, Esq., Corporate Counsel

ATTACHMENT(S)

ATT 1: Recognition Agreement

ATT 2: Resolution 01-19-XX

When recorded return to:

United Laguna Woods Mutual
c/o Village Management Services
24351 El Toro Road
P. O. Box 2220
Laguna Hills, California 92654

RECOGNITION AGREEMENT

This Recognition Agreement (the "Agreement") is made this __ day of Month, _____, by and between UNITED LAGUNA WOODS MUTUAL, a California nonprofit mutual benefit corporation (the "Mutual") and _____ ("Lender"). The Mutual and Lender may collectively be referred to herein as the "Parties" and, sometimes, singularly as a "Party."

RECITALS:

A. The Mutual is the owner of certain dwelling units located at Laguna Woods, California (the "Project"), more particularly described in Exhibit A to this document.

B. Each member of the Mutual (the "Member") owns a membership in the Mutual and the Golden Rain Foundation of Laguna Woods (collectively, the "Membership") and the "right to occupy" a specified unit owned by the Mutual. The "right to occupy" a unit is subject to the terms of an Occupancy Agreement (the "Occupancy Agreement") entered into between the Mutual and the Member.

C. Lender desires to continue to make secured loans to qualified Members. The loans are to be secured by a pledge to Lender of the Member's Membership, including the Member's membership certificate in the Mutual and the Member's membership in Golden Rain Foundation of Laguna Woods, together with the

Member's rights and interest under the Occupancy Agreement (collectively, "Member's Interest"). For the purposes of this document, either an assignment or an encumbrance of the Member's Interest as security for repayment of a loan is a "Pledge."

D. A Member's Interest may not be Pledged to Lender without the consent of the Mutual.

E. In order to avoid the administrative expenses to the Mutual and the Lender arising from Lender's submission to the Mutual of requests on an individual basis for approval of the Pledge to Lender of a Member's Interest as security for a loan from Lender to the Member, the Mutual and Lender desire to set forth the terms and conditions under which the Mutual consents to all such pledges by Members to Lender.

TERMS

1. Mutual Protection. Lender, for itself and its successors and assigns, covenants and agrees that all of its rights and powers under any obligation entered into with any Member shall be in accordance with all terms and conditions of this Agreement (a "share loan") and shall be subordinate and subject to rights of the Mutual to collect monthly assessments, which are in turn utilized to fulfill the Mutual's responsibilities to State, County or local authorities to pay any and all taxes and similar expenses assessed against the Project, for which the Mutual as owner of the underlying property is responsible. Moreover, in the event the Mutual acquires the Member's Interest based on the foreclosure process pursuant to the Davis-Stirling Common Interest Development Act and in accordance with the Mutual's governing documents (whether under judicial foreclosure or nonjudicial foreclosure), the Lender's lien or any interest in the Project that the Lender had

shall automatically terminate, subject to the conditions hereinafter described. The Lender may cure the Member's default to the Mutual prior to any such foreclosure action.

The Mutual shall give written notice to the Lender in the event that: (1) the Mutual proceeds to record a Notice of Delinquent Assessments; or (2) the Mutual decides to accept the Member's Interest in lieu of foreclosure. The Mutual will give such written notice if the Lender provides a written request for such written notice and the opportunity to cure any Member's default to the Mutual. The Lender shall have thirty (30) days to cure the default after the notice of the Member's default to the Mutual or notice of the Mutual's intent to accept the Member's Interest in lieu of foreclosure is mailed.

2. Conditions of Applicability. Although this Agreement provides a general structure for the relationship between Lender and the Mutual, it shall apply only in cases where the affected Member specifically consents in writing to subordinate the Member's rights under his Occupancy Agreement and the Bylaws of the Mutual to those of the Lender set forth in this document.

3. Consent to Pledge. Until termination of this Agreement as provided in Paragraph 19 below, the Mutual hereby irrevocably consents to the Pledge of the following to Lender by any Member as security for any loan from Lender to the Member:

- (a) The Member's Membership;
- (b) The Member's Certificate; and,
- (c) All of the Member's rights and interest under the Occupancy Agreement between the Member and the Mutual.

Notwithstanding the Member's pledge to the Lender, the Member shall retain all rights,

privileges, and obligations of membership (specifically including the right to occupy and use the dwelling unit and community facilities, the right to vote, and the obligation to comply with the Occupancy Agreement and Bylaws of the Mutual) until and unless the Occupancy Agreement and membership rights are terminated under the provisions of the Occupancy Agreement and the Mutual's Bylaws or the pledged collateral is foreclosed or accepted in lieu of foreclosure by the Lender under the terms of the lending relationship between the Lender and the Member.

4. Notification of Pledges. From time to time, Lender may furnish in writing to Mutual, a list of all Members who have made pledges to Lender of the items listed in Paragraph 3(a), 3(b) and 3(c) above. The most current such list is hereinafter called the "List." The List shall be delivered according to Paragraph 21 of this Agreement.

5. Notices by Mutual to Lender. Within 30 days of receipt of a List, the Mutual agrees to furnish Lender written notification of the name of each Member on the List (a) who is in default (monetary or otherwise) for more than thirty (30) days under the terms of either the Occupancy Agreement between the Mutual and the Member or the Mutual's Bylaws or (b) who actually or constructively gives the Mutual notice of an intention to leave the Project, as provided in Article III, Section 4 of the Mutual's Bylaws or in any other fashion that indicates an intent to surrender the Member's right to occupy the dwelling unit, the Membership and the Certificate.

6. Right to Cure in the Event of Default. The Mutual agrees that it will not commence action to terminate the Occupancy Agreement or Membership of any Member on the List for a default under the terms of the Member's Occupancy Agreement or the Mutual's Bylaws without giving Lender prior written notice and the opportunity to cure said default or acquire such Member's Membership, Certificate and Occupancy Agreement in accordance with the following:

(a) Monetary Default. If the default arises from the Member's failure to make any payment due the Mutual (including late charges, interest and any other cost associated with the delinquency), and Lender or the Member cures said default within thirty (30) days after Lender's receipt of the Mutual's notice furnished pursuant to Paragraph 5 above, the Mutual shall not commence action to terminate the Member's Occupancy Agreement or membership. The Mutual's acceptance of any amounts paid by Lender to cure a Member's monetary default shall not constitute a waiver of the Mutual's rights under the Mutual's Bylaws concerning the occupancy and use of the Member's dwelling unit or the transfer of the Member's membership in the Mutual.

(b) Nonmonetary Default. If the default arises from the Member's failure to comply with a term or condition of either the Occupancy Agreement or the Mutual's Bylaws which does not require a payment of money to the Mutual and all amounts due under the terms of the Occupancy Agreement are kept current, the Mutual will not commence action to terminate the Member's Occupancy Agreement or Membership provided either the Lender causes the Member to cure such default within thirty (30) days of Lender's receipt of Mutual's notice furnished pursuant to Paragraph 5 above or the Lender provides the Mutual with a photocopy of a document commencing foreclosure of the pledge within such thirty (30) day period and continues with reasonable diligence to foreclose Lender's pledge by nonjudicial or judicial foreclosure.

7. Mutual's Transfer of Memberships and Termination of Occupancy Agreements in the Event of Default or Surrender. The Mutual retains its right to terminate and transfer the membership and terminate the Member's rights under the Occupancy Agreement of any Member on the List in accordance with Section 5 of Article III of the Mutual's Bylaws if:

(a) Lender consents to the transfer and termination by reconveyance

of Lender's deed of trust or otherwise; or,

(b) The Member's monetary default is not cured within the thirty (30) day period for which provision is made in Paragraph 6(a) above; or,

(c) The Member's nonmonetary default is not cured within the thirty (30) day period for which provision is made in Paragraph 6(b) above or the Lender does not (1) provide the Mutual a photocopy of a document commencing foreclosure of the pledge within said thirty (30) day period and (2) diligently pursue the foreclosure of its pledge.

In the event there is a nonmonetary default and, before it is cured, a monetary default occurs also, the Mutual may terminate the Member's Membership and transfer the Member's Membership and terminate the Member's rights under the Occupancy Agreement wherever it is entitled to do so under the provisions of any of subparagraphs (a), (b) or (c).

If Lender pays the Mutual all amounts which become due the Mutual from the defaulting Member and Lender furnishes Mutual with evidence of Lender's having acquired Member's rights and interest under the Occupancy Agreement, the Certificate, and Member's Membership prior to the Mutual's termination of the Member's Membership and the Member's rights under the Occupancy Agreement, the Mutual will issue a new Certificate and enter into a new Occupancy Agreement with a designee of Lender approved by the Mutual (as provided in Paragraph 8 below) as soon as reasonably possible after such termination or surrender.

Notwithstanding the provisions of the Mutual's Bylaws and any failure by Lender diligently to foreclose its pledge, the Mutual shall deliver to Lender (instead of the Member) any amount that may become due the Member under either Section 4 or Section 5 of the Article III of the bylaws of the Mutual, up to the amount due Lender

under the provisions of its note and pledge, as provided in Paragraph 8 below.

8. Lender's Right to Proceeds or to Designate Transferee If Mutual Redeems or Accepts Surrender of Membership. If the Mutual exercises its option to purchase the Membership of any Member on the List in accordance with Section 4 of Article III of Mutual's bylaws upon a Member's actual or constructive notice of an intention to leave the Project, Mutual shall pay Lender from the funds otherwise payable to the Member an amount not exceeding the Member's indebtedness to Lender. In the event the amount otherwise payable to the Member is less than the Member's indebtedness to Lender, then if Lender pays Mutual all amounts owed to the Mutual by the Member under the provisions of Section 4 of Article III and any other provision of the Mutual's bylaws or Occupancy Agreement within 30 days after the Mutual exercises its option to purchase the Membership or after the Mutual accepts a surrender of the Member's Membership, right to occupy, and Certificate, the Mutual will issue a new Certificate and enter into a new Occupancy Agreement with a designee of Lender approved by the Mutual (as provided in Paragraph 9 below) as soon as reasonably possible after all payments due are received by the Mutual.

9. Foreclosure by Lender.

(a) If Lender forecloses its Pledge or accepts an assignment of the Occupancy Agreement encumbered by the deed of trust, the Membership, and the Certificate in lieu of foreclosure, Lender shall give the Mutual the first right of refusal to purchase the Membership Interest. Thereafter, if the Mutual declines to purchase the Membership Interest within a reasonable time, Lender will then use its best efforts to sell the Membership Interest (or lease the dwelling unit as allowed by Paragraph 11 below) as rapidly as reasonably possible.

(b) When Lender seeks the Mutual's approval of a designee pursuant to

Paragraph 7 or Paragraph 8 above, the Mutual will not unreasonably withhold its approval of such designee who meets the Mutual's customary requirements. The Mutual shall review the qualifications of the designee in the same manner as it reviews the qualifications of a prospective purchaser of a Certificate from any Member, and the Mutual's requirements or standards for membership shall not be applied capriciously or arbitrarily.

(c) During the period between Lender's foreclosure or acceptance of an assignment in lieu of foreclosure and the sale of the Membership to a designee approved by the Mutual, Lender shall not be considered a member, *per se*, and shall have no right to occupy or use the dwelling unit or common facilities or to vote. Lender's rights shall be limited to those specified in this Agreement. However, during this period Lender shall have the same duties and responsibilities under the Mutual's bylaws and the former Member's Occupancy Agreement as the former Member had - specifically including the former Member's obligation to pay the monthly carrying charges promptly. Moreover, the Mutual shall have the same remedies against Lender in the event of default that it had against the former Member.

(d) The Parties hereto agree and covenant that if Lender forecloses its Pledge or accepts an assignment of the Pledge in lieu of foreclosure, that Lender's interest in the Project is taken subject to any and all sums due and owing Mutual by the former member under the Occupancy Agreement or otherwise ("Defaulted Sums"). Lender agrees to pay all Defaulted Sums to Mutual upon sale or lease of the membership or dwelling unit, regardless of whether Mutual has obtained or perfected a lien against the membership and regardless whether the proceeds from any such sale or lease exceed or satisfy sums due and owing Lender by the former Member; the Parties agree that under any and all circumstances Lender shall pay Mutual the full

amount of the Defaulted Sums upon sale or lease of the membership or dwelling unit.

10. Indemnification of the Mutual. Lender shall indemnify the Mutual against, and hold the Mutual free and harmless from, any loss, liability or expense (including reasonable attorneys' fees and the cost of litigation) incurred by the Mutual in connection with any claim by a Member or the Member's successors in interest which arises out of Lender's representations or actions pursuant to this Agreement.

11. Lender's Right to Lease or Sublease. Lender shall have the same right to lease or sublease the dwelling unit of a Member whose Membership, Certificate, and right to occupy are obtained by Lender through foreclosure or assigned to Lender in lieu of foreclosure to the same extent and on the same terms and conditions as the Member otherwise would have.

12. Amendment to Occupancy Agreement and Bylaws. The Mutual agrees that it will not consent to or make any amendment that is materially detrimental to Lender's rights under this Agreement to any Occupancy Agreement between the Mutual and any Member on the List or to the Mutual's Bylaws without obtaining Lender's prior written consent, which consent shall not be withheld unreasonably.

13. Estoppel Statement. Within ten (10) days after receipt of a request for an estoppel statement, either Party shall deliver to the other a written statement of the magnitude and nature of any amounts which the Party alleges is due from a Member on the List. Such statement shall be binding upon the Party providing the statement as of the date of the statement. The party providing the statement shall have the right to require the Party requesting the statement to pay a reasonable fee for the provider's cost to prepare and reproduce such statement.

14. Inspection Rights. Lender shall have the same rights of inspection of the books and records of the Mutual as are granted to a Member by the Bylaws of the

Mutual and the California Corporations Code.

15. Fire and Casualty Insurance. The Mutual warrants that it has and will maintain until the termination of this Agreement fire and casualty insurance with extended coverage of all buildings containing a dwelling unit which is the subject of an Occupancy Agreement with a Member on the List in an amount as near as reasonably possible to the full replacement value of such buildings (including, without limitation, all portions of such dwelling unit consisting of built-in or set-in appliances and cabinets, as initially installed or replacements thereof, or as installed by or at the expense of the Member), without deduction for depreciation. To the extent reasonably possible, each such policy of fire and casualty insurance shall provide for waiver of subrogation of claims against residents of Laguna Woods Village.

16. Casualty Losses. The Mutual hereby waives and releases all claims against Lender resulting from an insured or uninsured casualty to the extent of the insurance proceeds available plus any deductible under insurance coverage, whether or not the damage or injury is caused by the Member's negligence, fault or misuse. Notwithstanding any provision of the bylaws or of the Occupancy Agreement with a Member on the List, the Mutual shall repair or replace the dwelling unit subject to the Occupancy Agreement with a Member on the List that is damaged or destroyed as a result of an insured casualty in a manner that restores the dwelling unit to substantially its condition and value prior to the damage or destruction if the cost of doing so does not exceed the insurance proceeds plus the deductible under the insurance coverage. If the cost of repairing or replacing such damaged dwelling unit in a manner that restores it to substantially its condition and value prior to the damage is greater than the insurance proceeds available to the Mutual for such purpose plus the deductible under the insurance coverage and the Mutual elects not to repair and replace it, then the

Mutual shall pay Lender from funds otherwise payable to the Member an amount not exceeding the Member's indebtedness to Lender prior to paying any portion of such insurance proceeds to such Member or using any portion of such proceeds for any purpose other than to satisfy any amounts owed by such Member to the Mutual.

17. Condemnation Awards. If the Mutual receives an award for condemnation or taking of all or any portion of a dwelling unit which is subject to an Occupancy Agreement in favor of a Member on the List or any other award for condemnation or taking a portion of which is allocable to a Member on the List, the Mutual shall pay Lender from the funds otherwise payable to the Member an amount not exceeding the Member's indebtedness to Lender prior to paying any portion of the condemnation or taking award to the Member or using any portion of such proceeds for any purpose other than to satisfy any amounts owed by such Member to the Mutual.

18. Further Blanket Encumbrances. The Mutual agrees that it will not consent to any further blanket lien or blanket deed of trust encumbering real property which is subject to Occupancy Agreements owned by Members on the List without giving Lender sixty (60) days prior written notice.

19. Termination. This Agreement may be terminated at any time by either party by giving sixty (60) days prior written notice of said termination to the other party; provided, however, that following any such termination, the terms and provisions of this Agreement shall remain in effect as to all Memberships, Certificates, and Occupancy Agreements then transferred or pledged to Lender as of the date of such termination, until (a) such time as the obligations secured by such transferred or pledged Memberships, Certificates, and Occupancy Agreements have been satisfied or (b) Lender has acquired such Memberships, Certificates, and Occupancy Agreements

pursuant to its right of foreclosure or assignment in lieu of foreclosure and such Memberships, Certificates, and Occupancy Agreements have been transferred to eligible Members approved by the Mutual, whichever occurs first.

20. Recording of Memorandum of Occupancy Agreement. Upon Lender's request, the Mutual shall execute, acknowledge and deliver to Lender a Memorandum of Occupancy Agreement in a form that will permit recordation of such Memorandum of Occupancy Agreement in the Official Records of Orange County, California.

21. Notices. Any notice or consent required pursuant to the terms hereof shall be deemed given when personally delivered to an authorized representative of a party or if mailed, it shall be deemed given five (5) days after mailed by registered or certified mail, postage prepaid, addressed as follows:

If to Mutual:

United Laguna Woods Mutual
c/o Village Management Services
24351 El Toro Road
P. O. Box 2220
Laguna Hills, California 92654

If to Lender:

or to such other address as either party may specify from time to time.

22. Successors and Assigns. The provisions of this Agreement shall bind and inure to the benefit of the respective successors and assigns of the Parties. As used herein, the term "Lender" includes, in addition to the lender named herein, (1) any other

lender; (2) any investor of any type which has then succeeded to the Lender's right and interest in all or any part of the loans subject to this Agreement; (3) any person or institution which may service the loans for such institutional lender or investor; and, (4) any institutional insurer or institutional guarantor of all or any part of any loan to a Member of the Mutual that is subject to this Agreement. The Mutual shall have an obligation to notify any person or institution other than the Lender named herein only if that person or institution has provided written notice of its interest in a specified dwelling unit as provided in Paragraph 21 above.

23. Miscellaneous. As used herein, words of the masculine gender shall mean and include correlative words of the feminine and neuter genders and words importing the singular number shall mean and include the plural number and vice versa. In Witness herewith this Agreement has been executed as of the date set forth above.

Lender:

Mutual:

UNITED LAGUNA WOODS MUTUAL,
a California nonprofit mutual benefit
corporation

By: _____
Its: _____

By: _____
Its: President

By: _____
Its: _____

By: _____
Its: Secretary

[NOTICE AND ACKNOWLEDGMENT]



RESOLUTION 01-19-XX

Objective Standards for Approval to Loan within United Laguna Woods Mutual

WHEREAS, United Laguna Woods Mutual (hereinafter United or Corporation), is a nonprofit mutual benefit corporation, existing under and by virtue of the laws of the State of California, organized for the purpose of providing its Members with housing on a cooperative nonprofit basis pursuant to the provisions set forth in its Occupancy Agreement, Articles of Incorporation, ~~and~~ Bylaws and Board Resolutions (collectively referred to as the "Governing Documents");

WHEREAS, the Corporation's Amended and Restated Bylaws (Bylaws) provide that the purpose of the Corporation is to "manage, maintain, preserve, and administer the business of a common interest development, specifically, a stock cooperative" (Bylaws Article II, Section 1);

WHEREAS, the Board of Directors of the Corporation is authorized to establish policy and perform various administrative activities (Bylaws Article II, Section 3);

WHEREAS, United is a stock cooperative housing development and holds title to all property and structures in United wherein each shareholder-member has ownership and is granted of one share in the Cooperative and is granted the right to occupy a specific unit pursuant to an Occupancy Agreement ~~together with ownership of one share in the cooperative~~, provided each Shareholder-Member meets the age requirement and financial the financial qualifications set forth in the Financial Qualifications Policy (rev. ~~5-23-18~~09-10-19);

WHEREAS, pursuant to the above authority or otherwise contained in the Governing Documents, included among the Board of Directors' management responsibilities is the vetting of lenders seeking to loan money ~~on manners to Shareholder-Members secured by property~~ within United, in order to ensure the continued solvency of the Corporation;

WHEREAS, the Board of Directors requires a lender to sign its Recognition Agreement, giving United Mutual first right of refusal and agreeing to pay assessments when due in the event the member defaults in its obligation to pay assessments;

1. WHEREAS, through counsel, the Board of Directors has enumerated objective criteria lenders must satisfy in order to loan to Shareholder-Members within United, including that the ~~perspective-prospective~~ lender is either a state or federally chartered bank or credit union;

÷

~~1. Is either a state or federally chartered bank or credit union;~~

~~2. Insures each deposit account through by the Federal Deposit Insurance Corporation (FDIC), the National Credit Union Administration (NCUA) or otherwise, up to \$250,000.00~~

~~per account and backed by the full faith and credit of the United States government; and~~
~~3. Meets or exceeds the Capital Requirement pursuant to 12 C.F.R. § 3.10.~~
~~Must sign a recognition agreement giving United Mutual first right of refusal~~
~~3. The obligation of the lender to pay assessments in default.~~

NOW, THEREFORE, be it resolved that the following resolution is adopted by the Board of Directors:

1. Acknowledging and Approving Qualified Lenders. The Corporation, by and through its Board of Directors, is authorized to approve lenders based on confirmation of satisfaction ~~of the three three objective criteria set forth above, as follows:~~that the prospective lender is either a state or federally chartered bank or credit union.

~~**Step 1** Confirm the institution is Insured. If the institution is a state or federal bank or savings association, start by going to the FDIC home page at www.fdic.gov/ and clicking on the "Deposit Insurance" tab and selecting "Bankfind" and entering the bank information. Credit unions are supervised and insured by the NCUA, and confirmation of insurance may be obtained at <https://www.ncua.gov/> by clicking on the Research a Credit Union link and entering the institution's name. As long as the institution's name is returned by either the FDIC or NCUA, the institution has satisfied criteria one and two.~~

Step 2

~~Confirm the institution meets or exceeds the Capital Requirement pursuant to 12 C.F.R. § 3.10. All national banks and federal savings associations are subject to the Capital Requirement pursuant to 12 C.F.R. § 3.10. Therefore, if the institution is a national bank or federal savings association, and it is insured by either FDIC or NCUA, it satisfies all three objective criteria. If the institution is not a national bank or federal savings association, an officer or director of the institution must sign an affidavit under penalty of perjury under the laws of the State of California attesting to the fact that the institution meets or exceeds the Capital Requirement pursuant to 12 C.F.R. § 3.10.~~

~~If both the above steps are satisfied, the institution may be deemed an approved lender and upon execution of a Recognition Agreement, allowed to loan on property to Shareholder Members within United. Otherwise the institution should be advised that it fails to meet the objective criteria established to ensure the continued viability of the Corporation, that they are not approved to loan money on United property to United Shareholder Members.~~

2. Further Acts. The Board of Directors may do and perform such other acts and things as may be reasonably necessary and proper in order to carry into effect the provisions of this Resolution.

BE IT FURTHER RESOLVED, that the officers, directors and agents of this Corporation are authorized to carry out the purpose of this Resolution.

NOVEMBER Initial Notification

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



STAFF REPORT

DATE: November 12, 2019
FOR: Board of Directors
SUBJECT: Revision of Alteration Standard 27: Soft Water Unit

RECOMMENDATION

Approve a resolution to adopt revisions to Alteration Standard 27: Soft Water Unit.

BACKGROUND

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

On September 19, 2019, the Architectural Controls and Standards Committee (ACSC) reviewed this Standard. The Committee voted to recommend the item for approval by the Board.

Alteration Standard 27: Soft Water Unit was last revised in January 2016, via Resolution 01-16-08.

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 27: Soft Water Unit. The following sections are proposed to be revised as follows:

§2.3 Exposed exterior installations must be enclosed in-in require a 3/85/8" CDXthick plywood cabinet to be built, textured (to match exterior wall) or paneled and painted inside and out to match the color of the building, and installed over softener tanks. All exposed plumbing shall be painted color of surface to which attached.

§2.5 Softener tanks may be located below grade. Isolation valves for emergency shut-off will be required.

§2.8 Approval of landscape installation to conceal the soft water unit cabinets will be required.

FINANCIAL ANALYSIS

None.

Prepared By: Brett Crane, Permits, Inspections and Restoration Manager

Reviewed By: Alisa Rocha, Alterations Coordinator

ATTACHMENT(S)

- Attachment 1:** Resolution 01-19-XX Revise Alteration Standard 27: Soft Water Unit
Attachment 2: Revised Alteration Standard 27: Soft Water Unit
Attachment 3: Redline of Proposed Updated to Alteration Standard 27: Soft Water Unit

Attachment 1

RESOLUTION 01-19-XX

Revise Alteration Standard 27: Soft Water Unit

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

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 27: Soft Water Unit.

NOW THEREFORE BE IT RESOLVED, [DATE] that the Board of Directors of this Corporation hereby introduces the revisions to Alteration Standard 27: Soft Water Unit, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-16-08, adopted January 2016, is hereby superseded and cancelled; and

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

NOVEMBER Initial Notification

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

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Attachment 2

STANDARD 27: SOFT WATER UNITS

MAY 1996

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08
REVISED OCTOBER 2019, RESOLUTION 01-19-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 INSTALLATIONS

- 2.1** All installations require approval by the Permits and Inspections Office prior to commencing the work.
- 2.2** Tanks may be located in a garage, water heater cabinet, or outside of unit as approved by the Permits and Inspections Office.
- 2.3** Exposed exterior installations must be enclosed in a 5/8" CDX plywood cabinet, textured (to match exterior wall) or paneled and painted inside and out to match the color of the building. All exposed plumbing shall be painted color of surface to which attached.
- 2.4** Pipe runs shall be kept to a minimum.
- 2.5** Isolation valves for emergency shut-off will be required.
- 2.6** Soft water units shall be connected directly to the service line of the manor owner/owners' name that appears on the permit.
- 2.7** No regenerative-type softeners will be allowed as per all applicable laws.
- 2.8** Approval of landscape installation to conceal the soft water unit cabinets will be required.

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Attachment 3

SECTION STANDARD 27: SOFT WATER UNITS

MAY 1996

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08
REVISED OCTOBER 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 Alteration 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 **INSTALLATIONS**

2.1 All installations ~~will be approved~~require approval by the ~~Manor Alterations Department~~Permits and Inspections Office prior to commencing the work.

2.2 Tanks ~~may~~will be located in a garage, water heater cabinet, or outside of unit as approved by the Permits and Inspections Office~~Manor Alterations Department~~.

~~2.3~~ Exposed exterior installations ~~must be enclosed in~~in ~~require a 3/8x5/8" CDX thick plywood cabinet to be built, textured (to match exterior wall) or paneled and painted inside and out to match the color of the building, and installed over softener tanks.~~ All exposed plumbing shall be painted color of surface to which attached.

2.4 Pipe runs shall be kept to a minimum.

~~2.5 Softener tanks may be located below grade. Isolation valves for emergency shut-off will be required.~~

2.6 Soft water units shall be connected directly to the service line of the manor owner/owners' name that appears on the permit.

~~2.7~~ No regenerative-type softeners will be allowed as per all applicable laws.

~~2.8 Approval of landscape installation to conceal the soft water unit cabinets will be required.~~



STAFF REPORT

DATE: November 12, 2019
FOR: Board of Directors
SUBJECT: Revision of Alteration Standard 30: Water Heater Relocation

RECOMMENDATION

Approve a resolution to adopt revisions to Alteration Standard 30: Water Heater Relocation.

BACKGROUND

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

On September 19, 2019, the Architectural Controls and Standards Committee (ACSC) reviewed this Standard. The Committee voted to recommend the item for approval by the Board.

Alteration Standard 30: Water Heater Relocation was last revised in January 2016, via Resolution 01-16-08.

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 30: Water Heater Relocation. The following sections are proposed to be revised as follows:

§2.1 Water heaters located outside of the ~~manor-unit~~ must be enclosed in an exterior storage cabinet. Cabinets shall be textured (to match exterior building wall) or paneled and painted to match the color of the building. Cabinets shall be painted on all sides (inside and out). Future costs for the maintenance of the cabinet will be at Mutual member's expense.

§~~2.8~~ All exterior water heaters are required to be wrapped in a R-11 insulated blanket or equal.

§~~2.9~~ All installation shall meet code regulations for adequate earthquake strapping

§3.5 Any new or replaced change in the water heater tank ~~that is, or new tank~~ installed at time of relocation ~~of the water heater~~ will be 100% at the Mutual member's expense.

§4.2 All installations shall meet current electrical codes. Exposed rigid conduit shall be painted to match the color of the surface it is on.

§4.3 All electrical conductors shall be installed in rigid or flexible conduit. Dimensions shown on the enclosure detail are an approximate. Depending on the size of the water heater and the R-11 blanket, the dimensions may be larger.

FINANCIAL ANALYSIS

None.

Prepared By: Brett Crane, Permits, Inspections and Restoration Manager

Reviewed By: Alisa Rocha, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 01-19-XX Revise Alteration Standard 30: Water Heater Relocation

Attachment 2: Revised Alteration Standard 30: Water Heater Relocation

Attachment 3: Redline of Proposed Updated to Alteration Standard 30: Water Heater Relocation

Attachment 1

RESOLUTION 01-19-XX

Revise Alteration Standard 30: Water Heater Relocation

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

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 30: Water Heater Relocation.

NOW THEREFORE BE IT RESOLVED, [DATE], that the Board of Directors of this Corporation hereby introduces the revisions to Alteration Standard 30: Water Heater Relocation, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-16-08, adopted January 2016, is hereby superseded and cancelled; and

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

NOVEMBER Initial Notification

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

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Attachment 2

STANDARD 30: WATER HEATER RELOCATION

MAY 1996

REVISED SEPTEMBER 2003, RESOLUTION 01-03-132

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

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

REVISED OCTOBER 2019, RESOLUTION 01-19-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

2.1 Water heaters located outside of the unit must be enclosed in an exterior storage cabinet. Cabinets shall be textured (to match exterior building wall) or paneled and painted to match the color of the building. Cabinets shall be painted on all sides (inside and out). Future costs for the maintenance of the cabinet will be at Mutual member's expense.

2.2 All storage cabinets will be constructed per standard plan drawings available at the Permits and Inspections Office in the Community Center.

The cabinets are designed to conceal a single water heater. Any deviation from the Standard Plan, such as to allow for a water softener, must have approval from the Permits and Inspections Office and meet all other existing Mutual Standards.

2.3 Water heaters located outside of the unit must respect the view of an adjacent unit. The Permits and Inspections Office must approve of the proposed location of the water heater for aesthetic and/or maintenance purposes prior to Mutual Consent for the alteration being issued.

2.4 All exterior water heaters will be placed on a concrete pad, or approved equal.

2.5 All exterior water heaters shall be concealed, where possible, by landscape. All such landscape installations or modifications in Common Area will be performed by the VMS Landscape Division and paid for by the Mutual member.

2.6 No units will be located on the exterior of the dwelling unit except as outlined in this section.

2.7 Pressure and temperature relief valves and related drainage lines for the water heaters, must be installed per current Uniform Building Code and Uniform

Plumbing Code. Drain line should lead directly to exterior of building. Certain relocations may be permitted to drain to a smitty pan, only with prior approval from the Permits and Inspections Office.

2.8 All exterior water heaters are required to be wrapped in a R-11 insulated blanket or equal.

2.9 All installation shall meet code regulations for adequate earthquake strapping

3.0 PLUMBING

3.1 All plumbing supply and distribution lines will be of Type L copper. No galvanized or plastic pipe fittings will be allowed.

3.2 Pressure and temperature relief valve drainage lines will be of type L copper or CPVC pipe.

3.3 No exposed plumbing will be permitted for relocated units. All plumbing and required insulation will be enclosed with an approved Thermo Cell cover and painted to match the surface it is on.

3.4 All penetrations through exterior walls shall be completely sealed and water-tight.

3.5 Any new or replaced water heater tank that is installed at time of relocation will be 100% at the Mutual member's expense.

EXCEPTION: Any existing tank exceeding the serviceable life of the water heater, as set by the Mutual, will be replaced by the Mutual at no cost to the resident

4.0 ELECTRICAL

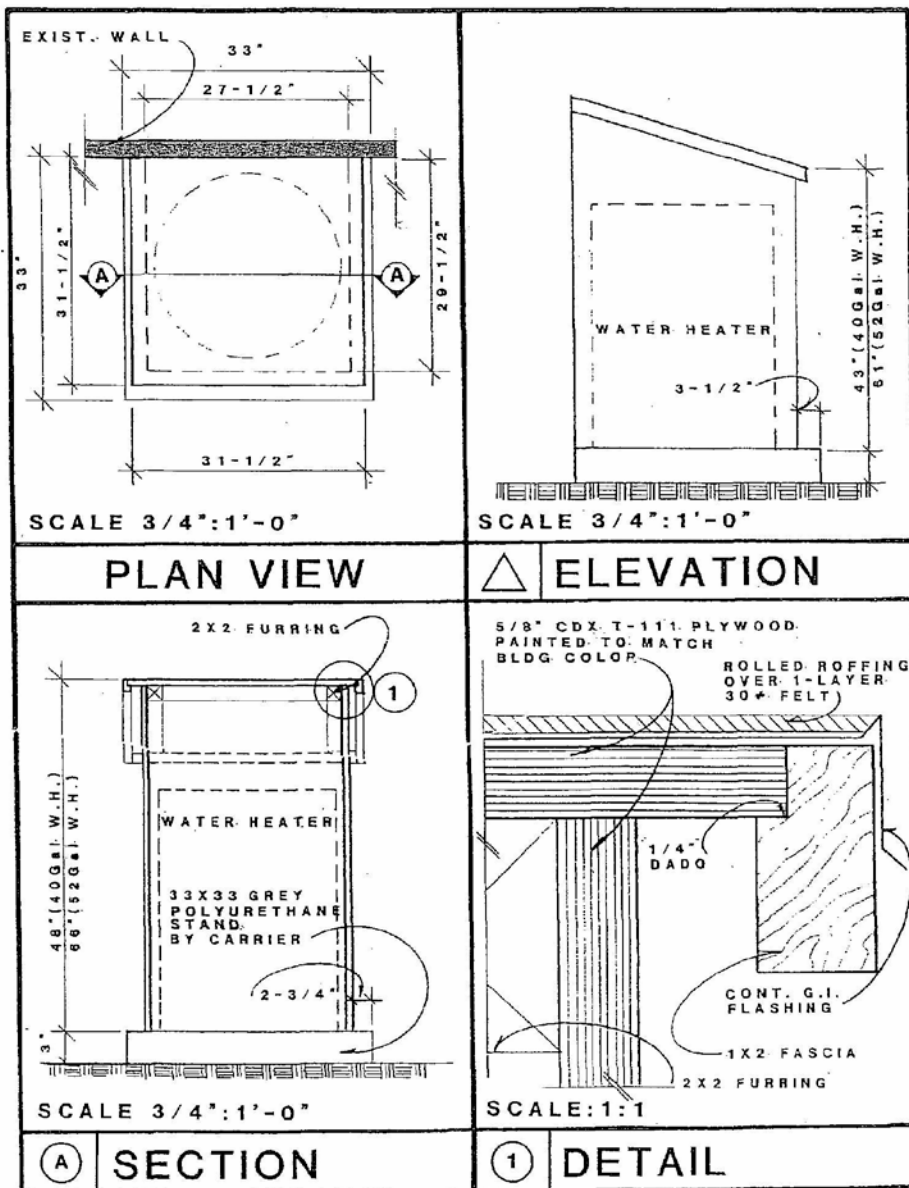
4.1 All exterior conduit placements must first be approved by the VMS Permits and Inspections Office.

4.2 All installations shall meet current electrical codes.

Dimensions shown on the enclosure detail are an approximate. Depending on the size of the water heater and the R-11 blanket, the dimensions may be larger.

5.0 STRAPPING

5.1 All new or relocated water heaters will be anchored or strapped to resist horizontal displacement due to earthquake motion per the current edition of the Uniform Building Code.



WATER HEATER STORAGE CABINET
MAY 11, 1992

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Attachment 3

STANDARD 30: WATER HEATER RELOCATION

MAY 1996

REVISED SEPTEMBER 2003, RESOLUTION 01-03-132

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

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

REVISED OCTOBER 2019, RESOLUTION [01-19-XX](#)

1.0 GENERAL REQUIREMENTS

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

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

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

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

2.1 Water heaters located outside of the manor-unit must be enclosed in an exterior storage cabinet. Cabinets shall be textured (to match exterior building wall) or paneled and painted to match the color of the building. Cabinets shall be painted on all sides (inside and out). Future costs for the maintenance of the cabinet will be at Mutual member's expense.

2.2 All storage cabinets will be constructed per standard plan drawings available at the Permits and Inspections Office~~Manor Alterations Department in~~Office in the Community Center.

The cabinets are designed to conceal a single water heater. Any deviation from the Standard Plan, such as to allow for a water softener, must have approval from the ~~Manor Alterations Department~~Permits and Inspections Office and meet all other existing Mutual Standards.

2.3 Water heaters located outside of the manor-unit must respect the view of an adjacent unit~~manor~~. The Permits and Inspections Office~~Manor Alterations Department must~~Office must approve of the proposed location of the water heater for aesthetic and/or maintenance purposes prior to Mutual Consent for ~~Manor the A~~Alteration being issued.

2.4 All exterior water heaters will be placed on a concrete pad, or approved equal.

2.5 All exterior water heaters shall be concealed, where possible, by landscape. All such landscape installations or modifications in Common Area will be performed by the VMS Landscape Division and paid for by the Mutual member.

2.7 No units will be located on the exterior of the dwelling unit except as outlined in this section.

2.7 Pressure and temperature relief valves and related drainage lines for the water heaters, must be installed per current Uniform Building Code and Uniform

Plumbing Code. Drain line should lead directly to exterior of building. Certain relocations may be permitted to drain to a smitty pan, only with prior approval from the [Permits and Inspections Office](#)~~Manor Alterations Department~~.

2.8 All exterior water heaters are required to be wrapped in a R-11 insulated blanket or equal.

2.9 All installation shall meet code regulations for adequate earthquake strapping

3.0 **PLUMBING**

- 3.3 All plumbing supply and distribution lines will be of Type L copper. No galvanized or plastic pipe fittings will be allowed.
- 3.4 Pressure and temperature relief valve drainage lines will be of type L copper or CPVC pipe.
- 3.3 No exposed plumbing will be permitted for relocated units. All plumbing and required insulation will be enclosed with an approved Thermo Cell cover and painted to match the surface it is on.
- 3.4 All penetrations through exterior walls shall be completely sealed and water-tight.
- 3.6 Any ~~new or replaced change in the~~ water heater tank ~~that is, or new tank~~ installed at time of relocation ~~of the water heater~~ will be 100% at the Mutual member's expense.

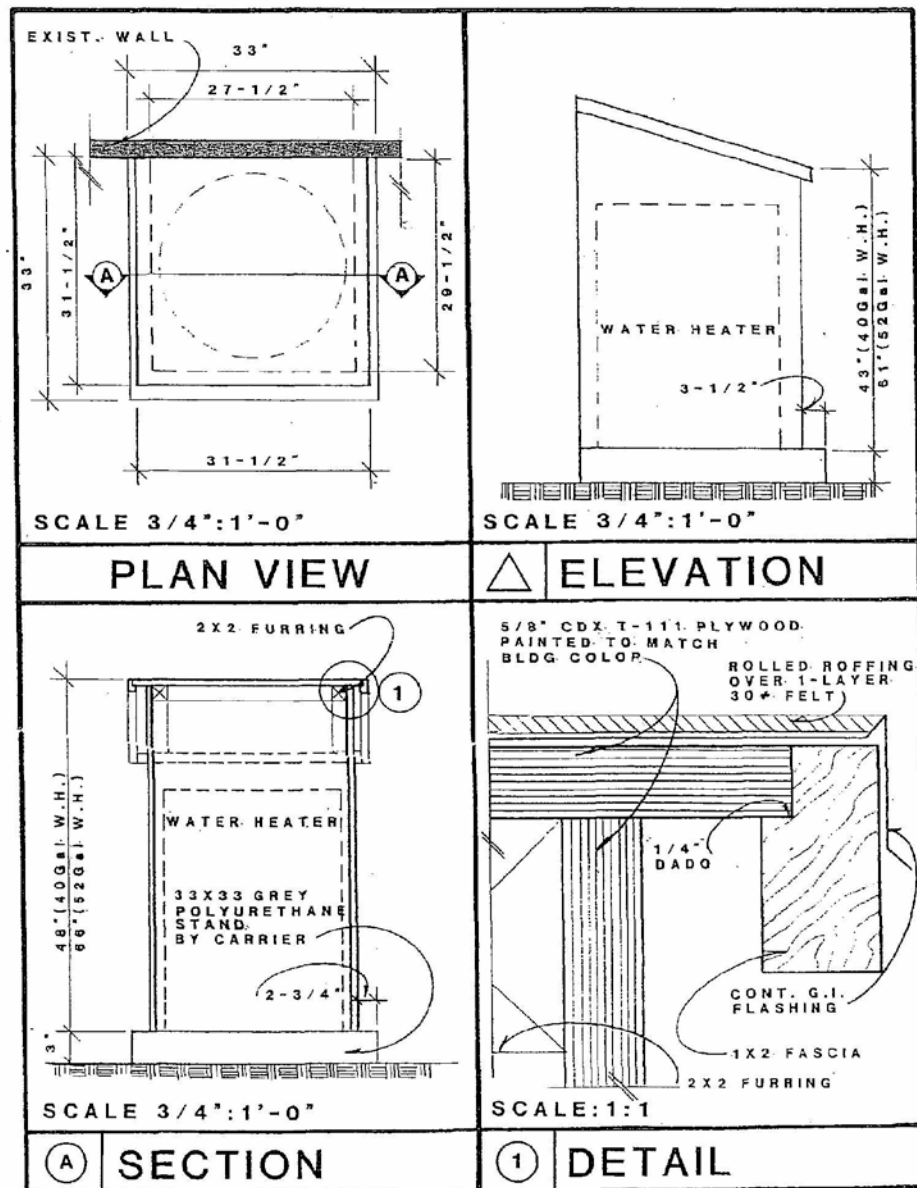
EXCEPTION: Any existing tank exceeding the serviceable life of the water heater, as set by the Mutual, will be replaced by the Mutual at no cost to the resident

4.0 **ELECTRICAL**

- 4.1 All exterior conduit ~~placement~~placements must first be approved by the VMS [Permits and Inspections Office](#)~~Manor Alterations Department~~.
- 4.2 All installations shall meet current electrical codes.~~Exposed rigid conduit shall be painted to match the color of the surface it is on.~~
- 4.3 All electrical conductors shall be installed in rigid or flexible conduit.~~Dimensions shown on the enclosure detail are an approximate. Depending on the size of the water heater and the R-11 blanket, the dimensions may be larger.~~

5.0 STRAPPING

- 5.2** All new or relocated water heaters will be anchored or strapped to resist horizontal displacement due to earthquake motion per the current edition of the Uniform Building Code.



WATER HEATER STORAGE CABINET
MAY 11, 1992

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STAFF REPORT

DATE: November 12, 2019
FOR: Board of Directors
SUBJECT: Revision of Alteration Standard 36: Ramps

RECOMMENDATION

Approve a resolution to adopt revisions to Alteration Standard 36: Ramps.

BACKGROUND

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

On September 19, 2019, the Architectural Controls and Standards Committee (ACSC) reviewed this Standard. The Committee voted to recommend the item for approval by the Board.

Alteration Standard 36: Ramps was last revised in January 2016, via Resolution 01-16-08.

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 36: Ramps. The following sections are proposed to be revised as follows:

- 2.1. Pedestrian ramp** is a sloping accessible route intended for pedestrian traffic to and from a ~~maneuver~~unit.
- 3.1. Materials** Concrete ~~and/or block~~ with a minimum 3.5 inches pour; and heavy broom-swept finish on the surface.
- 3.2.2. Slope.** The maximum slope of ramps shall be no greater than 1 unit vertical in 12 units horizontal (8.~~33~~ percent slope).
Transitions from ramps to walks, gutters or streets shall be flush and free of abrupt changes.

FINANCIAL ANALYSIS

None.

Prepared By: Brett Crane, Permits, Inspections and Restoration Manager

Reviewed By: Alisa Rocha, Alterations Coordinator

ATTACHMENT(S)

- Attachment 1:** Resolution 01-19-XX Revise Alteration Standard 36: Ramps
Attachment 2: Revised Alteration Standard 36: Ramps
Attachment 3: Redline of Proposed Updated to Alteration Standard 36: Ramps

Attachment 1

RESOLUTION 01-19-XX

Revise Alteration Standard 36: Ramps

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

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 36: Ramps.

NOW THEREFORE BE IT RESOLVED, [DATE], that the Board of Directors of this Corporation hereby introduces the revisions to Alteration Standard 36: Ramps, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-16-08, adopted January 2016, is hereby superseded and cancelled; and

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

NOVEMBER Initial Notification

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

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Attachment 2

STANDARD 36: RAMPS

PROPOSED JANUARY 2008

APRIL 2008, RESOLUTION 01-08-62

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

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

REVISED OCTOBER 2019, RESOLUTION 01-19-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 DEFINITIONS

- 2.1. Pedestrian ramp** is a sloping accessible route intended for pedestrian traffic to and from a unit.
- 2.2. Slope** is the relative steepness of the land between two points and is calculated as follows: Slope is the horizontal distance and elevation change between the two points. The difference in elevation is divided by the distance and the resulting fraction is multiplied by 100 to obtain the percentage of slope.
- 2.3. Cross slope** is the slope that is perpendicular to the direction of travel.
- 2.4. Level area** is a specified surface that does not have a slope in any direction exceeding $\frac{1}{4}$ inch (6.4 mm) in 1 foot (305 mm) from the horizontal (2.083 gradient).

3.0 SPECIFICATIONS

- 3.1. Materials** Concrete with a minimum 3.5 inches pour; and heavy broom-swept finish on the surface.
- 3.2. Exterior ramps**
 - 3.2.1. Width.** The clear width of ramps shall in no case be less than 36 inches. (914mm). Handrails, curbs, wheel guides and/or appurtenances shall not project into the required clear width of a ramp.

3.2.2. Slope. The maximum slope of ramps shall be no greater than 1 unit vertical in 12 units horizontal (8 percent slope). Transitions from ramps to walks, gutters or streets shall be flush and free of abrupt changes.

3.2.3. Changes in level not exceeding ½ inch. Abrupt changes in level along any ramp shall not exceed ½ inch (12.7mm). When changes in level do occur they shall be beveled with a slope no greater than 1 unit vertical in 2 unit horizontal (50 percent slope). Changes in level not exceeding ¼ inch (6.35 mm) may be vertical.

3.2.4. Changes in level exceeding ½ inch (12.7 mm) shall be by means of a sloped surface not greater than 1 unit vertical in 20 units horizontal (5 percent slope).

3.2.5. Cross slope. The cross slope of ramp surfaces shall be no greater than ¼ inch (6.35 mm) per foot (2.083-percent slope).

3.2.6. Ramps, ramp landings and their approaches shall be designed so that water will not accumulate on the walking surface.

3.3. Exterior landings

3.3.1. Level. Ramp landings shall be level as defined.

3.3.2. Height relative to door. The top landing shall not be more than ½ inch (12.7 mm) lower than the top of the threshold of the doorway. (See Figure 1).

3.3.3. Location of landings. Landings shall be provided at the top and bottom of each ramp. Intermediate landings shall be provided at intervals not exceeding 30 inches (762 mm) of vertical rise. Landings are not considered in determining the maximum horizontal distance of each ramp.

3.3.4. Size of top landings. Top landings shall not be less than 60 inches (1524 mm) wide. Top landings shall have a minimum length of not less than 60 inches (1524 mm) in the direction of the ramp run (5 feet x 5 feet). (See Figure 2).

3.3.5. Size of intermediate landings. The width of intermediate landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See Figure 2).

3.3.6. Size of intermediate turning landings. The width of intermediate turning landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See Figure 2).

3.3.7. Size of bottom landings. The width of bottom landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See Figure 2).

3.3.8. Encroachment of doors. Doors in any position shall not reduce the minimum dimension of the landing to less than 42 inches (1067 mm) and shall not reduce the required width by more than 3 inches (76.2 mm) when fully

open. That is, the length of the landing shall equal or exceed the width of the door plus 43 inches (*See Figure 3*).

3.4. Maneuvering clearances at doors.

3.4.1. General. Landings at exit doors shall have a length in the direction of the door swing of at least 60 inches (1524 mm) and a length opposite the direction of the door swing of at least 44 inches (1118 mm) measured at right angles to the plane of the door in its closed position.

3.4.2. Strike edge maneuvering space. The width of the level area on the side to which the door swings shall extend at least 24 inches (610 mm) past the strike edge of the door. **Note:** 24 inches (610 mm) is preferred.

3.4.3. Front approach. The following provisions shall apply to swinging doors with front approach:

3.4.3.1. Pull side For pull side approach the landing shall extend in the direction of the door swing at least 60 inches (1524 mm). (*See Figure 4*).

3.4.3.2. Push side For push side approach, the landing shall extend in the direction of the door swing at least 60 inches (1524 mm). (*See Figure 4*).

3.4.3.3. Push side with closer and latch Doors with push side approach having both a closer and a latch shall be provided with a clear and level area extending a minimum of 12 inches (305 mm) past the strike edge on the approach side of the door. (*See Figure 4*).

3.4.4. Hinge side approach. The following provisions shall apply to swinging doors with hinge side approach:

3.4.4.1. Pull side Doors with pull side approach shall be provided with a level landing not less than 60 inches (1524 mm) in depth. A clear and level area shall extend a minimum of 36 inches (914 mm) past the strike edge on the approach side of the door. (*See Figure 5*). Exception. Doors with pull side approach and a level landing greater than 60 inches (1524 mm) in depth shall be provided with a clear and level area at least 24 inches (610 mm) past the strike edge of the door.

3.4.4.2. Push side Doors with push side approach shall have a level landing not less than 44 inches (1118 mm) in depth, and shall be provided with a clear and level area extending a minimum of 54 inches (1372 mm) from the strike edge of the door jamb past the hinge side of the door. Doors with a latch and closer shall have a level landing not less than 48 inches (1219 mm) depth at the push side of the door. (*See Figure 5*).

3.4.5. Latch side approach. The following provisions shall apply to swinging doors with latch side approach:

3.4.5.1. Pull side Doors with pull side approach shall have a level landing not less than 60 inches (1524 mm) in depth, and shall be provided with a clear and level area extending a minimum of 24 inches (610 mm) past the strike edge on the approach side of the door. (See Figure 6).

3.4.5.2. Push side Doors with push side approach shall have a level floor or landing not less than 44 inches (1118 mm) in depth, and shall be provided with a clear and level area extending a minimum of 24 inches (610 mm) past the strike edge on the approach side of the door. Doors with a closer shall have a level floor or landing not less than 48 inches (1219 mm) depth at the push side of the door. (See Figure 6).

3.5. Handrails

3.5.1. Ramp height. Ramps more than 30 inches (762 mm) above the adjacent floor or ground and open on one or both sides shall be provided with handrails.

3.5.2. Where required. Handrails shall be provided at each side of ramps when the slope exceeds 1 unit vertical in 20 units vertical (5 % slope). Handrails on all ramps shall be continuous. **Exception:** Ramps that serve an individual dwelling unit may have one handrail, except that ramps open on one or both sides shall have handrails provided on the open side or sides.

3.5.3. Handrail height. The top of handrails shall be 34 to 38 inches (864 to 965 mm) above the ramp surface.

3.5.4. Handrail ends. Handrail ends shall be returned.

3.5.5. Handrail extension. Handrails shall extend a minimum of 12 inches (305 mm) beyond the top and bottom of the ramp. Where the extension creates a hazard, the termination of the extension shall be rounded or returned smoothly to the floor, wall or post. (See Figure 7).

3.5.6. Handrail projections. Handrails projecting from a wall shall have a space of 1-1/2 inches (38.1 mm) between the wall and the handrail. Handrails shall not reduce the required minimum clear width of the ramps. Handrails may be located in a recess if the recess is a maximum of 3 inches (76.2 mm) deep and extends at least 18 inches (457 mm) above the top of the rail. Any wall or other surface adjacent to the handrail shall be free of sharp or abrasive elements.

3.5.7. Handrail grips. The handgrip portion of handrails shall not be less than 1¼ inches (31.75 mm) nor more than 2 inches (50.8 mm) in cross-sectional dimension or the shape shall provide an equivalent gripping surface. The handgrip portion of the handrails shall have a minimum radius of 1.8 inch (3.17 mm). Handrails shall not rotate with their fittings. (See Figure 8).

3.6. Curbs and wheel guides.

3.6.1. Application Ramps exceeding 10 feet (3048 mm) in length and ramp landings having a vertical drop exceeding 4 inches (101.6 mm), shall be provided with one of the following:

3.6.2. Specifications Guide curbs a minimum of 2 inches (50.8 mm), in height at each side; or wheel guide rails at each side, centered 2 to 4 inches (50.8 to 101.6 mm) above the surface of the ramp, or ramp landing. *(See Figure 7).*

3.6.3. Exception: Ramps or ramp landings bounded by a wall or fence.

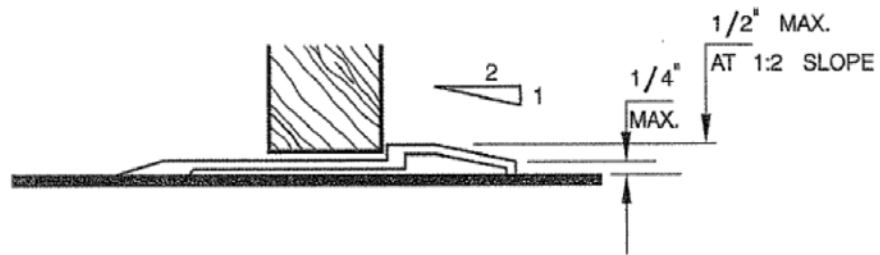
3.7. Hazards on accessible routes

3.7.1. Headroom clearance. Ramps that are a part of a dwelling's primary egress system shall have a minimum clear headroom of 84 inches (2134 mm).

3.7.2. Exception: Doorways and archways less than 24 inches (610mm) in depth may have a minimum clear headroom of 80 inches (2032 mm).

3.7.3. Overhanging obstructions. Any obstruction that overhangs a ramp shall be a minimum of 84 inches (2032 mm) above the walking surface as measured from the bottom of the obstruction. *(See Figure 9).*

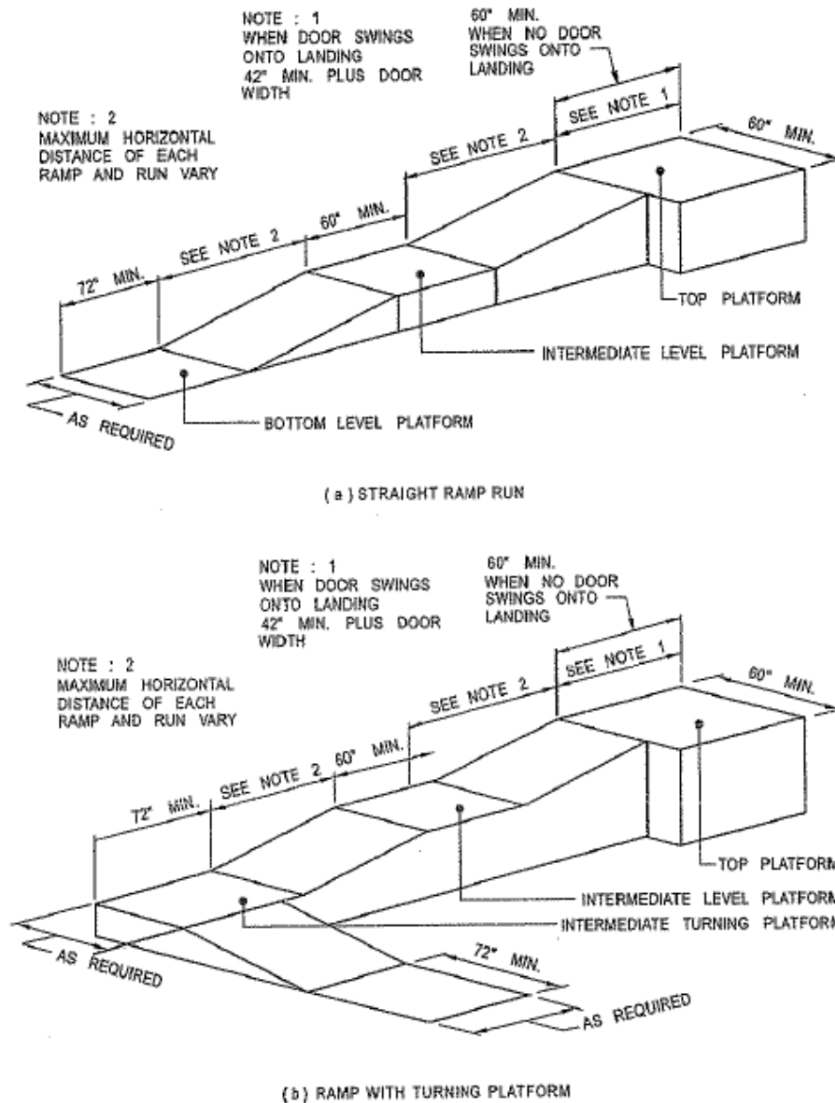
3.8. Figures



THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

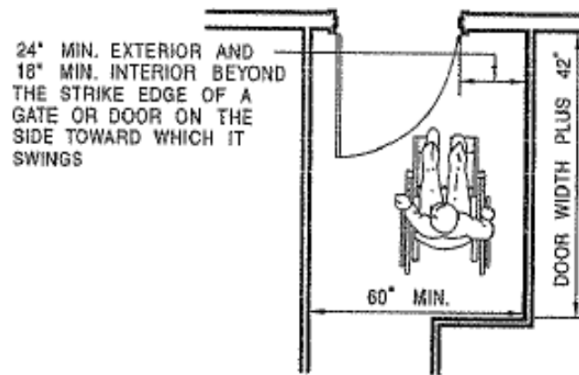
Figure 1

Thresholds



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Figure 2
Ramp Dimensions



(b) RAMP LANDING AT DOORWAY

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Figure 3

Ramp Landing and Doorway

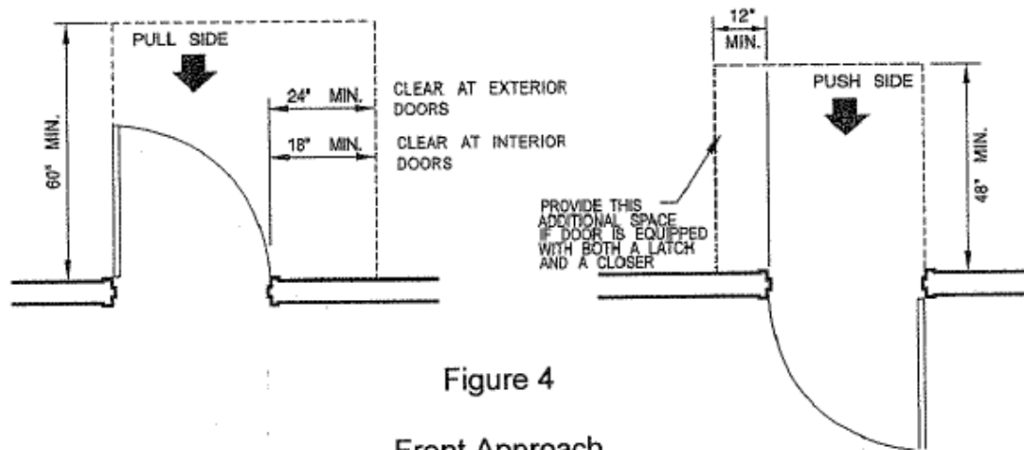


Figure 4

Front Approach Swinging Doors

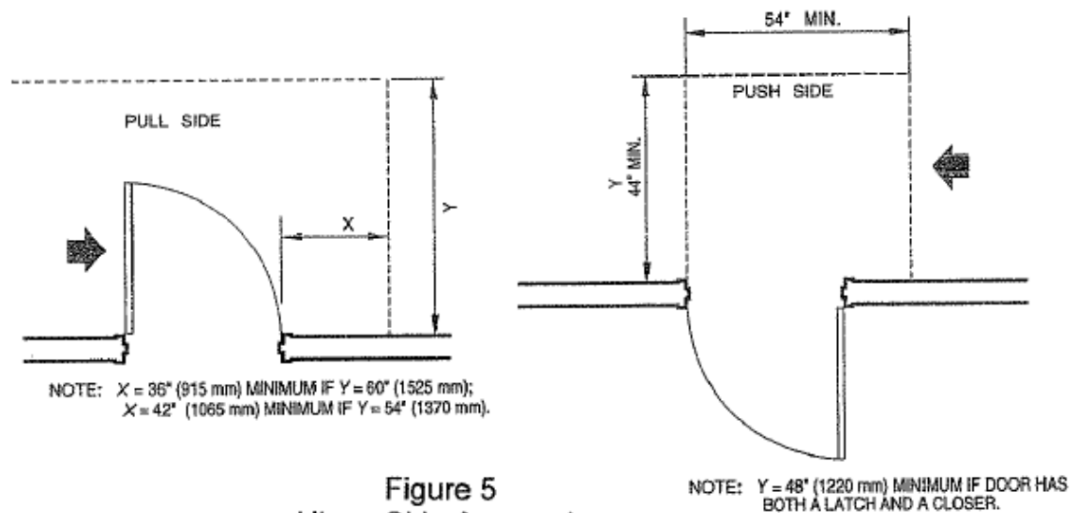


Figure 5
Hinge Side Approach Swinging Doors

THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

LEVEL MANEUVERING CLEARANCE AT DOORS

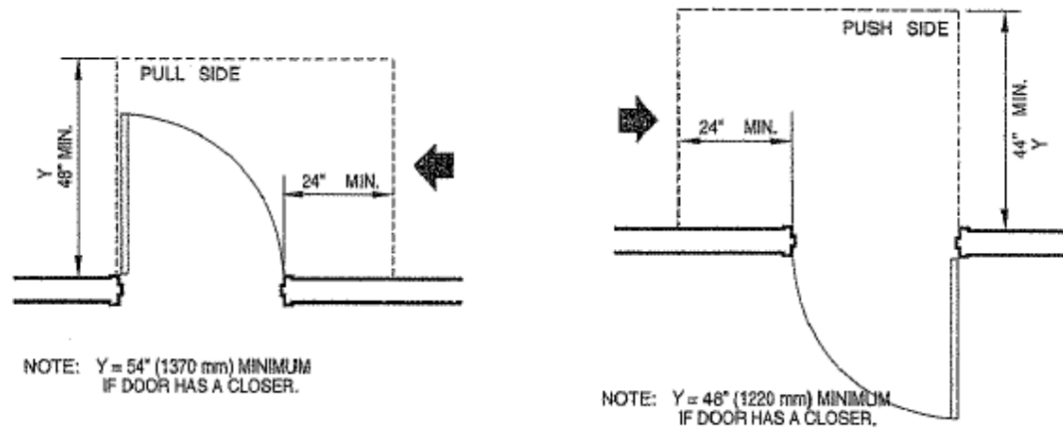
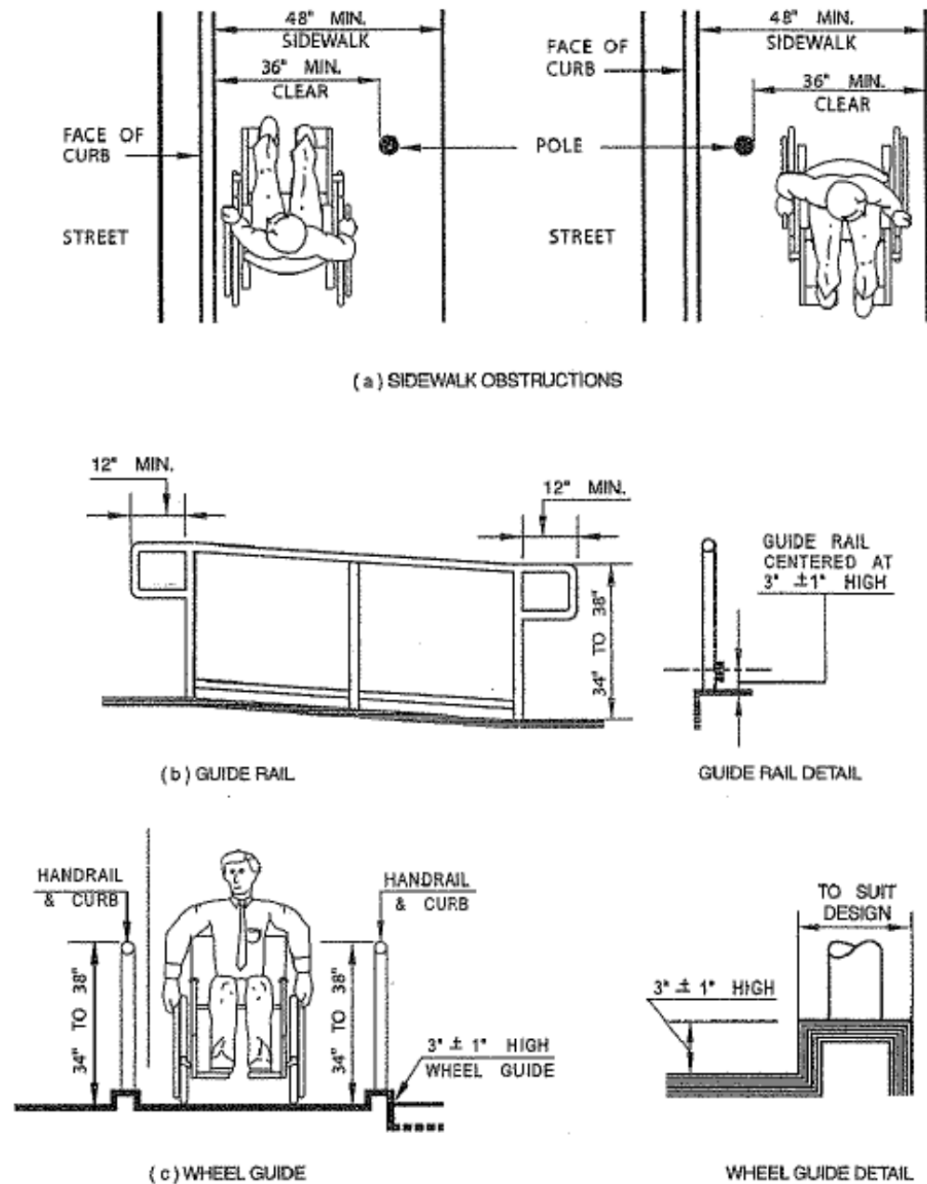


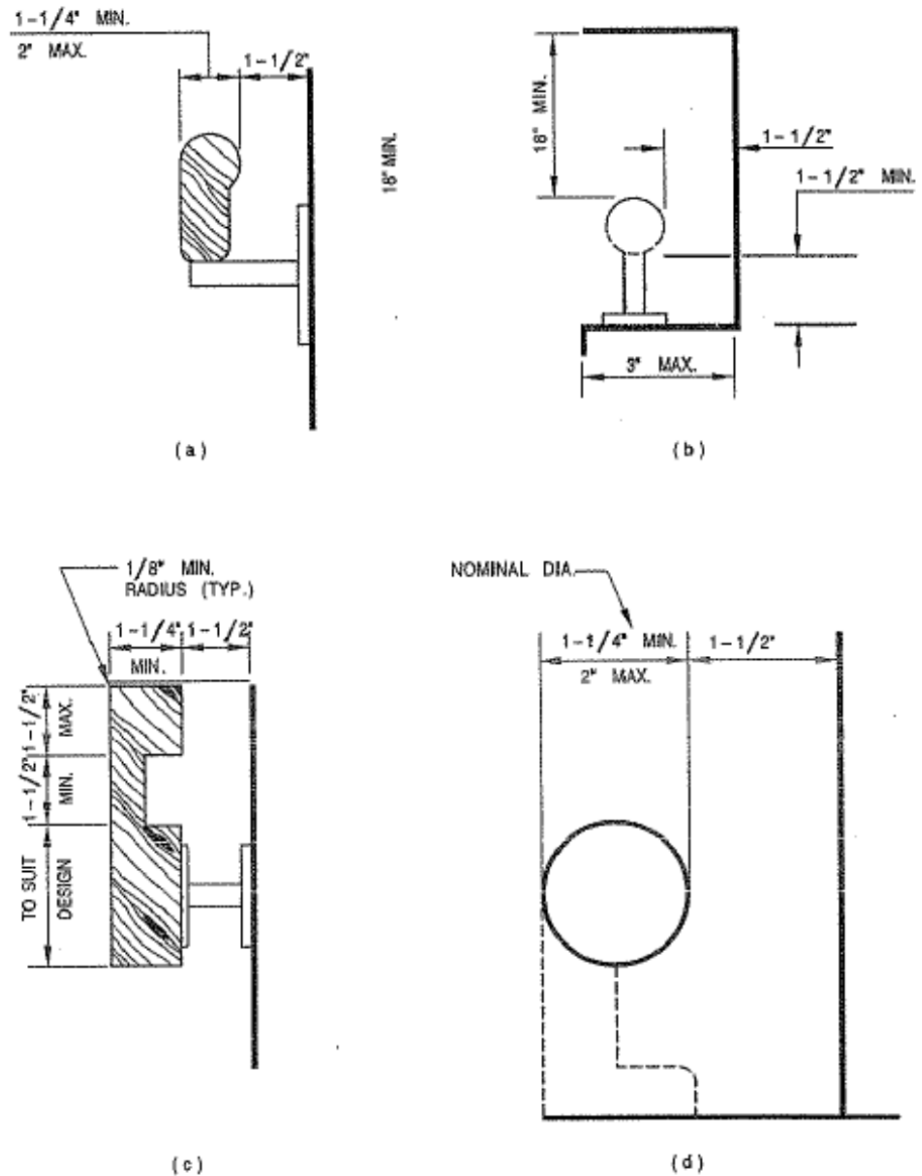
Figure 6
Latch Side Approach
Swinging Doors



THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 7

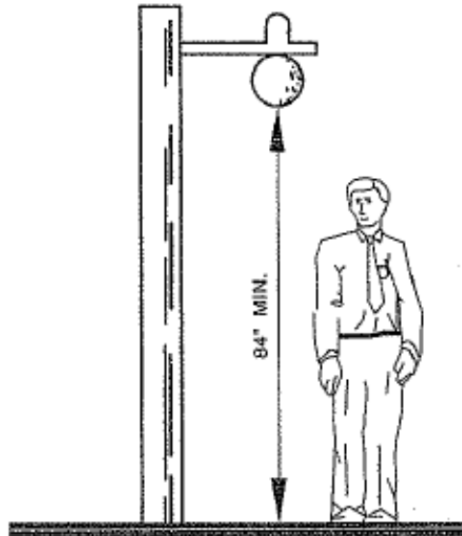
Ramps and Sidewalks



THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 8

Handrails



THIS DIAGRAM ILLUSTRATES THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND IS INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 9
Overhanging Obstruction

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Attachment 3

SECTION STANDARD 36: RAMPS

PROPOSED JANUARY 2008

APRIL 2008, RESOLUTION 01-08-62

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

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

REVISED NOVEMBER/OCTOBER 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 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 DEFINITIONS

- 2.1. Pedestrian ramp** is a sloping accessible route intended for pedestrian traffic to and from a [manor unit](#).
- 2.2. Slope** is the relative steepness of the land between two points and is calculated as follows: Slope is the horizontal distance and elevation change between the two points. The difference in elevation is divided by the distance and the resulting fraction is multiplied by 100 to obtain the percentage of slope.
- 2.3. Cross slope** is the slope that is perpendicular to the direction of travel.
- 2.4. Level area** is a specified surface that does not have a slope in any direction exceeding ¼ inch (6.4 mm) in 1 foot (305 mm) from the horizontal (2.083 gradient).

3.0 SPECIFICATIONS

3.1. Materials Concrete ~~and/or block~~ with a minimum 3.5 inches pour; and heavy broom-swept finish on the surface.

3.2. Exterior ramps

3.2.1. Width. The clear width of ramps shall in no case be less than 36 inches. (914mm). Handrails, curbs, wheel guides and/or appurtenances shall not project into the required clear width of a ramp

3.2.2. Slope. The maximum slope of ramps shall be no greater than 1 unit vertical in 12 units horizontal (8.33 percent slope).

Transitions from ramps to walks, gutters or streets shall be flush and free of abrupt changes.

3.2.3. Changes in level not exceeding ½ inch. Abrupt changes in level along any ramp shall not exceed ½ inch (12.7mm). When changes in level do occur they shall be beveled with a slope no greater than 1 unit vertical in 2 unit horizontal (50 percent slope). Changes in level not exceeding ¼ inch (6.35 mm) may be vertical.

3.2.4. Changes in level exceeding ½ inch (12.7 mm) shall be by means of a sloped surface not greater than 1 unit vertical in 20 units horizontal (5 percent slope).

3.2.5. Cross slope. The cross slope of ramp surfaces shall be no greater than ¼ inch (6.35 mm) per foot (2.083-percent slope).

3.2.6. Ramps, ramp landings and their approaches shall be designed so that water will not accumulate on the walking surface.

3.3. Exterior landings

3.3.1. Level. Ramp landings shall be level as defined.

3.3.2. Height relative to door. The top landing shall not be more than ½ inch (12.7 mm) lower than the top of the threshold of the doorway. (See *Figure 1*).

3.3.3. Location of landings. Landings shall be provided at the top and bottom of each ramp. Intermediate landings shall be provided at intervals not exceeding 30 inches (762 mm) of vertical rise. Landings are not considered in determining the maximum horizontal distance of each ramp.

3.3.4. Size of top landings. Top landings shall not be less than 60 inches (1524 mm) wide. Top landings shall have a minimum length of not less than 60 inches (1524 mm) in the direction of the ramp run (5 feet x 5 feet). (See *Figure 2*).

3.3.5. Size of intermediate landings. The width of intermediate landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See *Figure 2*).

3.3.6. Size of intermediate turning landings. The width of intermediate turning landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See *Figure 2*).

3.3.7. Size of bottom landings. The width of bottom landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See *Figure 2*).

3.3.8. Encroachment of doors. Doors in any position shall not reduce the minimum dimension of the landing to less than 42 inches (1067 mm) and shall not reduce the required width by more than 3 inches (76.2 mm) when fully open. That is, the length of the landing shall equal or exceed the width of the door plus 42 inches (See *Figure 3*).

3.4. Maneuvering clearances at doors.

3.4.1. General. Landings at exit doors shall have a length in the direction of the door swing of at least 60 inches (1524 mm) and a length opposite the direction of the door swing of at least 44 inches (1118 mm) measured at right angles to the plane of the door in its closed position.

3.4.2. Strike edge maneuvering space. The width of the level area on the side to which the door swings shall extend at least 24 inches (610 mm) past the strike edge of the door. **Note:** 24 inches (610 mm) is preferred.

3.4.3. Front approach. The following provisions shall apply to swinging doors with front approach:

3.4.3.1. Pull side For pull side approach the landing shall extend in the direction of the door swing at least 60 inches (1524 mm). (See Figure 4).

3.4.3.2. Push side For push side approach, the landing shall extend in the direction of the door swing at least 60 inches (1524 mm). (See Figure 4).

3.4.3.3. Push side with closer and latch Doors with push side approach having both a closer and a latch shall be provided with a clear and level area extending a minimum of 12 inches (305 mm) past the strike edge on the approach side of the door. (See Figure 4).

3.4.4. Hinge side approach. The following provisions shall apply to swinging doors with hinge side approach:

3.4.4.1. Pull side Doors with pull side approach shall be provided with a level landing not less than 60 inches (1524 mm) in depth. A clear and level area shall extend a minimum of 36 inches (914 mm) past the strike edge on the approach side of the door. (See Figure 5). Exception. Doors with pull side approach and a level landing greater than 60 inches (1524 mm) in depth shall be provided with a clear and level area at least 24 inches (610 mm) past the strike edge of the door.

3.4.4.2. Push side Doors with push side approach shall have a level landing not less than 44 inches (1118 mm) in depth, and shall be provided with a clear and level area extending a minimum of 54 inches (1372 mm) from the strike edge of the door jamb past the hinge side of the door. Doors with a latch and closer shall have a level landing not less than 48 inches (1219 mm) depth at the push side of the door. (See Figure 5).

3.4.5. Latch side approach. The following provisions shall apply to swinging doors with latch side approach:

3.4.5.1. Pull side Doors with pull side approach shall have a level landing not less than 60 inches (1524 mm) in depth, and shall be provided with a clear and level area extending a minimum of 24

inches (610 mm) past the strike edge on the approach side of the door. (See Figure 6).

3.4.5.2. Push side Doors with push side approach shall have a level floor or landing not less than 44 inches (1118 mm) in depth, and shall be provided with a clear and level area extending a minimum of 24 inches (610 mm) past the strike edge on the approach side of the door. Doors with a closer shall have a level floor or landing not less than 48 inches (1219 mm) depth at the push side of the door. (See Figure 6).

3.5. Handrails

3.5.1. Ramp height. Ramps more than 30 inches (762 mm) above the adjacent floor or ground and open on one or both sides shall be provided with handrails.

3.5.2. Where required. Handrails shall be provided at each side of ramps when the slope exceeds 1 unit vertical in 20 units vertical (5 % slope).

Handrails on all ramps shall be continuous. **Exception:** Ramps that serve an individual dwelling unit may have one handrail, except that ramps open on one or both sides shall have handrails provided on the open side or sides.

3.5.3. Handrail height. The top of handrails shall be 34 to 38 inches (864 to 965 mm) above the ramp surface.

3.5.4. Handrail ends. Handrail ends shall be returned.

3.5.5. Handrail extension. Handrails shall extend a minimum of 12 inches (305 mm) beyond the top and bottom of the ramp. Where the extension creates a hazard, the termination of the extension shall be rounded or returned smoothly to the floor, wall or post. (See Figure 7).

3.5.6. Handrail projections. Handrails projecting from a wall shall have a space of 1-1/2 inches (38.1 mm) between the wall and the handrail. Handrails shall not reduce the required minimum clear width of the ramps. Handrails may be located in a recess if the recess is a maximum of 3 inches (76.2 mm) deep and extends at least 18 inches (457 mm) above the top of the rail. Any wall or other surface adjacent to the handrail shall be free of sharp or abrasive elements.

3.5.7. Handrail grips. The handgrip portion of handrails shall not be less than 1¼ inches (31.75 mm) nor more than 2 inches (50.8 mm) in cross-sectional dimension or the shape shall provide an equivalent gripping surface. The handgrip portion of handrails shall have a minimum radius of 1/8 inch (3.17 mm). Handrails shall not rotate within their fittings. (See Figure 8).

3.6. Curbs and wheel guides.

3.6.1. Application Ramps exceeding 10 feet (3048 mm) in length and ramp landings having a vertical drop exceeding 4 inches (101.6 mm), shall be provided with one of the following:

3.6.2. Specifications Guide curbs a minimum of 2 inches (50.8 mm), in height at each side; or wheel guide rails at each side, centered 2 to 4 inches (50.8 to 101.6 mm) above the surface of the ramp, or ramp landing. *(See Figure 7).*

3.6.3. Exception: Ramps or ramp landings bounded by a wall or fence.

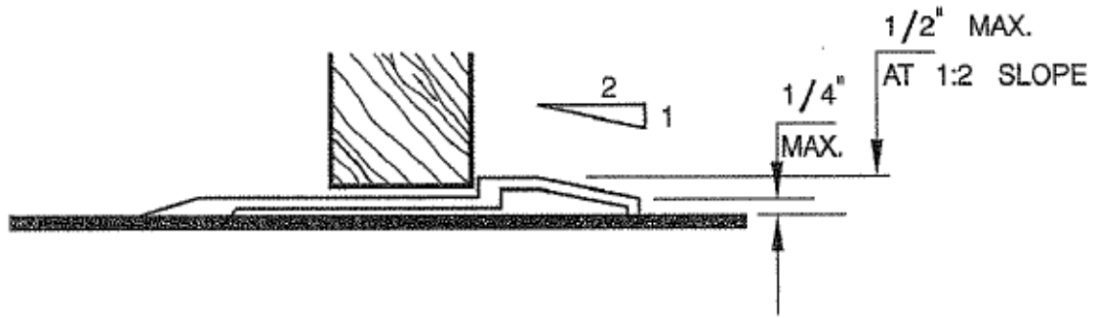
3.7. Hazards on accessible routes

3.7.1. Headroom clearance. Ramps that are a part of a dwelling's primary egress system shall have a minimum clear headroom of 84 inches (2134 mm).

3.7.2. Exception: Doorways and archways less than 24 inches (610mm) in depth may have a minimum clear headroom of 80 inches (2032 mm).

3.7.3. Overhanging obstructions. Any obstruction that overhangs a ramp shall be a minimum of 84 inches (2032 mm) above the walking surface as measured from the bottom of the obstruction. *(See Figure 9).*

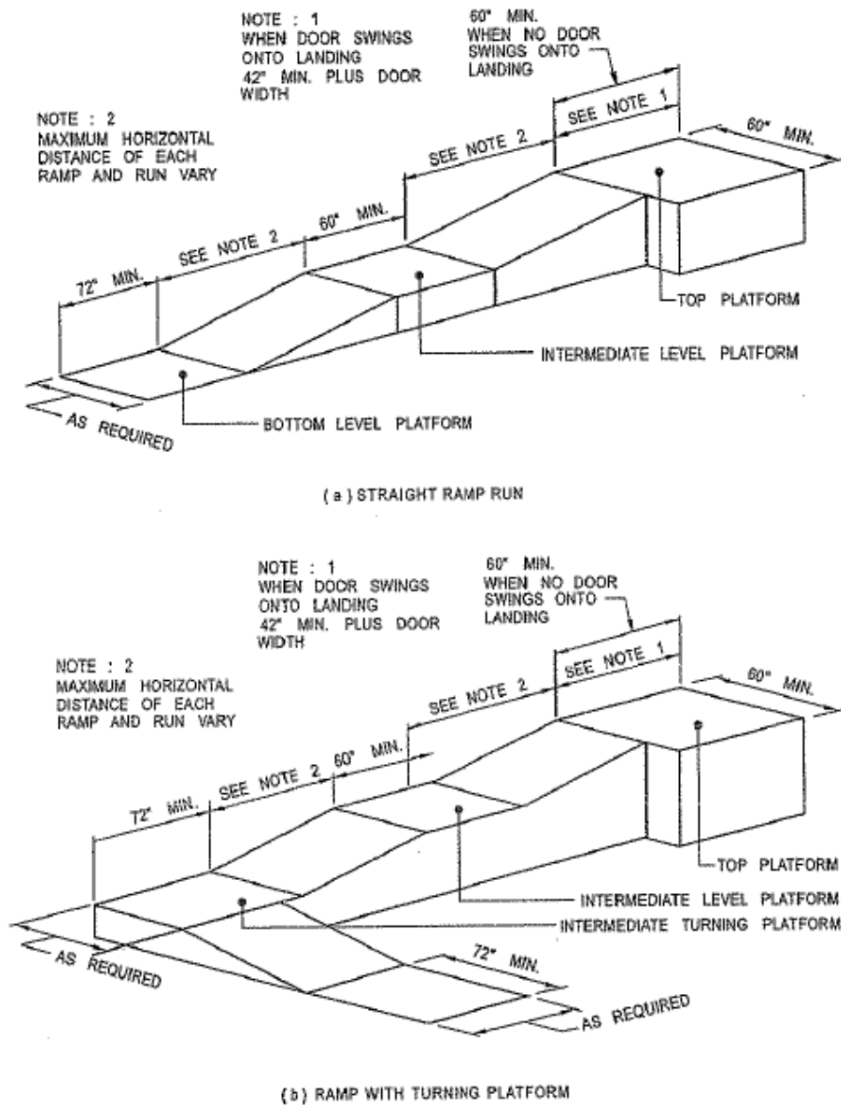
3.8. Figures



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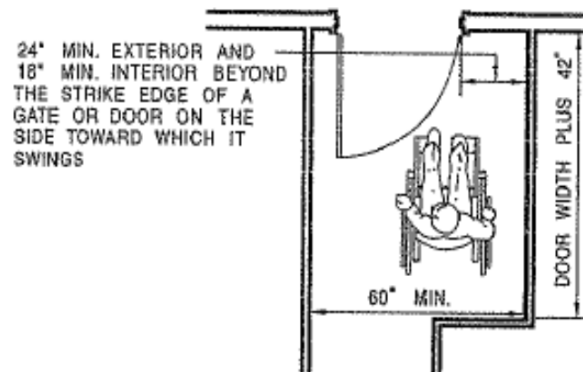
Figure 1

Thresholds



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Figure 2
Ramp Dimensions



(b) RAMP LANDING AT DOORWAY

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Figure 3

Ramp Landing and Doorway

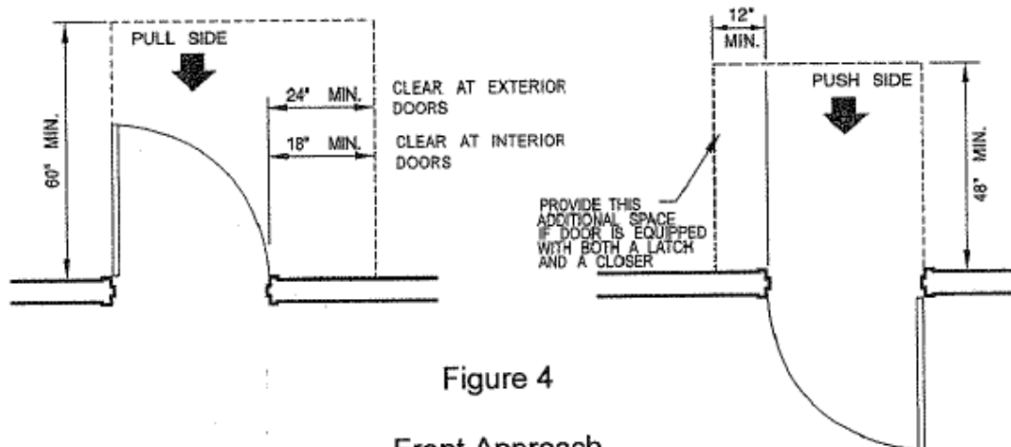


Figure 4

Front Approach Swinging Doors

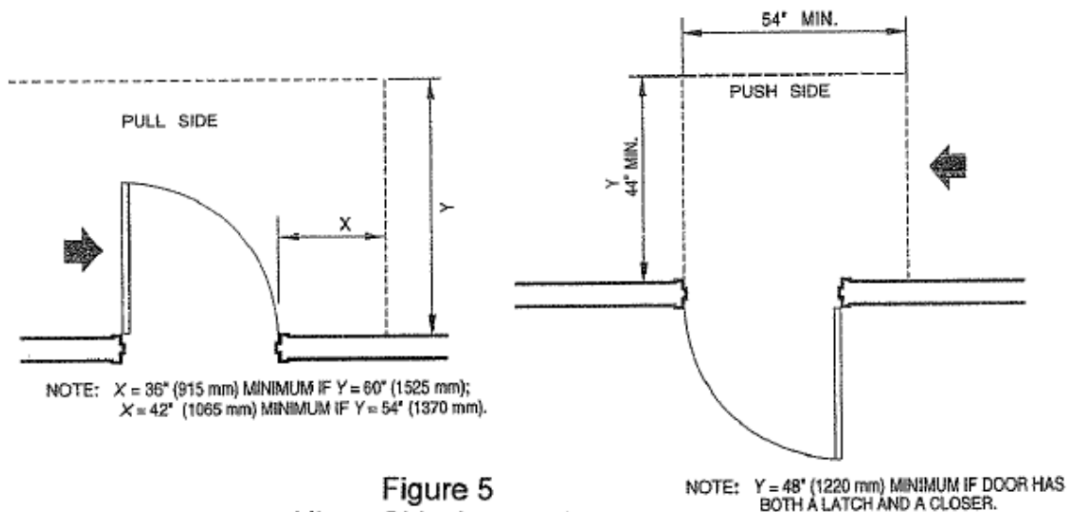


Figure 5
Hinge Side Approach Swinging Doors

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LEVEL MANEUVERING CLEARANCE AT DOORS

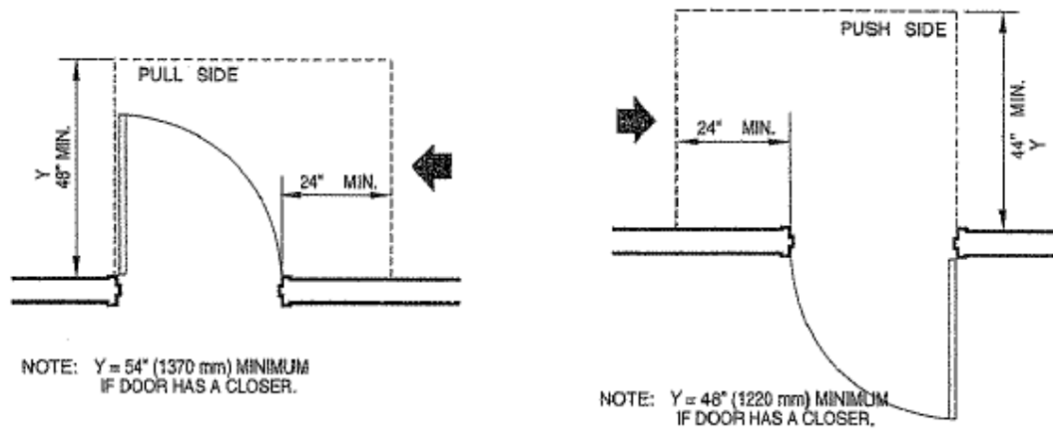
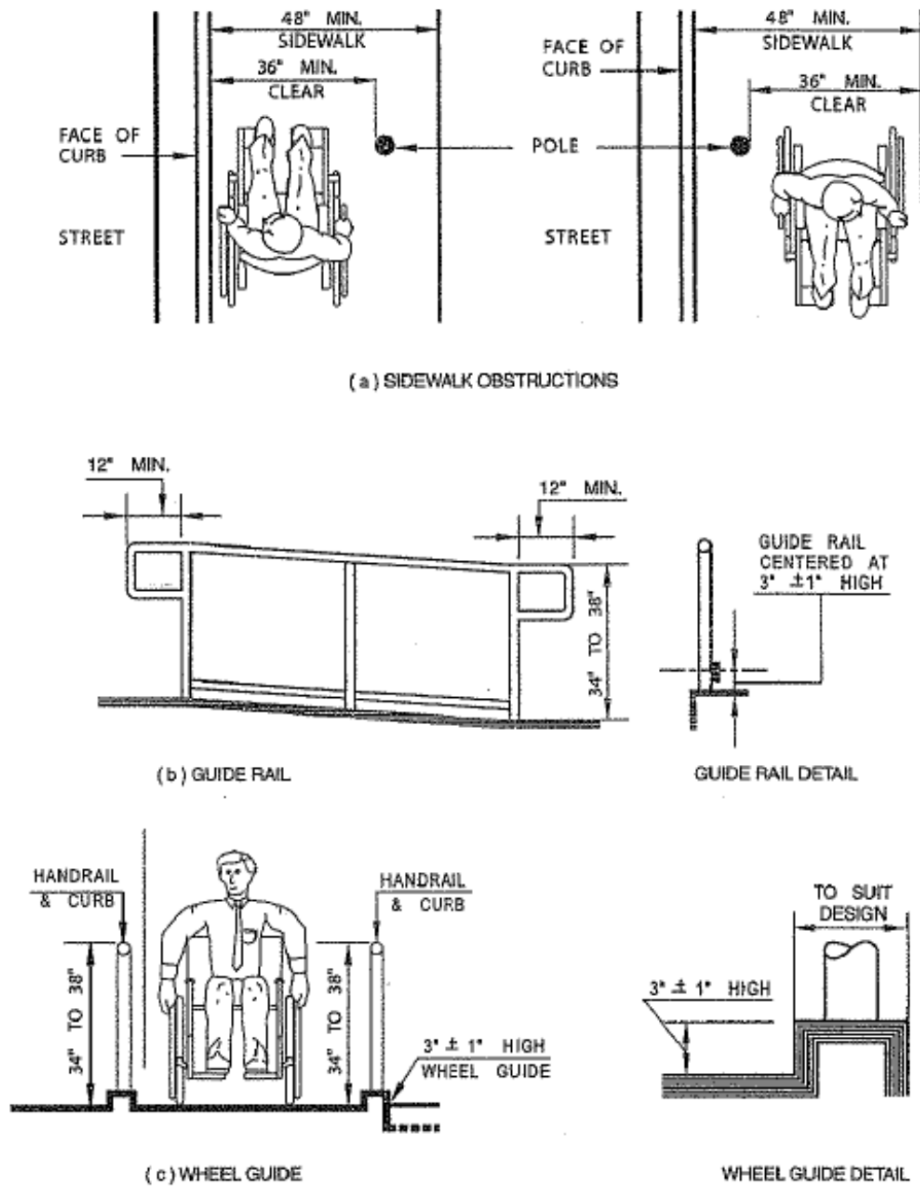
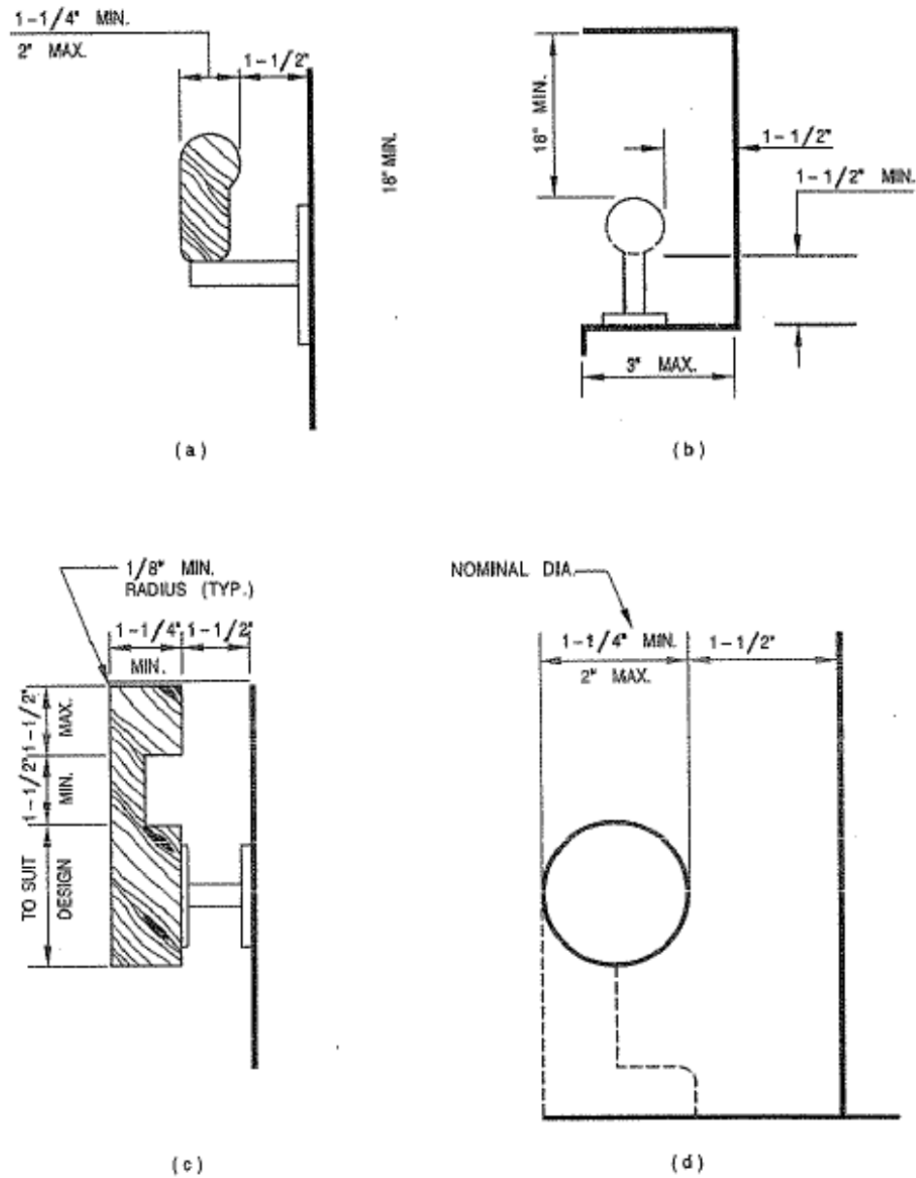


Figure 6
Latch Side Approach
Swinging Doors



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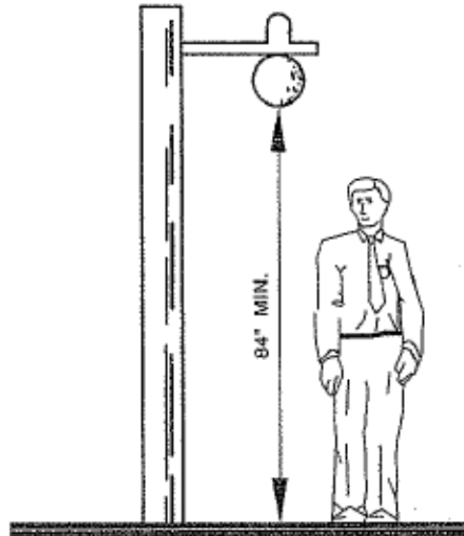
Figure 7
Ramps and Sidewalks



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Figure 8

Handrails



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Figure 9
Overhanging Obstruction



STAFF REPORT

DATE: November 12, 2019
FOR: Board of Directors
SUBJECT: VMS Liaison Committee for United Laguna Woods Mutual

RECOMMENDATION

Approve the proposed charter for the creation of the VMS Liaison Committee for United Laguna Woods Mutual.

BACKGROUND

Pursuant to Article VIII, Section 1 of the Amended and Restated Bylaws of United Laguna Woods Mutual and California Corporations Code Section 7212, the Board of Directors is entitled to create committees to assist it in the execution of their powers and duties.

On September 23, 2019, the Governing Documents Review Committee by a vote of three in favor to one against recommended the Board approve the proposed charter for the creation of the Village Management Services, Inc. (VMS) Liaison Committee for United Laguna Woods Mutual.

DISCUSSION

The proposed VMS Liaison Committee's role would be advisory pursuant to Corporations Code Section 7212(b), in which the Committee Members (as defined in Article III) would serve to liaise between United and VMS. The Committee would interface with the Board, VMS, legal counsel, and other relevant individuals, and provide reports and recommendations, as appropriate, to and from United and VMS.

Service on the Committee would be comprised of the three representatives appointed by United to serve on the VMS Board with the term of the Committee membership concurrent with the representatives' term of service on the VMS Board. Committee members would serve at the pleasure of the Board, and may be removed with or without cause, at any time, in the Board's sole discretion. Service on the Committee would impose a "good standing" requirement as outlined in the proposed charter.

The proposed committee would interface and liaise between United and VMS on matters of common interest to these corporations. It is anticipated that the Committee would consult with relevant individuals, study pertinent documents, attend the meetings of other corporate boards and committees within Laguna Woods Village, analyze data, draw conclusions and prepare reports to the ends of furthering the efficiency and effectiveness of action taken by United and VMS.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster, COO

Reviewed By: Jeffrey A. Beaumont, Esq., Corporate Counsel
Eve Morton, Landscape Operations Coordinator

Committee Routing: Governing Documents Review Committee

ATTACHMENT(S)

ATT 1: Charter of the VMS Liaison Committee for United Laguna Woods Mutual

ENDORSEMENT (to Board)

Discuss & Consider the creation of the VMS Liaison Committee for United Laguna Woods Mutual.

Pursuant to Article VIII, Section 1 of the Amended and Restated Bylaws of United Laguna Woods Mutual and California Corporations Code Section 7212, the Board of Directors is entitled to create committees to assist it in the execution of their powers and duties.

The proposed committee would interface and liaise between United and VMS on matters of common interest to these corporations. It is anticipated that the Committee would consult with relevant individuals, study pertinent documents, attend the meetings of other corporate boards and committees within Laguna Woods Village, analyze data, draw conclusions and prepare reports to the ends of furthering the efficiency and effectiveness of action taken by United and VMS.

On September 23, 2019, the Governing Documents Review Committee by a vote of three in favor to one against recommended the Board approve the proposed charter for the creation of the Village Management Services, Inc. (VMS) Liaison Committee for United Laguna Woods Mutual.

A motion was made to adopt the Charter of the VMS Liaison Committee for United Laguna Woods Mutual

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RESOLUTION 01-19-XX

CHARTER OF THE VMS LIAISON COMMITTEE FOR UNITED LAGUNA WOODS MUTUAL

I. INTRODUCTION

Pursuant to Article VIII, Section 1 of the Amended and Restated Bylaws (“Bylaws”) of United Laguna Woods Mutual (“United”) and California *Corporations Code* Section 7212, the Board of Directors (“Board”) is entitled to create committees to assist it in the execution of their powers and duties. This Charter serves to create the VMS Liaison Committee for United (“Committee”).

II. PURPOSE

The Committee’s role is advisory pursuant to Corporations Code Section 7212(b), in which the Committee Members (as defined in Article III) will serve to liaise between United and Village Management Services, Inc. (“VMS”). The Committee will interface with the Board, VMS, legal counsel, and other relevant individuals, and provide reports and recommendations, as appropriate, to and from United and VMS.

III. COMMITTEE MEMBERS

The Committee shall be comprised of the two (2) representatives appointed by United to serve on the VMS Board, with the term of Committee membership concurrent with the representatives’ term of service on the VMS Board. However, Article III of this Charter cannot be construed to confer any right on United representatives on the VMS Board: Committee Members serve at the leisure of the Board, and may be removed with or without cause, at any time, in the Board’s sole discretion.

Service on the Committee imposes a “good standing” requirement, with good standing including satisfaction of each the following:

1. The Committee Member is current in the payment of assessments and all other financial obligations to United and the Golden Rain Foundation, including collections costs;
2. No outstanding violations of the governing documents, as determined by the United Board;
3. There exists no active dispute, including litigation, between the

Committee Member and the Association, or individual members of the Board; and

4. Regular attendance at Committee meetings, which requirement precludes the Committee Member's absence from three (3) consecutive meetings.

IV. **SCOPE OF AUTHORITY**

A. Powers and Duties of the Committee

As an advisory body the Committee's authority is derived solely from the direction of the Board, and the Committee has no implied authority to bind United to contractual obligations or to express any opinion on behalf of United.

The Committee was formed to interface and liaise between United and VMS on matters of common interest to these corporations. To this end, it is anticipated that the Committee will consult with relevant individuals, study pertinent documents, attend the meetings of other corporate boards and committees within Laguna Woods Village, analyze data, draw conclusions and prepare reports to the ends of furthering the efficiency and effectiveness of action taken by United and VMS.

B. Committee Member Compensation and Conduct

No Committee Member shall receive compensation for participation on the Committee except for reimbursement of expenses incurred on behalf of the Committee in performing the above-stated duties as authorized by the Board.

C. Meetings

The Committee shall meet as necessary, in accordance with the direction of the Board, and as required by its duties.

D. Effect of Decisions by the Committee

All conclusions and reports of the Committee are merely advisory, which shall be evaluated and utilized in the sole discretion of the Board.

E. Insurance

United, through Golden Rain Foundation, shall at all times maintain a directors' and officers' liability insurance policy, as required by law and the governing documents (i.e., Bylaws), which shall cover volunteer committee members, among others, for actions and/or omissions done in the official capacity of a Member's service on the Committee, and as authorized by the Board.

F. Confidentiality

Committee Members are obligated to maintain the confidentiality of information obtained in the course of service on the Committee and such information shall only be used for its purpose as provided herein.

The Open Meeting Act authorizes boards to meet in executive session to consider litigation, matters relating to the formation of contracts, member discipline and personnel matters. (Civil Code Section 4935.) The underlying principle of the Open Meeting Act is transparency. While focusing primarily on the interests of transparency, by way of Civil Code Section 4935, the California legislature has underscored the importance of individual and corporate privacy. If boards were required to discuss such sensitive matters in a public forum, strategic advantage would be lost and individuals would be irreparably damaged. It is paramount that Committee Members similarly acknowledge and respect the privacy interests of United and its members, exercising constant vigilance in the handling of confidential information.

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STAFF REPORT

DATE: October 23, 2019
FOR: Maintenance and Construction Committee
SUBJECT: Revisions to United M&C Committee Charter

RECOMMENDATION

Approve the revised United Maintenance and Construction Committee Charter to reflect the current need of the standing committee (Attachment 1).

BACKGROUND

On January 12, 2010, in compliance with Article VII, Section 1 of the United Laguna Hills Mutual Bylaws, the Board re-established the Committee to be identified as the Maintenance and Construction Committee (M&C) to serve at the pleasure of the Board and to ensure the duties and powers of this Committee are determined by the Board, provided that its authority be limited to advising the Board and all final actions be subject to the specific approval of the Board.

On March 9, 2010, the Board established that the Maintenance and Construction Committee would review member Alteration and Variance requests and make recommendations to the Board.

On May 9, 2017 (Resolution 01-17-54), pursuant to the Occupancy Agreement, Article 12 and the Bylaws, the Board established the Architectural Control and Standards Committee as a standing committee and separated from the M&C Committee.

DISCUSSION

Staff recommends revising the M&C Committee Charter to reflect current duties, as shown in the attached resolution. Revisions from the prior version of the Charter are indicated with strike-throughs as shown in Attachment 2.

FINANCIAL ANALYSIS

There are no fiscal impacts associated with this report.

Prepared By: Laurie Chavarria, Executive Assistant

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

ATTACHMENT(S)

Attachment 1 – Final Version of Revised Committee Charter, Resolution 01-19-XX

Attachment 2 – Draft Version of Revised Committee Charter, Resolution 01-19-XX

ENDORSEMENT (to Board)

Entertain a Motion to Revise the United M&C Committee Charter

Staff Officer Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding architectural review; and the relationship between the Committee and the M&C Department. A Scribner's correction will be made to change the word liaison to relationship in the fourth paragraph of the resolution.

On May 9, 2017, the Board established the Architectural Control and Standards Committee as a standing committee separate from the M&C Committee. The Maintenance and Construction Committee's charter has now been revised to reflect the current focus of this standing committee. The Committee shall maintain a working relationship with the Maintenance & Construction Department of the Managing Agent's organization to ensure that the real property and fixtures owned and managed by United Laguna Woods Mutual are maintained, reconditioned, improved or augmented as necessary or desired to meet the policies established by the Board of Directors, or as required by government agencies that have standing in establishing public policy.

A motion was made and unanimously approved to recommend the Board approve revisions to the United Maintenance and Construction Committee Charter which reflect the current need of the standing committee.

Entertain a Motion to Deny an Appeal from 2096-N for Reasonable Compensation

Staff Officer Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding the reasoning for Mr. Dounias' appeal letter; and the shower enclosure leak.

On multiple occasions, Mr. Dounias called in to report an unknown leak in his unit. Mr. Dounias believes that a pipe leak in the manor below his caused his carpet to become wet and contaminated. After several inspections and environmental testing for the presence of mold in unit 2096-N, staff on behalf of the United Board sent a letter to Mr. Dounias denying his request for compensation. The denial was based on the inspections performed by staff and the results obtained from the environmental testing.

A motion was made and unanimously approved to recommend the Board deny the appeal for reasonable compensation of an unknown amount from Mr. Argires Dounias, shareholder of unit 2096-N Ronda Granada.

ATTACHMENT 1 – FINAL VERSION

**United Maintenance and Construction
Committee Charter**

RESOLUTION 01-19-XX

WHEREAS, on January 12, 2010, pursuant to Article VII, Section 1 of the Bylaws, the Board of Directors of this Corporation re-established the Maintenance & Construction Committee as a standing committee; and

WHEREAS, on May 9, 2017, pursuant to the Occupancy Agreement, Article 12 and the Bylaws, the Board established the Architectural Control and Standards Committee as a standing committee separate from the M&C Committee; and

WHEREAS, the Maintenance and Construction Committee's charter is revised to reflect the current focus of this standing committee.

NOW THEREFORE BE IT RESOLVED, November 12, 2019, that the Committee shall maintain a working relationship with the Maintenance & Construction Department of the Managing Agent's organization to ensure that the real property and fixtures owned and managed by United Laguna Woods Mutual are maintained, reconditioned, improved or augmented as necessary or desired to meet the policies established by the Board of Directors, or as required by government agencies that have standing in establishing public policy; and

RESOLVED FURTHER, that the Committee shall review maintenance service level requirements during the Business Planning process; and

RESOLVED FURTHER, that the Committee shall review budget requirements, service levels, all attendant costs and projected income related to services to be provided by the Maintenance and Construction Department and make necessary recommendations to the Finance Committee and Board of Directors, and

RESOLVED FURTHER, that the Committee shall explore and review suggestions for short-term and long-term improvements and cost effective programs within the Mutual, for approval by the Finance Committee and Board of Directors, and

RESOLVED FURTHER, that the Committee shall review on a continuing basis long-range plans and needs for building and infrastructure maintenance and, in consultation with appropriate committees, recommend to the Board of Directors appropriate means for achieving such plans and needs; and

RESOLVED FURTHER, that the Committee shall review as needed the substance of specifications used for procurement of goods and services for programs under the review of this Committee. The Committee will consult with the Managing Agent regarding award of contracts, as needed.

RESOLVED FURTHER, that the Committee shall review all requests for unbudgeted components or programs suggested by the Maintenance & Construction Department, other committees, and recommend appropriate action to the Board of Directors, and

RESOLVED FURTHER, that the Committee shall monitor major Operating and Reserve maintenance programs, such as roofing, asphalt maintenance and replacement, external painting, and the like; and

RESOLVED FURTHER, that the Committee shall establish building colors palette and determine primary roof, building and trim colors for buildings, as appropriate; updating the palette at least every four years; and

RESOLVED FURTHER, that the Committee shall perform such other tasks as may be approved and assigned by the Board of Directors; and

RESOLVED FURTHER, that Resolution 01-10-57 adopted March 9, 2010 is hereby superseded and cancelled; and

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

ATTACHMENT 2 – DRAFT VERSION

United Maintenance and Construction Committee Charter

RESOLUTION 01-19-XX10-57

WHEREAS, on January 12, 2010, pursuant to Article VII, Section 1 of the Bylaws, the Board of Directors of this Corporation re-established the Maintenance & Construction Committee as a standing committee; and

WHEREAS, on May 9, 2017, ~~in~~ pursuant to the Occupancy Agreement, Article 12 and the Bylaws, the Board established the Architectural Control and Standards Committee as a standing committee ~~and separated itself from the M&C Committee; and~~

WHEREAS, the Maintenance and Construction Committee's charter is revised to reflect the current focus of this standing committee.

NOW THEREFORE BE IT RESOLVED, ~~March 9, 2010~~November 12, 2019, that the Committee shall maintain a working ~~liaison~~relationship with the Maintenance & Construction ~~Department~~Division of the Managing Agent's organization to ensure that the real property and fixtures owned and managed by United Laguna ~~Woods~~Hills Mutual are maintained, reconditioned, improved or augmented as necessary or desired to meet the policies established by the Board of Directors, or as required by government agencies that have standing in establishing public policy; and

~~RESOLVED FURTHER~~, that the review procedures for architectural standards and variances shall be considered based on, but not limited to, the following criteria:

- ~~— Aesthetic impact (Building, Common Area, Neighbors)~~
- ~~— Conformity to Local and State Building Codes~~
- ~~— Conformity to the Mutual governing documents and Davis-Stirling Act~~

~~RESOLVED FURTHER~~, that the Committee shall review and recommend to the Board of Directors, the disposition of requests for variances from the Alteration Standards with findings for the recommended actions including modifications, additions or deletions to Mutual property such as, but not limited to walkways, ramps, handrails, street lights, walkway lights, and the like; and

~~RESOLVED FURTHER~~, that the Committee shall maintain requirements that no structural alterations including any internal and external physical changes to the dwelling unit, performed or caused to be performed by the Member, shall be performed without prior written consent of the Corporation. Prior written consent is given by the Board after proper processing by the Member of approved Alteration Standards, or after approval by the Board of a Member's Variance Request; and

RESOLVED FURTHER, that the Committee shall review maintenance service level requirements during the Business Planning process; and

RESOLVED FURTHER, that the Committee shall review budget requirements, service levels, all attendant costs and projected income related to services to be provided by the Maintenance ~~and Construction Department~~Division and make necessary recommendations to the Finance Committee and Board of Directors, and

RESOLVED FURTHER, that the Committee shall explore and review suggestions for short-term and long-term improvements and cost effective programs within the Mutual, for approval by the Finance Committee and Board of Directors, and

RESOLVED FURTHER, that the Committee shall review on a continuing basis long-range plans and needs for building and infrastructure maintenance and, in consultation with appropriate committees, recommend to the Board of Directors appropriate means for achieving such plans and needs; and

RESOLVED FURTHER, that the Committee shall review as needed the substance of specifications used for procurement of goods and services for programs under the review of this Committee. The Committee will consult with the Managing Agent regarding award of contracts, as needed.

RESOLVED FURTHER, that the Committee shall review all requests for unbudgeted ~~capital~~ components or programs suggested by the Maintenance ~~& Construction Department~~Division, other committees, and recommend appropriate action to the Board of Directors, and

RESOLVED FURTHER, that the Committee shall monitor major Operating and Reserve maintenance programs, such as roofing, asphalt maintenance and replacement, external painting, and the like; and

RESOLVED FURTHER, that the Committee shall establish building colors palette and determine primary roof, building and trim colors for buildings, as appropriate; updating the palette at least every four years; and

RESOLVED FURTHER, that the Committee shall perform such other tasks as may be approved and assigned by the Board of Directors; and

RESOLVED FURTHER, that Resolution 01-10-~~5729~~ adopted ~~February~~March 9, 2010 is hereby superseded and cancelled; and

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



STAFF REPORT

DATE: November 12, 2019
FOR: Board of Directors
SUBJECT: Governing Documents Review Committee Charter

RECOMMENDATION

Approve the amended Governing Documents Review Committee Charter

BACKGROUND

On November 13, 2012, the Board established a Governing Documents Review Ad Hoc Committee for the purposes of reviewing the governing documents for clarity, currency, and applicability through regularly announced meetings (Resolution 01-12-185).

On July 14, 2015, the Board approved an amendment to the Committee Charter (01-15-107).

DISCUSSION

The Governing Documents Review Committee reviewed the Charter to include clarifying language.

FINANCIAL ANALYSIS

None.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Governing Documents Review Committee Charter Resolution

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ENDORSEMENT (to Board)

Discuss & Consider the amendment of the Governing Documents Review Committee Charter

President Margolis made a motion to amend item #4 by replacing 'upon Board approval' with 'and Board President and Committee Chair approval'. Director Armendariz seconded the motion.

By a vote of 4-0-1 (Director Bastani opposed) the motion passed.

Without objection, the Committee approved the following amendments to the Governing Documents Review Committee Charter:

1. Review governing documents including policies, resolution and operating rules for compliance with applicable laws;
2. Consider conformance, as required, between each governing document with another governing document;
3. Confer, as appropriate, with United Managing Agent;
4. Consult, as appropriate and upon Board President and Committee Chair approval, with United Corporate Counsel; and
5. Make regular Committee progress reports and recommendations to the United Board of Directors regarding proposed revisions to the United governing documents including policies, resolution and operating rules.

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RESOLUTION 01-19-XXX

GOVERNING DOCUMENTS REVIEW COMMITTEE CHARTER

RESOLVED, December 10, 2019, that the Board of Directors of this Corporation hereby establishes a Governing Documents Review Committee for the purposes of reviewing the United Laguna Woods Mutual governing documents for clarity, legality and current applicability through monthly meetings open to United Members;

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee as follows:

1. Review governing documents including policies, resolution and operating rules for compliance with applicable laws;
2. Consider conformance, as required, between each governing document with another governing document;
3. Confer, as appropriate, with United Managing Agent;
4. Consult, as appropriate and upon approval of Board President and Committee Chair approval, with United Corporate Counsel and;
5. Make regular committee progress reports and recommendations to the United Board of Directors regarding proposed revisions to the United governing documents including policies, resolution and operating rules; and

RESOLVED FURTHER, that the Governing Documents Review Committee shall perform such other duties as may be assigned by the Board;

RESOLVED FURTHER, that resolution 01-15-107 approved December 10, 2019 is hereby superseded and cancelled.

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STAFF REPORT

DATE: November 12, 2019
FOR: Board of Directors
SUBJECT: Investment Policy Changes

RECOMMENDATION

The Investment Task Force recommends revising the United Laguna Woods Investment Policy (Attachment 1) to allow bond holdings at investment grade ratings and directing SageView to proceed with conversion from individual holdings to an index fund portfolio.

BACKGROUND

On November 6, 2018 an Investment Task Force was formed and chartered to conduct an in-depth analysis of investments on behalf of the Golden Rain Foundation, United Laguna Woods Mutual, and Third Laguna Hills Mutual (Corporations) to ensure exceptional service from a professional investment manager, maximize yields within the Board-approved investment policies, and minimize fees. Based on recommendations from the task force, the board awarded a contract for investment management services to SageView Advisory Group which was executed on October 1, 2019.

On October 3, 2019, the task force held a special meeting with a special invitation to all board members. SageView presented an overview of their firm, went over the transition timeline, and recommended investment policy modifications (Attachment 2). As of mid-October, 100% of the accounts for all Corporations successfully transferred over as in-kind investments from Merrill Lynch to Fidelity via the standard industry process known as ACATS (Automated Customer Account Transfer Service) and are ready for new investment directives.

DISCUSSION

The current investment policy allows up to 20% of the portfolio to be invested in corporate bonds rated A through AAA, specifically A3/A-/A- or better by Moody's/S&P/Fitch. SageView has put together a sample portfolio of index funds that include investment grade bonds, which would require a change in the investment policy language to allow ratings of BBB through AAA, specifically Baa3/BBB-/BBB- or better by Moody's/S&P/Fitch.

FINANCIAL ANALYSIS

Transitioning from an actively managed account to a portfolio of index funds will lower the investment management fees from 20 basis points to 7 basis points, a potential savings of approximately \$20,000 annually assuming an average of \$15M invested.

Prepared By: Betty Parker, CFO
Steve Hormuth, Controller

Attachments:

ATT1 – Investment Policy Resolution
ATT2 – SageView Presentation dated 10/3/2019

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RESOLUTION 01-19-XX

UNITED LAGUNA WOODS MUTUAL INVESTMENT POLICY

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

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

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

1. Notification of confirmation shall be given to the managing agent and treasurer of this corporation upon completion of each investment transaction;
2. For funds administered by the Managing Agent in a non-discretionary account, no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that an investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be received from the Board of Directors of this corporation;
3. Funds shall be invested only in authorized investments as provided herein. Authorized investments are limited to:
 - a. obligations of, or fully guaranteed as to principal by, the United States of America;
 - b. Up to 2030 percent of the portfolio may be invested in Corporate Bonds rated A- BBB through AAA; specifically A3/A-/A- Baa3/BBB-/BBB- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the



portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of downgraded bonds that fall below the investment grade rating will be determined by the fund manager.

c. No more than 3% of portfolio is to be invested in any one corporate bond issuer; and

d. Up to 25% of the portfolio may be invested in Government Sponsored Federal Agencies, namely FNMA (Federal National Mortgage Association – Fannie Mae), FHLMC (Federal Home Loan Mortgage Corporation – Freddie Mac, and FHLB (Federal Home Loan Bank).

4. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation. Any such investments may be held for the account of the corporation in book-entry form;
5. Any authorized investments, as defined in Item 3 above, previously made by said Managing Agent or Investment Manager, are hereby ratified; and

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



SageView Advisory Group Laguna Woods Village – Investment Task Force

October 3, 2019

DAN QUIRK, CFA, CFP
Senior Investment Advisor

MALLORY ARMIJO, CFA
Investment Analyst

SEE WHERE YOU'RE GOING

MEETING AGENDA

1

SageView Overview

2

Timeline

3

Investment Analytics Review

3

Investment Policy Statement Review

1

SAGEVIEW
OVERVIEW

3



SageView's Milestones and Business Overview

\$100+ B

ASSETS UNDER
ADVISEMENT

24

OFFICE
LOCATIONS

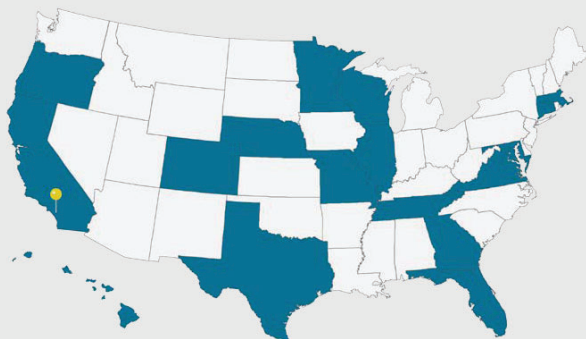
1,200+

Clients

130+

NUMBER OF
EMPLOYEES

OUR LOCATIONS



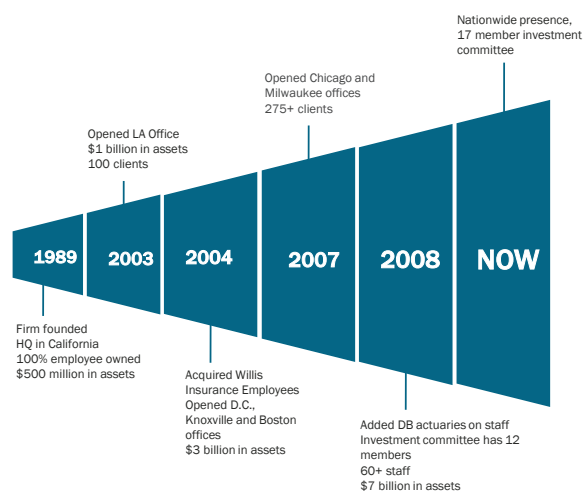
Atlanta, GA
Austin, TX
Boston, MA
Chicago, IL
Dallas, TX
Denver, CO

Honolulu, HI
Houston, TX
Irvine, CA
Kansas City, MO
Knoxville, TN
Los Angeles, CA

Milwaukee, WI
Minneapolis, MN
Nashville, TN
Omaha, NE
Orinda, CA
Pasadena, CA

Portland, OR
Richmond, VA
San Francisco, CA
Washington, DC
West Hartford, CT
West Palm Beach, FL

OUR MILESTONES



2

Timeline

5



Timeline

- September 17, 2019 – Accounts opened at Fidelity for Golden Rain Foundation of Laguna Woods, United Laguna Woods Mutual, and Third Laguna Hills Mutual
- October 1, 2019 – Paperwork submitted to Fidelity to initiate in-kind transfer for all three accounts from Merrill Lynch to Fidelity
- October 10, 2019 – Expected completion date of transfers to Fidelity
- October - November 2019 – Review and approval of modified Investment Policy Statements by the three respective boards
- 2019 - 2020 – Potential transition to mutual/index fund investment structure for all three portfolios. (SageView's recommendation)

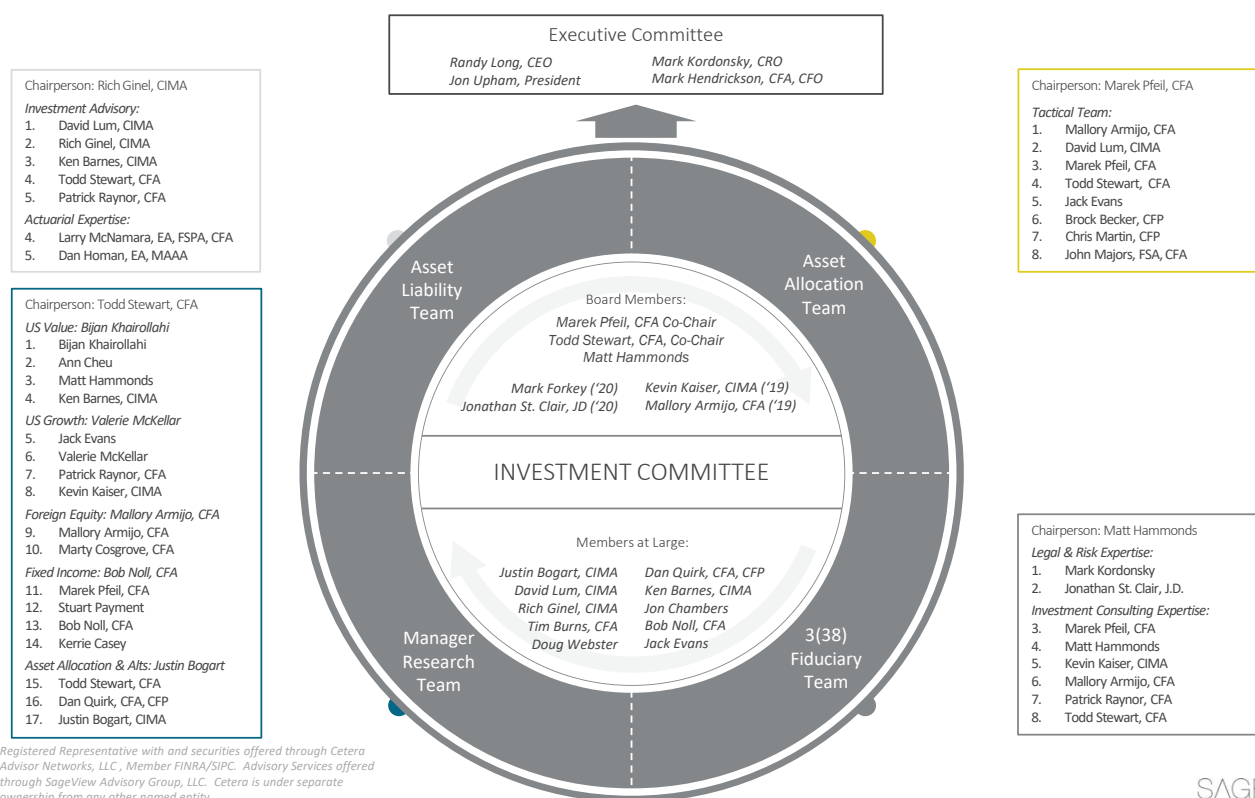
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INVESTMENT
ANALYTICS

7



SageView Investment Team Structure



Registered Representative with and securities offered through Cetera Advisor Networks, LLC, Member FINRA/SIPC. Advisory Services offered through SageView Advisory Group, LLC. Cetera is under separate ownership from any other named entity.

Quantitative and Qualitative Assessment

SageView's quantitative due diligence process is disciplined, metrics-driven, performance-focused, and yet simple to follow and act upon. Informed by behavioral finance, it is uniquely client-focused.

We continually evaluate both our quantitative and qualitative process to ensure that both are dynamic and improving.

QUANTITATIVE MEASURES

Performance Ranking

- Trailing 1, 3, 5 and 10 year returns
- Rolling 12-month returns (10 years)
- Rolling 36-month returns (10 years)

Ratio statistics

- Alpha
- Sharpe Ratio (36 months)
- Up Capture Ratio
- Down Capture Ratio

Style consistency

Expense ratio

QUALITATIVE CRITERIA

- Firm structure/ownership
- Asset size and growth/negative cash flow
- Manager tenure
- Investment team structure
- Investment philosophy and strategy
- Portfolio construction
- Operations, compliance, trading strategies
- Risk controls

9

SAGE
VIEW

Sample Portfolio

Fund	Percentage	YTM	Duration	Expense Ratio
Vanguard Treasury Money Market (VUSXX)	5%	2.3%	0.1	0.09%
Fidelity Short-Term Treasury (FUMBX)	30%	2.5%	2.6	0.03%
Fidelity Intermediate-Term Treasury (FUAMX)	10%	2.6%	6.3	0.03%
Vanguard MBS Admiral (VMBSX)	25%	3.3%	4.4	0.07%
Vanguard Short-Term Corporate (VSCSX)	15%	3.3%	2.6	0.07%
Vanguard Intermediate Corporate (VICBX)	15%	3.9%	6.2	0.05%
Total Portfolio	100%	3.0%	3.8	0.05%

Key Attributes:

- Streamlined portfolio construction
- Highly diversified, with thousands of underlying issuers
- Attractive yield of just over 3.04%, 2.97% net of all fees
- Duration of 3.8 years, which can be easily adjusted
- Ultra low expense ratios
- Strong credit quality - 70% Treasury/Agency, 30% IG corporate
- Improved portfolio dynamics, that lowers interest rate risk
- Compares to current portfolios with yields near 2.6% before fees

Rigorous Fund Benchmarking

Fund Performance Summary As of 03/31/2019

Fund Benchmark Category	Asset Class	(%) of Plan	3 Month	YTD	1 Year	3 Years Annualized	5 Years Annualized	10 Years Annualized	Expense Ratio	SageView Ranking
Vanguard Treasury Money Market Investor	Money Market-Taxable	5.00%	0.58	0.58	2.04	1.12	0.69	0.36	0.09	Index
ICE BofAML US 3M Trsy Bill TR USD*			0.60	0.60	2.12	1.19	0.74	0.43		
Cat: Morningstar Money Market - Taxable			0.49	0.49	1.66	0.81	0.50	0.26	0.48	
Fidelity® Shrt-Term Trs Bd Index	Short Government	30.00%	1.26	1.26	3.17	0.90	1.18	1.37	0.03	Index
BBgBarc Treasury 1-5 Yr TR USD*			1.23	1.23	3.17	0.95	1.26	1.45		
Cat: Morningstar Short Government			1.04	1.04	2.43	0.77	0.87	1.20	0.71	
Vanguard Short-Term Corp Bd Idx Admiral	Short-Term Bond	15.00%	2.65	2.65	4.39	2.29	2.19	NA	0.07	Index
BBgBarc USD Corp Bd 1-5 Yr TR USD*			2.61	2.61	4.42	2.41	2.30	4.30		
Cat: Morningstar Short-Term Bond			1.71	1.71	2.97	1.87	1.45	2.77	0.73	
Fidelity® Interm Trs Bd Index	Intermediate Government	10.00%	2.40	2.40	5.30	0.89	2.59	3.01	0.03	Index
BarCap US Treasury 5-10 Yr TR USD*			2.44	2.44	5.28	0.98	2.68	3.10		
Cat: Morningstar Intermediate Government			2.05	2.05	3.77	0.98	1.86	2.53	0.80	
Vanguard Mortgage-Backed Secs Idx Adm	Intermediate Government	25.00%	2.09	2.09	4.22	1.66	2.47	NA	0.07	Index
BBgBarc US MBS Float Adjusted TR USD*			2.12	2.12	4.34	1.75	2.53			
Cat: Morningstar Intermediate Government			2.05	2.05	3.77	0.98	1.86	2.53	0.80	
Vanguard Interm-Term Corp Bd Idx Instl	Corporate Bond	15.00%	5.43	5.43	6.18	3.41	3.91	NA	0.05	Index
BBgBarc US Credit Corp 5-10 Yr TR USD*			5.41	5.41	6.11	3.55	3.98	7.31		
Cat: Morningstar Corporate Bond			5.02	5.02	4.61	3.71	3.58	6.33	0.70	

*Investment Policy Benchmark

11

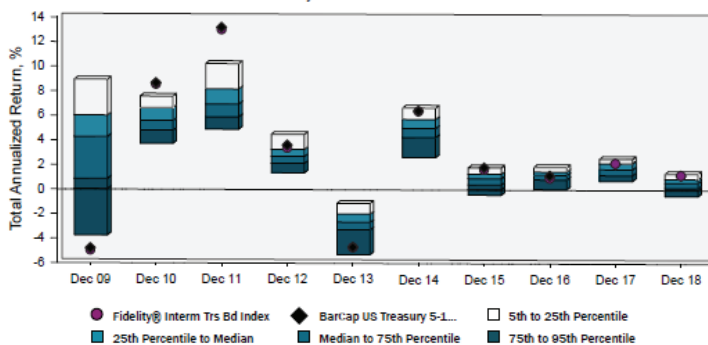
SAGE
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Detailed Fund Level Analytics

Fidelity® Interm Trs Bd Index As of 12/31/2018

	3 Month	YTD	1 Year	3 Year	5 Year	10 Year	Alpha 3Yr	Beta 3Yr	Sharpe Ratio 3Yr	Standard Deviation 3Yr	Expense Ratio
Fidelity® Interm Trs Bd Index	3.49	1.23	1.23	1.46	2.48	2.65	-0.07	1.02	0.12	4.26	0.03
BarCap US Treasury 5-10 Yr TR USD	3.40	1.22	1.22	1.52	2.55	2.76	0.00	1.00	0.14	4.15	-
Morningstar Intermediate Government	1.95	0.51	0.51	1.05	1.76	2.46	-0.15	1.06	0.02	2.50	0.79

Performance To Date
January 2009 - December 2018



Portfolio Composition



cash (0.49%)
Domestic Stock (0.00%)
Foreign Stock (0.00%)
Domestic Bond (99.51%)
Foreign Bond (0.00%)
Preferred Bond (0.00%)
Convertible Bond (0.00%)
Other (0.00%)

Portfolio Statistics

Average Eff. Duration
Average Credit Quality

6.28

AAA

Portfolio Data

Ticker	FUAMX
Prospectus Objective	Government Bond - Treasury
Morningstar Category	Intermediate Government
Net Assets \$MM	\$1.976
Turnover Ratio	43%
Total Number of Holdings	55
Average Mkt Cap \$MM	-
Manager Name	Brandon Bettencourt
Manager Tenure (yrs.)	4.59
Mstar Rating	4

Bond Credit Analysis	Fund	Category
AAA	100.00	94.34
AA	0.00	4.30
A	0.00	0.40
BBB	0.00	0.26
BB	0.00	0.04
B	0.00	0.04
Below B	0.00	0.03
Not Rated	0.00	0.60

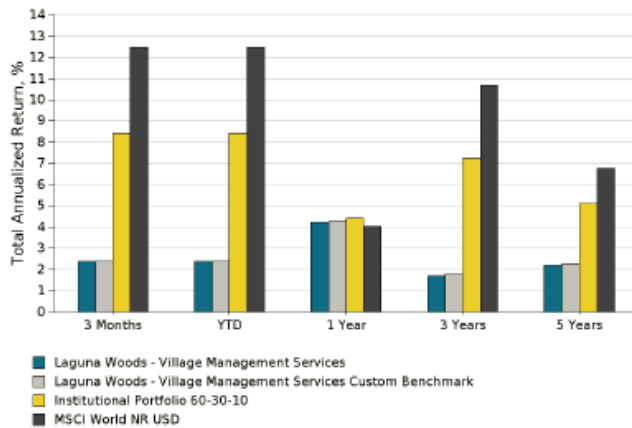
12

Rigorous Portfolio Benchmarking

Portfolio Return vs. Custom Benchmark

As of 03/31/2019

Performance As Of March 31, 2019	3 Month	YTD	1 Year	3 Year	5 Year	Std Dev 5 Yr	Prospectus Exp Ratio
Laguna Woods - Village Management Services	2.38	2.38	4.23	1.69	2.19	2.02	0.05
Laguna Woods - Village Management Services Custom Benchmark	2.37	2.37	4.26	1.78	2.26	1.97	NA
Laguna Woods - Village Management Services Custom Category Averages Benchmark	2.06	2.06	3.27	1.45	1.69	1.95	0.73
Institutional Portfolio 60-30-10	8.43	8.43	4.42	7.26	5.10	6.59	NA
MSCI World NR USD	12.48	12.48	4.01	10.68	6.78	10.98	NA



¹Industry Average Exp Ratio 1.04%. Based on plan assets \$10M - \$24.9M

Benchmark	Weight
BBgBarc Treasury 1-5 Yr TR USD	30.00%
BBgBarc US MBS Float Adjusted TR USD	25.00%
BBgBarc USD Corp Bd 1-5 Yr TR USD	15.00%
BBgBarc US Credit Corp 5-10 Yr TR USD	15.00%
BarCap US Treasury 5-10 Yr TR USD	10.00%
ICE BofAML US 3M Trsy Bill TR USD	5.00%

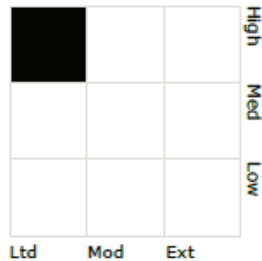
13

SAGE
VIEW

Detailed Portfolio Level Analytics

Fixed Income Style Box

Morningstar Fixed Income Style Box™



Fixed-Income Stats

Average Eff Duration	3.9
Average Eff Maturity	6.0
Average Coupon	3.0
Average Price	-

Fixed Income Sectors



Maturity Breakdown

1-3 Yr %	27.44
3-5 Yr %	19.47
5-7 Yr %	13.50
7-10 Yr %	13.50
10-15 Yr %	2.81
15-20 Yr %	1.30
20-30 Yr %	20.39
30+ Yr %	0.91

14

4

Investment Policy
Statement Review

15



Investment Policy Statement – Golden Rain Foundation

GOLDEN RAIN FOUNDATION INVESTMENT POLICY

RESOLVED, June 7, 2016 that the Managing Agent of this corporation, and an outside Investment Manager are hereby authorized to invest the funds of the corporation which, in the opinion of said managing agent are not required within a reasonable time to pay obligations of the corporation; and

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

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

1. Notification of confirmation shall be given to the managing agent and treasurer of this corporation upon completion of each investment transaction;
2. For funds administered by the Managing Agent, no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that an investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be received from the Board of Directors of this corporation;
3. Funds shall be invested only in authorized investments as provided herein. Authorized investments are limited to:
 - a. obligations of, or fully guaranteed as to principal by, the United States of America;
 - b. Up to 30% of the portfolio may be invested in Corporate Bonds rated A through AAA; specifically A3/A-/A- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond does not meet these minimum credit quality criteria in at least one of the above mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days.
 - c. No more than 3% of portfolio is to be invested in any one corporate bond issuer; and
 - d. Up to 25% of the portfolio may be invested in Government Sponsored Federal Agencies, namely FNMA (Federal National Mortgage Association – Fannie Mae), FHLMC (Federal Home Loan Mortgage Corporation – Freddie Mac, and FHLB (Federal Home Loan Bank).
4. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation. Any such investments may be held for the account of the corporation in book-entry form;
5. Any authorized investments, as defined in Item 3 above, previously made by said Managing Agent or Investment Manager, are hereby ratified; and

RESOLVED FURTHER, that Resolution 90-13-23 adopted on March 5, 2013, is hereby superseded and cancelled.

16



Investment Policy Statement Modification– Golden Rain Foundation

b. Up to 30% of the portfolio may be invested in investment grade Corporate Bonds rated BBB through AAA; specifically Baa3/BBB-/BBB- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If an individually held bond does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of bonds downgraded below the investment grade rating will be determined by the fund manager.



Investment Policy Statement – Third Laguna Hills

THIRD LAGUNA HILLS MUTUAL INVESTMENT POLICY

RESOLVED, May 17, 2016, that the Managing Agent of this corporation, and an Investment Manager are hereby authorized to invest the funds of the Corporation which, in the opinion of said Managing Agent are not required within a reasonable time to pay obligations of the corporation; and

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

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

1. Notification of confirmation shall be given to the Managing Agent and Treasurer of this Corporation upon completion of each investment transaction;
2. For funds administered by the Managing Agent no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the Treasurer or the President or 1st Vice President of this Corporation. Furthermore, if a member of the Board of the Corporation desires an investment to be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity, approval must be received from the Board of Directors of this Corporation;
3. No funds shall be invested except in authorized investments as provided herein. Authorized investments limited to:
 - a. obligations of, or fully guaranteed as to principal, by the United States of America;
 - b. Up to 30% of the portfolio may be invested in Corporate Bonds rated A through AAA, specifically A3/A-/A- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond does not meet this minimum credit quality criteria in at least one of the above mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days; and
 - c. No more than 3% of the portfolio is to be invested in any one corporate bond issuer; and
 - d. Up to 25% of the portfolio may be invested in Government Sponsored Federal Agencies, namely FNMA (Federal National Mortgage Association – Fannie Mae), FHLMC (Federal Home Loan Mortgage Corporation – Freddie Mac, and FHLB (Federal Home Loan Bank).
4. Investments on behalf of this Corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village, Laguna Woods, California. However, separate investment receipts will be held in the name of this Corporation. Any such investments may be held for the account of the Corporation in book-entry form;

RESOLVED FURTHER, that Resolution 03-14-52 adopted May 20, 2014 is hereby superseded and canceled; and

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



Investment Policy Statement Modification– Third Laguna Hills

b. Up to 30% of the portfolio may be invested in investment grade Corporate Bonds rated BBB through AAA; specifically Baa3/BBB-/BBB- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If an individually held bond does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of bonds downgraded below the investment grade rating will be determined by the fund manager.



Investment Policy Statement – United Laguna Woods

RESOLUTION 01-17-38

UNITED LAGUNA WOODS MUTUAL INVESTMENT POLICY

WHEREAS, that Village Management Services Inc., managing agent of this corporation, and an external Investment Manager are hereby authorized to invest the funds of the corporation which, in the opinion of said managing agent are not required within a reasonable time to pay obligations of the corporation; and

NOW THEREFORE BE IT RESOLVED, March 14, 2017, that the Board of Directors of this Corporation hereby authorizes the Managing Agent to retain Merrill Lynch and its affiliate (BlackRock) as Investment Manager and gives that Investment Manager discretion to transact purchases and sales of investments for the United Laguna Woods Mutual account. Such discretion is subject to the underlying conditions as stated below. The Board will determine the amount to be managed in this discretionary account; and

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

1. Notification of confirmation shall be given to the managing agent and treasurer of this corporation upon completion of each investment transaction;
2. For funds administered by Village Management Services, Inc., known as the "non-discretionary account" no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of the Treasurer and either the President or 1st Vice President of this corporation. Furthermore, if a member of the corporation desires an investment to be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity, approval must be received from the Board of Directors of this corporation;
3. Managed funds, known as the "discretionary account", shall be invested only in authorized investments as provided herein;
 - a. obligations of, or fully guaranteed as to principal, by the United States of America; and
 - b. Up to 20% of the portfolio may be invested in Corporate Bonds rated A through AAA, specifically A3/A-/A- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond does not meet this minimum credit quality criteria in at least one of the above mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days; and
 - c. No more than 3% of the portfolio is to be invested in any one corporate bond issuer;
4. Interim cash balances are to be held in money market funds that are invested in short-term U.S. Treasuries or direct obligations of the U.S. Government;
5. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation.

Any such investments may be held for the account of the corporation in book-entry form; and

RESOLVED FURTHER, that Resolution 01-16-15, adopted on February 9, 2016 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.



Investment Policy Statement Modification– United Laguna Woods

b. Up to 30% of the portfolio may be invested in investment grade Corporate Bonds rated BBB through AAA; specifically Baa3/BBB-/BBB- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If an individually held bond does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of bonds downgraded below the investment grade rating will be determined by the fund manager.

Note: Recommendation also includes moving from a maximum corporate bond allocation of 20% to 30%, matching Golden Rain and Third Laguna.



THANK YOU

The logo for SageView, featuring the word "SAGE" stacked above "VIEW" in a white, sans-serif font. A thin white diagonal line runs from the top-left of the "S" down to the bottom-right of the "V". The logo is centered within a dark teal horizontal band that spans the width of the page.

SAGE
VIEW

www.sageviewadvisory.com

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Financial Report

As of September 30, 2019



OPERATING INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$30,311
Non-assessment Revenue	\$1,663
Total Revenue	\$31,974
Total Expense	\$32,997
Net Revenue/(Expense)	(\$1,023)

1

Financial Report

As of September 30, 2019



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$21,035
Non-assessment Revenue ¹	\$1,048
Total Revenue	\$22,083
Total Expense ²	\$21,852
Operating Surplus	\$231

1) excludes unrealized gain

2) excludes depreciation

2

Financial Report

As of September 30, 2019

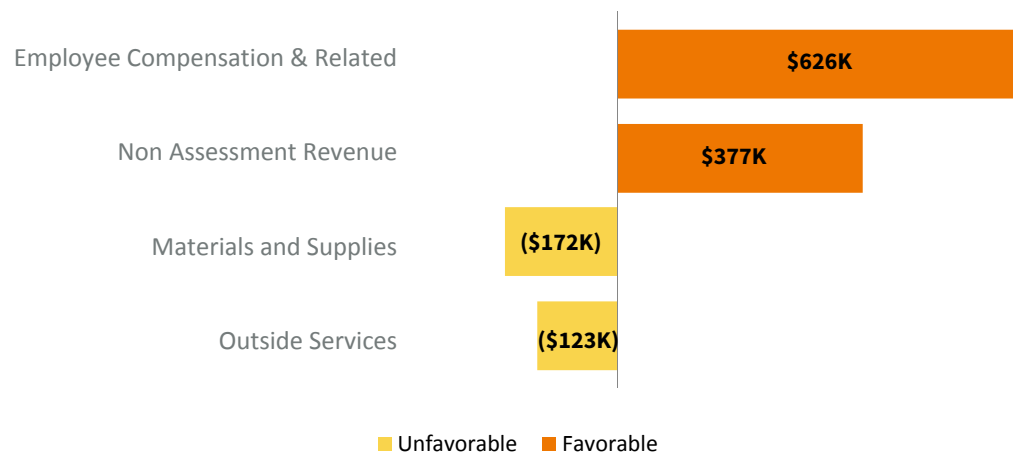


INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE
Assessment Revenue	\$30,311	\$29,337	\$974
Non-assessment Revenue	\$1,663	\$1,286	\$377
Total Revenue	\$31,974	\$30,623	\$1,351
Total Expense	\$32,997	\$32,415	(\$581)
Net Revenue/(Expense)	(\$1,023)	(\$1,793)	\$770

3

Financial Report

As of September 30, 2019



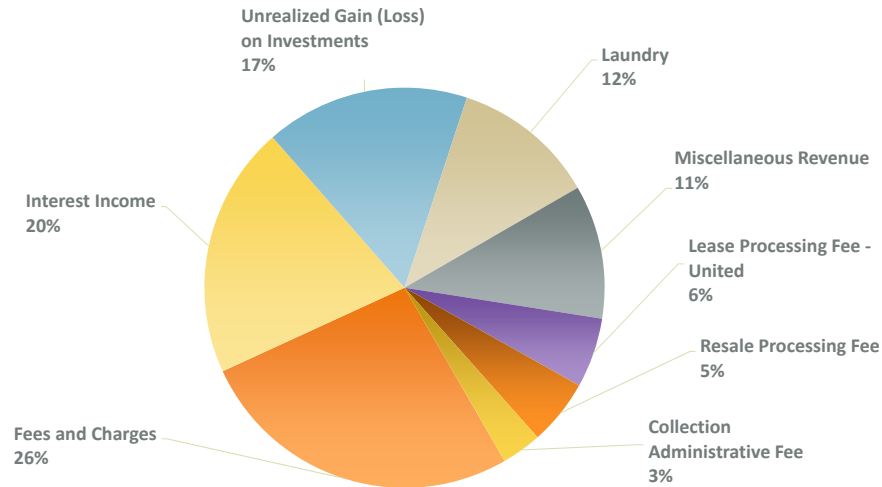
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Financial Report

As of September 30, 2019



Total Non Assessment Revenues \$1,662,897



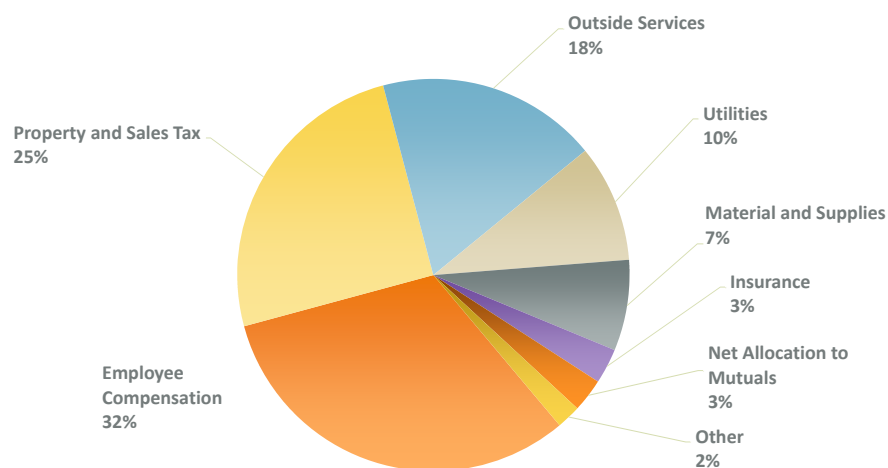
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Financial Report

As of September 30, 2019



Total Expenses \$32,996,542



6

Financial Report

As of September 30, 2019



NON OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	REPLACEMENT
Beginning Balances: 1/1/19	\$2,661	\$19,052
Contributions & Interest	895	8,722
Expenditures	(1,226)	(9,762)
Current Balances: 9/30/19	\$2,330	\$18,012

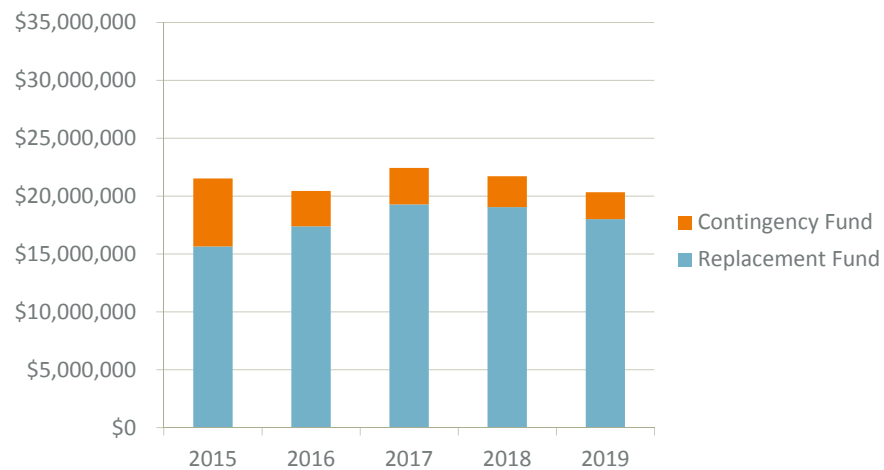
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Financial Report

As of September 30, 2019



FUND BALANCES – United Mutual



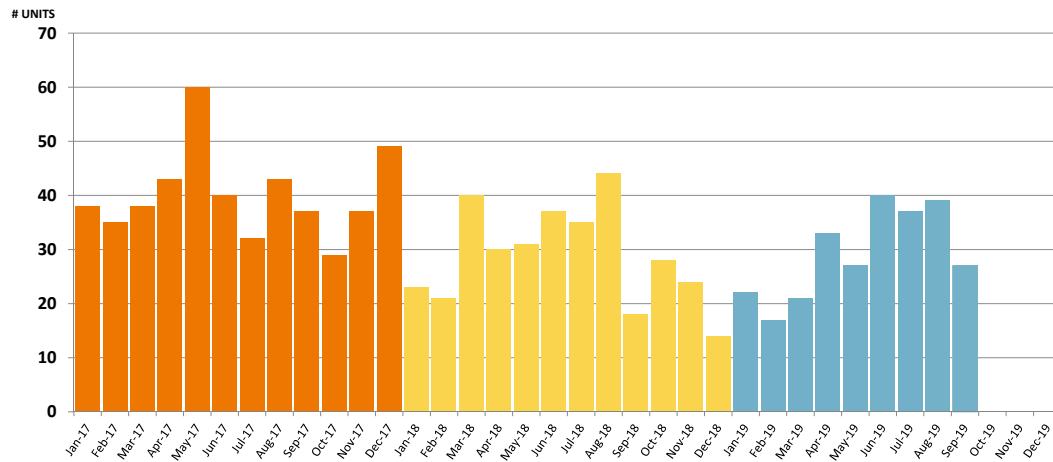
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Financial Report

As of September 30, 2019



RESALE HISTORY - United Mutual



9

United Laguna Woods Mutual
Statement of Revenues & Expenses - Preliminary
9/30/2019
(\$ IN THOUSANDS)

		CURRENT MONTH			YEAR TO DATE			PRIOR YEAR	ANNUAL
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET
Revenues:									
Assessments:									
1	Operating	\$2,337	\$2,229	\$108	\$21,035	\$20,061	\$974	\$20,421	\$26,750
2	Additions to restricted funds	1,031	1,031		9,276	9,276		8,934	12,368
3	Total assessments	<u>3,368</u>	<u>3,260</u>	<u>108</u>	<u>30,311</u>	<u>29,337</u>	<u>974</u>	<u>29,355</u>	<u>39,118</u>
Non-assessment revenues:									
4	Merchandise sales		2	(2)	4	22	(18)	20	30
5	Fees and charges for services to residents	57	40	18	439	356	83	275	475
6	Laundry	19	23	(4)	192	210	(18)	206	280
7	Interest income	38	24	14	338	217	121	281	289
8	Unrealized gain/(loss) on AFS investments	35		35	274		274		
9	Miscellaneous	44	53	(9)	415	480	(66)	461	641
10	Total non-assessment revenue	<u>194</u>	<u>143</u>	<u>51</u>	<u>1,663</u>	<u>1,286</u>	<u>377</u>	<u>1,244</u>	<u>1,715</u>
11	Total revenue	<u>3,562</u>	<u>3,402</u>	<u>160</u>	<u>31,974</u>	<u>30,623</u>	<u>1,351</u>	<u>30,599</u>	<u>40,832</u>
Expenses:									
12	Employee compensation and related	1,082	1,222	140	10,528	11,153	626	10,157	14,884
13	Materials and supplies	211	256	45	2,473	2,301	(172)	2,228	3,068
14	Utilities and telephone	427	417	(10)	3,196	3,210	14	3,265	4,232
15	Legal fees	22	15	(7)	158	131	(26)	155	175
16	Professional fees	10	9		123	139	16	102	168
17	Equipment rental	1	3	2	17	28	11	14	37
18	Outside services	1,001	654	(347)	6,009	5,886	(123)	5,400	7,848
19	Repairs and maintenance	3	4	1	26	35	9	35	47
20	Other Operating Expense	6	16	9	122	140	19	106	186
21	Income taxes				3		(3)	25	
22	Property and sales tax	890	818	(73)	8,273	7,358	(914)	7,619	9,811
23	Insurance	109	108	(1)	956	969	13	924	1,292
24	Investment expense		3	3	19	28	9	28	37
25	Uncollectible Accounts	2		(2)	31		(31)	29	
26	(Gain)/loss on sale or trade	1	(1)	(2)	2	(6)	(8)	(2)	(8)
27	Depreciation and amortization	17	17		156	156		159	208
28	Net allocation to mutuals	100	101	1	906	886	(20)	832	1,185
29	Total expenses	<u>3,882</u>	<u>3,640</u>	<u>(241)</u>	<u>32,997</u>	<u>32,415</u>	<u>(581)</u>	<u>31,076</u>	<u>43,171</u>
30	Excess of revenues over expenses	<u>(\$319)</u>	<u>(\$238)</u>	<u>(\$82)</u>	<u>(\$1,023)</u>	<u>(\$1,793)</u>	<u>\$770</u>	<u>(\$477)</u>	<u>(\$2,339)</u>



Statement of Revenues & Expenses - Preliminary Variance Explanations as of September 30, 2019

SUMMARY

For the year-to-date period ending September 30, 2019, United Laguna Woods Mutual was better than budget by \$770K, of which \$377K is found in non-assessment revenues, primarily due to the reporting of Unrealized Gains on Available for Sale Investments. The remaining \$393K is due to lower expenses in employee compensation. Explanations for categories with significant variances are found below.

REVENUE

► **Non Assessment Revenue – Line 10**

The favorable variance shown here is primarily reflective of an Unrealized Gain of \$274K reflects favorable investment market conditions, which fluctuate. We also had more revenue than expended from investment earnings, reimbursement of moisture intrusion events, and permit fees. United began charging \$35 for Mutual Consent for Demolition at the beginning of the year to offset administrative costs associated with processing requests.

EXPENSE

► **Employee Compensation and Related – Line 12**

Favorable variance primarily resulted in Maintenance and Construction Services; water heater replacements budgeted to be performed by in-house staff are being completed by vendors. Expenses are found in Outside Services, below. In addition, upgraded methodology in dry rot remediation and better management practices have resulted in a significant reduction in general maintenance and dry rot service orders.

► **Materials and Supplies – Line 13**

Unfavorable variance in plumbing materials due to a higher rate of water heater replacements than budgeted, required to address a backlog of work on hold in prior years. Variance was partially offset by fewer replacements of interior components such as kitchen faucets and bathroom countertops.

► **Outside Services – Line 18** Unfavorable variance due to:

▪ **Water Heaters & Permits**

In 2015, City of Laguna Woods Building Department began enforcing the installation of new replacement water heater with (TP) relief valves. Water heater replacement program was on hold while staff researched alternatives, creating a significant backlog. Outside vendors were contracted to assist to complete the backlog of installations. On August 13, 2019, the board authorized a supplemental appropriation of \$940K to supplement the annual budget.

▪ **Roof Replacements**

Roofs that have reached the end of their serviceable life were replaced with the new PVC cool roof system. 23 buildings were completed in October. The program was completed in October within budget. However, heavy rains led to more emergency roof repairs than anticipated.



Statement of Revenues & Expenses - Preliminary
Variance Explanations as of September 30, 2019

Favorable variance due to:

- **Waste Line Remediation**

Work is in progress. Waste Line Remediation Program involves the installation of a seamless epoxy-based liner within the existing pipes to mitigate future interior leaks and root intrusion. The scope of work for 2019 includes 145 buildings which are anticipated to be completed by the end of the year.

- **Paving**

Although budget is spread evenly throughout the year, paving programs such as Parkway concrete and Asphalt Paving began in mid-September and scheduled to be completed in November.

- **Landscape Renovation**

Design work began in October. Scope of the work includes six turf areas. Staff anticipates the program to be on budget by the end of the year.

- **Gutter Cleaning**

The annual gutter cleaning program performed by outside service started in mid-September and is scheduled to be completed by the end of the year.

- ▶ **Property and Sales Tax – [Line 22](#)**

Unfavorable variance due to higher supplemental property taxes than anticipated at the time of budget preparation. Assessment base from the County Tax Assessor has increased as average sales price trends upward. Offsetting revenue found on Line 1.



OPEN MEETING

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

Tuesday, September 24, 2019 – 1:30 p.m.
Laguna Woods Village Community Center Sycamore Room, 24351 El Toro Road

MEMBERS PRESENT: Gary Morrison – Chair, Juanita Skillman, Carl Randazzo, Sue Margolis

OTHERS PRESENT: Dick Rader – VMS, Elizabeth Roper – Select Audit Task Force

MEMBERS ABSENT: Elsie Addington

STAFF PRESENT: Betty Parker, Steve Hormuth

Call to Order

Director Morrison chaired the meeting and called it to order at 1:30 p.m.

Approval of Agenda

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

Approval of the Regular Meeting Report of July 30, 2019

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

Chair Remarks

None.

Member Comments (Items Not on the Agenda)

Elizabeth Roper, Advisor on the Select Audit Task Force, commented on the accrual process and the timely recording of expenses by individual project. By consensus, the committee requested an inquiry be submitted to M&C Department asking for projects to be accrued at each quarter end; current practice is to accrue at year-end.

Department Head Update

Ms. Parker commented on the approval of the 2020 business plan, the next investment task force meeting on October 3, 2019 at 2:30 p.m. with an invitation to all boards, and the insurance program renewals for 2020.

Section 5500 Operating and Reserve Accounts

Ms. Parker provided an update on fund accounting between operating and reserves. Currently, two additional alternatives are being developed with projections on cost estimates and their associated anticipated benefits.

Discuss Reserve and Contingency Funds

Ms. Parker provided a verbal update to the committee on the differences between use of reserve and contingency funds for unexpected costs.

Review Preliminary Financial Statements dated August 31, 2019

The committee reviewed Financial Statements for August 31, 2019. Discussion ensued and questions were addressed.

Member Comments

Director Margolis commented on going to small claims court and obtaining liens for unpaid chargeable services. Staff reminded the committee that liens are recorded for assessments but not for chargeable services.

Date of Next Meeting

Tuesday, November 26, 2019 at 1:30 p.m. in the Sycamore Room.

Recess to Closed Session

The meeting recessed to closed session at 2:30 p.m.



Gary Morrison, Chair

Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

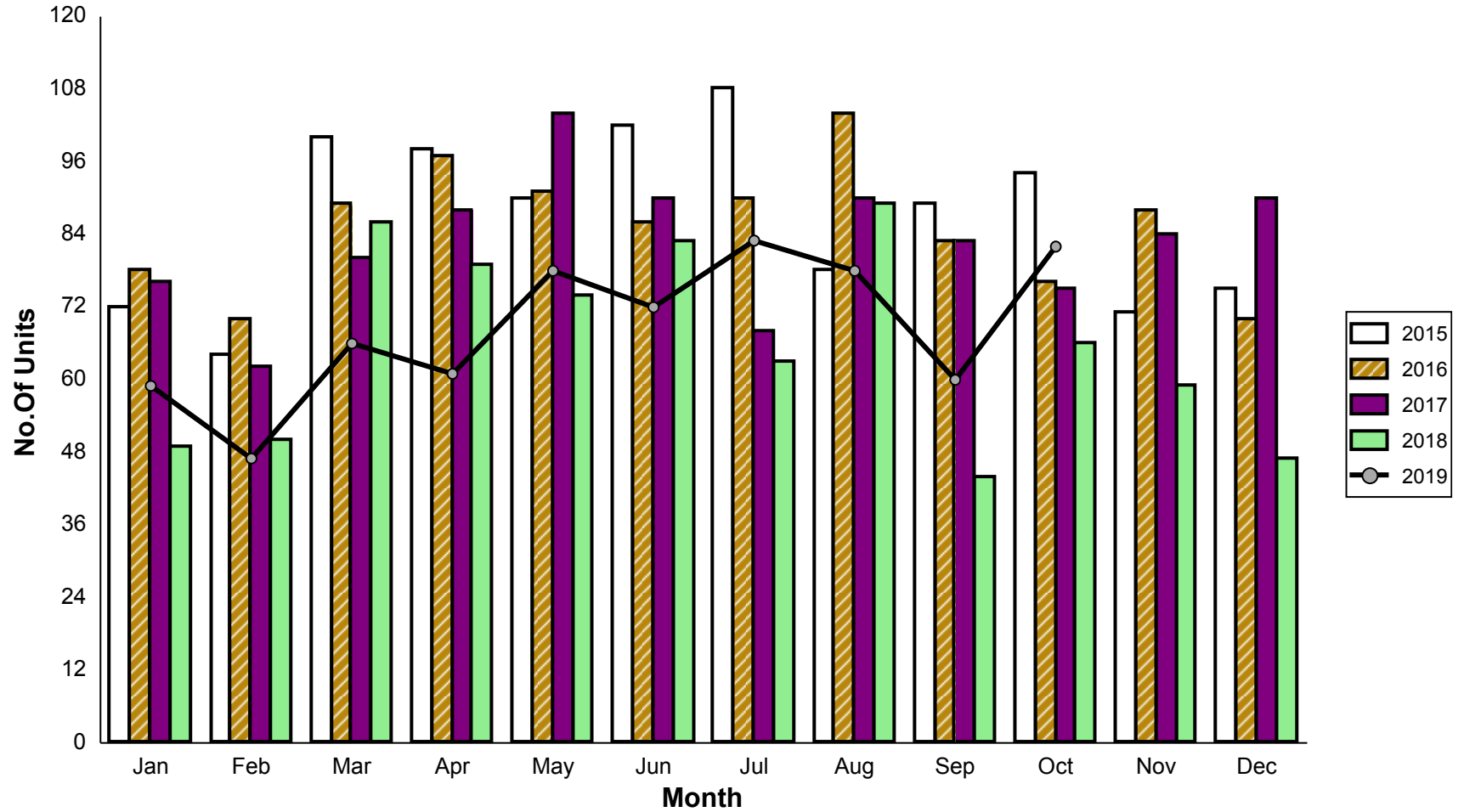
REPORT PERIOD

October, 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	59	49	\$17,913,250	\$14,821,540	\$314,268	\$308,782
February	47	50	\$14,680,050	\$18,660,142	\$319,132	\$373,203
March	66	87	\$23,445,712	\$28,065,799	\$355,238	\$359,818
April	61	79	\$20,041,551	\$27,694,226	\$328,550	\$364,398
May	78	74	\$23,975,536	\$24,187,990	\$307,379	\$350,551
June	72	83	\$21,298,290	\$28,002,538	\$295,810	\$378,413
July	83	63	\$27,170,573	\$19,434,100	\$327,356	\$329,392
August	78	89	\$26,031,000	\$28,612,100	\$333,731	\$340,620
September	60	44	\$19,972,080	\$17,185,192	\$332,868	\$409,171
October	82	66	\$26,128,300	\$22,702,400	\$318,638	\$366,168
November		* 59		* \$17,330,500		* \$320,935
December		* 47		* \$17,262,399		* \$383,609
TOTAL	686.00	684.00	\$220,656,342	\$229,366,027		
MON AVG	68.00	68.00	\$22,065,634	\$22,936,603	\$323,297	\$358,051

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

October, 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	17	21	\$4,256,150	\$6,059,250	\$250,362	\$288,536
March	21	40	\$6,355,000	\$11,156,600	\$302,619	\$278,915
April	33	30	\$9,292,051	\$8,824,600	\$281,577	\$294,153
May	27	31	\$6,380,503	\$8,735,000	\$236,315	\$281,774
June	40	37	\$10,297,790	\$11,021,400	\$257,445	\$297,876
July	37	35	\$9,189,800	\$9,541,300	\$248,373	\$272,609
August	39	44	\$10,018,600	\$11,285,100	\$256,887	\$256,480
September	27	18	\$7,328,900	\$4,632,500	\$271,441	\$257,361
October	41	28	\$9,985,400	\$8,556,100	\$243,546	\$305,575
November		*		\$6,194,000		* \$258,083
December		*		\$3,368,300		* \$240,593
TOTAL	304.00	307.00	\$78,386,344	\$85,826,240		
MON AVG	30.00	30.00	\$7,838,634	\$8,582,624	\$258,866	\$279,477
% CHANGE - YTD	-1.0%		-8.7%		-7.4%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

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Resales Report

United Laguna Woods Mutual

October, 2019

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
10/23/2019	12-B	1	\$238,000	Valencia	Laguna Premier Realty, Inc	Century 21 Rainbow	Blue Pacific Escrow
10/21/2019	45-O	1	\$165,000	Casa Blanca	Century 21 Rainbow	Douglas Elliman of California, Inc	Corner Escrow Inc.
10/24/2019	45-E	1	\$200,000	Majorca	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
10/01/2019	48-B	1	\$154,000	Cadiz	Century 21 Rainbow	Vantage Real Estate	Corner Escrow Inc.
10/28/2019	94-A	1	\$272,000	San Sebastian	Laguna Premier Realty, Inc	HomeSmart Evergreen	Granite Escrow
10/15/2019	104-Q	1	\$165,500	Cadiz	Big Block Realty	IPRO Real Estate	Granite Escrow
10/18/2019	110-G	1	\$205,000	Majorca	Coldwell Banker Residential	Laguna Premier Realty, Inc	Granite Escrow
10/15/2019	162-N	1	\$165,000	Casa Blanca	Jack Wallace	Village Real Estate Services	Corner Escrow Inc.
10/17/2019	167-H	1	\$195,000	Barcelona	Century 21 Rainbow	First Team Real Estate	Granite Escrow
10/30/2019	225-Q	1	\$215,000	Casa Blanca	HomeSmart Evergreen	HomeSmart Evergreen	Escrow Options Group
10/29/2019	270-N	1	\$295,000	Casa Blanca	Laguna Premier Realty, Inc	Regency Real Estate	Granite Escrow
10/07/2019	285-B	1	\$360,000	San Sebastian	Evergreen Realty	Troy Shadian Broker	Generations Escrow
10/16/2019	370-C	1	\$224,000	Granada	Laguna Premier Realty, Inc	First Team Real Estate	Blue Pacific Escrow
10/30/2019	521-P	1	\$295,000	Casa Blanca	HomeSmart Evergreen	Century 21 Rainbow	Corner Escrow Inc.
10/01/2019	525-B	1	\$198,000	Majorca	Laguna Premier Realty, Inc	Century 21 Rainbow	Blue Pacific Escrow
10/08/2019	572-A	1	\$485,000	Cordoba	HS Evergreen	Re/Max Premier Realty	Granite Escrow
10/28/2019	581-N	1	\$272,000	Casa Linda	First Team Real Estate	Laguna Premier Realty, Inc	Coast Cities Escrow
10/16/2019	610-P	1	\$380,000	Casa Linda	Regency Real Estate	Coldwell Banker Best Realty	Corner Escrow Inc.
10/30/2019	622-P	1	\$325,000	Casa Linda	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
10/25/2019	622-A	1	\$212,000	Casa Linda	Laguna Premier Realty, Inc	Keller Williams Real Estate	Blue Pacific Escrow
10/21/2019	691-A	1	\$344,500	Granada	Century 21 Rainbow	Century 21 Rainbow	Corner Escrow Inc.
10/15/2019	699-B	1	\$369,900	San Sebastian	HomeSmart Evergreen	Laguna Premier Realty, Inc	Granite Escrow
10/15/2019	702-A	1	\$315,000	Madrid	First Team Real Estate	Realty Quest	Corner Escrow Inc.

Resales Report

United Laguna Woods Mutual

October, 2019

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
10/04/2019	729-D	1	\$310,000	Cordoba	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Granite Escrow
10/01/2019	743-B	1	\$180,000	Majorca	Laguna Premier Realty, Inc	HomeSmart Evergreen	Blue Pacific Escrow
10/09/2019	750-B	1	\$207,500	La Corona	Century 21 Award	Coldwell Banker	Granite Escrow
10/18/2019	783-P	1	\$245,000	Casa Linda	OC Real Estate 411	Hallmark West Real Estate	Corner Escrow Inc.
10/31/2019	783-O	1	\$172,500	Casa Linda	Bullock Russell Real Estate	HomeSmart Evergreen	Corner Escrow Inc.
10/14/2019	840-B	1	\$237,000	Casa Linda	Keller Williams Real Estate	Coldwell Banker	Granite Escrow
10/15/2019	864-Q	1	\$170,000	Casa Contenta	Century 21 Rainbow	United Real Estate Professionals	Corner Escrow Inc.
10/25/2019	896-B	1	\$217,000	Casa Linda	Re/Max Premier Realty	Village Real Estate Services	Granite Escrow
10/31/2019	922-O	1	\$134,000	Cadiz	Century 21 Rainbow	HomeSmart Evergreen	Corner Escrow Inc.
10/17/2019	944-D	1	\$149,500	Cadiz	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Granite Escrow
10/25/2019	953-P	1	\$262,000	Casa Linda	HomeSmart Evergreen	Village Real Estate Services	Granite Escrow
10/15/2019	2016-P	1	\$440,000	Casa Linda	Prea Realty	Realty Quest	Corner Escrow Inc.
10/15/2019	2104-Q	1	\$235,000	Casa Linda	Prea Realty	H & M Realty Group	Corner Escrow Inc.
10/31/2019	2123-G	1	\$140,000	Coronado	Century 21 Rainbow	Century 21 Rainbow	Granite Escrow
10/22/2019	2144-B	1	\$155,000	Coronado	Village Real Estate Services	Big Block Realty	Corner Escrow Inc.
10/29/2019	2185-N	1	\$316,000	Castilla	Realty One Group	HomeSmart Evergreen	Corner Escrow Inc.
10/04/2019	2188-A	1	\$185,000	Casa Linda	Keller Williams Realty	H & M Realty Group	Granite Escrow
10/02/2019	2218-D	1	\$180,000	Monterey	Century 21 Rainbow	Century 21 Rainbow	Corner Escrow Inc.

Number of Resales: 41

Total Resale Price: \$9,985,400

Average Resale Price: \$243,546

Median Resale Price: \$217,000



MONTHLY LEASING REPORT

Report Period:
October-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	29	43	296	191	559	520	19	30	31	0
March	16	34	270	224	544	506	54	25	29	1
April	13	30	254	255	552	478	45	43	36	0
May	22	27	229	282	560	491	33	58	36	1
June	25	27	208	308	568	512	24	42	31	2
July	26	28	195	329	578	524	24	41	33	3
August	20	32	183	344	579	540	24	29	34	2
September	23	32	181	345	581	524	41	31	22	3
October	10	28	181	339	558	527	22	43	40	0
November						546				
December						558				
Monthly Average	21.9	32.5	230.9	278.0	563.3	Oct 512.2	31.5	37.2	31.7	1.2
Percentage Leased	558 / 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, September 19, 2019 – 9:30 a.m.
Laguna Woods Village Community Center Elm Room
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

COMMITTEE MEMBERS PRESENT: Acting Chair Carl Randazzo, Reza Bastani, Gary Morrison

DIRECTORS PRESENT: Juanita Skillman

COMMITTEE MEMBERS ABSENT: Chair Cash Achrekar

ADVISORS PRESENT: Janey Dorrell, Walt Ridley

STAFF PRESENT: Brett Crane, Gavin Fogg

1. Call to Order

Acting Chair Randazzo called the meeting to order at 9:32.

2. Acknowledgement of Media

No media present.

3. Approval of the Agenda

Director Morrison moved to accept the agenda. Director Bastani seconded. The committee had no objection.

4. Approval of the Report for August 15, 2019

Director Bastani moved to accept the report. Director Skillman seconded. The committee had no objection.

5. Committee Chair Remarks

Acting Chair Randazzo also stated he is sitting in for Chair Achrekar.

Acting Chair Randazzo stated he provided staff with some comments regarding the three standards on today's agenda.

6. Member Comments

Trudi Dreikurs (797-D) stated she spoke with John Reid in the Permits office regarding the unit next to her, 797-C, replacing a patio enclosure with a window that will invade her privacy. Mr. Reid stated he would speak to Patio Masters who is the contractor. Staff will look into this matter further and respond to Ms. Dreikurs appropriately.

7. Division Manager Update

Mr. Crane stated he would follow up with Trudi Dreikurs in 797-D regarding the matter above.

Mr. Crane stated staff is still continuing to go through the remaining standards with the assistance from other departments. Mr. Crane believes there are four standards remaining.

Mr. Crane will follow up with Cynthia Connor at The City to discuss convening a contractors meeting to address the contractor's concerns. This will be addressed in the near future.

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.

None.

Items for Discussion and Consideration:

8. Discuss and Review Architectural Standard 27: Soft Water Units

Director Skillman made the motion to accept Staff's recommendation and approve this request. Director Morrison seconded. The committee was in unanimous support.

The committee proposed the following additional changes to this policy and asked Staff to send to the Board for approval.

Change §2.3 From: Exposed exterior installations must be enclosed in a 5/8" CDX plywood cabinet, textured (to match exterior wall) or paneled and painted to match the color of the building. All exposed plumbing shall be painted color of surface to which attached.

Change §2.3 To: Exposed exterior installations must be enclosed in a 5/8" CDX plywood cabinet, textured (to match exterior wall) or paneled and painted inside and out to match the color of the building. All exposed plumbing shall be painted color of surface to which attached.

Change §2.5 From: Softener tanks may be located below grade.

Change §2.5 To: Isolation valves for emergency shut-off will be required.

Add §2.8: Approval of landscape installation to conceal the soft water unit cabinets will be required.

9. Discuss and Review Architectural Standard 30: Water Heater Relocation

Director Morrison made the motion to accept Staff's recommendation and approve this request. Director Skillman seconded. The committee was in unanimous support.

The committee proposed the following additional changes to this policy and asked Staff to send to the Board for approval.

Change §2.1 From: Water heaters located outside of the unit must be enclosed in an exterior storage cabinet. Cabinets shall be textured (to match exterior building wall) or paneled and painted to match the color of the building. Future costs for the maintenance of the cabinet will be at Mutual member's expense

Change §2.1 To: Water heaters located outside of the unit must be enclosed in an exterior storage cabinet. Cabinets shall be textured (to match exterior building wall) or paneled and painted to match the color of the building. Cabinets shall be painted on all sides (inside and out). Future costs for the maintenance of the cabinet will be at Mutual member's expense.

Add §2.8: All exterior water heaters are required to be wrapped in an R-11 insulated blanket or equal.

Add §2.9: All installations shall meet code regulations for adequate earthquake strapping.

Change §3.5 From: Any change in the water heater tank, or new tank installed at time of relocation of the water heater will be 100% at the Mutual member's expense.

Change §3.5 To: Any new or replaced water heater tank that is installed at the time of relocation will be 100% at the Mutual member's expense.

Change §4.2 From: Exposed rigid conduit shall be painted to match the color of the surface it is on.

Change §4.2 To: All installations shall meet current electrical codes.

Change §4.3 From: All electrical conductors shall be installed in rigid or flexible conduit.

Change §4.3 To: Dimensions shown on the enclosure detail are an approximate. Depending on the size of the water heater and the R-11 blanket, the dimensions may be larger.

10. Discuss and Review Architectural Standard 36: Ramps

Director Morrison made the motion to accept Staff's recommendation and approve this request. Director Skillman seconded. The committee was in unanimous support.

Reports:

11. Status of Mutual Consents

Mr. Fogg went over this report with the committee.

Items for Future Agendas

Remaining Standards.

Concluding Business:

12. Committee Member Comments

None.

13. Date of Next Meeting - October 17, 2019

14. Adjournment at 10:59 a.m.

A handwritten signature in black ink, appearing to read "C. Randazzo", is written over a horizontal line.

Carl Randazzo, Acting Chair
Brett Crane, Staff Officer
Alisa Rocha, Alterations Coordinator 268-2301



OPEN MEETING

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

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

REPORT

COMMITTEE MEMBERS PRESENT: Co-Chair Carl Randazzo, Reza Bastani, Elsie Addington

DIRECTORS PRESENT: Andre Torng

COMMITTEE MEMBERS ABSENT: Chair Brian Gilmore

ADVISORS PRESENT: Mike Mehrain, Walt Ridley

STAFF PRESENT: Brett Crane, Gavin Fogg, Alisa Rocha

1. Call to Order

Co-Chair Randazzo called the meeting to order at 9:34

2. Acknowledgement of Media

Not present

3. Approval of the Agenda

Director Addington moved to accept the agenda. Director Bastani seconded. The committee had no objection.

4. Approval of the Report for September 19, 2019

Director Bastani moved to accept the report. Director Addington seconded. The committee had no objection.

5. Committee Chair Remarks

Co-Chair Randazzo stated he does not have the need for the agenda packets to be in a binder. Committee was in agreement.

6. Member Comments

Anthony Anton of 769-A expressed a few concerns regarding the location of the garden window and the water heater for 769-B. Staff addressed his

concerns by showing him the exact location on the plans. No other concerns were expressed.

Director Torng questioned if the paint program is running through an area where construction is occurring, is the building painted? Mr. Crane will look into that question and get back to the committee.

7. Division Manager Update

Mr. Brett Crane welcomed the new members and thanked the existing members for returning. He also mentioned we have reduced the amount of our variances within the past year and the goal is to do eliminate them completely.

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.

None.

Items for Discussion and Consideration:

8. 769-B (La Corona, 3B) Extend Dining Room into Front Patio

Director Bastani made a motion to accept Staff's recommendation and approve this request. Director Addington seconded. The committee was in unanimous support.

Staff will look into a minor issue the committee had regarding the roofline.

Reports:

9. Status of Mutual Consents

Mr. Fogg went over this report with the committee.

Director Torng stated he is having a hard time interpreting the report and it may be useful to have the cumulative count on the Mutual Consent Report. He expressed his concern for the many alterations. Co-Chair Randazzo commented cumulative reporting would not make much of a difference because it is up to the member to close the mutual consent. He would like to see a column in the report stating number of outstanding/in-progress mutuals on the report. Tweaking the report was suggested.

Items for Future Agendas

None.

Concluding Business:

10. Committee Member Comments

Advisor Mehrair stated regarding the Mutual Consent Report, it's not the absolute number that is important, but the variation. Co-Chair Randazzo agreed and mentioned a graph would be a better option than a bar chart for the Mutual Consent Report.

Advisor Ridley expressed his concern regarding the SCE shut-down notification and wanted to be sure staff was aware of it in case there is influx of complaints. Mr. Crane responded that that information is not provided to Alterations Division.

Advisor Ridley also wanted to know if the meeting with The City has been scheduled. Mr. Crane responded no for 2 reasons; one, Ernesto Munoz had suggested to The City the idea of having a city employee situated in our office. The cost he was given for this individual was outrageous. Two, The City will not put a government employee in our private sector due to conflict of interest. The City Manager has been and still is on medical leave, the communication between Ernesto Munoz and the City Manager is currently on hold. Co-Chair Randazzo commented if it would be possible to have a staff member situated at The City. Mr. Crane responded he is not certain The City would permit that either.

Director Bastani mentioned a few members have stated they are receiving inaccurate information from the Alteration Division. He suggested if all responses could be in writing. Mr. Crane responded we do not have the staff power to do this, emails to the specific inspector is the best form of communication. Co-Chair Randazzo suggested a form for the member to complete online, if they have online access.

Director Bastani suggested adopting more architectural standards for similar Mutual Consent requests.

Co-Chair Randazzo inquired about the meeting staff was looking into setting up with the contractors. He stated Director Pearlstone is trying to put together a task force to see how we can get more contractors together to come up with drawings we can adopt into standards to obtain a permit. Co-Chair Randazzo has been asked to join that task force. Mr. Crane commented some of our existing standard plans are actual structural drawings that have been approved by an engineer and can be used to submit to the city. Legal has advised United to not have a contractor referral list because of liability issues. Mr. Crane will email Co-Chair Randazzo a few of the existing standard plans.

Advisor Ridley inquired about unit 126-D and the glass patio and Mr. Crane and Mr. Fogg mentioned that issue is still with Compliance.

11.Date of Next Meeting - November 21, 2019

12.Adjournment at 10:41 a.m.

A handwritten signature in black ink, appearing to read 'C. Randazzo', is written over a horizontal line.

Carl Randazzo, Co-Chair
Brett Crane, Staff Officer
Alisa Rocha, Alterations Coordinator 949-268-2301

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OPEN MEETING

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

Monday, September 23, 2019 – 1:30 P.M.
Laguna Woods Village Community Center, Sycamore Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Maggie Blackwell - Chair, Juanita Skillman, Anthony Liberatore, Andre Torng, Advisors Bevan Strom and Mary Stone

MEMBERS ABSENT:

OTHERS PRESENT: Gary Morrison, Carl Randazzo, Dick Rader

STAFF PRESENT: Siobhan Foster, Pamela Bashline, Eve Morton, Tim Moy, Frances Gomez, and Blessilda Wright

REPORT

1. Call to Order

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

2. Acknowledgement of Press

No press was present.

3. Approval of the Agenda

Director Liberatore moved to approve the agenda. President Skillman seconded. The committee was in unanimous support.

4. Approval of Report from the July 22, 2019 Meeting

President Skillman made a motion to approve the Report. The Report was approved by consensus.

5. Chair's Remarks

Chair Blackwell stated that this is a good time to be discussing the Co-Occupancy Policy.

6. Member Comments (Items not on the agenda)

None.

Consent Calendar:

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

None.

Reports:

None.

Items for Discussion and Consideration:

7. Review and Discuss the Co-Occupancy Policy

President Skillman stated that the United Board made updates to this Policy about a year ago. Third Mutual is discussing a Co-Occupancy policy but only in regards to people who are already Members of Third. Today, we need to consider if we want to remove from the current Co-occupancy Policy item IV. b (ii) which states that the Shareholder(s) and Co-occupant cannot have a landlord-tenant relationship and no remuneration will be paid or collected during the duration of the Co-occupancy. We should also discuss whether to propose allowing people who are not Members to rent a room from a Member.

Chair Blackwell stated that there are primarily social and economic reasons for considering this update to the current policy. One purpose of this proposed change is to allow Members to stay in the Village and share their costs.

Advisor Strom recommended setting a percentage of the amount of people who could be co-occupants/renters. Would people renting just a room count against the current rental percentage of 9% even though they were renting just a room versus the entire unit?

President Skillman stated that this would create a path to be a legal occupant rather than an illegal occupant.

Discussion ensued of what currently takes place when the Shareholder dies and has a co-occupant. Civil Code comes into play.

Discussion ensued about potential problems with allowing people to rent rooms.

Tim Moy stated his concerns about allowing Members to rent out a room.

As people age, they may be less able to handle any issues that may come up with a renter.

Discussion ensued about what can be done to help people with financial difficulties. This is a bigger issue than just allowing renters.

Mr. Moy stated that Village Social Services and the county Social Services program offer help for people with financial concerns and relocation concerns.

Many people just share costs...no check is written and is not a typical renter/landlord relationship.

President Skillman stated that it is important to bring this topic of possible changes to the Co-occupancy Policy to the Board.

President Skillman made a motion to propose to the Board to amend the current Co-occupancy Policy by removing IV. b (ii) which states that the Shareholder(s) and Co-occupant cannot have a landlord-tenant relationship and no remuneration will be paid or collected during the duration of the Co-occupancy. Director Torng seconded. Director Torng and President Skillman voted yes. Director Liberatore abstained. Chair Blackwell voted no. The motion carried and moves forward to the Board.

8. Review the Charter for the VMS Liaison Committee for United Mutual

President Skillman stated that the attorney is recommending putting these protections in place.

President Skillman made a motion to recommend to the Board to adopt this VMS Liaison Charter. Chair Blackwell seconded. All were in favor except for Director Liberatore who opposed. The motion carried and will move forward to the Board.

Concluding Business:

9. Committee Member Comments

Director Liberatore needs to think further on the co-occupancy issue and will have a decision by the time it goes to the Board for discussion.

Chair Blackwell hopes that there will be a full, and not misleading, discussion about the co-occupancy issue at the Board meeting.

Advisor Strom believes it is premature for the co-occupancy issue to go to the Board.

Advisor Stone recently read a Walnut Creek article about sharing the costs with co-occupants and they do not advise it.

Director Rader feels the tax abatement could be a fix for people struggling financially. Staff was asked to look into this option to see if it is feasible for people in United.

10. Future Agenda Items

- a. A Member guide to United governance
- b. Discuss whether Executive Committees should be taken out of the Bylaws
- c. Consider changing term "charter" to "mandate"
- d. Discuss standardizing Village-wide working groups which aren't specific to a certain Mutual; a uniformed structure and scope of work.

11. Date of next meeting is October 28, 2019

12. Adjournment at 3:25 p.m.


Maggie Blackwell, Chair



OPEN MEETING

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

Monday, October 28, 2019 – 1:30 P.M.
Laguna Woods Village Community Center, Sycamore Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Andre Torng - Chair, Juanita Skillman, Manuel Armendariz, Sue Margolis, and Reza Bastani

MEMBERS ABSENT: Neda Ardani

ADVISORS PRESENT: Bevan Strom and Mary Stone

ADVISORS ABSENT: None

STAFF PRESENT: Frances Gomez, Blessilda Wright and Paul Nguyen

CALL TO ORDER

Andre Torng, Chair, called the meeting to order at 1:31 p.m.

ACKNOWLEDGEMENT OF PRESS

The Media was not present.

APPROVAL OF THE AGENDA

President Margolis moved to approve the agenda as presented. Director Armendariz seconded the motion.

By unanimous vote the motion carried.

APPROVAL OF MEETING REPORTS

Director Skillman made a motion to approve the September 23, 2019 meeting report as presented. Director Armendariz seconded the motion.

By unanimous vote the motion carried.

CHAIR'S REMARKS

Chair Torng commented that his goal is for meetings to only last two hours. Additionally, he reminded the Committee to take turns when speaking, listen to each other, and talk to the chair.

President Margolis stated that the Committee's goal is to reduce the governing documents by 20%. Specifically, the Committee will be focused on providing efficiencies through the policies and procedures regarding selling, buying, and transferring of units.

MEMBER COMMENTS ON NON-AGENDA ITEMS

Two members made comments regarding the bylaw changes that would be discussed and Robert's Rules of Order for opinions from the chair.

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

Review and Discuss Governing Documents Review Committee Charter

The Committee reviewed the Governing Documents Review Committee Charter. The committee members commented and asked questions.

Director Skillman made a motion to amend item #4 by removing 'and upon Board approval'. The motion failed for a lack of a second.

President Margolis made a motion to amend item #4 by replacing 'upon Board approval' with 'and Board President and Committee Chair approval'. Director Armendariz seconded the motion.

By a vote of 4-0-1 (Director Bastani opposed) the motion passed.

Without objection, the Committee approved the following amendments to the Governing Documents Review Committee Charter:

1. Review governing documents including policies, resolution and operating rules for compliance with applicable laws;
2. Consider conformance, as required, between each governing document with another governing document;
3. Confer, as appropriate, with United Managing Agent;
4. Consult, as appropriate and upon approval of Board President and Committee Chair approval, with United Corporate Counsel; and

5. Make regular Committee progress reports and recommendations to the United Board of Directors regarding proposed revisions to the United governing documents including policies, resolution and operating rules;

Review and Discuss Past and Future Items to Address

a. Remove Executive Committee from Bylaws

The Committee members reviewed and discussed removal of executive Committee from bylaws. The Committee members commented and asked questions.

Without objection, the Committee defines Executive Committee as follows: 'Executive Committees have no advisors and have final authority unless appealed to the Board as a whole' and re-affirms that the 'Members Hearing Committee' is the only Executive Committee and will only perform the duties assigned in the resolution.

b. Update Election Rules

The Committee tabled the matter to allow staff to provide recommended changes to the policy as it relates to SB323, New Election Laws.

c. Meeting Schedule

By way of consensus, the Committee approved moving the Governing Documents Review Committee meeting to the 3rd Thursday of the month at 1:30 pm in the Sycamore room.

CONCLUDING BUSINESS

Committee Member Comments

President Margolis re-iterated the goal of the Committee is to reduce the governing documents by 20%.

Director Skillman commented that the Boards responsibility is not to make it easier for the real estate community but to look out for the best interest of the community.

Advisors Stone and Strom commented on simplifying the operating rules and maintain the housing mutual. Additionally, Advisor Strom commented on the institutional knowledge that Francis Gomez, Operations Manager, Blessilda Wright, Compliance Supervisor and Catherine Laster, Executive Assistant provide.

Director Armendariz left the meeting at 2:45 pm

Future Agenda Items

- Election Rules
- Committee Advisor requirements for vote or no-vote
- Lender applications
- Requirements for heirs to become members
- Appeals Policy

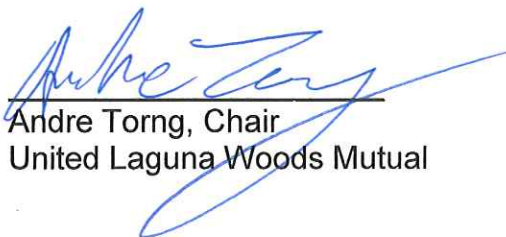
- A member guide to United governance
- Discuss standardizing Village-wide working groups which aren't specific to certain Mutual; a uniformed structure and scope of work
- Tax abatement
- Roles, responsibilities and protocols
- Mission, vision, and strategic directives

Date of next Meeting

The next meeting is scheduled for Thursday, November 21, 2019 at 1:30 p.m. in the Sycamore Room.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 2:52 p.m.



Andre Torng, Chair
United Laguna Woods Mutual



OPEN MEETING

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

**Thursday, October 10, 2019 – 9:30 A.M.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Acting Chair – Sue Margolis, Andre Tornig, Elsie Addington, Neda Ardani

COMMITTEE MEMBERS ABSENT: Advisor Catherine Brians, Anthony Liberatore

OTHERS PRESENT:

ADVISORS PRESENT:

STAFF PRESENT: Kurt Wiemann, Eve Morton, Maribel Flores

1. Call to Order

Called to order at 9:30 a.m.

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

Director Addington made a motion to approve the agenda. Director Tornig seconded. The committee was in unanimous support.

4. Approval of the Meeting Report for August 8, 2019

Director Addington made a motion to approve the report. Director Tornig seconded. The committee was in unanimous support.

5. Chair's Remarks

None.

6. Member Comments

Carol Cooper (2159-B) "CDS 208 is a mess. No blowers. Angel sent two men to speak with me and they were gentlemen. My lawn is not looking good."

Edward Foster (2140-D) "My area feels abandoned. A few months ago, the department seemed to be getting a handle on things but now it is going from bad to worse." He suggested only mowing in afternoon when grass is dry.

Kerry Stiles (921-B) He found a dying rat here. Can poison from rat get to another predator? He walked along the creek and weeds are all over the slopes.

Yvonne Deru (2161-B) "Staff came out on Friday and cut back my roses two-thirds. Grass is three inches tall and growing into the flower bed." She suggested that crews could miss one week of trimming edges and trim that border.

Roberta Berk – 933-B "I have lived here 20 years and I live on the last house on the creek and they have a gate and a cement walk under the gate. Creek runs differently with bridge now so now when water is low, the silt builds up." She is concerned about water flow with the winter rainy season approaching. She stated there are weeds by her laundry room. "It actually looks wonderful as groundcover but weed man comes and kills it."

Maggie Blackwell (71-D) She asked committee to think carefully about decisions they make here.

Joyce Moser (587-C) "We have a huge fir tree and they don't want to take it out. It is making a mess. Last year they took out grass and put in plants."

7. Response to Member Comments

Acting Chair Margolis reported, "While going through the budgeting process, all the Members I spoke with told me that they didn't want their assessments to go up. It would double the assessments to hire more crews to get all issues taken care of. We are working hard to get landscaping back under control."

Mr. Wiemann reported, "We are budgeted for four cycles a year for each manor. We are behind in United. We have multiple vacancies for landscapers with no candidates applying. In 2020, I will rearrange staff. I am having staff work in United on several weekends to try to get caught up with the work. We are using plant growth regulators on the edges. We are also behind on shrub pruning and are trying to catch up."

The year before PCM left, they cut 25 people. We are down 40 people from years ago and could do six cycles back then. Now we only have staff for four cycles per year.

In the summer, we are not allowed to touch creek so that's why it gets backed up. I'm meeting with Fish and Wildlife tomorrow to ask about being allowed to keep portions of the creek open at all times. That would help with the flow.

We do use anti-coagulants to kill rats. We are investigating other rat baits like a contraceptive. We are doing a trial of this in the RV lots and garden centers."

8. Department Head Update

None.

Consent:
None

Reports:

9. Project Log

Mr. Wiemann reviewed the project log with the committee and answered some questions.

10. Herbicide Usage Update

Mr. Wiemann reviewed this information with the committee

Items for Discussion and Consideration:

11. Request for Tree Removal – 75-T Calle Aragon– Southern Magnolia

Director Addington made motion to accept the staff recommendation to deny this request. Director Torng seconded. The committee was in unanimous support.

12. Request for Tree Removal – 228-D Avenida Majorca – Fern Pine

Mr. Harwood was present. He stated that five years ago, a branch broke off and broke some private lighting. Three years ago, a branch took out a teak bench in the garden. This year, the roots heaved his patio. Staff took out the roots and replaced the patio and a wall on the house. It will heave again in 5-10 years and he will still be living here.

The committee voted to table this request for further consideration. Resident would like to meet with arborist when he goes back out. Mr. Wiemann said he would arrange it.

13. Request for Tree Removal – 313-A Avenida Castilla – Canary Island Pine

Director Addington made motion to accept the staff recommendation to deny this request. Director Ardani seconded. The committee was in unanimous support.

14. Request for Tree Removal – 471-F Calle Cadiz – Carrotwood

Director Torng made motion to accept the staff recommendation to approve this request. Director Ardani seconded. The committee was in unanimous support.

15. Request for Tree Removal – 873-D Avenida Sevilla – Star Pine

Director Torng made motion to accept the staff recommendation to deny this request. Director Ardani seconded. The committee was in unanimous support.

16. Request for Tree Removal - 2188-Q Via Mariposa E. – Silk Oak

2188-P neighbor was present and submitted a letter regarding his belief that a gusty wind on this tree would blow it over. Mr. Wiemann believes tree is not in danger of falling over. This tree is now on a two year trim cycle.

Director Addington made motion to accept the staff recommendation to deny this request. Director Ardani seconded. The committee was in unanimous support.

Items for Future Agendas:


Concluding Business:

17. Committee Member Comments

None.

18. Date of Next Meeting – December 12, 2019

19. Adjournment at 10:40 a.m.



Sue Margolis, Acting Chair
Kurt Wiemann, Staff Officer

Eve Morton, Landscape Operations Coordinator – 268-2565



OPEN MEETING

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

**Wednesday, August 28, 2019 - 9:00 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

MEMBERS PRESENT: Carl Randazzo – Chair, Sue Margolis, Reza Bastani, Gary Morrison, Cash Achrekar

MEMBERS ABSENT: None

ADVISORS PRESENT: Walter Ridley

STAFF PRESENT: Ernesto Munoz – Staff Officer, Laurie Chavarria, Chris Naylor

1. Call to Order

Chair Randazzo called the meeting to order at 9:01 a.m.

2. Acknowledgement of Media

Chair Randazzo noted no members of the media were present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report for June 26, 2019

The Meeting Report for June 26, 2019 was approved as written.

5. Chairman's Remarks

Chair Randazzo remarked on the agenda items that will be discussed at this meeting such as the project logs, operating budget and the assessment increase for 2020. He also summarized the information that was missing from the Solar Power Plant Task Force report and noted that corrections will be documented and publicized. The chair ended his remarks with a thought for the day by Mahatma Gandhi: *"It's the action, not the fruit of the action, that's important. You have to do*

the right thing. It may not be in your power, may not be in your time, that there'll be any fruit. But that doesn't mean you stop doing the right thing. You may never know what results come from your action. But if you do nothing, there will be no result."

6. Member Comments - (Items Not on Agenda)

There were no Member Comments.

7. Department Head Update

Staff Officer Ernesto Munoz provided an update on:

- Dishwasher Purchase Cost: The cost of Mutual owned GE dishwashers are compatible to the cost of the same appliance from a home improvement store. The Mutual's cost will also include labor for installation and a service charge.
- Shepherd's Crook: The materials are currently being fabricated and will be installed prior to the end of the year.
- Drainage Concerns: Pictures were displayed noting drainage repairs that are in progress.

Discussion ensued regarding existing funding used to address drainage; inspection of crawl spaces; reporting of possible drainage concerns; structural engineering review of areas where drainage improvements are needed; and the criteria for areas that may have drainage issues.

By consensus, staff was directed create a scope of work and issue an RFP for a structural engineer to review susceptible areas for potential structural repairs.

Staff will bring back a report with costs to either increase the height of the existing shepherd's crook fencing on the wall behind the ALDI grocery store, or to remove and replace it with new Shepherd's Crook.

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.

Item 10 was pulled from Consent for discussion. A motion was made and unanimously carried to move the remaining items on the Consent Calendar.

8. Project Log

9. Maintenance Programs Reports

10. Expenditures Report & Variance Explanations

Director Margolis commented on the appliance and fixture replacements budgets that have not yet been expended this year.

Discussion ensued regarding reserving for appliance components that are the responsibility of the Mutual and ways to catalog the alteration appliances during the Preventive Maintenance Program.

By consensus, staff was directed to add a checklist to the PM Program that will allow the Preventive Maintenance crew to record alteration kitchen appliances during their annual inspection program. Staff Officer Ernesto Munoz will inform the Committee if this added work will adversely affect the program schedule.

11. Copper Pipe Supply Line Leak Report

Reports:

12. Solar Production Report

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding possible shading around the panels at Location 91; lower production months; single line diagrams; inverter specifications; and climate related solar production.

By consensus, staff was directed to have the Mutual's legal counsel contact Johnson Controls, Inc. and request the material specifications on the inverters for the solar panels.

13. Solar Power Plant Task Force Report From 6/26/19

Director Margolis apologized for providing some incorrect information in the Solar Power Plant Task Force report. Chair Randazzo indicated that the report is still a work in progress and will be revised as updated information is received and analyzed.

Items for Future Agendas:

- Shepherd's Crook Replacement behind the ALDI Grocery Store
- Revisions to the United M&C Committee Charter 01-14-133
- 2020 Building & CDS Address Sign Installation Program
- Electrical Infrastructure Improvements Analysis by TEC
- Copper Pipe Supply Line Leak Report (December 2019, April & August 2020)
- Drainage Improvements to Prevent Foundation Issues

Concluding Business:

Committee Member Comments

- Advisor Ridley commented on reporting maintenance issues to Resident Services.
- Director Bastani commented on as-built drawings for Mutual buildings.
- Director Achrekar commented on as-built drawings for Mutual buildings.
- Director Skillman commented on city permits.

Date of Next Meeting – October 23, 2019

Adjournment

The meeting was recessed at 11:04 a.m.



Carl Randazzo, Chair



OPEN MEETING

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

**Wednesday, October 23, 2019 - 9:00 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

MEMBERS PRESENT: Carl Randazzo – Chair, Juanita Skillman (in for Cash Achrekar) Andre Torng (in for Brian Gilmore), Elsie Addington, Reza Bastani

MEMBERS ABSENT: Cash Achrekar, Brian Gilmore

ADVISORS PRESENT: Walter Ridley, Ken Deppe, Janey Dorrell

OTHERS PRESENT: None

STAFF PRESENT: Guy West – Staff Officer, Laurie Chavarria, Chris Naylor

1. Call to Order

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

2. Acknowledgement of Media

Chair Randazzo noted no members of the media were present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report for August 28, 2019

The Meeting Report for August 28, 2019 was approved as written.

5. Chairman's Remarks

Chair Randazzo remarked on items to be discussed in today's meeting. The Chair ended his remarks with a thought for the day by Woodrow Wilson "I not only use all the brains that I have, but all I can borrow."

6. Member Comments - (Items Not on Agenda)

- Xun Su (333-C) commented on his alteration electrical panel replacement.

Various Directors and Staff Officer Guy West responded to the member comment.

7. Department Head Update

Staff Officer Guy West had no update.

Consent:

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

A motion was made and unanimously carried to move the remaining items on the Consent Calendar.

8. Project Log

9. Maintenance Programs Reports

10. Expenditures Report & Variance Explanations

11. Solar Production Report

Reports:

12. Parking Space Striping inside Cul-de-sac 45

Staff Officer Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding the seal coat program; budgets for striping; ticketing for improper parking; and a previous parking study.

By consensus staff was directed to table this request and address cul-de-sac striping at the upcoming 2021 Business Planning Meeting. In addition, if a previous study that may have been conducted on red curbs in United Mutual is available, staff should present this as well for review at the 2021 Business Planning Meeting.

13. Countertop Replacement Efficiencies Due to New Equipment

Staff Officer Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding the cost of the equipment and the number of countertop replacements completed each year.

14. 2020 Building & CDS Address Sign Installation Program

Staff Officer Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding the color of the building address signs.

15. Revisions to the United M&C Committee Charter 01-14-133

Staff Officer Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding architectural review; and the relationship between the Committee and the M&C Department. A Scribner's correction will be made to change the word "liaison" to relationship in the fourth paragraph of the resolution.

On May 9, 2017, the Board established the Architectural Control and Standards Committee as a standing committee separate from the M&C Committee. The Maintenance and Construction Committee's charter has now been revised to reflect the current focus of this standing committee. The Committee shall maintain a working relationship with the Maintenance & Construction Department of the Managing Agent's organization to ensure that the real property and fixtures owned and managed by United Laguna Woods Mutual are maintained, reconditioned, improved or augmented as necessary or desired to meet the policies established by the Board of Directors, or as required by government agencies that have standing in establishing public policy.

A motion was made and unanimously approved to recommend the Board approve revisions to the United Maintenance and Construction Committee Charter which reflect the current need of the standing committee.

16. Supplemental Funding for Solar PV Materials

Staff Officer Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding the funding source for the materials.

By consensus, staff was directed to purchase the solar PV materials using the current Energy Program allocation from the Operating Fund.

17. Shepherd's Crook Behind ALDI Grocery Store

Staff Officer Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding the various wall heights; the height of the Shepherd's Crook fencing; the use of this security measure as a deterrent only; the current area for Shepherd's Crook installation in 2019; and the CUP requirements for the amount of linear footage replacement each year.

By consensus, staff was asked to determine if the 660 linear feet of Shepherd's Crook fencing that has already been fabricated for El Toro Road fencing can be used in another area of United Mutual.

18. Consultant to Manage Solar PV Analysis (oral discussion)

The Senior Management Analyst provided an update on the analysis of the JCI report and solar generation and answered questions from the Committee.

Discussion ensued regarding the angle for the solar panels; the frequency of cleaning for the solar panels; the solar production guarantee by JCI; the 14% increase of solar production in 2019; and the solar panel drawings that are now available on the website.

Chair Randazzo requested that a meeting be set up with JCI to discuss the terms of the contract and the lack of solar production in the first two years.

19. Walkway Lighting Request Process (oral discussion)

Staff Officer Guy West summarized the walkway lighting request process and answered questions from the Committee.

Discussion ensued regarding walkway lighting upgrades; street lights owned by the city; and lighting to designate changes in direction or elevation only.

Director Addington stated that she will place an article in the breeze regarding the walkway lighting request process.

Items for Future Agendas:

- Electrical Infrastructure Improvements by TEC
- Copper Pipe Supply Line Leak Report (February, April, August & December)
- Drainage Improvements to Prevent Foundation Issues (Ken Deppe & a future consultant)

Concluding Business:

Committee Member Comments

- Advisor Dorrell commented on the protocol for answering resident questions.
- Advisor Deppe asked to see the Topographical maps related to drainage.
- Advisor Ridley commented on the frequency of carport cleaning.

- Director Bastani asked about SCE's infrastructure upgrades.
- Director Torng commented on Pushmatic panel replacement for alterations.
- Director Addington thanked staff for their patience.

Date of Next Meeting – Tentatively Set for Thursday, December 19, 2019 at 1:30pm

Adjournment

The meeting was recessed at 11:42 a.m.

DRAFT

Carl Randazzo, Chair

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**REPORT OF REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
MAINTENANCE AND CONSTRUCTION COMMITTEE**

Wednesday, October 9, 2019 – 9:30 A.M.
Laguna Woods Village Community Center, Board Room
24351 El Toro Road

MEMBERS PRESENT: Jim Matson - Chair, Don Tibbetts, Richard Palmer, John Frankel, Bunny Carpenter, Sue Margolis, Carl Randazzo

ADVISORS PRESENT: None

MEMBERS ABSENT: Ryna Rothberg and Advisor John Luebbe

OTHERS PRESENT: Cush Bhada, Joan Milliman, Bert Moldow, Beth Perak

STAFF PRESENT: Ernesto Munoz – Staff Officer, Laurie Chavarria, Chief Tim Moy

1. Call to Order

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

2. Acknowledgement of Media

Chair Matson noted no members of the media were present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report for August 14, 2019

The meeting report for August 14, 2019, was approved as written.

5. Chair's Remarks

Chair Matson had no comments.

6. Member Comments (Items Not on the Agenda)

There were no member comments.

7. Department Head Update

Staff Officer Ernesto Munoz spoke briefly about the special Village Energy Task Force meeting that will be held on October 18, 2019.

Consent:

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

The Project Log was pulled for discussion.

8. Project Log

Item #3 PAC Renovation Maintenance Upgrades: Directors Randazzo and Frankel asked about the status of the PAC renovation bid process and coordination with the City of Laguna Woods.

Item #4 Community Center HVAC & Controls Upgrade – Director Randazzo commented on the commissioning of the equipment.

Item #16 GRF Paving & Sealcoat Program with Concrete Repairs – Director Matson commented on the work near Avenida Sosiega.

Item #18 Tennis Center Building Improvements – Director Palmer commented on the alternative bid item for indirect evaporative cooling.

Completed Community Center EV Charging Station Project – Director Margolis asked about the rebate.

Completed Pickleball & Tennis Center Courts – Director Matson asked if there was any negative feedback since the project has been completed.

Staff Officer Ernesto Munoz responded to all questions and comments.

Reports:

9. Gate 11 Security Improvement Project

Security Chief Tim Moy summarized the report and answered questions from the Committee.

Discussion ensued regarding combining the gate security project for both Gate 10 11; conflicts with acquiring the Santa Maria roadway; and benefits of the security improvements.

A motion was made an unanimously approved to recommend the Board authorize Gate 11 to be added to the current scope of work for the Gatehouse Renovation Project and that a supplemental appropriation be approved in the amount of \$110,000 from the Facilities Fund for Gate 11 Renovations and \$80,000 from the Equipment Fund for Gate Access System Technology for a total of \$190,000.

10. Set Pricing for Level 3 EV Charging Stations at the Community Center

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding adaptors for Tesla charges; usage of the new chargers; charging stations will be seen as amenity for future home buyers and existing residents with electric vehicles; how to monitor electricity rates and address any changes to the current rate.

By consensus, staff was directed to bring information to a future meeting regarding the costs and feasibility of purchasing an adaptor that will allow Tesla vehicles to use the Level-III charging stations.

A motion was made to recommend the Board accept the pricing of the new Chargepoint Level-III electric vehicle chargers at \$0.25 per kWh for residents and \$0.40 kWh for the public, while keeping the pricing at no charge for GRF's fleet vehicles. Additionally parking at Level-III stations will be set at two dollars per hour after the first sixty minutes, for both residents and the general public.

11. Service Agreement for Commissioning of Community Center by MelRok Energy

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding the monthly cost for the monitoring service; the purchasing policy regarding competitive bids; cost effectiveness; and how Pomona College uses this AI technology from MelRok Energy

A motion was made to recommend the Board enter into a month to month service agreement not to exceed \$6,300 which includes one year of monitoring service and a onetime fee for the setup and configuration of this system. The service agreement will begin after the commissioning of the new EMS and HVAC equipment has been completed and due to the proprietary equipment provided by the vendor, staff is authorized to sole source this contract to MelRok Energy. By a vote of 5/1/0 (Director Tibbetts Opposed) the motion carried.

Funding for this work would be provided from the existing appropriation for Miscellaneous Projects in the 2019 Capital Plan, to be paid from the Facilities Fund.

Items for Future Agendas:

- Clubhouse 1 Assessment Report & Presentation (February 2020)
- EV Charging Stations at GRF Facilities (General Services)

Concluding Business:

Committee Member Comments

- There were no committee member comments.

Date of Next Meeting: December 11, 2019

Adjournment:

The meeting was recessed at 11:17 am.



Jim Matson, Chair

**REPORT OF REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
MOBILITY AND VEHICLES COMMITTEE**

Wednesday, October 2, 2019 – 2:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Ray Gros-Chair, Don Tibbets, Judith Troutman, Jon Pearlstone, John Frankel, Elsie Addington, John Dalis

ADVISORS: Vashti Williams

MEMBERS ABSENT: Andre Torng

OTHERS PRESENT: Diane Phelps, Bert Moldow, Jim Matson, Annette Sabol, Joan Milliman, Beth Perak

STAFF PRESENT: Chris Laugenour, Francisco Perez, Tiffany Rivas, Elizabeth Cortez, Siobhan Foster, Ellyce Rothrock, Becky Jackson

1. Call to Order

Chair Gros called the meeting to order at 2:32 p.m.

2. Acknowledgment of Media

Media present- meeting recorded for future reference.

3. Approval of the Agenda

The agenda was approved by consensus.

4. Approval of Meeting Report for August 7, 2019

The Regular Meeting Report of August 7, 2019 was approved by consensus.

5. Chair's Remarks

Chair Gros addressed to the audience that he is impressed with the report and stated that a lot of resident questions and concerns will be answered in the final recommendations. He also informed the audience that a special meeting will be held at the end of month.

6. Member Comments (Items Not on the Agenda)

Larry Irion: Discussed PAR software and that the software incorrectly confirms rides. Also suggested schedulers get educated on Laguna Woods routes.

Suellen Zima (823-D): Discussed PAR and asked the committee to have PAR vehicles enter cul-de-sacs in the evening.

David Kay: Asked the committee how long it will take to go over the report.

Shirley Niederkorn: Commented on her bus experience with a bus transfer and advised the audience to have a positive mindset while riding the buses.

7. Response to Member Comments

Director Troutman: Addressed Larry Irion and advised him of the bus schedules available at the front desk.

Francisco Perez: Addressed the issue of some cul-de-sacs not being accessible to LW transportation vehicles.

Director Troutman: Added that with the different vehicles in transportation some buses can fit in cul-de-sacs and some cannot.

Consent:

None

Reports:

8. Transportation & Maintenance Manager's Reports

Chris Laugenour highlighted that ridership decreased in August 2019. The decrease of PAR ridership could be due to the challenge with the telephone system. The telephone system is currently being looked into by IT department. In addition, Mr. Laugenour addressed to the audience that a special M & V meeting will be held on October 29, 2019. The purpose of this meeting is to present staff formal recommendations after reviewing recommendations from Fehr & Peers and receiving input from Committee members and residents.

Items for Discussion and Consideration:

9. Transportation Study Final Report - Fehr and Peers

Director Dalis: Thanked Jeremiah for the report.

Director Addington: Asked if commercial bus routes that travel through the neighborhood will be picking up residents on sidewalks.

Director Frankel: Spoke about his concern with cancelations and asked what the cost of cancelations is and if there should be a policy developed.

Director Pearlstone: Spoke about ridership satisfaction as it correlates to user understanding.

Director Tibbets: Asked how residents will be qualified for the new PAR system.

Ms. Williams: Spoke about the past LYFT program and Bus Buddy Program.

Suellen Zima: Spoke about evening bus transportation system.

Bert Moldow: Suggested to the committee a call back system might be a solution for cancelations. He also suggested that Aldi's shopping center to be a central transfer point.

David Kay: Spoke positively about the recommendations. He suggested a separate phone line for calls for request stops.

Jeanne Rudy: Thanked Jeremiah for the report. Spoke about her challenges with getting through to the transportation line. In addition, she spoke about her concern with not being eligible for PAR under the new guidelines.

Items for Future Agendas:

10. Bus Policy Updates – Use by Non-Profit Agencies

11. ADA Policy Review

Concluding Business:

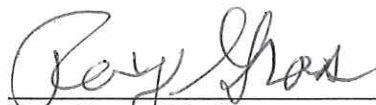
12. Committee Member Comments

13. Special Meeting Date – Tuesday October 29, 2019

14. Date of Next Meeting – Wednesday December 4, 2019 1:30 PM

15. Adjournment

The meeting was adjourned at 4:12 p.m.



Ray Gros, Chair
GRF Mobility & Vehicles Committee

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Laguna Woods Village Traffic Committee Report

The Traffic Committee met on October 16, 2019. The committee's purpose is to make sure our community is protected from excessive speeding and other traffic violations, such as improper parking, unauthorized commercial vehicle parking and/or operation, etc., which can jeopardize the safety of our residents. Lately, ignoring stop signs is a particular problem.

Violators are ticketed by our security personnel, and on most occasions a fine is levied to encourage violators to follow our Village safety rules. The responsible parties for some ticketed vehicles are offered a choice of paying the fine after notification by Security or attending Traffic School. The violations qualifying for Traffic School under the new rules now in effect are:

Most speeding violations, failure to stop at a stop sign, failure to yield right-of-way, no turn signal and driving left of the center of the road (out of your lane). All other violators, if found guilty, may not attend Traffic school. **Participants are normally limited to first time offenders.**

The committee is comprised of four directors, one each from United, Third, 50 and GRF. Cited people are scheduled in from

9:00 AM to 12:00 noon, and from 1:00 PM to 3 PM as necessary.

At the hearing, each case is discussed and fines levied as appropriate. The committee provides leniency wherever possible; guilt or innocence, as well as applicable fines, are determined by majority vote after further discussion by the committee, after the public part of the hearing.

Hearing results are in-Village only, and the results are not given to the DMV nor insurance companies.

At the last meeting, eighteen people were scheduled for hearing, of whom three didn't show up, resulting in the automatic determination of the fines proposed by Security. Of the fifteen who appeared, ten were found be guilty of the offense and will receive the fine, one had the offense and the fine waived, and four were found responsible for the offense, but received no fine.

Three people appealed to the committee by letter. Of those, all were determined to be responsible for the offense and fined.

The next Traffic Hearing Committee will be November 20, 2019, as of now. That may change do to upcoming special meetings of the Mutual Boards.