



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

Tuesday, July 14, 2020- 9:30 a.m.

VIRTUAL MEETING

**Laguna Woods Village Community Center, 24351 El Toro Road,
Laguna Woods, California**

NOTICE OF MEETING AND AGENDA

- 1. Call to Order / Establish Quorum – Sue Margolis, President**
- 2. Acknowledge Media**
- 3. Approval of Agenda**
- 4. Approval of the Meeting Minutes**
 - a. June 9, 2020 – Regular Open Session
 - b. June 17, 2020 – Special Open Meeting
- 5. Report of Chair**
- 6. 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. The Board reserves the right to limit the total amount of time allotted for the Open Forum. Member should call (949) 268-2020 or email meeting@vmsinc.org to request to speak.***
- 7. Responses to Open Forum Speakers**
 - a. Director Ardani – June 9, 2020 Meeting Open Forum Speakers
- 8. Update from VMS – Director Rupert**
- 9. CEO Report**
 - a. Orange County Mosquito and Vector Control District Presentation—Lora Young, Director of Communications

10. 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. Recommendation from the Landscape Committee:

- (1) Recommend to Approve Request for Tree Removal (182-A Avenida Majorca, King) – One Cajeput tree
- (2) Recommend to Approve Request for Tree Removal (412-D Avenida Castilla, Conroy) – One Jacaranda Tree
- (3) Receive and File – Updated United Landscape Maintenance Manual
- (4) Recommend to Deny Request for Tree Removal (126-T Avenida Majorca, Kruce) – Once Canary Island Pine tree
- (5) Recommend to Deny Request for Tree Removal (119-A Via Estrada, Friesen) – One Carrotwood tree
- (6) Recommend to Deny Request for Tree Removal (2189-R Via Mariposa, Bilewitz) – One Jacaranda tree and One New Zealand Christmas tree

b. Recommendation from the Finance Committee:

- (1) Approval of Resolution to Record Lien against Member ID# 947-370-51
- (2) Approval of Resolution to Record Lien against Member ID# 947-413-50
- (3) Approval of Resolution to Record Lien against Member ID# 621-091-06
- (4) Approval of Resolution to Record Lien against Member ID# 947-400-09
- (5) Approval of Resolution to Record Lien against Member ID# 947-397-47
- (6) Approval of Resolution to Record Lien against Member ID# 947-374-27
- (7) Approval of Resolution to Record Lien against Member ID# 947-406-07
- (8) Approval of Resolution to Record Lien against Member ID# 947-423-15
- (9) Approval of Resolution to Record Lien against Member ID# 947-372-06
- (10) Approval of Resolution to Record Lien against Member ID# 947-407-49
- (11) Approval of Resolution to Record Lien against Member ID# 947-436-42
- (12) Approval of Resolution to Record Lien against Member ID# 947-369-11
- (13) Approval of Resolution to Record Lien against Member ID# 947-416-40
- (14) Approval of Resolution to Record Lien against Member ID# 947-417-99

- c. 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 preliminary financials for the month of May 2020, and such review is hereby ratified.

11. Unfinished Business

- a. Discuss Joint Resolution 01-20-32 Regarding COVID-19 Temporary Face Covering Rules

12. New Business

- a. Entertain a Motion from the Governing Documents Committee to Approve Delegation of Authority for Membership Trust Transfers
- b. Entertain a Motion from the Governing Documents Committee to Approve Delegation of Authority for Lease Permits
- c. Review the Procedure for Requesting Documents

13. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Gilmore. The Committee met on June 30, 2020; next meeting July 28, 2020, 1:30 p.m. as a virtual meeting.
 - 1) Treasurer's Report
 - 2) United Finance Committee Report
 - 3) Resales/Leasing Reports
- b. Report of the Architectural Control and Standards Committee – Director Addington. The Committee met on February 20, 2020; next meeting July 16, 2020 at 9:30 a.m. as a virtual meeting.
- c. Report of the Communications Committee – Director Skillman. Next meeting TBA
- d. Report of Member Hearings Committee – Director Liberatore. The Committee met on June 25, 2020; next meeting July 23, 2020 at 9 a.m. as a virtual meeting.
- e. Report of the Governing Documents Review Committee – Director Torng. The Committee met on June 18, 2020; next meeting July 16, 2020, 1:30 p.m. as a virtual meeting.
- f. Report of the Landscape Committee – Director Armendariz. The Committee met on June 11, 2020; next meeting August 13, 2020 at 9:30 a.m. as a virtual meeting.
- g. Report of the Maintenance & Construction Committee – Director Randazzo. The Committee met on July 10, 2020; next meeting August 26, 2020, 9:00 a.m. as a virtual meeting.
- h. Report of the Resident Advisory Committee – Director Ardani. The Committee met on March 12, 2020; next meeting TBA.

14. GRF Committee Highlights

- a. Report of the Finance Committee – Director Gilmore. The Committee met in June 29, 2020; next meeting; August 19, 2020, 1:30 p.m. as a virtual meeting
- b. Report of the Community Activities Committee – Director Skillman. The Committee met on June 11, 2020; next meeting August 13, 2020, 1:30 p.m. as a virtual meeting.
- c. Report of the Landscape Committee – Director Armendariz. The Committee met on February 12, 2020; next meeting August 12, 2020 at 1:30 p.m. as a virtual meeting.
- d. Report of the Maintenance & Construction Committee – Director Randazzo. The Committee met in closed session on June 10, 2020; next meeting August 12, 2020, 9:30 a.m. as a virtual meeting.

(1) PAC Renovation Ad Hoc Committee – Director Randazzo. The Committee met on July 13, 2020; next meeting TBA.

- e. Report of the Media and Communication Committee – Director Skillman. The Committee met on June 15, 2020; next meeting August 17, 2020, 1:30 p.m. as a virtual meeting.
- f. Report of the Mobility and Vehicles Committee – Director Addington. The Committee met on February 5, 2020; next meeting, August 5, 2020, 1:30 p.m. as a virtual meeting.
- g. Report of the Security and Community Access Committee – Director Ardani. The Committee met on February 24, 2020; next meeting August 24, 2020 1:30 p.m. as a virtual meeting.
- h. Laguna Woods Village Traffic Hearings – Director Addington. The Hearings were held on June 17, 2020; next hearings will be held July 15, 2020 at 9:00 a.m. as a virtual meeting.
- j. Report of the Disaster Preparedness Task Force – Director Achrekar. The Task Force met on January 28, 2020; next meeting July 28, 2020 at 9:30 a.m. as a virtual meeting.

15. 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.*

16. Directors' Comments

17. 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.*

CLOSED SESSION NOTICE AND AGENDA

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) June 9, 2020—Regular Closed Meeting

(b) June 25, 2020 – Special Closed Meeting

(c) June 26, 2020 – Special Closed Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

18. 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, June 9, 2020, 9:30 a.m.
Open Session, Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

Directors Present: Sue Margolis, Carl Randazzo, Andre Torng, Juanita Skillman, Elsie Addington, Cash Achrekar, Neda Ardani, Manuel Armendariz, Reza Bastani, Brian Gilmore, and Anthony Liberatore

Directors Absent: None

Staff Present: Jeff Parker, CEO; Siobhan Foster, COO; Carlos Rojas, Becky Jackson, Grant Schultz and Cheryl Silva

Others Present: VMS: Dick Rader

1. Call Meeting to Order/Establish Quorum

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

2. Acknowledge Media

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

3. Approval of Agenda

Director Randazzo made an amendment to add an agenda item "Requesting a Special Meeting be called of Corporate Members regarding GRF Actions on the PAC Maintenance Improvement Project Contract." This agenda item came up after the posting of the agenda, and requires immediate attention and possible action by the Board; specifically, it has come to the Board's attention that the contract was approved by GRF without prior notice to the Board, and therefore this matter could not have been reasonably foreseen by the Board, requiring immediate attention and possible action by the Board.

Director Randazzo made a motion to approve adding this item to the agenda. Director Armendariz seconded the motion and was approved by a vote of 9-1-1 (Director Liberatore opposed, Director Addington abstained)

Director Armendariz made a motion to approve the agenda as amended. The motion was seconded by Director Achrekar and passed without objection.

4. Approval of Minutes

- a. May 12, 2020—Regular Open Session
- b. May 28, 2020—Agenda Prep Meeting

Director Randazzo made a motion to approve the minutes of May 12, 2020, Regular Open Session and May 28, 2020 Agenda Prep Meeting as amended. The motion was seconded by Director Armendariz.

Discussion ensued among the directors.

President Margolis called for the vote and the amended minutes were approved without objection.

5. Report of the Chair

President Margolis commented about simple tips to make your neighborhood friendly and protect others by wearing masks.

6. Open Forum

Members made comments regarding the following:

- A Member commented about manor alterations;
- A Member commented last month about the finances and how assessments are used and the reason for the deficit;
- A Member commented about the reading material in the laundry rooms.

7. Responses to Open Forum Speakers

Directors responded to Member comments:

- Director Randazzo responded that the City of Laguna Woods requires an asbestos analysis when remodels are requested;
- Jeff Parker-CEO responded that the City requires testing for asbestos when remodels are done;
- Directors Margolis, Torng and Armendariz responded about the finances and how the assessments are used;
- Jeff Parker-CEO commented that Betty Parker-CFO responded to the Member.

Director Ardani gave a report of the member comments from May 2020:

- Converting carports to garages would be expensive and the board would need to approve this project;
- United Mutual summary of financial statement and operating rules.
- Director Gilmore commented about how the contingency and reserve funds are used.
- Director Armendariz commented that excess funds are put back into the reserve fund and the complexity of the financials;
- Request for a small dirt path between buildings. The request for a path was reviewed and there is another paved access and the dirt path would be a short cut. The new path would require board approval.

8. Update from VMS – Director Rader gave an update from the VMS Board. He gave a presentation on KPI's and answered questions from the Board. Jeff Parker-CEO responded to questions about response to residents during the pandemic.

9. CEO Report

CEO Jeff Parker and COO Siobhan Foster reported on the following subjects:

- Reopening plan presented on TV6 yesterday will be sent to all residents. It analyses how staff is following the County and State guidelines.
- Update that the number of individuals with COVID-19 continues to be very low in the Community. The County of Orange reported Laguna Woods only has 10 confirmed COVID-19 cases. Residents can check the Orange County Health Care Agency for updated information on COVID-19;
- Medical Advisory Roundtable presentation will be held on TV6 Friday, June 12, 2020;
- Standard Operating Procedures are being reviewed and evaluated;
- Update on Tennis Center improvements;
- Bulky Item pick-up services are temporarily suspended. Curbside pick-up is available by calling resident services;
- Orange County Vector Control reported that the bugs swarming are not mosquitos;
- City of Laguna Wood reminded residents to complete the 2020 Census;

Jeff Parker-CEO and Siobhan Foster-COO answered questions from the Board.

10. Consent Calendar

10a. 2020 Election Schedule, Annual Meeting of Mutual Members, and Inspector of Election Services

UNITED MUTUAL
2020 ELECTION SCHEDULE

Approve Election Rules	6/9/2020
Appoint Inspectors of Election	6/9/2020
Approve Election Dates	6/9/2020
Mailing of Annual Election and Call for Candidates (Postcard)	7/1/2020
Member Right to Review Mailing List	7/30/2020
Nominations Open	7/31/2020
Nominations Close (5:00 PM)	9/1/2020

Candidate Video Agreement Due to Corporate Secretary	9/1/2020
Candidate Statement Due to Inspector of Elections	9/1/2020
Deadline to Withdrawal Candidacy	9/1/2020
Deadline for Election by Acclamation	9/1/2020
General Notice of Candidate List/Info	9/2/2020
Copy of Mailing List to Inspector of Elections	9/3/2020
Ballot Information to Inspector of Election	9/10/2020
Mail Ballot Package	10/2/2020
Meet the Candidates	10/9/2020
Candidate Video Filming	10/9/2020
Replay Meet the Candidates	TBA
Notice Tabulation Meeting	10/27/2020
Ballots Due Back (11:00 AM Inspector Post Box/5:00 PM Com.Center Ballot Box	11/2/2020
Tabulation Meeting Counting of Ballots by Inspectors of Election	11/3/2020
Notice of Annual/Organizational Meeting	11/5/2020
Annual/Organizational Board Meeting Date	11/10/2020 9:30 A.M. BOARD ROOM

RESOLUTION 01-20-29
Approve Inspector of Election Services

WHEREAS, Civil Code §5110 requires an association to select an independent third party or parties as an inspector of elections;

WHEREAS, for transparency purposes and due to the number of ballots received it is necessary to contract for an Inspector of Elections;

WHEREAS, an Inspector of Elections is used, among other tasks, to print and

mail voter packages, inspect and tabulate ballots, and certify results; and,

NOW THEREFORE BE IT RESOLVED, June 9, 2020, that the Board of Directors of United Laguna Woods Mutual hereby approves single-sourcing a contract to UniLect Corporation to perform Inspectors of Election services for the 2020 Annual Meeting of the Corporate Members; and

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

Resolution 01-20-30
2020 Annual Meeting

WHEREAS, Article V Section 2 of the United Laguna Woods Mutual Bylaws states in part: "The annual Meeting of Members shall be held on the Second Tuesday of October of each year at 9:30 A.M unless the Board of Directors fixes another time and/or date and so notifies the Members as provided in Section 4 of this Article V...;"

WHEREAS, the second Thursday of October 2020 is Tuesday, October 13, 2020 and as such would be the date of the annual meeting of Mutual Members;

WHEREAS, normal business operations have been impeded by the COVID-19 crisis and federal, state and local public health regulations, especially the stay-at-home order, social distancing requirement, and prohibition on gatherings of more than ten persons;

WHEREAS, extension of the 2020 election schedule to the extent possible is prudent to allow more time for the annual election process given the impact of current health and safety restrictions on normal business operations;

WHEREAS, extension of the 2020 election schedule to the extent possible may allow the 2020 election process to benefit from the lessening of COVID-19-related health and safety regulations by federal, state and local governments that may occur as summer progresses;

WHEREAS, the schedule for the counting of the ballots for Election of Directors is scheduled to occur on November 3, 2020 followed by the annual meeting of Mutual Members on November 10, 2020;

WHEREAS, United Laguna Woods Mutual and Third Laguna Hills Mutual routinely count ballots for Election of Directors on the same day to realize economies of scale related to election expenses;

WHEREAS, on May 19, 2020, the Third Laguna Hills Mutual board of directors approved its 2020 election schedule which includes counting of the ballots for its

Election of Directors to occur on November 3, 2020;

NOW THEREFORE IT BE RESOLVED, on June 9, 2020, that the Board of Directors of this Corporation authorizes the extension of the 2020 election schedule and hereby sets Tuesday, November 3, 2020 as the date upon which, if quorum is achieved, where ballots would be opened and counted at 9:30 a.m. for the Election of Directors and Tuesday, November 10, 2020, at 9:30 a.m. as the date and time of the annual Meeting of Mutual Members and the organizational meeting for the newly elected Directors.

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

10b. Approve a Resolution to Revise Committee Appointments

Resolution 01-20-24

United Laguna Woods Mutual Committee Appointments

RESOLVED, June 9, 2020, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Control and Standards Committee

Elsie Addington, Chair

~~Reza Bastani, Co-Chair~~

Brian Gilmore

Carl Randazzo

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

Communications Committee

Juanita Skillman, Chair

Elsie Addington

Non-Voting Advisors: Maggie Blackwell

Finance Committee

Brian Gilmore, Chair

Elsie Addington

Sue Margolis

Carl Randazzo

~~Anthony Liberatore~~

Manuel Armendariz

Financial Review Task Force

Brian Gilmore

Neda Ardani

Governing Documents Review Committee

Andre Torng, Chair

~~Juanita Skillman~~

~~Manuel Armendariz~~

Sue Margolis

Neda Ardani

Non-voting Advisors: Bevan Strom, ~~Mary Stone~~

Operating Rules Rewrite

~~Team 1 — Juanita Skillman~~

Team 2 Andre Torng

Landscape Committee

Manuel Armendariz, Chair

Anthony Liberatore

~~Andre Torng~~

Elsie Addington

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

Elsie Addington

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 two (2) 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 01-20-17, adopted March 10, 2020, 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 01-20-25
Golden Rain Foundation Committee Appointments

RESOLVED, June 9, 2020, 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
~~Brian Gilmore, Alternate~~

GRF Community Activities

Juanita Skillman
Andre Torng
Elsie Addington, Alternate

GRF Finance

Sue Margolis
Brian Gilmore
Manuel Armendariz, Alternate

Purchasing Ad Hoc Committee (new)

Carl Randazzo
Cash Achrekar
Brian Gilmore, Alternate

GRF Landscape Committee

Manuel Armendariz

~~Andre Torng~~

Elsie Addington

Neda Ardani, Alternate

GRF Maintenance & Construction

Carl Randazzo

Reza Bastani

Brian Gilmore, Alternate

Clubhouse 1 Renovation Ad Hoc Committee

Manuel Armendariz

~~Brian Gilmore~~

Carl Randazzo

Sue Margolis, ~~Alternate~~

PAC Renovation Task Force

Carl Randazzo

Juanita Skillman

~~Sue Margolis, Alternate~~

Manuel Armendariz, Alternate

GRF Media and Communications Committee

Juanita Skillman

Elsie Addington

~~Neda Ardani, Alternate~~

Cash Achrekar, Alternate

GRF Mobility and Vehicles Committee

Elsie Addington

Reza Bastani

Neda Ardani, Alternate

GRF Security and Community Access

Neda Ardani

Cash Achrekar

Brian Gilmore, Alternate

Disaster Preparedness Task Force

Cash Achrekar

Andre Torng

Reza Bastani, Alternate

GRF Strategic Planning Committee

Andre Torng

Sue Margolis

Brian Gilmore, Alternate

Laguna Woods Village Traffic Hearings

Elsie Addington
Neda Ardani, Alternate

Town Hall Meetings

As Needed

Village Energy Task Force

~~Carl Randazzo~~
~~Brian Gilmore~~

RESOLVED FURTHER, that Resolution 01-20-18, adopted March 10, 2020, 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.

10c. Recommendation from the Finance Committee:

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 preliminary financials for the month of April 2020, and such review is hereby ratified.

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

Discussion ensued among the directors.

President Margolis called for a roll-call vote on the Consent Calendar and the motion passed by a vote of 9-1-1 (Director Armendariz opposed, Director Bastani abstained).

11. Unfinished Business

11a. Entertain a Motion to Introduce the Membership and Election Vote Policy

Director Skillman gave a synopsis of the following resolution:

RESOLUTION 01-20-26
MEMBERSHIP ELECTION & VOTING POLICY

WHEREAS, Senate Bill 323 also known as the new election laws has amended sections of California Civil Code § 5100, 5110, 5115, 5125, 5145 and 5200 and added section 5910.1 relating to common interest

developments; and

WHEREAS, the Board recognized that need to amend the Election Rules to align with the current California Civil Code;

NOW THEREFORE BE IT RESOLVED; June 9, 2020, that the Board of Directors of this Corporation hereby approves the amended Election Rules, as attached to the official minutes of this meeting and renames it the Membership Election & Voting Policy; and

RESOLVED FURTHER, that Resolution 01-15-33 adopted March 10, 2015 is hereby superseded in its entirety and cancelled;

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.

May Initial Notification--28-day notification for Member Review and Comment to Comply with Civil Code §4360 has been satisfied

Director Skillman made a motion to adopt the membership and election vote policy. The motion was seconded by Director Torng.

President Margolis called for the vote and the motion passed without objection.

11b. Entertain a Motion to Introduce the Appeal Policy

Director Torng gave a synopsis of the following resolution:

RESOLUTION 01-20-27
APPEAL POLICY

WHEREAS, United Laguna Woods Mutual's ("United") Governing Documents require a Member to seek approval from the Board of Directors ("Board") on various matters of Corporate business by way of the Committee structure for review of a question that may/will ultimately be determined by the Board;

WHEREAS, while decisions made by various Committees or Management may be subject to appeal by an Member to a Committee or to the Board of Directors as may be permitted by the Governing Documents, certain decisions on United matters, including without limitation, architectural requests, landscape requests, variance requests and disciplinary matters, may be heard directly by the Board for its decision;

WHEREAS, Civil Code Section §4765 provides that decisions made by the

Board or of a committee having the same composition as the Board relating to a Member's architectural and/or landscape request that occur in an Open Session Board meeting in compliance with the requirements of Civil Code §4900 et seq. (the Open Meeting Act) may be final, without the right of an Member to appeal said decision;

WHEREAS, committee decisions regarding disciplinary/confidential matters that are made in Executive Session meetings are subject to appeal to the United Board by the Member in accordance with United's Governing Documents;

NOW THEREFORE BE IT RESOLVED; June 9, 2020 that the Board of Directors of this Corporation hereby establishes and adopts the attached Appeal Policy pertaining to the rights of Members to appeal decisions of Committees of the Board and, as applicable, by the Board regarding certain Corporate business, for this Corporation;

NOTWITHSTANDING THE FOREGOING, if new information is brought to the Board's attention relating to a matter previously decided by the Board, the Board may, in its sole discretion, revisit such decision due to extraordinary circumstances, but it shall have no obligation to do so and no Member shall be entitled to such reconsideration as a matter of right. The SME (Subject Matter Expert) will review any extraordinary circumstances for consideration if submitted within 30 days in writing from the Board's determination.

RESOLVED FURTHER, that Resolution 01-13-182 adopted October 28, 2013 is hereby superseded in its entirety and cancelled;

RESOLVED FURTHER, that this Appeal Policy and the mechanisms for appeals of decisions described herein shall supersede any prior or contrary appeal procedure or right of Members on the decisions subject to this Appeal Policy as may be found in United's Governing Documents, as may be applicable;

RESOLVED FURTHER, that the foregoing Appeal Policy shall apply to decisions on matters heard and decided by the Board as described therein, but shall not otherwise affect the ability of Members to appeal committee and/or management decisions on matters not heard by the Board as may otherwise be provided for in United's Governing Documents; 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.

May Initial Notification--28-day notification for Member Review and Comment to Comply with Civil Code §4360 has been satisfied

Director Torng made a motion to adopt the appeal policy. The motion was seconded by Director Armendariz.

President Margolis called for the vote on the motion passed without objection.

12. New Business

This item was added to the agenda:

12a. Consider a Corporate Members meeting to discuss the PAC Maintenance Improvement Project Contract.

Director Randazzo gave a synopsis of the following resolution:

RESOLUTION 01-20-28
REQUESTING GOLDEN RAIN FOUNDATION CALL A
SPECIAL MEETING OF THE CORPORATE MEMBERS

WHEREAS, GRF Bylaws §5.3 allows for the request to call a Special Meeting of the Corporate Members of the Golden Rain Foundation by way of a resolution approved by a majority of the Board of a Corporate Member;

WHEREAS, GRF Bylaws §2.1.6 requires GRF to obtain approval of the Corporate Members prior to engaging in any business or activity specified in the Trust Agreement or in Paragraph 2.1.4 of the GRF Bylaws as requiring such approval. Such vote shall be by ballot pursuant to Paragraph 5.8.2 of the GRF Bylaws; and

WHEREAS, GRF Bylaws §2.1.7 provides that the Corporate Members shall notify GRF that a vote of the Corporate Members is required pursuant to Paragraph 2.1.6 when, by way of resolution pursuant to Corporations Code §7211(b) or affirmative vote of the Corporate Members pursuant to Paragraph 5.8.2 of the GRF Bylaws, the Corporate Members determine that such a vote is needed.

NOW THEREFORE BE IT RESOLVED, June 9, 2020, that the Board of Directors of this Corporation hereby requests a Special Corporate Members' Meeting be called on behalf of the United Mutual Board of Directors, in accordance with GRF Bylaws §5.3, to vote on whether approval of the Corporate Members is required before the GRF Board may construct, contract, and otherwise expend funds in connection with the proposed PAC Maintenance Improvement Project, pursuant to GRF Bylaws §2.1.6. (GRF Bylaws §2.1.7.); and

RESOLVED FURTHER, the Board of Directors hereby directs Staff to deliver notice of the Corporate Members Meeting, in accordance with Civil

Code and the GRF Bylaws;

RESOLVED FURTHER, that the meeting shall be called as soon as possible; and

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

Director Randazzo made a motion to affirm the Board's decision to request that GRF call a Special Meeting of the Corporate Members regarding GRF Actions on the PAC Maintenance Improvement Project contract. Director Armendariz seconded the motion and the motion passed by a vote of 10-1-0 (Director Liberatore opposed)

13. Committee Reports

- 13a.** Report of the Finance Committee / Financial Report – Director Gilmore showed a presentation on the Treasurer's Report and reviewed the resale and lease reports. The Committee met on May 26, 2020; next meeting will be June 30, 2020, 1:30 p.m. as a virtual meeting.
- 13b.** Report of the Architectural Control and Standards Committee – Director Addington gave a report from the last Committee meeting. The Committee met on February 20, 2020; next meeting June 18, 2020 at 9:30 a.m. as a virtual meeting.
- 13c.** Report of the Communications Committee – Director Skillman. The third volume of the Village Breeze is in production and please send articles to Director Skillman. The next meeting is TBA.
- 13d.** Report of Member Hearings Committee – Director Liberatore gave a report from the last Committee meeting. The Committee met on February 27, 2020; next meeting June 25, 2020 at 9:00 a.m. as a virtual meeting.
- 13e.** Report of the Governing Documents Review Committee – Director Torng gave a report from the last Committee meeting. The Committee met on May 21, 2020; next meeting will be June 18, 2020, 1:30 p.m. as a virtual meeting.
- 13f.** Report of the Landscape Committee – Director Armendariz gave a report from the last Committee meeting. The Committee met on February 13, 2020; next meeting will be June 11, 2020 at 9:30 a.m. as a virtual meeting.
- 13g.** Report of the Maintenance & Construction Committee – Director Randazzo gave a report from the last Committee meeting. The Committee met on May 15, 2020; next meeting June 24, 2020 at 9:30 a.m. as a virtual meeting.
- 13h.** Report of the Resident Advisory Committee – Director Ardani. The Committee met on March 12, 2020; next meeting TBA.

14. GRF Committee Highlights

- 14a.** Report of the Finance Committee – Director Gilmore gave highlights from the last Committee meeting. The Committee met on April 22, 2020; next meeting will be June 24, 2020, 1:30 p.m. as a virtual meeting.
- 14b.** Report of the Community Activities Committee – Director Skillman gave highlights from the last Committee meeting. The Committee met on May 14, 2020; next meeting June 11, 2020, 1:30 p.m. as a virtual meeting.
- 14c.** Report of the Landscape Committee – Director Armendariz gave highlights from the last Committee meeting. The Committee met on February 12, 2020; next meeting will be August 12, 2020, 1:30 p.m. location TBA.
- 14d.** Report of the Maintenance & Construction Committee – Director Randazzo gave highlights from the last Committee meeting. The Committee met in closed session on April 8, 2020; next meeting will be June 10, 2020, 9:30 a.m. as a virtual meeting.
 - (1) PAC Task Force – Director Randazzo gave a report from the PAC Task Force. The Task Force met on May 14, 2020. The Task Force is reviewing the contract bids.
- 14e.** Report of the Media and Communication Committee – Director Skillman gave highlights from the last Committee meeting. The Committee met on May 18, 2020; next meeting will be June 15, 2020, 1:30 p.m. as a virtual meeting.
- 14f.** Report of the Mobility and Vehicles Committee – Director Addington gave highlights from the last Committee meeting. The Committee met on February 5, 2020; next meeting will be August 5, 2020, 1:30 p.m. location TBA.
- 14g.** Report of the Security and Community Access Committee – President Ardani. The Committee met on February 24, 2020; next meeting August 24, 2020 at 1:30 p.m. location TBA.
- 14h.** Laguna Woods Village Traffic Hearings – Director Addington. The hearings were held on February 19, 2020; next hearings June 17, 2020 at 9:00 a.m. as a virtual meeting.
- 14i.** Disaster Preparedness Task Force – Director Achrekar. The Task Force met on January 28, 2020; next meeting July 28, 2020 at 9:30 a.m. location TBA.

15. Future Agenda Items

- 15a.** Orange County Mosquito and Vector Control District Presentation

16. Director's Comments

- Several Directors commented this was a good meeting;

- Several Directors congratulated the community on keeping the COVID-19 numbers low in Laguna Woods Village;
- Director Armendariz requested director comments from the Finance Committee;
- Director Randazzo reminded everyone what items can go into the recycle bins.
- Director Skillman commented that she broke her wrist and she cannot sign resale packages for a while and asked other directors to help sign the resale packages;
- Director Tornj commented about face masks and financial funds.

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

The meeting recessed at 11:30 a.m. into the Closed Session.

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

During the May 12, 2020, Regular Executive Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) April 14, 2020—Regular Closed Session

(b) April 30, 2020 – Special Closed Meeting

Discussed Member Disciplinary Cases

Discussed Personnel Matters related to COVID-19

Discuss and Consider Contractual Matters

Discussed and Considered Litigation and Legislative Matters

18. Adjourn

The meeting was adjourned at 2:14 p.m.

Juanita Skillman

Juanita Skillman, Secretary of the Board
United Laguna Woods Mutual



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

**Tuesday, June 17, 2020, 1:30 p.m.
Open Session, Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

Directors Present: Sue Margolis, Carl Randazzo, Andre Torng, Juanita Skillman, Elsie Addington, Cash Achrekar, Neda Ardani, Manuel Armendariz, Reza Bastani, Brian Gilmore, and Anthony Liberatore

Directors Absent: None

Staff Present: Jeff Parker, CEO; Siobhan Foster, COO; Grant Schultz and Cheryl Silva

Others Present: Pat English (GRF), Annette Soule (GRF), Cush Bhada (Third)

1. Call Meeting to Order/Establish Quorum

President Margolis called the meeting to order at 1:31 p.m. and acknowledged that a quorum was present.

2. Approval of Agenda

Director Torng made a motion to approve the agenda as presented. Director Armendariz seconded the motion.

President Margolis called for the vote and the motion passed without objection.

3. Member Comments

President Margolis gave an opening statement and went through the timeline events that have transpired to date on the PAC Maintenance Improvement project.

4. Resolution of the Board of Directors of United Laguna Woods Village to Call a Special Meeting of the Corporate Members of Golden Rain Foundation for the Purpose of Voting to Remove Directors Perak and English, and, if successful, to Vote to Fill the Vacancies Created by the Vote to Remove the Directors.

RESOLUTION 01-20-31
**RESOLUTION REQUESTING CORPORATE MEMBERS MEETING
TO RECALL DIRECTORS**

WHEREAS, the Golden Rain Foundation of Laguna Hills ("GRF") is the trustee of the Golden Rain Foundation of Laguna Hills Trust Agreement ("Trust");

WHEREAS, GRF is responsible for performing its duties and obligations subject to the terms and conditions of the Trust and GRF Bylaws;

WHEREAS, GRF approved, through a majority of its Directors, a Performing Arts Center project ("PAC");

WHEREAS, the PAC consists of improvements exceeding \$500,000;

WHEREAS, the GRF Board, majority, approved the PAC in violation of the GRF Bylaws, Sections 2.1.4(4) and 2.1.6; and

WHEREAS, such conduct by those Directors exposes the Trust and trust property to undue risk of loss; and

WHEREAS, the Directors of this Board have a fiduciary duty to ensure GRF preserves the property of the Trust and otherwise abides by the Trust and GRF's Bylaws;

WHEREAS, pursuant to Section 5.3 of the GRF Bylaws, a Special Corporate Member meeting may be called by a resolution approved by a majority of the Board of a Corporate Member;

THEREFORE, BE IT RESOLVED, June 17, 2020, that Village Management Services ("VMS") is directed, by the United Laguna Woods Village Board, to call a special meeting of the Corporate Members no less than thirty (30) days from today, so that the Corporate Members may vote to remove, without cause, Patricia English, Beth Perak, **Annette Sabol Soule and Joe Fitzekam** from the GRF Board of Directors; and

BE IT FURTHER RESOLVED that the Corporate Members vote to fill the vacancies created by the removal, if successful, at the same meeting.

BE IT FURTHER RESOLVED that the officers and agent of this Corporation are authorized to carry out the purpose of this resolution.

Director Achrekar made a motion to approve the resolution to calling a Special Corporate Members Meeting recall Directors English, Perak, Soule and Fitzekam. The motion was seconded by Director Randazzo.

Discussion ensued among the directors.

President Margolis called for the vote and the motion passed by a vote 10-1-0 (Director

Skillman opposed).

5. Director's comments

- Director Randazzo commented about the funding for the PAC Maintenance Improvement Project and he asked if he could share the information he has from the Ad Hoc Committee.
- Director Addington commented about GRF Bylaw 2.1.4 and questions whether the project will all Maintenance Improvements for the PAC. We need to resolve the issues surrounding GRF Bylaw 2.1.4.
- Director Gilmore asked if there was a return on the investment.
- Director Torng commented the GRF Board underestimated the project. He commented about the failure of the Solar Project. He does not want to see the same thing happen with the PAC Maintenance Improvement project. He commented on his interpretation of GRF Bylaw 2.1.4.
- Director Bastani commented that we need to improve Clubhouse 3, but we do not want to spend the money. He asked if some of the improvement could be done at another time.
- Director Achrekar commented that GRF Board has been given too much power. He would like to see the Trust revised.
- Director Randazzo commented about the cost involved in rebidding the project.
- President Margolis will get a list together for the PAC Maintenance Improvement project and will send it to the Board Members before the meeting on Monday. She will work together with everyone to get the project done. She encouraged the board members to review the documents for the trust presentation on Tuesday.

6. Adjourn

The meeting was adjourned at 2:37 p.m.

Juanita Skillman

Juanita Skillman, Secretary of the Board
United Laguna Woods Mutual

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Mosquitoes in Orange County:

What you need to know



- Established in 1947
- Provide Service to all of Orange County
- Control for Mosquitoes, Rats, Fire Ants and Flies



Mosquitoes Control Is Complicated

Marshes and Wetlands



Improperly-Planned BMP



Nurseries



Pools and Spas



Drains/City Infrastructure



Backyard and Small Sources



What We Do

- Teach residents how to:
 - Find sources
 - Remove possible mosquito sources
- Mosquito surveillance for disease
- Control of mosquitoes
 - Remove sources
 - Stock mosquitofish
 - Chemical control



CULEX VS AEDES



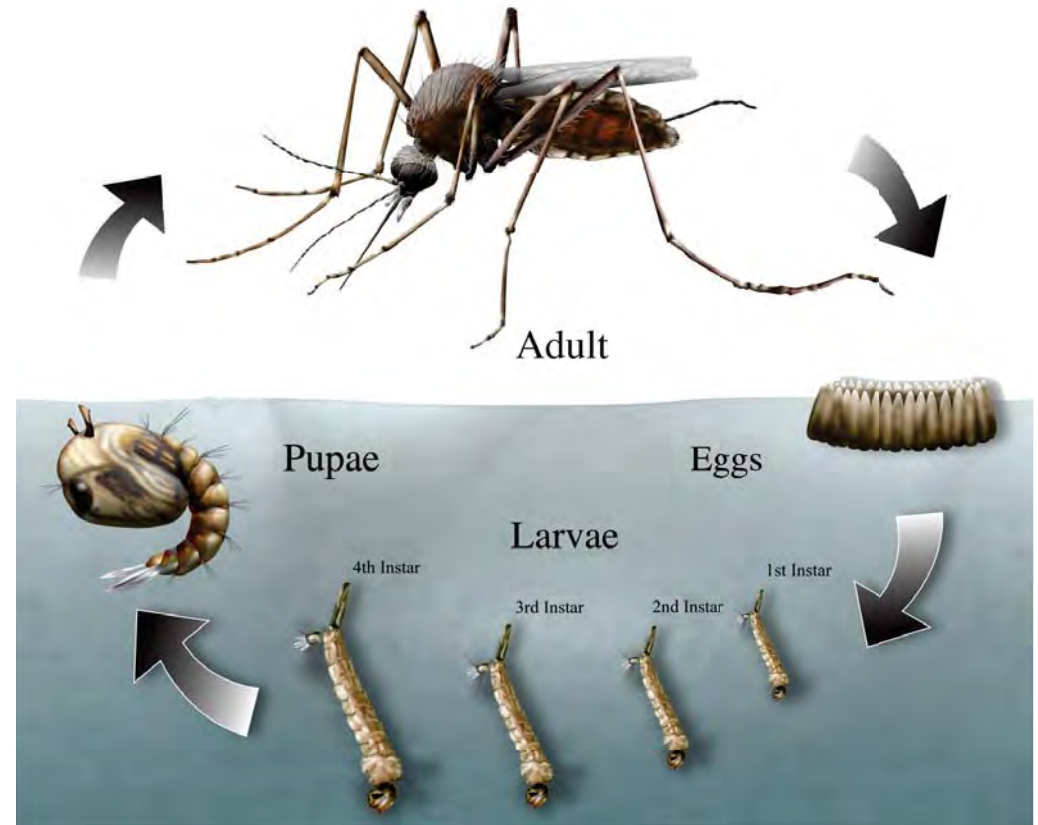
	<i>Culex</i>	<i>Aedes</i>
Breeding habits	Larger Sources	Backyard Sources
Biting habits	Bite at dusk and dawn, prefer birds	Bite during day, prefer mammals
Eggs	Eggs laid in rafts, require water	Individual eggs, viable for years in dry conditions
Breeding time	In as little as one week	In as little as one week
Where do they live	Outdoors	Indoor and Outdoors



Southern House Mosquito

CULEX QUINQUEFACIATUS

Life Cycle

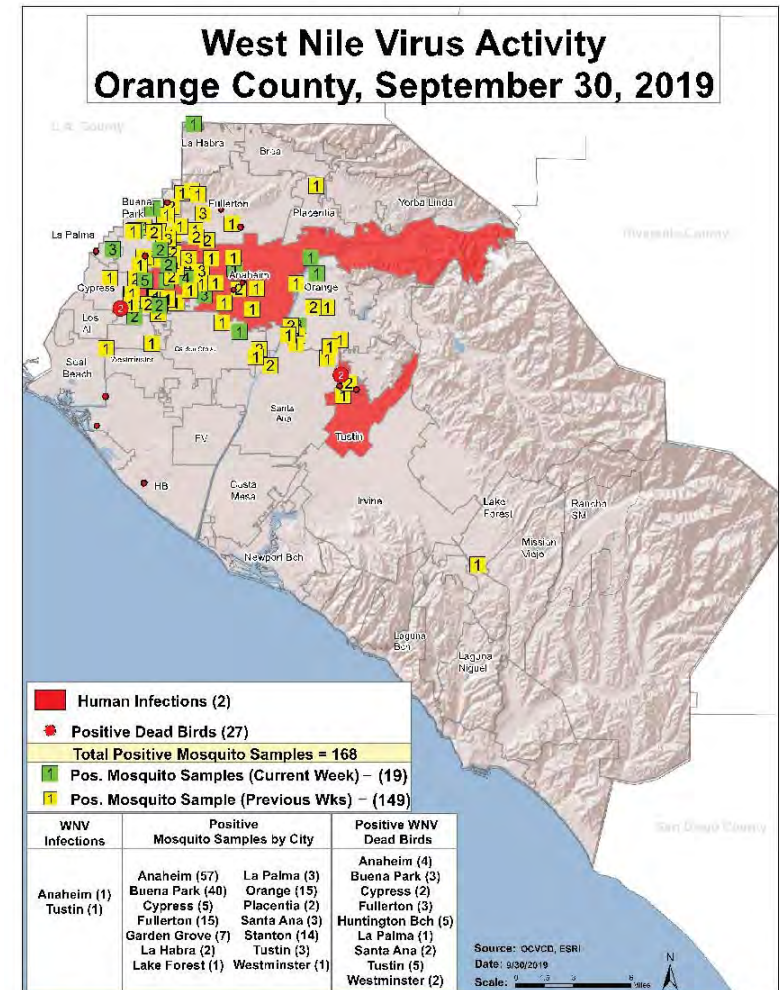


West Nile Virus in OC in 2019

- 168 mosquito samples tested

Positive for WNV

- 5 WNV Human Case
- 27 birds tested positive for WNV

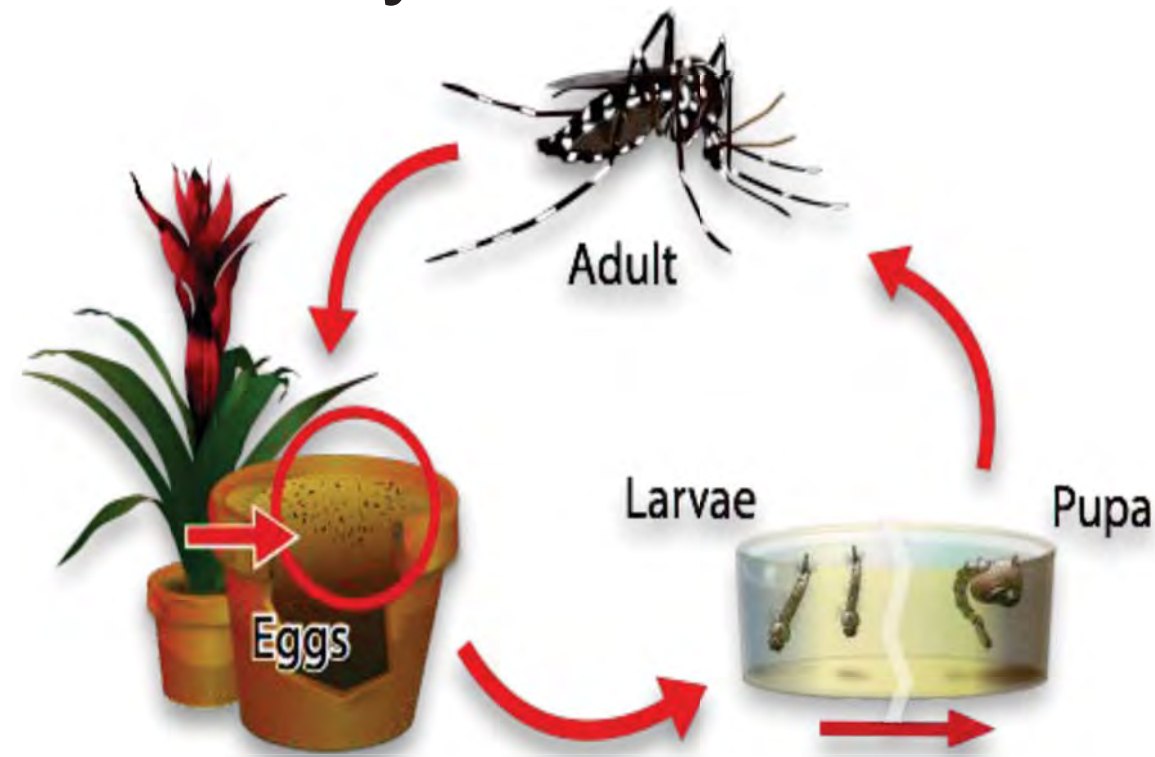


- Not native to California
- Black and white bands across body
- Aggressive day-time biters
- Breed indoors and outdoors
- Capable of transmitting:
 - ✓ Zika
 - ✓ Dengue fever
 - ✓ Chikungunya fever
 - ✓ Yellow fever
 - ✓ West Nile virus
 - ✓ Dog Heartworm



Invasive *Aedes* mosquito

Life Cycle of the Invasive Aedes



- Mosquitoes can complete their life cycle in about 5-7 days.
- Mosquitoes need stagnant water to go through their life cycle.
- Eggs can survive without water for several years.

Impacts to Orange County

2016 = 3,500 acres or 5.0 sq miles

2017 = 17,000 acres or 26 sq miles

2018 = 45,600 acres or 71 sq miles

2019 = 67,633 acres or 105 sq miles

2020 = 89,666 acres or 140 sq miles

Livable area of Orange County =
320,000 or 500 sq miles

*Predictions use current data and reasonable assumptions that conditions will not change significantly in the future.

Invasive Mosquito Breeding



Educate residents:

(Vector control can provide brochures or other visual for HOAs)

- Do not to grow plants in water-filled buckets or vases - even indoors.
- Remove saucers from under potted plants.
- Remove bromeliads and other plants that naturally hold water from your yard or patios
- Scrub outdoor containers that have held water with hot, soapy water to kill mosquito eggs. Store in a dry place.

Helpful Hints for HOA crews

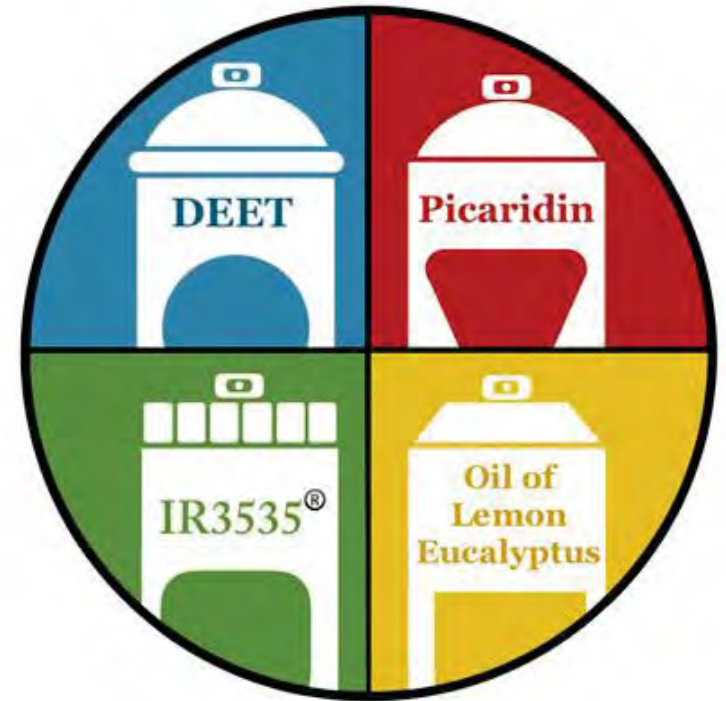
Make sure maintenance staff is taking necessary precautions:

- Clear any debris in waterways/channels, gutters and maintains any natural or manmade ponds, fountains or water features on the property.
- Remove bromeliads and other plants that naturally hold water from your landscape.



Working Together

- Talk to your neighbors/community
- Mosquito control is a shared responsibility
- Shared messaging to the community
- Shared responsibility in source reductions
- Use EPA Registered Repellants repellent when outdoors.



Recommendations

- Dump and drain any containers filled with water at least once a week
- Dump water from potted plant saucers
- Close all unscreened doors and windows to prevent mosquitoes from entering the home
- Reduce outdoor activity during peak mosquito (dusk & dawn)
- Wear long sleeve shirts and long pants, and opt for lighter-colored clothing
- Wear repellent containing DEET®, Picaridin, IR3535, or oil of lemon eucalyptus



TIP, TOSS, TAKE ACTION!



Lora Young, Director of
Communications

lyoung@ocvector.org

(714) 971- 2421 x 115

www.ocvector.org

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RESOLUTION 01-20-XX

Approve Removal of One Cajeput Tree at 182-A Avenida Majorca

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 June 11, 2020, the Landscape Committee reviewed a request to remove one Cajeput tree received from the Member at 182-A, who cited the reasons as structural damage, litter/debris, and overgrown, and;

WHEREAS, the Committee determined that the tree does meet the guidelines established in Resolution 01-13-17 and recommends approving the request for the removal of one Cajeput tree located at 182-A Avenida Majorca.

NOW THEREFORE BE IT RESOLVED, July 14, 2020, the Board of Directors approves the request for the removal of one Cajeput 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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RESOLUTION 01-20-XX

Approve Removal of One Jacaranda Tree at 412-D 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 June 11, 2020, the Landscape Committee reviewed a request to remove one Jacaranda tree received from the Member at 412-D, who cited the reasons as litter/debris and the potential of structural damage due to surface roots, and;

WHEREAS, the Committee determined that the tree does meet the guidelines established in Resolution 01-13-17 and recommends approving the request for the removal of one Jacaranda tree located at 412-D Avenida Castilla.

NOW THEREFORE BE IT RESOLVED, July 14, 2020, the Board of Directors approves the request for the removal of one Jacaranda 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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Laguna Woods Village®



Landscape Maintenance Manual

United Laguna Woods Mutual

Revised June 2020

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VILLAGE LANDSCAPE OVERVIEW

Laguna Woods Village is an active senior residential community of 3.8 square miles with more than 640 acres of maintained landscape. The urban forest within the Village includes nearly 33,000 trees, of which more than 30,000 are maintained by the mutual. All landscaped areas are maintained by Village Management Services Inc. (Managing Agent). Irrigation water for the landscape is provided by El Toro Water District, which delivers both potable and recycled water to the Village irrigation systems.

This landscape manual is an informative guide meant to provide information to residents on how landscape and related programs are managed in the Village. It is a resource to assist residents in understanding how the landscape is managed and what each of the mutuals permits residents to do around their residences. Schedules, scope of work and maintenance methods are subject to change.

Maintenance of turf areas is performed on a seasonally adjusted cycle, which varies from once every week to once every two to three weeks, depending on the weather for that time of year. Slopes and shrubs typically are pruned annually, with more frequent light trimming performed on a quarterly cycle. During summer months, crews focus on turf maintenance with only light maintenance of shrub beds being performed. In the cooler months, the focus returns to shrub beds with crews visiting the residential buildings more often.

Clubhouses and other community facilities receive more frequent landscape and grounds maintenance to maintain the appearance of these high-use facilities.

Trees are inspected and trimmed on a five-year species-based cycle. Some tree species require more frequent trimming than others, e.g. Carrotwood and mulberry are trimmed every two years and magnolias and some pines every five.

Computer-controlled irrigation systems use an on-site weather station to adjust watering to meet plant needs based on current weather conditions. Water conservation has become a way of life in the Village, with many turf reduction projects completed each year and high water-using plantings converted to water-efficient and/or California-friendly plant choices. Planters and open areas are topped with mulch to improve the soil, reduce moisture loss and to return nutrients back to the environment.

All of the green waste generated from the maintenance of Village landscaped areas and trees is composted on-site and returned as mulch, resulting in nearly 100% recycling.

Landscape Division Contact Information

For landscape requests or concerns, or to contact a member of staff:

949-597-4600 or e-mail residentservices@vmsinc.org

For scheduling information go to:

<https://www.lagunawoodsvillage.com/news/category/landscape>

THE ROLE OF THE LANDSCAPE DIVISION

Common area maintenance responsibilities include the following:

1. Communicate schedules for various landscape maintenance activities for each mutual on the Village website: <https://www.lagunawoodsvillage.com/news/category/landscape>
2. Provide periodic mowing and edging of turf, based on seasonal needs.
3. Provide periodic pruning of shrubs and trees in planters and on slopes in common areas.
4. Fertilize turf and shrub areas.
5. Manage pests through Integrated Pest Management techniques and the application of the least toxic materials available to control insects, weeds, diseases and rodents.
6. Address trees, shrubs or other plant materials that are not performing well. Remove and replace trees and shrubs as needed.
7. Schedule and maintain irrigation systems to provide sufficient moisture for plant health, reduce water waste and meet state and/or local water conservation mandates.
8. Collect and process green waste into mulch or compost for use in common-area landscape.
9. Removal of debris from walkways, cyclic mowing and landscape maintenance programs.

The Landscape Division does not perform the following services:

1. Substitute, rearrange or change the basic landscaping at a resident's request.
2. Change the irrigation system by adding or altering equipment at a resident's request.
3. Set irrigation system schedules to comply with requests from individual residents.
4. Maintain or help maintain any plantings in a private patio or other exclusive-use common area.
5. Permit any member of a landscape maintenance crew to provide personal gardening services to residents.

LANDSCAPE MAINTENANCE PROGRAM

TURF MAINTENANCE

Turf maintenance responsibilities consist of approximately 138 acres in United Mutual, 165 acres in Third Mutual and 8.8 acres in GRF.

Turf maintenance consists of the following:

- Grass is cut using mulching mowers, which cuts the grass into fine particles and leaves them in place.
- Grass mulching reduces fertilizer requirements by recycling the nutrients stored within the clippings, reducing labor and materials costs. Grass mulching also greatly reduces costs by eliminating the need to bag and dispose of waste.
- Mowing all turf areas, scheduled per seasonal growth requirements.
- Edging sidewalks and trimming turf edges every other mowing cycle.
- Blowing debris off of hardscape that is generated by mowing operation.
- Turf repair, reseed as needed and/or requested and perform mostly in cooler months due to water requirements of new plantings.
- Responding to non-chargeable resident requests pertaining to turf maintenance such as leaf clean up, reseeding, etc.

The mowing cycle follows a schedule that is adjusted seasonally throughout the year to respond to growing conditions. During summer growing months, the mowing cycle may be completed every seven to nine days. During spring and fall, slower turf growth allows for a cycle approximately every nine to 14 days. During winter, intervals of 14 to 21 days are common. During periods that mowing cycles are extended, staff time is directed to other tasks that are more appropriate for that season, such as planting and turf repairs, or tasks that may not be seasonally driven, such as mulch application. Turf repair is slowed in the summer months and usually done only in emergency situations due to the increased water and care that is needed to establish new growth during the heat of summer.

SHRUB-BED MAINTENANCE

The shrub-bed maintenance cycle is performed on approximately 75 shrub-bed acres in United Mutual, 83 shrub-bed acres in Third Mutual, and 10.7 shrub-bed acres in GRF.

Shrub-bed maintenance consists of:

- Pruning; selective pruning is practiced, rather than shearing, on most woody perennials, which leaves the plant with more blossoms and a more natural appearance with less new growth.
- Raking and removal of trimming debris and dead plant material.
- Weeding, both chemically and mechanically, using mutual-approved safe herbicides. No Roundup is used in the community.
- Mulching; using mulch made on site with green waste produced within the community. Using mulch produced from waste generated onsite, in addition to the big cost savings in waste hauling and mulch purchases, reduces the introduction of new weeds and pests into the community.
- Replanting of unhealthy and dead plant material with plant stock grown in our own on-site nursery.

- Edging of the turf adjacent to the planters is done in alternate weeks coinciding with the turf maintenance program.

The landscape crews are scheduled to visit each building four times a year. The service level for the maintenance cycle performed by grounds maintenance is based as closely as possible to seasonal requirements; less shrub-bed maintenance is done during the summer months while staff focuses on the turf maintenance. Shrub-bed maintenance frequency increases during the cooler months, especially for tasks such as replanting and reseeding.

Grounds maintenance staff is responsible for the installation of replacement plantings due to failure of the existing material, overgrowth of existing plants or damage to plants during painting or building repair work.

IRRIGATION

The irrigation work center oversees 10,449 community watering zones controlled by 163 irrigation controllers in United Mutual, 223 in Third Mutual and 21 in GRF. These controllers are managed by a central irrigation computer that determines and transmits all of the necessary scheduling information to the irrigation controllers in the community through the use of radio and telephone communication transmission technologies. The system is weather sensitized and adjusts watering schedules based on daily fluctuations in plant evapotranspiration rates. Adjustments are also made to accommodate water conservation and water supply shortage ordinances, and grounds maintenance work.

System checks of the entire community are performed regularly to evaluate the operation of the system and to troubleshoot and repair any damaged or failed irrigation equipment discovered. Residents are encouraged to call Resident Services during working hours at 949-597-4600 or e-mail residentservices@vmsinc.org to report irrigation leaks or dry spots.

Portions of the irrigation system are still the original design that was installed when the community was developed. Due to the age of those portions of the original system, areas of poor coverage and low water pressure still exist. The purpose of spot retrofitting is to replace and improve areas of the original irrigation system by redesigning and replacing irrigation system hardware, including piping, sprinklers and valves. Shrub-bed maintenance spot-retrofit work is most often completed after old plants are removed and before new plants are planted in areas where the renovation program has not been completed or to prevent irrigation run off to storm drains.

THE ROLE OF THE RESIDENT

Landscape throughout the Village is common area. All grounds outside the walls of a building, a contiguous patio or in the atriums of the Garden Villa buildings are common area landscape property and fall under the rules and regulations stated herein, unless they are an approved alteration.

To assist residents in understanding their role and responsibility in helping to keep the Village landscape looking its best, it is required that residents:

- Submit a Landscape Request Form with a planting plan, including plant species, for any proposed planting or any alteration of any common area to the Landscape Division for review and written approval prior to any changes being made. Failure to do so may result in citation, fines and financial reimbursement of any costs associated with the restoration of mutual landscaping. Do not submit a Landscape Request Form for maintenance requests or plant replacement. Contact Resident Services during normal business hours at 949-597-4600 or e-mail residentservices@vmsinc.org.
- Obtain signatures on the Landscape Request Form indicating approval from all the neighbors directly affected by your request for all proposed changes to the existing landscape. Common areas belong to everyone.
- Maintain any plantings that have been accepted as nonstandard landscape, including fruit trees. Residents are responsible to maintain all such landscape materials.
- Notify the Landscape Division if you cannot or do not wish to continue to maintain nonstandard landscape. The nonstandard landscaping may be removed and replaced as a chargeable service.
- Notify the Landscape Division if you cannot maintain any fruit trees for which you are responsible. These can be removed at no cost to the member.
- Notify the Landscape Division if you do not wish to have specific plants, shrubs or small patio trees adjacent to your manor cultivated, pruned or maintained by the Landscape Division. The program is initiated through Resident Services as a request to meet with a landscape supervisor to evaluate the practicality of the request.
- Do not plant/alter or have your gardener plant/alter any common area. This includes slopes, clear areas around trees or in the turf of the common area. These areas are not available for private maintenance. Fencing, rocks, art or other items shall not be placed in common areas without written approval.
- Do not remove plantings without approval from the Landscape Division.
- Do not place materials such as stepping stones, edging materials, potted plants, statuary, or any other item (including hoses, hose reels, patio furniture, etc.) in common areas. These items interfere with landscape maintenance operations and may create a safety hazard. The Landscape Division will remove them as a chargeable service to the member responsible for their unauthorized placement. Please note: Stepping stones may be allowed if a written request is made to the Landscape Division which meets the required Standard for Stepping Stones and the Installation Requirements. Also, if the Landscape Division approves the request, such request will also need the approval of the Landscape Committee and the Board of Directors.

If you would like to request services outside the routine maintenance provided, the Landscape Division may be able assist you. If you are unsure whether your request falls into this category, please contact Resident Services during working hours at 949-597-4600 or e-mail residentservices@vmsinc.org to initiate the process.

THE YELLOW STAKE PROGRAM

The former Yellow Stake Program has ended and provided an option for residents to install and maintain the planting areas immediately adjacent to their manor, either personally or through an outside maintenance service. Although the program has ended, residents are still required to maintain the plantings. Full responsibility includes, but is not limited to, fertilizing, pruning and the removal of plant waste/debris.

The mutual may intercede if the appearance or level of care of the private plantings is considered below standard, or if any dispute between residents arises. The landscape continues to be considered common property and yellow stake approval may be revoked by the committee. Failure to maintain private plantings will be subject to removal and replanting with standard landscape material. This work will be accomplished after notice to the member and will be completed as a chargeable service.

All new requests for approval of personal plantings require approval by staff or the landscape committee via the Landscape Request Form.

This responsibility does not end upon transfer of a unit. The seller must disclose the yellow stake or private plantings as an alteration and formally obtain acceptance from the buyer prior to close of escrow. If the buyer does not accept responsibility, the seller must restore the area to standard planting prior to close of escrow. If the buyer accepts the yellow stake area, they will be bound by all the rules governing the previous owner with regard to the Yellow Stake Program.

If you have questions regarding the care of or changes to the landscape, please contact the Landscape Division by calling 949-597-4600 or email residentservices@vmsinc.org.

USE OF PRIVATE GARDENERS, LANDSCAPERS AND PEST CONTROL OPERATORS

Members/shareholders are responsible to maintain the landscaping within their exclusive-use common area. Members/shareholders may elect to have their exclusive use common area cared for by an outside service provider (gardener, landscaper, etc.). If a member/shareholder hires an outside provider for any authorized work, they must confirm that the person or company is insured for workers' compensation, liability, and auto insurance prior to the initiation of work. They must also have a City of Laguna Woods business license. It is recommended that residents considering the use of private gardeners check references to insure they are reliable and experienced.

Only authorized employees or contractors of the Managing Agent may access, alter or operate the mutual-owned irrigation systems or any water source that is not metered directly by the affected unit. No gardeners, landscapers or other vendors hired by the resident may access water sources or make any changes to mutual owned sprinklers. Unauthorized use of water or alterations made to irrigation systems is prohibited and may result in citation, fines and financial reimbursement of any costs associated with the repair or restoration of mutual irrigation equipment.

Similarly, no privately hired vendor may apply any fertilizers or pesticides (insecticides, snail bait, rodent bait, ant control materials, fungicides, etc.), or treat any area on the exterior portion of a unit, or the landscape around it without written permission from the Managing Agent. All proposed pest control operators and/or gardeners must provide copies of all licenses and insurance required by law when requesting approval, prior to any application of materials.

THE TREE PROGRAM

Laguna Woods Village has a wide variety of large mature trees. These are a tremendous asset to the community and improve the quality of life for all residents. All tree maintenance is performed by the Landscape Division under the direction of a certified arborist.

OUTSIDE CONTRACTORS AND PRIVATE GARDENERS WHO PERFORM WORK FOR MEMBERS/SHAREHOLDERS WITHIN THE COMMUNITY MAY NOT PLANT OR PRUNE ANY TREE IN COMMON AREAS WITHOUT THE PRIOR WRITTEN APPROVAL OF THE MUTUAL LANDSCAPE COMMITTEE.

The inspection and trimming of Village trees are performed on a regular five-year species-based schedule, per International Society of Arboriculture standards. Trees are pruned whether they are original plantings or approved resident plantings. Former Yellow Stake Program trees are not pruned or maintained.

Trees are removed by the Landscape Division only if they are dead, diseased, dying, pose a foreseeable risk of damage to property or injury to persons or are actively causing damage to buildings, structures or underground utilities, excluding irrigation. Trees will not be removed due to dropping excessive litter (leaves, needles, flowers, fruit, cones, etc.). Trees will not be topped or removed to establish, increase or preserve views (see Tree Removal Guidelines Resolution on page 16).

Members may request the removal of a tree by contacting Resident Services to obtain a Landscape Request Form or through the Laguna Woods Village website (see sample form, Mutual Landscape Request Form, Page 14). The form must be completed in its entirety, including the signatures of surrounding manor owners affected by the potential removal of the tree. If the removal request does not meet the criteria outlined above, it will be sent to the mutual landscape committee for determination. If a tree removal is approved, it is typically removed within 60 days. Emergency situations are handled on a case-by-case basis.

The landscape committees are made up of appointed directors from the governing board of the affected mutual. They will review the resident's request and work to find a solution.

FAQs

Frequently asked questions about the Tree Program:

- What is the trimming cycle?
 - *Beginning in 2020, all trees will be trimmed on a rotating five-year species-based protocol. This protocol is in place to properly maintain both the beauty and health of the tree stock in the community. It is designed to initially reduce the size of the trees by 25%, thereby reducing off schedule trimming requests and reducing storm damage to overgrown trees.*
- What is the procedure for tree removals?
 - *Members/shareholders may request tree removal by submitting a Landscape Request Form. Keep in mind, per the Resolution, "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."*

- Who pays to remove the tree?
 - *The landscape committee may approve the removal of a tree at the expense of the Mutual or at the expense of the requesting party.*
- Will the tree be replaced?
 - *Following removal, a tree may be replaced if there is sufficient space and need. The landscape affected by the removal will be repaired and a replacement tree (if appropriate) will be replanted within 90 days of the removal of the tree. The cost would be borne by mutual or the member/shareholder as determined by the landscape committee.*
- Do I need to wait five years to have the tree by my unit trimmed?
 - *Although the program is referred to as a five-year program, the majority of the trees are trimmed every two to three years. Off-schedule trimming may be provided if there is an emergency or urgent need; otherwise trees are not trimmed until they are scheduled.*
- Can I have the tree by my unit trimmed as a chargeable service?
 - *Typically, tree trimming is not provided as a chargeable service. Unique situations will be considered by the arborist and the landscape committee on a case-by-case basis.*

CHARGEABLE SERVICE PROGRAM

The Chargeable Service Program provides very limited additional specialized services to residents of the community upon request that are nonstandard in nature and supplement the routine maintenance provided by the Landscape Division (see “The Role of the Landscape Division” on page 4).

To request services in addition to those already listed, residents should call Resident Services at 949-597-4600 for a landscape supervisor to review the requested work and develop a cost quotation for resident approval.

Residents should not ask any member of a landscape maintenance crew for individual service. All requests shall be made through Resident Services. Staff time is to be used for the benefit of all residents. Employees are not allowed to accept tips or to perform work during or after hours for individual residents.

WATER MANAGEMENT

Water is a limited resource and should be used wisely and sparingly. In the Village, landscaped areas are irrigated with potable water (drinking water quality) or recycled water (not suitable for consumption). Irrigation water should not be consumed or fed to pets. Watering plants by hose is discouraged; use of a watering can is permitted. State law prohibits the use of water to wash patios, sidewalks or other hard surfaces. Please make sure that you have a nozzle on your hose that automatically shuts off to conserve water.

Residents shall comply with all legal directives from the State of California, El Toro Water District, Laguna Woods Village or other agencies with authority to impose water conservation mandates or restrictions imposed during periods of drought. Any water use restrictions will be posted on the Village website at www.lagunawoodsvillage.org.

Residents should not tamper with sprinklers, irrigation controllers (timers), or access mutual water sources. To report dry landscape, water leaks, damaged sprinklers or other problems with irrigation systems, please contact Resident Services at 949-597-4600. For emergency service after 4:30 p.m. on weekdays or on weekends, call Security at 949-580-1400.

Patios are exclusive use common areas, but occasionally may be the only source of water for Landscape Division staff to use when installing new plants. Crews are instructed to be considerate of residents' privacy and property. However, when necessary, staff must be allowed access to all exterior water sources, which may include those in exclusive use common areas.

SAFETY

Safety is our number-one priority in the Village. Assistance from residents is vital to keeping the areas around manors free of hazards. Participate in keeping your neighborhood safe by reporting problems such as:

- Raised or broken concrete walkways or driveways
- Holes in turf areas
- Low-hanging or broken tree branches
- Foliage or branches close to fireplace chimneys or brushing against windows, eaves or roofs
- Inappropriately placed objects on sidewalks, balconies or patio walls, such as statuary, pots, hanging plants or vines
- Excessively wet areas or persistent ponding water
- Any item blocking an exit, stairwell or other pedestrian path of travel

If you become aware of any potential safety hazard, please notify the Landscape Division at 949-597-4600.

For emergency service after 4:30 p.m. or on weekends, call Security at 949-580-1400.

REQUEST FORMS AND APPEAL PROCESS

If you would like to request a change to the plants around your manor, please request assistance from your landscape supervisor by contacting Resident Services at 949-597-4600 or emailing residentservices@vmsinc.org.

Your area supervisor will either authorize the changes, or advise you that your request will require approval from your Mutual's landscape committee and supply the necessary forms.

The committee may visit your unit prior to making a decision on your request. Following their decision, it will be presented to the board of directors of your mutual for action. You will be notified in advance of such meetings. You may appear in person at that time, should you wish to speak on your behalf. Appeal of a decision is based on Resolution 01-13-182 (page 22).

MUTUAL LANDSCAPE REQUEST FORM

PLEASE NOTE: THIS FORM IS NOT INTENDED FOR ROUTINE MAINTENANCE REQUESTS

For all nonroutine requests, please fill out this form. Per the policy of your mutual, if your request falls outside the scope of the Managing Agent's authority, it will be forwarded to the mutual's landscape committee for review. If you are unsure whether your request falls into this category, please contact Resident Services at 949-597-4600 for assistance in making that determination.

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Member/Shareholder Information

You must be an owner to request nonroutine Landscape requests.

Manor Number _____

Today's Date _____

Resident/Member Name _____

Telephone Number _____

Non-Routine Request

Please checkmark the item that best describes your request. If none apply, please checkmark "Other" and explain.

☐ Tree removal

☐ New landscape

☐ Off-schedule trimming

☐ Other (explain): _____

Reason for Request

Please checkmark the item(s) that best explain the reason for your request.

☐ Structural damage ☐ Sewer damage ☐ Overgrown ☐ Poor condition ☐ Personal preference

☐ Other (explain): _____

GUIDELINES:

- Structural/Sewer damage: Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
- Overgrown/Crowded: Trees or plants that have outgrown the available space may justify removal.
- Damaged/Declining health: Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.
- Litter and debris: Because all trees shed litter seasonally, generally this is not an adequate reason to justify removal. However, if granted, removal/replacement may be at the resident's expense.
- Personal preference: Because one does not like the appearance or other characteristics of the tree or plant generally does not justify its removal. However, if granted, removal/replacement is usually at the resident's expense.

Description and Location of Request

Briefly describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of Unit #1234 are lifting the sidewalk"). Attach pictures if applicable.

Signatures of All Neighbors Affected by this Request

Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Unit No.	For	Undecided	Against

(Please attach a separate sheet if more signatures are necessary.)

Acknowledgement - Owner

By signing, you are acknowledging this request.

Owner Signature

Owner Name

OFFICE USE ONLY

MOVE-IN DATE _____ DATE _____ INITIALS _____
530 _____ 540 _____ 570 _____ LAST TRIMMED _____
RELANDSCAPED _____ NEXT TRIM _____
TREE SPECIES _____
COMMENTS _____

TREE VALUE _____ TREE REMOVAL COST _____

Exhibit A



BOARD RESOLUTIONS

Please note: Any changes to landscaping must be approved by the board prior to the start of any work.

The first step is to fill out a Landscape Request Form which may be obtained from Resident Services at 949-597-4600 or e-mail residentservices@vmsinc.org.

RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

RESOLUTION – Tree Removal Guidelines

Resolution 01-13-17 – Adopted February 12, 2013 – United Laguna Woods Mutual

This corporation established the following 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.

RESOLUTION – Memorials & Tree Signage

Resolution 01-08-20 – Adopted February 12, 2008 – United Laguna Woods Mutual

The placement of memorials of any sort on trees, benches or anywhere on United Mutual property except in areas especially designated by the Board of Directors is prohibited.

Tree signage in such designated areas shall be limited to 3" x 5" size with white lettering on a black background using only the botanical and common names of the tree and the country of origin.

The managing agent is authorized to carry out the purpose of this resolution.

RESOLUTION – Privately-Owned Objects

Resolution 01-05-63 – Adopted June 14, 2005 – United Laguna Woods Mutual

Out of concern over the placement of privately-owned objects upon the buildings and in the common areas and about the possible safety hazards to persons, the structural damage to property and maintenance problems caused by such placement, the placement of these objects (including foundation planters) shall be permitted under the following guidelines:

- It is necessary to contact the Landscape Supervisor through Resident Services before initiating planned changes.
- Residents may not enlarge foundation planters. Plants and shrubs, which members are allowed to plant adjacent to their units (foundation planters) should be well maintained. (See guidelines for the "Yellow Stake" program.)

- Decorative items (hardscape, i.e. garden décor, statuary, potted plants or hanging objects) may be placed in the garden area, as long as they do not interfere with the landscape operations or cause a hazard, either to persons or property. These items should be kept in good repair. Potted plants should be well-maintained and any empty pots removed.
- Upon the sale of the manor, the Mutual member or the estate will be financially responsible for the removal of personal plantings and the re-landscaping of this area, unless the buyer assumes responsibility for the “non-standard” landscaping

If personal plantings and/or decorative items are not maintained in a satisfactory manner, the managing agent is authorized to take action as deemed necessary to carry out the purpose of this resolution.

RESOLUTION – Care & Maintenance of Patios, Balconies, Breezeways & Walkways

Resolution 01-03-134 – Adopted September 9, 2003 – United Laguna Woods Mutual

The walkway, breezeway, patio and balcony areas are “common areas” or “limited common areas” with by-laws and Occupancy Agreement provisions for their management and care under the direction of the United Mutual Board.

Common areas are for the use and enjoyment of all residents and while limited common areas permit exclusive use of the area, it is essential that all residents be aware of the need for the safety, attractiveness and the prevention of damage to the building by items placed by the residents in or on the common or limited common areas of the Mutual’s multistory buildings and where applicable to other residential buildings.

The following rules for residents address the safety, attractiveness and prevention of damage issues. Residents should take whatever corrective action is necessary to manage those items they have placed outside their manor. Residents who disregard these guidelines will be given a citation to correct the problem, possibly followed with disciplinary action.

1. All plants must be suitably potted with adequately sized saucers to collect excess water and elevated by substantial caster or sturdy platforms with casters. Care must be used to control the amount of water given to these plants so as not to run over the saucer and collect on the floor surface or fall to a lower level of the building on people, windows, or other objects belonging to neighbors.
2. Items, including plants, statues, furniture, etc., may be placed outside a manor’s front door on the floor and shall be limited. Adequate clearance is required to allow for easy walkway access along the area (at least in number and size to allow for a 48-inch clearance as required by law).
3. All plants shall be attractive and shall be maintained by the resident in a healthy, well cared for condition, properly watered and pruned. Non-plant items shall be maintained clean and in good repair.

4. Potted plants are not to be placed on railings in common or limited common areas. Hanging plants or hanging objects are prohibited in breezeways and walkways.
5. Items that constitute a nuisance to one's neighbors should not be placed in common areas or limited common areas. Examples are intrusive wind chimes, food or water, which will attract birds, insects, or other animals. Residents are encouraged to resolve amicably differences or disputes involving such items.
6. A resident's balcony and patio area adjoining a manor, is limited common area. This area needs the same care and protection as our walkways and breezeways to prevent dry rot, decay and mold of surfaces. Therefore only a limited number of potted plants on the balconies of multistory buildings is allowed, without the prior approval of the United Mutual Board. No more than 15% of the total floor area of a balcony may be used for potted plants.
7. Landscape crews will not care for a resident's personal items placed in common areas unless arranged through Property Services as a chargeable service.

Any building, by majority decision, may establish additional rules for its own use, providing the rules are not in conflict with the above guidelines. The United Mutual Board of Directors shall resolve any disputes or misunderstandings relating to common areas and limited common areas.

We ask each resident to read these guidelines and take whatever corrective action is necessary for the care and protection of property where plants and items have been placed outside manors. The United Mutual Board shall have full authority to recommend remedial action or a hearing for disciplinary action.

RESOLUTION – Stepping Stones

Resolution U-85-25 – Adopted January 22, 1985 – United Laguna Woods Mutual

In order to create and maintain a safe, hazard-free and well-groomed Community it is important that all walkways and other avenues of pedestrian traffic be properly established, constructed and maintained only by the managing agent of this corporation.

It is important that no unauthorized or hazardous walkways or other avenues of pedestrian traffic be established, either through the placement of stepping stones or otherwise, that may interfere with the landscape maintenance operations for the Community or may pose a threat to the health, safety or well-being of the residents, guests or employees of the Community. The existence of stepping stones under these conditions is prohibited.

The managing agent is authorized to remove any stepping stones existing in the common area which meet these criteria.

RESOLUTION – Standard for Stepping Stones

Resolution 01-03-79 – Adopted May 13, 2003 – United Laguna Woods Mutual

In addition to establishing a policy to prohibit the placement of stepping stones as outlined in Resolution #U-85-25, the corporation recognizes the need to establish a policy to streamline the proper installation and maintenance of stepping stones within common areas. The standard is as follows:

1.0 PREPARATIONS

- 1.1 No stepping stones will be allowed that will hinder yard drainage.
- 1.2 In no case will stepping stones cover over sprinklers, sprinkler lines, or other related items.
- 1.3 Stepping stones will be allowed in planter areas adjacent to the manor only. No stepping stones will be permitted to be placed in grass.
- 1.4 Stepping stone paths will only be permitted to provide access from a point of ingress/egress to a hose bib, an existing patio gate or opening, and/or personal plants.

2.0 APPLICATIONS

- 2.1 Stepping stones may be constructed of concrete only.
- 2.2 All stepping stones must have a non-slip/non-skid surface.
- 2.3 All stepping stones must have a minimum diameter or width of 12 inches.
- 2.4 Stepping stones will be spaced no more than four inches apart.
- 2.5 The path created with the stepping stones will be no greater than three feet wide.
- 2.6 No decorative material may be used to fill in the spacing between stepping stones (i.e. gravel, mulch, etc.)

3.0 INSTALLATION REQUIREMENTS

- 3.1 Prior to installation, the Resident Services must be contacted to schedule the Landscape Division to clear away plants, adjust irrigation, and make any other landscaping changes necessary to accommodate the area. This work will only be performed by the Landscape Department, and will be performed as a service chargeable to the requesting Mutual member.
- 3.2 Outline each stepping stone and dig out the marked area so that it is one and a half inches deeper than the thickness of the stepping stone. Make sure that dug out space is level. Line bottom of hole for stepping stone with a base of one and a half inches of damp sand. Tamp the sand base to compact sand. Level the sand layer. Set stepping stone in the space and make level with surrounding soil grade.
- 3.3 Installed stepping stones must be stable and level to the surrounding soil grade. Any loose or non-level stones will not be permitted and may result in the removal of the stones. Such removal will be performed as a service chargeable to the Mutual member.

- 3.4 Ongoing maintenance to ensure the stability and level grade of the stepping stones is the sole responsibility of the Mutual member. Improperly maintained stepping stones will be identified as a safety hazard and may result in the removal of the stones. Such removal will be performed as a service chargeable to the Mutual member.

The officers and agents of this Corporation are authorized on behalf of the Corporation to carry out the purpose of this resolution.

RESOLUTION – Placement of Potted Plants in Common Area

Resolution U-90-74 – Adopted August 28, 1990 – United Laguna Woods Mutual

Out of concern that potted plants and other moisture retaining objects placed directly on decks, breezeways or balcony surfaces of buildings managed by this corporation contribute directly to dry rot and other damage, the board of directors hereby prohibits their placement on these surfaces unless these objects are placed on a water resistant surface designed to prevent moisture from reaching the decking, breezeway or balcony surface on which it is placed.

Additionally, the placement of indoor/outdoor carpeting is also prohibited on any surface which is supported by wood (such as; patios, atriums, decks, entryways, elevated and regular breezeways.

Any member found in violation of the above requirements shall be subject to disciplinary action in accordance to the Bylaws of this corporation and as deemed appropriate by the board of directors.

RESOLUTION – Fruit Trees

Resolution U-84-129 – Adopted August 28, 1984 – United Laguna Woods Mutual

The planting of fruit trees in common areas owned by this corporation shall be permitted under the following conditions:

- Fruit trees must be of the dwarf variety;
- Must be directly adjacent to the installing resident's dwelling unit;
- Must be marked by the installing resident, or his or her successor, with a yellow stake and fully maintained in a manner acceptable to the corporation;

The managing agent is authorized to remove any fruit tree located in the common area if these conditions are not met.

RESOLUTION – Vegetable Plantings

Resolution U-84-130 – Adopted August 28, 1984 – United Laguna Woods Mutual

The growing of tomatoes and other vegetables in the common areas owned by the corporation is prohibited due to certain chemical sprays used by the Landscape Division of the managing agent could cause harm to human health if wind drift should cause such sprays to reach items intended for human consumption. The managing agent, therefore, is authorized and directed to remove any tomato or other vegetables found planted in a common area of this corporation.

RESOLUTION - Appeal Policy

Resolution 01-13-182 – Adopted October 28, 2013 – United Laguna Woods Mutual

WHEREAS, United Mutual's governing documents require a Member to seek approval from the Board of Directors on many matters of Corporate business by way of the committee structure for review of a question that will ultimately be determined by the Board; and

WHEREAS, such committees forward recommendations regarding Members' requests to the United Board for consideration, and if the proposed request is disapproved, then such decision is subject to appeal to the United Board by the Mutual Member;

NOW THEREFORE BE IT RESOLVED; October 28, 2013, that the Board of Directors of this Corporation hereby establishes the following appeals policy for alterations and surrounding area improvement requests, and other matters of corporate business, for this Corporation:

Within 30 days of the Board's decision, made at an open Board Meeting, a requesting Member may appeal the Board's decision by requesting another review by the appropriate United committee; and

The appropriate United committee will perform a review of the appeal; and

Upon receipt and review of the recommendation from the committee, the Board of Directors will make a final decision; and

No further appeals on the same matter (brought forth by the Member or subsequent Member) will be reconsidered by the Board of Directors.

RESOLVED FURTHER, that Resolution 01-09-101 adopted May 12, 2009 is hereby superseded and cancelled; and

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

For more information:

<https://www.lagunawoodsvillage.com/residents/united-laguna-woods-mutual/documents>

RESOLUTION 01-20-XX

Deny Removal of One Canary Island Pine Tree at 126-T Avenida Majorca

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 June 11, 2020, the Landscape Committee reviewed a request to remove one Canary Island Pine tree received from the Member at 126-T, who cited the reasons as structural damage, and overgrown, and;

WHEREAS, the Committee determined that the tree does not meet the guidelines established in Resolution 01-13-17 and recommends denying the request for the removal of one Canary Island Pine tree located at 126-T Avenida Majorca.

NOW THEREFORE BE IT RESOLVED, July 14, 2020, the Board of Directors denies 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.

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RESOLUTION 01-20-XX

Deny Removal of One Carrotwood Tree at 119-A Via Estrada

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 June 11, 2020, the Landscape Committee reviewed a request to remove one Carrotwood tree received from the Member at 119-A, who cited the reasons as litter/debris, and;

WHEREAS, the Committee determined that the tree does not meet the guidelines established in Resolution 01-13-17 and recommends denying the request for the removal of one Carrotwood tree located at 119-A Via Estrada.

NOW THEREFORE BE IT RESOLVED, July 14, 2020, the Board of Directors denies 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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RESOLUTION 01-20-XX

Deny Removal of One Jacaranda Tree and One New Zealand Christmas Tree at 2189-R Via Mariposa

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 June 11, 2020, the Landscape Committee reviewed a request to remove one Jacaranda tree and one New Zealand Christmas tree received from the Member at 2189-R, who cited the reasons as severe allergy problems and the lifting of the sidewalk due to the New Zealand Christmas tree, and;

WHEREAS, the Committee determined that the trees do not meet the guidelines established in Resolution 01-13-17 and the letter from the Member's doctor does not indicate allergies to these species of trees and recommends denying the request for the removal of one Jacaranda tree and one New Zealand Christmas tree located at 2189-R Via Mariposa.

NOW THEREFORE BE IT RESOLVED, July 14, 2020, the Board of Directors denies the request for the removal of one Jacaranda tree and one New Zealand Christmas 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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RESOLUTION 01-20-XX

Recording of a Lien

WHEREAS, Member ID 947-370-51; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-370-51 and;

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

RESOLUTION 01-20-XX

Recording of a Lien

WHEREAS, Member ID 947-413-50; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-413-50 and;

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

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RESOLUTION 01-20-XX

Recording of a Lien

WHEREAS, Member ID 621-091-06; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 621-091-06 and;

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

RESOLUTION 01-20-XX

Recording of a Lien

WHEREAS, Member ID 947-400-09; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-400-09 and;

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

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RESOLUTION 01-20-XX

Recording of a Lien

WHEREAS, Member ID 947-397-47; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-397-47 and;

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

RESOLUTION 01-20-XX

Recording of a Lien

WHEREAS, Member ID 947-374-27; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-374-27 and;

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

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RESOLUTION 01-20-XX

Recording of a Lien

WHEREAS, Member ID 947-406-07; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-406-07 and;

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

RESOLUTION 01-20-XX

Recording of a Lien

WHEREAS, Member ID 947-423-15; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-423-15 and;

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

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RESOLUTION 01-20-XX

Recording of a Lien

WHEREAS, Member ID 947-372-06; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-372-06 and;

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

RESOLUTION 01-20-XX

Recording of a Lien

WHEREAS, Member ID 947-407-49; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-407-49 and;

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

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RESOLUTION 01-20-XX

Recording of a Lien

WHEREAS, Member ID 947-436-42; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-436-42 and;

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

RESOLUTION 01-20-XX

Recording of a Lien

WHEREAS, Member ID 947-369-11; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-369-11 and;

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

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RESOLUTION 01-20-XX

Recording of a Lien

WHEREAS, Member ID 947-416-40; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-416-40 and;

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

RESOLUTION 01-20-XX

Recording of a Lien

WHEREAS, Member ID 947-417-99; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-417-99 and;

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

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RESOLUTION 01-20-32
UNITED LAGUNA WOODS MUTUAL

**BOARD RESOLUTION REGARDING THE ADOPTION OF
TEMPORARY COVID-19 RULES ON AN EMERGENCY BASIS IN LIGHT OF COVID-19**

RECITALS

WHEREAS, the Board of Directors ("Board") of United Laguna Woods Mutual (the "Mutual") held a duly called emergency meeting on June 26, 2020 at which a quorum of the Board was present.

WHEREAS, the meeting of the Board was held on an emergency basis pursuant to California Civil Code Section 4923, as unforeseen circumstances require immediate attention and action by the Board where notice for such meeting was impractical.

WHEREAS, a majority of the members of the Board determined that in accordance with California Civil Code Section 4360(d), immediate rule changes are required to address the temporary, restricted use of the Mutual's common areas in light of the ongoing threat of public health to the Mutual in light of the current and ongoing "Covid-19" disease outbreak and global health pandemic (the "Disease").

WHEREAS, in light of ongoing health concerns relating to the transmission of the Disease and the ease with which it spreads, the State of California has mandated that all persons be required to wear a cloth face covering while not within their homes.

WHEREAS, the Temporary COVID-19 Rules shall be adopted on an emergency basis, without notice or a member review and comment period, in accordance with California Civil Code Section 4360(d) and shall be effective for one hundred twenty (120) days, unless the Board modifies or rescinds the Temporary COVID-19 Rules on an earlier date pursuant to formal Board action. It is understood that the conditions and general health advice pertaining to the Disease may change from time to time and at any time; as such, the Board acknowledges that future changes to the Temporary COVID-19 Rules may be required and shall be reasonably made, as applicable, within the Board's discretion.

WHEREAS, the Temporary COVID-19 Rules shall be hereby adopted pursuant to this Resolution and shall be deemed an effective governing document and effective operating rules for the Mutual.

RESOLUTION

IT IS HEREBY RESOLVED that the foregoing recitals are incorporated into and made a part of this Resolution.

IT IS HEREBY FURTHER RESOLVED that the Temporary COVID-19 Rules are hereby adopted on an emergency basis in accordance with California Civil Code Section 4360(d). A copy of the Temporary COVID-19 Rules is enclosed with this Resolution and incorporated into and made a part of this Resolution in their entirety.

IT IS HEREBY FURTHER RESOLVED that, a copy of this Resolution and the Temporary COVID-19 Rules shall be distributed and/or posted in a manner deemed suitable by the Board to adequately notify the Mutual's membership.

CERTIFICATE OF SECRETARY OF UNITED LAGUNA WOODS MUTUAL

I, the undersigned, do hereby certify that:

1. I am the duly appointed and acting Secretary of United Laguna Woods Mutual, a California nonprofit mutual benefit corporation; and
2. The foregoing Resolution of the Board of Directors of United Laguna Woods Mutual was approved by a majority of a quorum of the Board members during a duly held emergency Board meeting held on June 26, 2020.

IN WITNESS WHEREOF, I have hereunto subscribed my hand this 29 day of June, 2020.

By: Juanita Skillman

Name: Juanita Skillman

Title: Secretary



Village Management Services, Inc.

Joint Resolution and Emergency Rules and Emergency Fine and Collection Policy

Item	Description
1 Face coverings in public areas: Owners/Shareholders	<ul style="list-style-type: none">• Require face coverings in Village public areas, including:<ul style="list-style-type: none">○ Every public area within the Village (sidewalks, streets, parking lots, open areas, creek areas), including walking to and from manor, car, mailbox, laundry room, etc. Car interiors are not considered public areas.○ Exception pursuant to state law: For active exercise within conditionally opened sports areas, specifically on golf courses, tennis/pickleball/paddle tennis courts, lawn bowling greens and in swimming pools when 6-foot social distancing requirement is met. Refer to GRF procedures pertaining to conditional reopening of these facilities for more information;○ Exception pursuant to state law: Children 2 years of age and younger;○ Exception pursuant to state law: Persons with a medical or mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated or otherwise unable to remove a face covering without assistance. These individuals are required to wear face shield within Village if possible; and○ Exception pursuant to state law: Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication. These individuals are required to wear face shield within Village if possible.• Face covering: Material that is worn covering the nose and mouth. Face shields are not acceptable when worn without appropriate face covering.• Penalty owner/shareholders: There will be escalating fines based on number of violations.<ul style="list-style-type: none">○ First violation: Fine \$50○ Second violation: Fine \$100○ Third violation: Fine \$250

Item	Description
	<ul style="list-style-type: none"> • Suspension of privileges/rights: Suspension of membership privileges for a period of up to 30 days for a single noncontinuing violation. Membership privileges for any continuing violation may be suspended for so long as such continuing violation exists and remains uncured. • Hearing process: In accordance with Davis-Stirling Act.
2 Face covering check at gates in guest lanes	<ul style="list-style-type: none"> • Require each driver and passenger entering Village in guest lane to demonstrate possession of face covering. • Deny access to drivers and passengers who do not have face coverings for each occupant in vehicle.
3 Face coverings in public areas: Contractors (private and VMS), service providers, visitors	<ul style="list-style-type: none"> • Require face coverings in Village public areas, including: <ul style="list-style-type: none"> ○ Every public area within Village (sidewalks, streets, parking lots, open areas, creek areas), including walking to and from manor, car, mailbox, laundry room, etc.; and ○ For contractors and service providers: When loading and unloading vehicles, carrying tools and equipment to manor, taking breaks and similar activities. ○ USPS employees must adhere to Postal Service policy, which requires employees to wear face coverings in areas where state and local governments have ordered or directed people to wear face coverings. • Penalty for violations by contractors, service providers, visitors: <ul style="list-style-type: none"> ○ First violation: Village access suspended 14 days ○ Second violation: Village access suspended 30 days ○ Third violation: Village access Village suspended 60 days

Item	Description
4 Large gatherings	<ul style="list-style-type: none"> Prohibit large gatherings in any open space; large gatherings defined as greater than 10 people. Penalty residents: There will be escalating fines based on number of violations. <ul style="list-style-type: none"> First violation: Fine \$50 Second violation: Fine \$100 Third violation: Fine \$250 Suspension of privileges/rights: Suspension of membership privileges for a period of up to 30 days for a single noncontinuing violation. Membership privileges for any continuing violation may be suspended for so long as such continuing violation exists and remains uncured. Hearing process: In accordance with Davis-Stirling Act.
5 In-person meetings	<ul style="list-style-type: none"> Prohibit in-person board, committee, IDR and other meetings and hearings. All in-person Village-related meetings will be prohibited until further notice, and all required meetings will be conducted virtually. Staff will advise as circumstances change in accordance with federal, state and county guidelines. Adjustment to this provision does not require a written update to this policy.
6 Indoor activities	<ul style="list-style-type: none"> Prohibit indoor activities at all community centers, GVA recreation rooms, etc.
7 Temperature checks: Community Center	<ul style="list-style-type: none"> Maximize number of Community Center employees who telecommute; limit number of Community Center employees who must be present on any given day. Require temperature checks of employees entering Community Center. Deny access to employees with temperature greater than 100.4 degrees pursuant to CDC guidelines.
8 Temperature checks: Contractors (private and VMS) and service providers	<ul style="list-style-type: none"> Require contractors and service providers to require daily employee temperature checks as part of their pandemic response plans prior entering Village. Contractors and service providers must not send employees to Village when temperatures exceed 100.4 degrees pursuant to CDC guidelines.

Timeline

- Effective date: Monday, June 29, 2020
- Warning period: Monday, June 29, to Sunday, July 5, 2020
- Enforcement begins: Monday July 6, 2020s
- Duration: Maximum of 120 days from effective date

Enforcement Notes

- Citations will be issued to violators as residents of United Mutual, Third Mutual or Mutual No. Fifty regardless of violation location.
- Hearing will occur in accordance with Davis-Stirling Act.
- United Mutual, Third Mutual or Mutual No. Fifty would take responsibility for levying of fines and suspension of cable television service for nonpayment.
- GRF would take responsibility for suspension of privileges/rights as part of any continuing violation.

Disclaimer

- This policy is intended to reduce risk of exposure to the COVID-19 virus, but is not a guarantee of your safety. Residents should use their own good judgment in determining the amount of risk of exposure in using any shared facilities or amenities. Risk of exposure involves many factors out of the control of the Village corporations and management, including the compliance (or noncompliance) and safe/unsafe behavior of others using the same facilities or amenities.
-



STAFF REPORT

DATE: July 14, 2020
FOR: Board of Directors
SUBJECT: Delegation of Authority - Membership Trust Transfers

RECOMMENDATION

Direct Authorized Agent to review and act upon membership trust transfer requests.

BACKGROUND

The Board has identified areas of improvement including, but not limited to, reduction of its paperwork by 20 percent. One means of achieving that objective is to delegate authority to staff for approval or denial of membership trust transfer requests. Presently, staff reviews each application and submits it with a recommendation to the Board of Directors. One hundred percent of membership trust transfer recommendations have been accepted by the Board without objection.

On average, the Community Services Division processes approximately 240 membership trust transfer requests per year.

DISCUSSION

Under this proposal, staff processing of membership trust transfer packets will remain unchanged. Only packets that are problematic will be escalated to the Board for review. The existing reduction of paperwork destined for Board review will not be lost. Staff recommends that the Board appoint Catherine Laster, Management Analyst, and Pamela Bashline, Community Services Manager, as Authorized Agents.

Additionally, two Board Directors will make random checks each month and sign a form that this was completed.

FINANCIAL ANALYSIS

None.

Prepared By: Pamela Bashline, Community Services Manager

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Resolution

ENDORSEMENT (to Board)

Discuss & Consider the approval of the Delegation of Authority for Membership Trust Transfers and Sublease Renewals.

The Board has identified areas of improvement including, but not limited to, reduction of its paperwork by 20 percent. One means of achieving that objective is to delegate authority to staff for approval or denial of membership trust transfer requests. Presently, staff reviews each application and submits it with a recommendation to the Board of Directors. One hundred percent of membership trust transfer recommendations have been accepted by the Board without objection. On average, the Community Services Division processes approximately 240 membership trust transfer requests per year.

Similarly, sublease renewals have been processed by staff for several years. Only first-time subleases, or problematical new and renewal subleases, are routed to the Board of Directors for review and action. By resolution, United Mutual appointed Catherine Laster, Management Analyst, and Pamela Bashline, Community Services Manager, as Authorized Agents to approve routine sublease renewals due to the volume and time sensitivity of such documents. Sublease activity ranges between eight and nine percent each month. For 2020, the monthly average is 596 sublease transactions per month.

The Committee reviewed and discussed Authorize Sales to Sign Membership Trust Transfer and Sublease Agreement. The Committee members commented and asked questions.

President Margolis made a motion to authorize the Community Services Division to Sign Membership Trust Transfer and Sublease Agreement. Director Ardani seconded the motion.

By unanimous vote, the motion carried.

Pamela Bashline, Community Services Manager, advised that staff is already approving Sublease Agreements as previous directed by the Board.

Attachment 1

RESOLUTION 01-20-XX

Membership Trust Transfers

WHEREAS, the Governing Documents Review Committee (the “Committee”) of United Laguna Woods Mutual (“United”) held a meeting on June 18, 2020 at which a quorum of the Committee was present;

WHEREAS, the Committee has been charged with identifying areas of improvement including, but not limited to, reduction of its paperwork by 20 percent;

WHEREAS, the Amended and Restated Bylaws, dated August 2, 2017 give United the authority to establish policy and perform various administrative responsibilities and activities;

WHEREAS, such administrative responsibilities include review and action regarding membership trust transfers;

NOW, THEREFORE, BE IT RESOLVED, on _____, 20__, that the Board of Directors of this Corporation hereby authorizes Catherine Laster, Management Analyst, and Pamela Bashline, Community Services Manager, as Authorized Agents to sign on behalf of the Corporation as directed by the Board of Directors to approve membership trust transfers, effective immediately; and

RESOLVE FURTHER, that two Board Directors will make random checks each month and sign a form that this was completed; and

RESOLVED FURTHER, that the directors, officers and agents of United are hereby authorized on behalf of United to carry out the purposes of this Resolution.

JULY Initial Notification

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

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STAFF REPORT

DATE: July 14, 2020
FOR: Board of Directors
SUBJECT: Delegation of Authority – Lease Permits

RECOMMENDATION

Review and file.

BACKGROUND

on January 26, 2017, the Board appointed Catherine Laster, Management Analyst, and Pamela Bashline, Community Services Manager, as Authorized Agents to approve routine sublease permits and renewals due to the volume and time sensitivity of such documents.

Sublease permits and renewals have been processed by staff for several years. Only first-time subleases, or problematical new and renewal subleases, are routed to the Board of Directors for review and action. For 2020, the monthly average of sublease transactions per month is 596.

DISCUSSION

Under this proposal, staff processing of routine sublease renewals will remain unchanged. Only packets that are problematic will be escalated to the Board for review.

FINANCIAL ANALYSIS

None.

Prepared By: Pamela Bashline, Community Services Manager

Reviewed By: Francis Gomez, Operations Manager

ENDORSEMENT (to Board)

Discuss & Consider the approval of the Delegation of Authority for Membership Trust Transfers and Sublease Renewals.

The Board has identified areas of improvement including, but not limited to, reduction of its paperwork by 20 percent. One means of achieving that objective is to delegate authority to staff for approval or denial of membership trust transfer requests. Presently, staff reviews each application and submits it with a recommendation to the Board of Directors. One hundred percent of membership trust transfer recommendations have been accepted by the Board without objection. On average, the Community Services Division processes approximately 240 membership trust transfer requests per year.

Similarly, sublease renewals have been processed by staff for several years. Only first-time subleases, or problematical new and renewal subleases, are routed to the Board of Directors for review and action. By resolution, United Mutual appointed Catherine Laster, Management Analyst, and Pamela Bashline, Community Services Manager, as Authorized Agents to approve routine sublease renewals due to the volume and time sensitivity of such documents. Sublease activity ranges between eight and nine percent each month. For 2020, the monthly average is 596 sublease transactions per month.

The Committee reviewed and discussed Authorize Sales to Sign Membership Trust Transfer and Sublease Agreement. The Committee members commented and asked questions.

President Margolis made a motion to authorize the Community Services Division to Sign Membership Trust Transfer and Sublease Agreement. Director Ardani seconded the motion.

By unanimous vote, the motion carried.

Pamela Bashline, Community Services Manager, advised that staff is already approving Sublease Agreements as previous directed by the Board.



STAFF REPORT

DATE: July 14, 2020
FOR: Board of Directors
SUBJECT: Procedure for Requesting Documents

RECOMMENDATION

Discuss and consider the Policy Governing Director Access to Corporate Books, Records and Documents as approved on March 13, 2018, through the adoption of Resolution 01-18-34.

BACKGROUND

On January 29, 2018, the Governing Documents Committee discussed establishing a policy governing director access to corporate books, records and documents. The committee recommended changes to a draft policy developed by counsel; with the amendments, the committee recommended approval and consideration by the board.

On February 13, 2018, the board introduced and on March 13, 2018, adopted Resolution 01-18-34 approving the Policy Governing Director Access to Corporate Books, Records and Documents.

Per the staff report presented to the board on February 13 and March 13, 2018, the policy is intended to provide guidelines and procedures for access to certain United records. Directors serving on the board have the “absolute right” to inspect and copy all books, records and documents of every kind and inspect the physical properties of United, provided same is done at a reasonable time (Corporations Code § 8334). However, the manner and extent of the director’s inspection and copying rights may be subject to reasonable regulations based on balancing the interests of United and its members, including privacy and other constitutional rights, as well as those rights of the director to inspect corporate documents on just and proper conditions (Corporations Code § 8336).

The policy specifies that a written request indicating which documents are desired is necessary. There is a limitation on frequency, as such requests cost United, borne by members, time and money by way of administrative time to assemble the records, as well as legal costs that may be incurred to ensure compliance and privacy rights are not infringed upon.

Physical inspection of records is permitted, as well as provision of electronic copies, in a noneditable format (e.g., PDF), without the board reviewing the request. The policy further identifies a process resolution for disputes if a director is denied access. A list of books, documents, records and other information not subject to inspection, copying or review is contained in the policy and includes such items as ballots and personnel information. Finally,

the policy identifies a list of documents that are not accessible where an actual or potential conflict of interest exists.

Attachment 3 contains the Director Request for Access to Corporate Books, Records and Documents form that is part of the approved policy. The form has been automated since adoption to be an electronic fillable form.

DISCUSSION

At the July 2, 2020, United Agenda Preparation Meeting, the board requested that the procedure for requesting documents be discussed and considered at the July 14, 2020, board meeting.

FINANCIAL ANALYSIS

None

Prepared By: Siobhan Foster, COO

Reviewed By: Jeffrey C. Parker, CEO

ATTACHMENT(S)

ATT 1: Resolution 01-18-34

ATT 2: Policy Governing Director Access to Corporate Books, Records and Documents

ATT 3: Director Request for Access to Corporate Books, Records and Documents Form

RESOLUTION 01-18-34

Director Access to Corporate Books, Records and Documents

WHEREAS, United Laguna Woods Mutual (“United”) 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;

WHEREAS, United, through its volunteer Board of Directors (“Board”), is responsible for management, maintenance and administration of a residential stock cooperative common interest development under United’s governing documents (which include, without limitation, the Articles of Incorporation, Bylaws, Occupancy Agreement, operating rules and Board resolutions), which grant United the authority to manage and govern the affairs of the properties within United;

WHEREAS, pursuant to Corporations Code Section 8334, every director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the corporation of which such person is a director;

WHEREAS, a director’s general right of inspection may be preempted by the right of privacy guaranteed under the California Constitution, may be subordinate to statutes specifically protecting confidential, private, or privileged records, and California courts have also acknowledged a constitutional right to privacy held by members of HOA’s in their voting decisions;

WHEREAS, a director’s duty of loyalty involves not only the duty to avoid conflicts of interest, but requires full disclosure of any interests potentially adverse to United; and,

WHEREAS, United desires to adopt clear guidelines and procedures for director access to United records, and directors’ handling of those records, while protecting United from liability claims arising from the review, copying and dissemination of corporate records.

NOW, THEREFORE BE IT RESOLVED, March 13, 2018, that the Board of Directors of this Corporation hereby adopts a Policy Governing Directors Access to Corporate Books, Records and Documents and other governing documents regarding access to United’s records; and

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

FEBRUARY initial notification

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

UNITED LAGUNA WOODS MUTUAL

POLICY GOVERNING DIRECTOR ACCESS TO CORPORATE BOOKS, RECORDS AND DOCUMENTS

The following policy has been duly adopted by the Board of Directors and is in effect as of _____, 2018. United Laguna Woods Mutual (“United”) requires clear guidelines for director’s handling of corporate records and information, i.e., to keep it confidential, unless disclosure is approved by the Board (majority), or law, as determined by legal counsel, and to identify those records requiring special handling due to their sensitive, confidential nature.

The following policies are intended to provide clear guidelines and procedures for access to certain United records. Current directors serving on the Board have the “absolute right” to inspect and copy all books, records and documents of every kind and to inspect the physical properties of United, provided same is done at a reasonable time. (*Corporations Code* § 8334.) However, the manner and extent of the director’s inspection and copying rights may be subject to reasonable regulations based on balancing the interests of United and its Members, including privacy and other Constitutional rights, as well as those rights of the director to inspect corporate documents on just and proper conditions. (*Chantiles v. Lake Forest II Homeowners Association*, 37 Cal.App.4th 914 (1995); *Corporations Code* § 8336.)

These policies and procedures work to uphold the rights of directors while protecting United from liability claims that may arise from the review, copying and dissemination of sensitive, corporate records. Without established policies and procedures there exists significant opportunity for conflict amongst and between directors, employees and shareholders.

NOTICE: IMPROPER OR UNAUTHORIZED (ABSENT BOARD APPROVAL) DISCLOSURE OF INFORMATION CONTAINED IN THE BOOKS AND RECORDS OF UNITED COULD RESULT IN PERSONAL LIABILITY TO THE DIRECTOR, AS WELL AS TO UNITED, AND WILL SUBJECT THE OFFENDING DIRECTOR TO FORMAL DISCIPLINARY ACTION BY THE BOARD.

I. Director Access to Books, Documents, Records or Other Information Available to Directors Pursuant to their Inspection Rights:

Although directors have the “absolute right” to inspect and copy all books, records and documents of every kind and to inspect the physical properties of United, same must be

C. Limitations on Director's Frequency of Requests to Inspect Books, Documents, Records or Other Information

The purpose of this policy is not to limit director access to records he or she is entitled to view; rather, this policy is intended to preserve privacy rights, prevent conflicts of interest and minimize exposure to liability in connection with access to United books, records, document and other information.

While directors certainly have the right to request to inspect corporate books, records or other documents, and United will fully comply with its obligations under the law related thereto, such requests cost United time and money by way of Staff taking the time to assemble the records and to make same available to the director, as well as any legal costs that may be incurred to ensure compliance and to ensure privacy rights are not infringed upon. These costs are borne by all Members.

To that end, directors shall not be permitted access to corporate books, records, documents or other information in a frequency that causes an undue burden on staff or the Board, as determined by a majority of the Board. Any and all requests limited by Article II below shall constitute a request for purposes of this limitation on frequency of requests for access to corporate books, records, documents or other information.

D. Disclosure to Board of Directors a Request to Inspect Books, Documents, Records or Other Information

Upon written request of a director to access corporate books, records or other documents, the United Board President shall review the request and determine whether said request may be limited as provided in Article II below. Should the President determine that the request may invade privacy rights and/or create a conflict of interest (whether potentially or actually), the President may deny the request.

Any and all written requests for access to United books, records, documents or other information shall be disclosed to the United Board of Directors prior to the appointment date to access same as outlined in paragraphs A and B above.

Should the requesting director request to copy books, records or other documents, the Board, excluding the interested Director, shall review the written reasoning, need and purpose to copy same, and shall vote on whether this purpose is reasonably related to the director's interest and role as a director serving on the Board. Notwithstanding, the requesting director may be provided electronic copies, in a non-editable format (e.g., PDF), without the Board reviewing the request.

E. Resolution Disputes Regarding a Director's Inspection of Books, Documents, Records or Other Information

Should the director's request for access be denied according to paragraph D above, the director may appeal to the entire Board. The Board of Directors shall review the request and determine whether same may be limited by Article II herein below. A majority of the Board shall, in its sole discretion, determine whether the request will be limited as set forth herein; the requesting director shall recuse him or herself from said discussions and vote.

II. Books, Documents, Records or Other Information Not Subject to Inspection. Copying or Review by Directors:

The following books, documents, records or other information shall not be subject to inspection or copying by directors based on the potential for invasion of privacy and/or conflicts of interest. Directors owe United certain fiduciary duties, including, but not limited to, the duty of confidentiality, the duty of loyalty and the duty of due care. Directors must act in good faith, in the best interests of United, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. (*Corporations Code* § 7231.)

A. Privacy*: Books, Records, Documents and Other Information Not Subject to Inspection.

There is a legally recognized privacy interest in precluding the dissemination or misuse of sensitive and confidential information ("informational privacy"). Informational privacy is the core value furthered by the California Constitution. (Cal. Const. Art. I, § 1.) A particular class of information is private when well-established social norms recognize the need to maximize individual control over its dissemination and use to prevent unjustified embarrassment or indignity.

Therefore, any and all books, records, documents or other information containing information that, if disclosed, would infringe, or has the potential to infringe, on a Member's privacy rights, shall not be subject to inspection or copying by a director, including, without limitation:

(1) Ballots or any other documents with information revealing the identity of a voter and how they cast their vote; and

(2) Personnel information, including employment records (e.g. performance evaluations, payroll records, etc.). However, personnel information is subject to review by the Board of Directors in connection with proper United business, but such records shall be handled by the Board (majority) and with due care.

B. Conflict of Interest (Potential or Actual) *: Books, Records, Documents and Other Information Not Subject to Inspection.

Directors owe United a duty of undivided loyalty, and may not make decisions for United that benefit their own interests at the expense of United and/or its Members. (*Raven's Cove Townhomes, Inc. v. Knuppe Development Co.*, 114 Cal. App. 3d 783 (1981).) The duty of loyalty involves not only the duty to avoid conflicts of interest, but requires full disclosure of any interests potentially adverse to United. A director has the duty to serve the interests of all Members. To that end, where an actual or potential conflict of interest exists, the director shall not be entitled to inspect or copy the following books, records, documents or other information relating to, arising out of, or in connection with:

(1) Litigation or other formal action (criminal, civil, administrative, etc.) against United in which the director (including his/her family members, guests, tenants, agents, or invitees) is involved as an opponent. This information is protected by, among other privileges, the attorney-client and work product privileges;

(2) The personal or financial interests of the director, including his/her family members, guests, tenants, agents, or invitees;

(3) The director's stated or implied (through the director's conduct) intent to disclose (without authorization of the Board) or to otherwise violate his/her fiduciary duties; and

(4) Neighbor to neighbor disputes, including, but not limited to, sensitive records pertaining to a director's neighbor, when such director is involved in a neighbor to neighbor dispute (e.g., architectural applications, disciplinary hearing notices, violation notices, nuisance claims, or other letters to or from the neighboring Member).

**The records set forth herein shall not be considered an exhaustive list, and a director may be precluded from inspecting or copying certain books, records or documents that infringe (or have the potential to infringe) on privacy rights or where the director has a potential or actual conflict of interest.*



Director Request for Access to Corporate Books, Records and Documents

Current directors serving on the Board of Directors of United Laguna Woods Mutual, Third Laguna Woods Mutual and Golden Rain Foundation have the “absolute right” to inspect and copy all books, records and documents of every kind and to inspect the physical properties of United Laguna Woods Mutual, Third Laguna Woods Mutual and Golden Rain Foundation (“Corporation”), provided same is done at a reasonable time. (Corporations Code § 8334.) However, the manner and extent of the director’s inspection and copying rights may be subject to reasonable regulations based on balancing the interests of the Corporation(s) and its Members and employees, including privacy and other Constitutional rights, as well as those rights of the director to inspect Corporation(s) documents on just and proper conditions, including avoiding conflicts of interest. (*Chantiles v. Lake Forest II Homeowners Association*, 37 Cal.App.4th 914 (1995); Corporations Code § 8336.)

I request the following:

Review/inspect corporate books, records and documents

Copy corporate books, records and documents

Records/documents from date(s): _____ 20____ to date(s): _____ 20____

The records/documents that I request are:

My purpose in asking to inspect/copy the foregoing records/documents is:

Director Name: _____ Telephone Number _____

Address: _____

Mailing Address (if different from above): _____

I understand that the Corporation(s) may request clarification of my request. Such clarification may require dialogue between the Staff and me, which may impact the date on which my request becomes active. I understand that it is up to me to arrange for a copy service if I want copies, or I may request that the Staff make copies.

I acknowledge and agree the corporate books, records and documents, and any information from them, may not be sold, used for a commercial purpose, or used for any other purpose not reasonably related to my interests as a Director of the Corporation(s). I agree to keep the corporate books, records and documents, and any information from them confidential and agree to return the corporate books, records and documents to the Staff at the end of my term as a director.

I understand that legal action may be brought against me for injunctive relief and for actual damages to the Corporation(s) cause by a violation of the foregoing.

Signature

Financial Report

Preliminary as of May 31, 2020



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$17,798
Non-assessment Revenue	\$1,016
Total Revenue	\$18,814
Total Expense	\$16,185
Net Revenue/(Expense)	\$2,629

1

Financial Report

Preliminary as of May 31, 2020



OPERATING ONLY INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$12,676
Non-assessment Revenue	\$448
Total Revenue	\$13,124
Total Expense ¹	\$12,372
Operating Surplus	\$752

1) excludes depreciation

2

Financial Report

Preliminary as of May 31, 2020

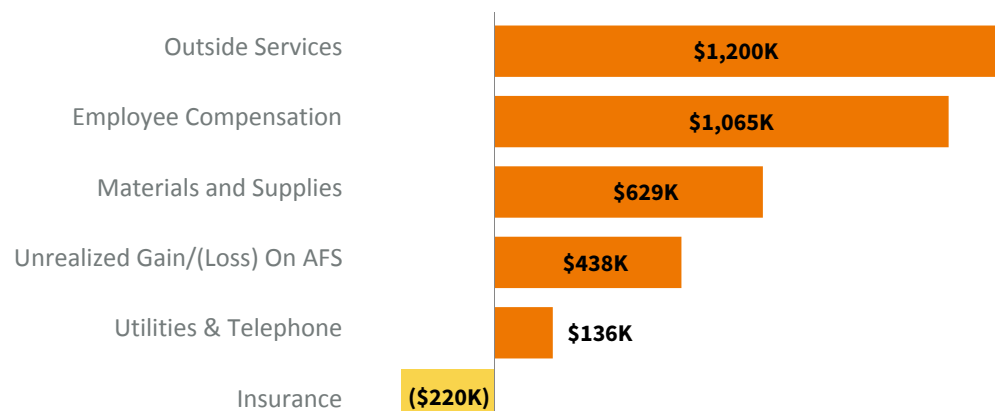


INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$17,798	\$17,568	\$230
Non-assessment Revenue	\$1,016	\$747	\$269
Total Revenue	\$18,814	\$18,315	\$499
Total Expense	\$16,185	\$18,971	\$2,786
Net Revenue/(Expense)	\$2,629	(\$656)	\$3,285

3

Financial Report

Preliminary as of May 31, 2020



■ Unfavorable ■ Favorable

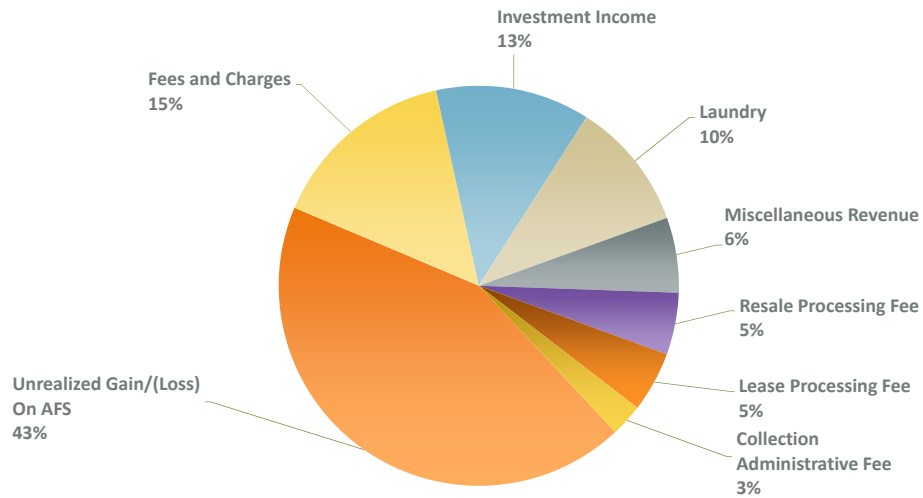
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Financial Report

Preliminary as of May 31, 2020



Total Non Assessment Revenues \$1,015,221



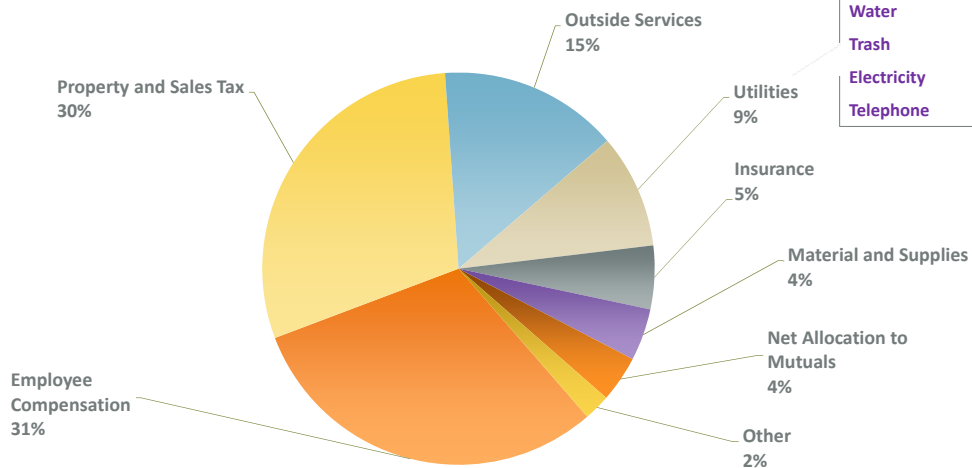
5

Financial Report

Preliminary as of May 31, 2020



Total Expenses \$16,184,662



Sewer	\$743,348
Water	\$553,071
Trash	\$181,588
Electricity	\$42,802
Telephone	\$279

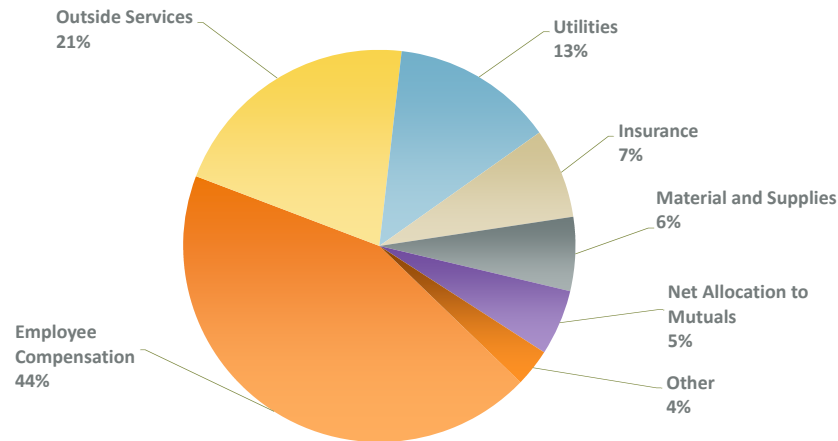
6

Financial Report

Preliminary as of May 31, 2020



Total Expenses Excluding Property and Sales Tax \$11,386,899



7

Financial Report

Preliminary as of May 31, 2020



NON OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE
Beginning Balances: 1/1/20	\$1,107	\$17,256
Contributions & Interest	341	5,349
Expenditures	(742)	(2,988)
Current Balances: 5/31/20	\$706	\$19,617

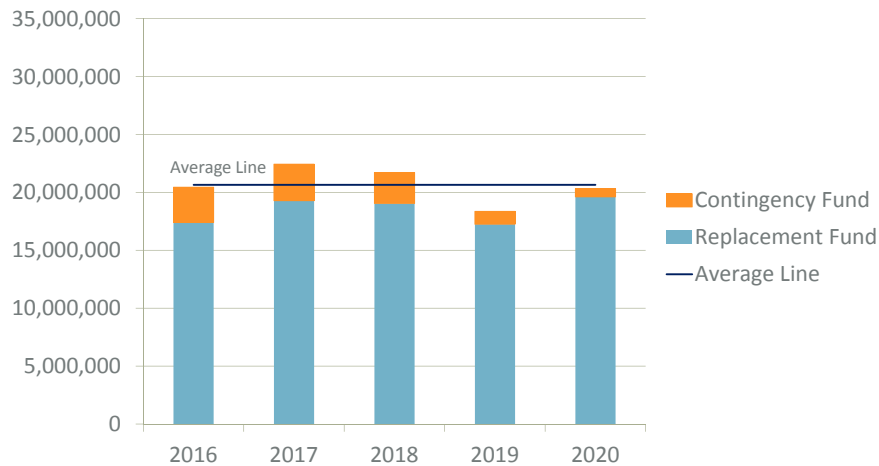
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Financial Report

Preliminary as of May 31, 2020



FUND BALANCES - United Mutual



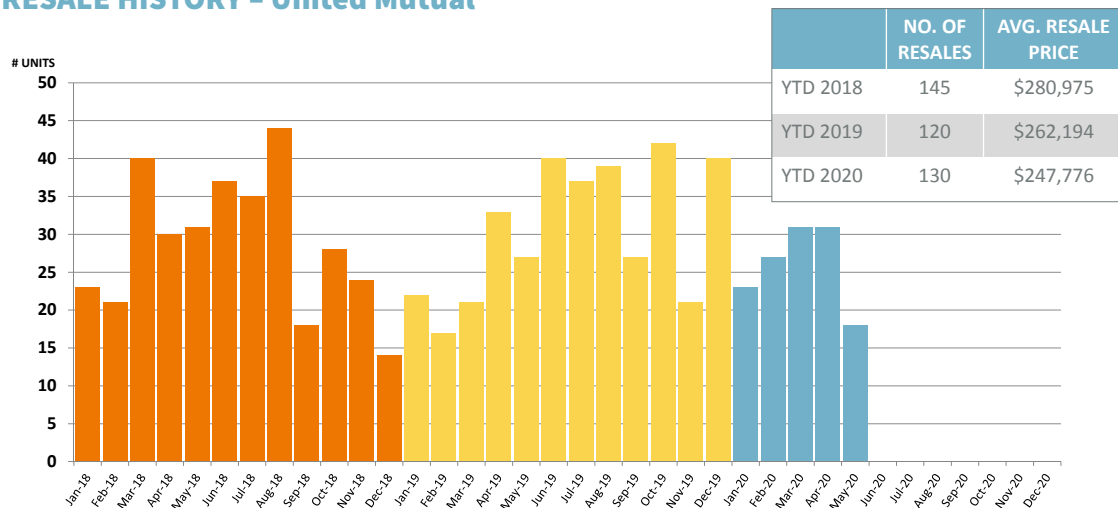
9

Financial Report

Preliminary as of May 31, 2020



RESALE HISTORY - United Mutual



10

United Laguna Woods Mutual
Statement of Revenues & Expenses - Preliminary
5/31/2020
(\$ IN THOUSANDS)

		CURRENT MONTH			YEAR TO DATE			PRIOR YEAR	TOTAL
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET
Revenues:									
Assessments:									
1	Operating	\$2,535	\$2,489	\$46	\$12,676	\$12,445	\$231	\$11,686	\$29,869
2	Additions to restricted funds	1,024	1,024		5,122	5,122		5,153	12,294
3	Total assessments	<u>3,560</u>	<u>3,514</u>	<u>46</u>	<u>17,798</u>	<u>17,568</u>	<u>231</u>	<u>16,839</u>	<u>42,163</u>
Non-assessment revenues:									
4	Merchandise sales	1	2		3	8	(5)	1	20
5	Fees and charges for services to residents	15	45	(30)	154	225	(71)	272	540
6	Laundry	18	23	(4)	106	113	(7)	108	270
7	Investment income	23	32	(9)	126	161	(34)	189	385
8	Unrealized gain/(loss) on AFS investments	50		50	438		438		
9	Miscellaneous	36	48	(12)	188	241	(53)	239	579
10	Total non-assessment revenue	<u>143</u>	<u>150</u>	<u>(6)</u>	<u>1,015</u>	<u>747</u>	<u>268</u>	<u>809</u>	<u>1,794</u>
11	Total revenue	<u>3,703</u>	<u>3,663</u>	<u>40</u>	<u>18,814</u>	<u>18,315</u>	<u>498</u>	<u>17,648</u>	<u>43,957</u>
Expenses:									
12	Employee compensation and related	603	1,220	617	4,960	6,026	1,065	5,971	14,548
13	Materials and supplies	82	259	177	694	1,323	629	1,552	3,141
14	Utilities and telephone	366	371	5	1,521	1,657	136	1,574	4,326
15	Legal fees	6	29	23	85	146	60	67	350
16	Professional fees		7	7	42	68	26	90	122
17	Equipment rental	1	1		8	7	(1)	12	17
18	Outside services	340	726	386	2,396	3,596	1,200	2,807	8,638
19	Repairs and maintenance	2	4	2	12	20	7	14	47
20	Other Operating Expense	4	16	12	50	83	33	80	201
21	Income taxes		2	2		10	10	1	25
22	Property and sales tax	939	926	(13)	4,798	4,630	(168)	4,619	11,112
23	Insurance	170	125	(45)	846	627	(220)	520	1,504
24	Investment expense	3	3		5	15	10	19	37
25	Uncollectible Accounts	(5)	5	10	5	25	19	20	60
26	(Gain)/loss on sale or trade		(1)	(1)	61	(3)	(64)	1	(8)
27	Depreciation and amortization	17	17		83	83		87	198
28	Net allocation to mutuals	96	131	35	617	660	43	493	1,584
29	Total expenses	<u>2,624</u>	<u>3,842</u>	<u>1,218</u>	<u>16,185</u>	<u>18,971</u>	<u>2,787</u>	<u>17,928</u>	<u>45,902</u>
30	Excess of revenues over expenses	<u>\$1,079</u>	<u>(\$179)</u>	<u>\$1,258</u>	<u>\$2,629</u>	<u>(\$656)</u>	<u>\$3,285</u>	<u>(\$280)</u>	<u>(\$1,945)</u>



Statement of Revenues & Expenses - Preliminary Variance Explanations as of May 31, 2020

SUMMARY

United financial results were better than budget by \$3,285K as of May 31, 2020, primarily due to timing of programs and program adjustments related to the COVID-19 pandemic. Explanations for categories with significant variances are found below.

REVENUE

- ▶ **Operating Assessments** [Line 1](#) \$231K
Favorable variance resulted from an increase in revenue for property taxes and supplemental property taxes; offsetting expense is shown on line 22.
- ▶ **Fees and Charges for Services to Residents** [Line 5](#) – (\$71K)
Unfavorable variance resulted from less revenue than budgeted for chargeable appliance replacements; fewer members requested early replacement and some members requested a one-time disbursement instead of appliance replacement. Variance was furthered by non-essential interior component replacement programs put on hold due to COVID-19 pandemic.
- ▶ **Unrealized gain/(loss) on AFS Investments** [Line 8](#) \$438K
Favorable variance due to reporting of Unrealized Gain on Available for Sale Investments. A monthly entry is made to reflect investment market conditions, which fluctuate.

EXPENSE

- ▶ **Employee Compensation and Related** [Line 12](#) \$1,065K
Favorable variance resulted from staff furloughs. Several employees were furloughed primarily in M&C departments due to the ongoing COVID-19 pandemic. Additionally, United used fewer hours than anticipated for M&C programs such as Plumbing. The budget included hours to replace 632 manor water heaters; however, only 122 water heaters were replaced through the reporting period. Additionally, favorable variance was furthered by open positions in Landscape and M&C; a hiring freeze was put into effect for non-essential work.
- ▶ **Materials and Supplies** [Line 13](#) \$629K
Favorable variance resulted in several areas of operation due to timing of expenditures and reprioritization of water heater replacements as noted above. Non-essential replacement programs such as such as interior components, appliances, carpentry, and paint were put on hold due to the COVID-19 pandemic; emergency replacements are still taking place.



Statement of Revenues & Expenses - Preliminary
Variance Explanations as of May 31, 2020

► **Utilities and Telephone** Line 14 – \$136K

As of the reporting period, water consumption is lower than budget due to favorable weather conditions. Staff uses evapotranspiration (ET) weather data to measure water usage for irrigation. Electricity was favorable due to energy consumption being offset by credits from solar energy systems.

► **Legal Fees** Line 15 \$60K

Favorable variance resulted due to lower expenditures to date than anticipated. The budget for legal fees is a contingency, which fluctuates from year to year.

► **Outside Services** Line 18 \$1,200K

Waste Line Remediation \$387K

Favorable variance resulted from timing and work being put on hold due to COVID-19 pandemic. Of the 85 scheduled buildings, 24 were completed prior to the shutdown. If additional buildings become problematic, they will be added to the schedule.

Roof Replacement \$300K

Favorable variance resulted from timing and work being put on hold due to the COVID-19 pandemic. Roofing programs were scheduled to begin in March; however, work was placed on hold. On May 15th, M&C Committee directed staff to commence work in June. Seven buildings totaling 70,091 SF are scheduled for roofing replacement this year.

Landscape Modification \$175K

Favorable variance due to timing of scheduled work compared to budget spread; slope maintenance work began in March and invoices were processed in June. Additionally, Landscape revitalization and turf reduction were postponed due to the COVID-19 pandemic.

Countertops/Floors/Shower Enclosures \$149K

Favorable variance resulted from work being put on hold due to COVID-19 pandemic.



Statement of Revenues & Expenses - Preliminary
Variance Explanations as of May 31, 2020

Paving \$141K

Although budget is spread evenly throughout the year, paving programs such as asphalt overlay, parkway concrete, and seal coat are scheduled from July through October. This program will have a favorable variance until program completion.

► **Property and Sales Tax Line 22** (\$168K)

Unfavorable variance resulted 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.

► **Insurance Line 23** (\$220K)

Unfavorable variance due to higher premiums at 10/1/19 renewal for property and casualty insurance. Insurance premium increases were implemented after 2020 budget was finalized. Significant changes in market conditions, catastrophic losses including wildfires in California, and a non-renewal situation required a new layered program structure to achieve the existing limits in a tight market.

► **(Gain)/loss on sale or trade Line 26** (\$64K)

Unfavorable variance due to Unfavorable variance due to realized investment loss, which partially offsets some of the unrealized gains reflected in line 8, above.

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Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

REPORT PERIOD

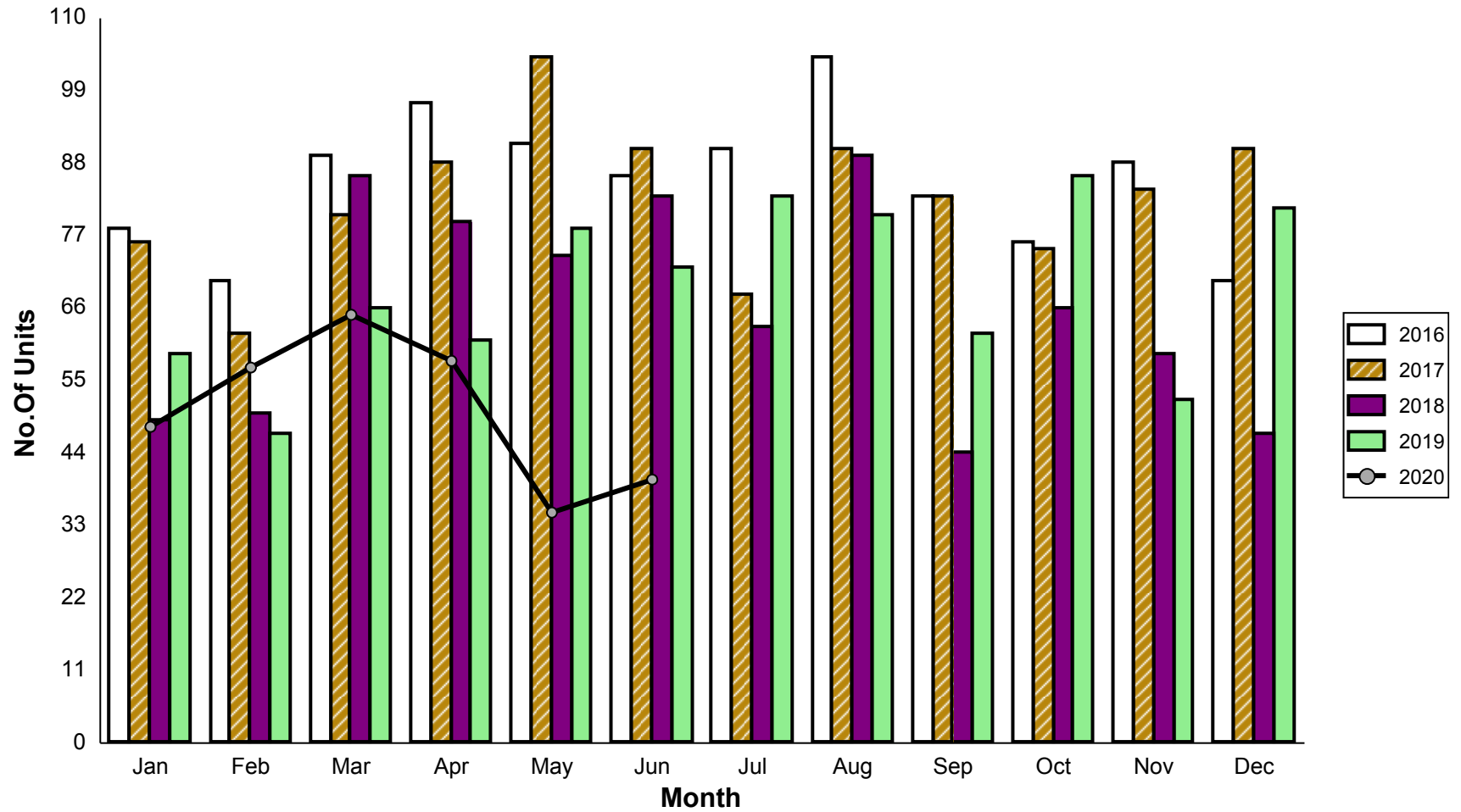
June, 2020

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	48	59	\$16,125,300	\$18,540,250	\$335,944	\$314,242
February	57	47	\$18,886,210	\$14,770,050	\$331,337	\$314,256
March	65	66	\$21,969,916	\$23,445,712	\$337,999	\$355,238
April	58	61	\$18,200,321	\$20,041,551	\$313,799	\$328,550
May	35	78	\$10,277,500	\$23,975,536	\$293,643	\$307,379
June	41	72	\$12,360,899	\$21,298,290	\$301,485	\$295,810
July		* 83		* \$27,170,573		* \$327,356
August		* 80		* \$26,206,000		* \$327,575
September		* 62		* \$20,171,980		* \$325,355
October		* 86		* \$26,648,300		* \$309,864
November		* 52		* \$18,653,350		* \$358,718
December		* 81		* \$27,517,600		* \$339,723
TOTAL	304.00	383.00	\$97,820,146	\$122,071,389		
MON AVG	50.00	63.00	\$16,303,358	\$20,345,232	\$319,034	\$319,246

* Amount is excluded from percent calculation

Year to date total now includes Mutual Fifty

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

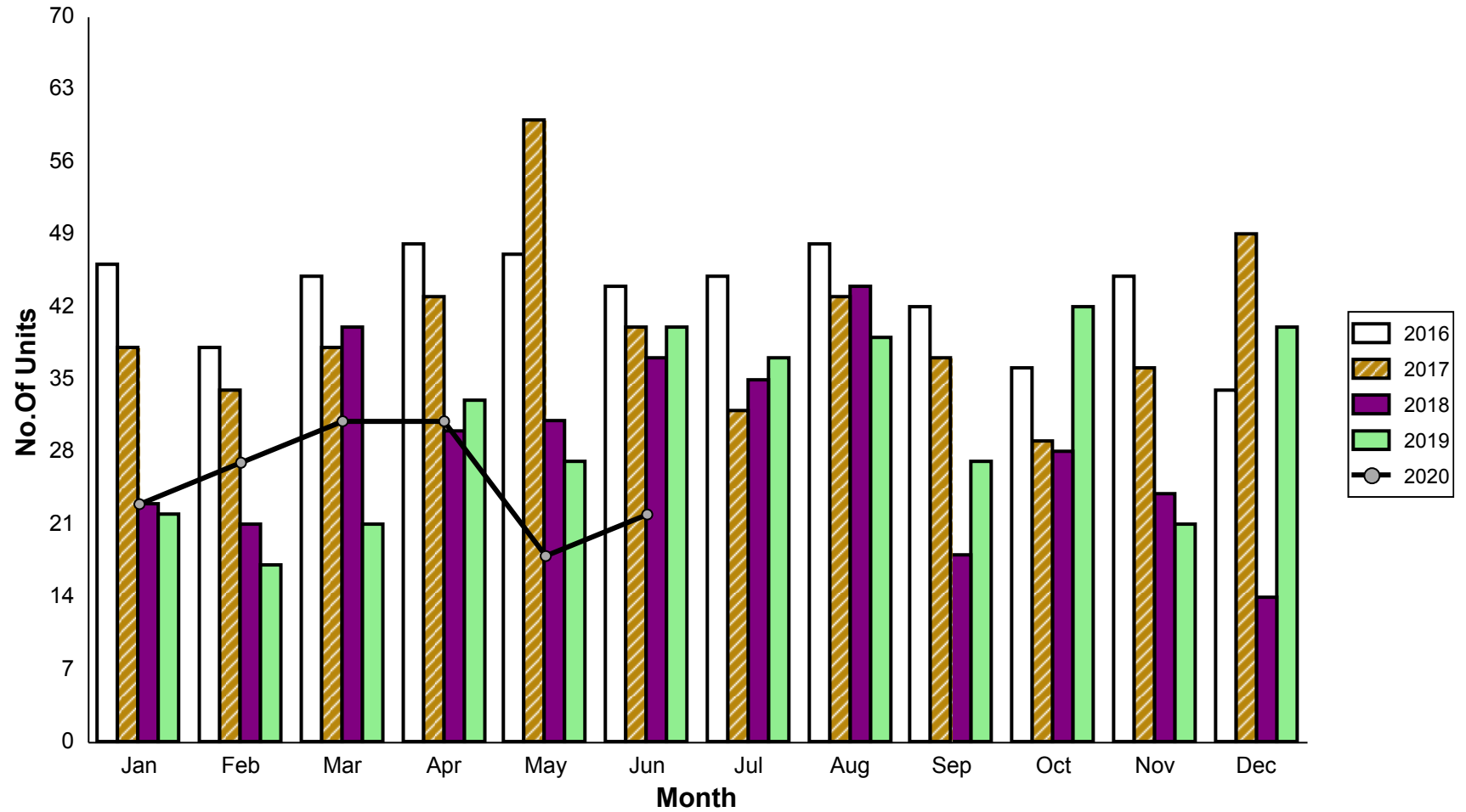
June, 2020

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	23	22	\$6,100,300	\$5,282,150	\$265,230	\$240,098
February	27	17	\$6,375,200	\$4,256,150	\$236,119	\$250,362
March	31	21	\$7,863,500	\$6,355,000	\$253,661	\$302,619
April	31	33	\$7,209,488	\$9,292,051	\$232,564	\$281,577
May	18	27	\$4,523,500	\$6,380,503	\$251,306	\$236,315
June	23	40	\$6,220,399	\$10,297,790	\$270,452	\$257,445
July		* 37		* \$9,189,800		* \$248,373
August		* 39		* \$10,018,600		* \$256,887
September		* 27		* \$7,328,900		* \$271,441
October		* 42		* \$10,220,400		* \$243,343
November		* 21		* \$5,065,500		* \$241,214
December		* 40		* \$9,175,800		* \$229,395
TOTAL	153.00	160.00	\$38,292,387	\$41,863,644		
MON AVG	25.00	26.00	\$6,382,065	\$6,977,274	\$251,555	\$261,403
% CHANGE - YTD	-4.4%		-8.5%		-3.8%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Resales Report

United Laguna Woods Mutual

June, 2020

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
06/30/2020	1-U	1	\$329,500	Casa Blanca	Regency Real Estate	First Team Real Estate	Granite Escrow
06/03/2020	7-D	1	\$533,000	Seville	HomeSmart Evergreen	HomeSmart Evergreen	Escrow Options Group
06/17/2020	14-C	1	\$225,000	Granada	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
06/11/2020	42-C	1	\$219,999	Valencia	HomeSmart Evergreen	Keller Williams Real Estate	Granite Escrow
06/11/2020	70-B	1	\$144,000	Cadiz	Laguna Premier Realty, Inc	Keller Williams Real Estate	Blue Pacific Escrow
06/12/2020	76-C	1	\$190,000	Majorca	Laguna Woods Village Realty	Laguna Woods Village Realty	Granite Escrow
06/02/2020	82-T	1	\$212,500	Casa Blanca	Regency Real Estate	HomeSmart Evergreen	Granite Escrow
06/08/2020	157-B	1	\$240,000	Madrid	Century 21 Rainbow	Century 21 Rainbow	Corner Escrow Inc.
06/29/2020	158-C	1	\$280,000	Madrid	First Team Real Estate	Laguna Premier Realty, Inc	Blue Pacific Escrow
06/24/2020	188-B	1	\$259,000	Seville	Laguna Premier Realty, Inc	Longwise Group	Blue Pacific Escrow
06/19/2020	257-B	1	\$230,500	Seville	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Granite Escrow
06/19/2020	257-B	1	\$230,500	Seville	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Granite Escrow
06/29/2020	282-N	1	\$135,000	Cadiz	Laguna Premier Realty, Inc	HomeSmart Evergreen	Blue Pacific Escrow
06/22/2020	410-D	1	\$262,500	Valencia	Century 21 Rainbow	HomeSmart Evergreen	Granite Escrow
06/25/2020	457-C	1	\$229,000	San Sebastian	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
06/09/2020	718-B	1	\$315,000	Majorca	Laguna Woods Village Realty	Realty One Group	Granite Escrow
06/17/2020	734-A	1	\$337,900	San Sebastian	Century 21 Rainbow	Better Homes of Southern California	Corner Escrow Inc.
06/18/2020	766-H	1	\$290,000	Majorca	Surterre Properties, Inc.	Village Real Estate	Corner Escrow Inc.
06/19/2020	851-Q	1	\$267,000	Casa Linda	Berkshire Hathaway	Berkshire Hathaway	Granite Escrow
06/02/2020	948-C	1	\$370,000	Cordoba	HomeSmart Evergreen	HomeSmart Evergreen	Escrow Options Group
06/22/2020	2016-P	1	\$459,000	Casa Linda	BHHS California Properties	Village Real Estate	Corner Escrow Inc.
06/08/2020	2146-B	1	\$286,000	San Sebastian	Keller Williams Real Estate	Prelle and Associates	Corner Escrow Inc.

Resales Report **United Laguna Woods Mutual** **June, 2020**

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
06/24/2020	2219-A	1	\$175,000	Casa Contenta	BUILD Real Estate	Laguna Premier Realty, Inc	Corner Escrow Inc.

Number of Resales: 23

Total Resale Price: \$6,220,399

Average Resale Price: \$270,452

Median Resale Price: \$259,000

Monthly Resale Report United Mutual

PREPARED BY
Community Services Department

Jun-20

Period	Month	NUMBER OF REALES				TOTAL SALES VOLUME IN \$\$				AVG RESALE PRICE			
		2020	2019	2018	2017	2020	2019	2018	2017	2020	2019	2018	2017
1	January	23	22	23	38	\$6,100,300	\$5,282,150	\$6,014,390	\$8,968,930	\$265,230	\$240,098	\$261,495	\$236,024
2	February	27	17	21	35	\$6,375,200	\$4,256,150	\$6,059,250	\$8,512,700	\$236,119	\$250,362	\$288,536	\$243,220
3	March	31	21	40	38	\$7,863,500	\$6,355,000	\$11,156,600	\$9,580,000	\$253,661	\$302,619	\$278,915	\$252,105
4	April	31	33	30	43	\$7,209,488	\$9,292,051	\$8,824,600	\$10,177,429	\$232,564	\$281,577	\$294,153	\$236,684
5	May	18	27	31	60	\$4,523,500	\$6,380,503	\$8,735,000	\$15,888,800	\$251,306	\$236,315	\$281,774	\$264,813
6	June	23	40	37	40	\$6,220,399	\$10,297,790	\$11,021,400	\$10,744,150	\$270,452	\$257,445	\$297,876	\$268,604
7	July	0	37	35	32	\$0	\$9,189,800	\$9,541,300	\$7,887,100	\$0	\$248,373	\$272,609	\$246,472
8	August	0	39	44	43	\$0	\$10,018,600	\$11,285,100	\$11,310,367	\$0	\$256,887	\$256,480	\$263,032
9	September	0	27	18	37	\$0	\$7,328,900	\$4,632,500	\$9,461,900	\$0	\$271,441	\$257,361	\$255,727
10	October	0	42	28	29	\$0	\$10,220,400	\$8,556,100	\$7,898,500	\$0	\$243,343	\$305,575	\$272,362
11	November	0	21	24	37	\$0	\$5,065,500	\$6,194,000	\$9,793,900	\$0	\$241,214	\$258,083	\$264,700
12	December	0	40	14	49	\$0	\$9,175,800	\$3,368,300	\$12,579,440	\$0	\$229,395	\$240,593	\$256,723
TOTAL		153	160	182	254	\$38,292,387	\$41,863,644	\$51,811,240	\$63,872,009				
MON AVG		26	27	30	42	\$6,382,065	\$6,977,274	\$8,635,207	\$10,645,335	\$251,555	\$261,403	\$283,792	\$250,242
% CHANGE-YTD		-4.4%	-12.1%	-28.3%	-5.2%	-8.5%	-19.2%	-18.9%	10.3%	-3.8%	-7.9%	13.4%	15.6%

% Change calculated (This Year - Last Year)/Last Year
Percent calculation only includes YTD figures in black.



MONTHLY LEASING REPORT

Report Period:
June-2020

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	174	362	615	562	22	20	33	0
February	39	41	173	360	613	565	20	26	36	0
March	36	39	173	368	616	567	64	26	29	4
April	15	30	177	361	583	549	31	22	38	3
May	9	20	177	357	563	553	41	18	47	3
June	14	25	166	379	584	574	23	41	31	4
July										
August										
September										
October										
November										
December										
Monthly Average	24.7	33.2	173.3	364.5	595.7	561.7	33.5	25.5	35.7	2.3

Percentage Leased	584	/	6323	=	9.2%
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* Short-term lessees extending stay until safe to return home or make a change to current living arrangements.

New Leases = Units Sublet



OPEN MEETING

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

**Thursday, June 11, 2020 – 9:30 A.M.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Manuel Armendariz, Anthony Liberatore, Elsie Addington

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT:

ADVISORS PRESENT:

STAFF PRESENT: Kurt Wiemann, Eve Morton, Maribel Flores

1. Call to Order

Called to order at 10:04 a.m.

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

Director Liberatore made a motion to approve the agenda. Director Addington seconded. The committee was in unanimous support.

4. Approval of the Meeting Report for February 13, 2020

Director Addington made a motion to approve the report. Director Liberatore seconded. The committee was in unanimous support.

5. Chair's Remarks

Chair Armendariz stated that getting through this pandemic is tough but it hasn't slowed down Landscaping.

6. Department Head Update

Mr. Wiemann reviewed a proposed re-organization of the Landscape Department; the Committee approved by consensus.

He is currently working on the Landscaping budget. He has the cost for switching over to bagging mowers and will send it to the committee to review. Both Mutuals would need to agree to the cost since the same equipment is used for both Mutuals. Since additional staff would be needed if bagging mowers were used, the service level to visit each section for landscape maintenance could be increased to five cycles per year, instead of four cycles.

Consent:
None

Reports:

7. Project Log

Mr. Wiemann reviewed the Project Log with the committee.

Unfinished Business:

8. Request for Tree Removal – 126-T Avenida Majorca (Kruce) – One Canary Island Pine tree

A statement emailed to the committee by this Member was read to the committee.

Director Addington made a motion to approve staff's recommendation and deny this request. The committee was in unanimous support.

Items for Discussion and Consideration:

9. Request for Tree Removal – 119-A Via Estrada (Friesen) – One Carrotwood Tree

Chair Armendariz made a motion to approve staff's recommendation and deny this request and asked staff to remove the seedlings during routine maintenance of the area. The committee was in unanimous support.

10. Request for Tree Removal – 182-A Avenida Majorca (King) – One Cajeput tree

The decision to approve staff's recommendation and approve this request was approved by consensus.

11. Request for Tree Removal – 412-D Avenida Castilla (Conroy) – One Jacaranda Tree

The decision to approve staff's recommendation and approve this request was approved by consensus.

12. Request for Tree Removal – 2189-R Via Mariposa (Bilewitz) – One Jacaranda tree and One New Zealand Christmas tree

A statement emailed to the committee by this Member was read to the committee.

Considerable discussion was had between the Committee Chair, all of the committee members, and Kurt Wiemann regarding this request.

Although all expressed empathy for the discomfort suffered by the Member resulting from allergies to certain trees, these two tree species could not be found in the doctor's report of allergy causing trees creating the Member's problem. Therefore, the committee could find no reason to justify the removal of the two trees and, therefore, unanimously agreed with staff's recommendation to deny the Member's request to remove these two trees.

13. Approve Final Updates to United Landscape Maintenance Manual

The updated Manual was discussed. The updated version of the Manual will be sent to the Board to receive and file and will then be posted onto the Village website.

Items for Future Agendas:

- Budget

Concluding Business:

14. Member Comments (Items Not on the Agenda)

The Community Center is closed and this will be a virtual meeting which Members may view on the Village website under Residents>Governance>Board Meeting Videos. Member comments will be read during the meeting and the committee will respond. Please send your comment to the Committee by either calling (949) 268-2020 within the half hour prior to this meeting and fifteen minutes after the start of the meeting. Or, you may email meeting@vmsinc.org with your comment any time prior to the meeting and up to fifteen minutes after the start of this meeting. You must provide your name, manor number, and the meeting your comment is meant for.

There were no Member Comments

15. Response to Member Comments

None.

16. Committee Member Comments

Director Addington thanked the committee for having her and said she learned a lot at this meeting. She is looking forward to working with the committee.

Director Liberatore asked about the old Sycamore and who is doing the tree work on El Toro Road. Mr. Wiemann stated that contractors and staff are working in that area.

Chair Armendariz said there is an invasion of critters at Aliso Creek. He said that Mr. Wiemann is on top of the situation and his staff is already applying whatever

pesticide is necessary to eliminate those pesky critters and as usual is doing a good job. Please keep it up.

17. Date of Next Meeting – August 13, 2020

18. Adjournment at 10:50 a.m.


Manuel Armendariz, Chair