



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

Tuesday, August 11, 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. July 14, 2020 – Regular Open Session
- 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 – July 14, 2020 Meeting Open Forum Speakers
- 8. Update from VMS – Director Rader**
- 9. CEO Report**
- 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. Ratify Approval of Resolution for Adoption of Modified Temporary COVID-19 Rules
- b. Review the United Sub-Leasing and Transfer of Trust Documents Approved in June, 2020, and such review is hereby ratified.
- c. Revised Resolution to Update Committee Appointments

11. Unfinished Business

- a. 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 June 2020, and such review is hereby ratified.

12. New Business

- a. Financial Qualifications Policy – Amendment to Income Requirement
- b. Procedural Review for Requesting Documents
- c. Discuss and Consider a Policy, Retroactive to February 1, 2017, to have Southern California Edison Electric Net Credits be Recorded as Additions to Contingency Fund

13. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Gilmore. The Committee met on June 30, 2020; next meeting August 25, 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 July 16, 2020; next meeting August 21, 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 July 23, 2020; next meeting August 27, 2020 at 9 a.m. as a virtual meeting.

- e. Report of the Governing Documents Review Committee – Director Torng. The Committee met on July 16, 2020; next meeting August 20, 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 August 5, 2020; next meeting October 7, 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 July 15, 2020; next hearings will be held August 19, 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 July 28, 2020; next meeting September 29, 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) July 14, 2020—Regular Closed Meeting

(b) July 24, 2020—Emergency Closed Email Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

18. Adjourn



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

**Tuesday, July 14, 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, Neda Ardani, Manuel Armendariz, Brian Gilmore, and Anthony Liberatore

Directors Absent: Reza Bastani

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

Others Present: VMS: Cynthia Rupert, 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 and that the virtual meeting was being recorded.

3. Approval of Agenda

Director Armendariz made a motion to add a vote for the Treasurer to the agenda as agenda item 12a. Director Skillman seconded the motion and the motion passed without objection.

Director Addington requested to remove item 12c. Procedure for Document Requests and move it to Future Agenda Items. Director Skillman seconded and the motion passed without objection.

Director Randazzo requested to remove agenda item 10a3. Updated Landscape Manual from the Consent Calendar and move it to New Business as agenda item 12d. The motion was seconded by Director Skillman and the motion passed by vote of 7-1-2 (Director Armendariz opposed, Directors Addington and Ardani abstained).

Director Randazzo requested to remove 10c. Financial Review from the Consent Calendar and move it to Unfinished Business as agenda item 11b. Director Addington seconded the motion and the motion passed by a vote of 7-2-1 (Directors Armendariz, Skillman opposed, Director Gilmore abstained).

4. Approval of Minutes

- a. June 9, 2020—Regular Open Session
- b. June 17, 2020—Special Open Meeting

Director Skillman made a motion to approve the minutes of June 9, 2020, Regular Open Session. The motion was seconded by Director Tornig and passed without objection.

Director Skillman made a motion to approve the minutes of June 17, 2020, Special Open Meeting. The motion was seconded by Director Randazzo and passed without objection.

5. Report of the Chair

President Margolis commented the number of COVID-19 cases increased in Laguna Woods Village and in Orange County. It is especially important to take extra precautions to protect others by wearing facial coverings any time you leave your manor. Be responsible, obey the rule and protect your neighbors. She encouraged residents that do not agree with the rules to run for the United Board. Nominations open on July 31, 2020 for the November 9, 2020, board election.

6. Open Forum

Members made comments regarding the following:

- A Member commented about the COVID-19 guidelines set by the Governor. Proud of the volunteer that serve on the board that passed a resolution to require facial coverings to protect our lives;
- A Member thanked the board for taking action to require facial coverings to protect the community;
- A Member thanked the board for their hard work and for taking action to protect the community. Feels the board should be delivered office supplies and lunch to their manor to show gratitude to the board volunteers;
- A Members thanked the United Board for passing the facial covering resolution. Disappointed that GRF Board did not pass the resolution. Nobody likes wearing masks, but the numbers don't lie and the board is trying to save lives.

7. Responses to Open Forum Speakers

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

- Members have been contacted to explain the Mutual finances and how assessments are handled;

8. Update from VMS – Director Rupert gave an update from the VMS Board. She showed a presentation regarding the following items:

- VMS telecommuting policy;
- Temperature checks for on-site staff;
- KPI – Projects completed as of 6-30-20;

- KPI—Customer service ticket completion;
- United Mutual budget vs. actual.

Director Rupert answered questions from the board.

Jeff Parker-CEO answered questions from the board.

9. CEO Report

9a. Orange County Mosquito and Vector Control District Presentation – Lora Yong, Director of Communications gave a presentation on the preventions of mosquitos, flies, fire ants and rats in the community.

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

- Update that the number of individuals in the Community, the County and the State that tested positive with COVID-19 and that the hospitalization rate has increased from 9 cases to 28 cases. Staff is following the State and County guidelines to protect residents in the Village. Residents can check the Laguna Woods Village website and the Orange County Health Care Agency for updated information on COVID-19;
- Commented about the upcoming budget calendar and Corporate Members Meeting;
- Announced Waste Management will be resuming the monthly bulky item pickup. Call Resident Services to arrange for a pickup;
- The 2020 census deadline has been extended to October 31.

10. Consent Calendar

10a. Recommendation from the Landscape Committee:

- (1) Recommend to Approve Request for Tree Removal (182-A Avenida Majorca, King) – One Cajeput tree

RESOLUTION 01-20-33
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.

- (2) Recommend to Approve Request for Tree Removal (412-D Avenida Castilla, Conroy) – One Jacaranda Tree

RESOLUTION 01-20-34
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.

10a(3) This item was removed from the Consent Calendar to agenda item 12d.

- (4) Recommend to Deny Request for Tree Removal (126-T Avenida Majorca, Kruce) – Once Canary Island Pine tree

RESOLUTION 01-20-35
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.

- (5) Recommend to Deny Request for Tree Removal (119-A Via Estrada, Friesen) – One Carrotwood tree

RESOLUTION 01-20-36
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.

- (6) Recommend to Deny Request for Tree Removal (2189-R Via Mariposa, Bilewitz) – One Jacaranda tree and One New Zealand Christmas tree

RESOLUTION 01-20-37
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.

10b. Recommendation from the Finance Committee:

- (1) Approval of Resolution to Record Lien against Member ID# 947-370-51

RESOLUTION 01-20-38
RECORDING OF A LIEN

WHEREAS, Member ID 947-770-51; 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.

- (2) Approval of Resolution to Record Lien against Member ID# 947-413-50

RESOLUTION 01-20-39
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.

- (3) Approval of Resolution to Record Lien against Member ID# 621-091-06

RESOLUTION 01-20-40
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.

- (4) Approval of Resolution to Record Lien against Member ID# 947-400-09

RESOLUTION 01-20-41
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.

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

RESOLUTION 01-20-42
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.

- (6) Approval of Resolution to Record Lien against Member ID# 947-374-27

RESOLUTION 01-20-43
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.

(7) Approval of Resolution to Record Lien against Member ID# 947-406-07

RESOLUTION 01-20-44
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.

(8) Approval of Resolution to Record Lien against Member ID# 947-423-15

RESOLUTION 01-20-45
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.

(9) Approval of Resolution to Record Lien against Member ID# 947-372-06

RESOLUTION 01-20-46
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.

(10) Approval of Resolution to Record Lien against Member ID# 947-407-49

RESOLUTION 01-20-47
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.

(11) Approval of Resolution to Record Lien against Member ID# 947-436-42

RESOLUTION 01-20-48
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.

(12) Approval of Resolution to Record Lien against Member ID# 947-369-11

RESOLUTION 01-20-49
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.

(13) Approval of Resolution to Record Lien against Member ID# 947-416-40

RESOLUTION 01-20-50
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.

(14) Approval of Resolution to Record Lien against Member ID# 947-417-99

RESOLUTION 01-20-51
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.

10c. This item was removed from the Consent Calendar to agenda item 11b.

Director Randazzo made a motion to approve the Consent Calendar as amended. The motion was seconded by Director Ardani and the motion passed without objection.

11. Unfinished Business

11a. Discuss Joint Resolution 01-20-32 Regarding COVID-19 Temporary Face Covering Rules

The Board discussed the resolution that was passed on June 26, 2020 as follows:

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

President Margolis asked each board to comment about the Resolution Requiring COVID-19 Temporary Facial Covering Rules.

Discussion ensued among the directors about the resolution.

A Member spoke against this resolution requiring facial covering mandates.

Director Rader spoke in favor of the resolution to require facial coverings.

This item was removed from the Consent Calendar

- 11b.** Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the Board consisting of the Treasurer and at least one other Board member reviewed the United Laguna Woods Mutual preliminary financials for the month of May 2020, and such review is hereby ratified.

Director Skillman made a motion to receive the financial review for the month of May 2020. The motion was seconded by Director Ardani and the motion passed by a vote of 8-2-0 (Directors Armendariz and Randazzo opposed).

12. New Business

12a. Vote for Treasurer of the Board

President Margolis asked for nominations for Treasurer of the Board.

Director Achrekar nominated Director Skillman.

Director Skillman accepted the nomination.

Director Torng nominated Director Armendariz.

Director Armendariz accepted the nomination.

President Margolis called for the vote and the vote was 5 votes for Director Skillman and 5 votes for Director Armendariz.

President Margolis tabled this item to a future open Board meeting because of the tie vote.

- 12b.** Entertain a Motion from the Governing Documents Committee to Authorize VMS Community Services Division to Approve and Sign Membership Trust Transfers

Director Torng gave a synopsis of the following resolution:

RESOLUTION 01-20-52
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 July 14, 2020, 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.

Director Torng made a motion to direct an authorized agent to review and act upon Membership Trust Transfer requests. The motion was seconded by Director Achrekar.

Discussion ensued among the directors.

Director Torng made an amendment to remove the two names from the resolution. Director Armendariz seconded the motion and the motion failed by a vote of 4-6-0 (Directors Addington, Skillman, Ardani, Archrekar, Randazzo, and Liberatore opposed)

President Margolis called for the vote on the original motion and the motion passed by a vote of 7-3-0 (Directors Addington, Liberatore, Skillman opposed).

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

12c. Entertain a Motion from the Governing Documents Committee to Authorize VMS Community Services Division to Approve and Sign Membership Sublease Agreements

Director Torng made a motion to authorize VMS Community Services Division to approve and sign Membership Sublease Agreements. The motion was seconded by

Director Armendariz.

Discussion ensued among the directors.

Siobhan Foster answered question from the Board.

President Margolis commented no vote is required because there is no resolution for this item.

This item was moved to Future Agenda Items

12d. Discuss and Consider the Procedure for Requesting Document Review

The Board reviewed 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.

This item was removed from the Consent Calendar

12e. Receive and File – Updated United Landscape Maintenance Manual

Director Skillman made a motion to receive and file the updated landscape manual. Director Ardani seconded the motion.

Kurt Wiemann, Landscape Services Directors, answered questions from the Board about the new changes.

President Margolis called for the vote to receive and file the updated United Landscape Maintenance Manual and the motion passed by a vote of 9-1-0 (Director Torng 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 June 30, 2020; next meeting will be July 28, 2020, 1:30 p.m. as a virtual meeting.
- 13b.** 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.
- 13c.** Report of the Communications Committee – Director Skillman commented that the articles have been submitted for the next Village Breeze. The next meeting TBA.
- 13d.** Report of Member Hearings Committee – Director Liberatore gave a report from the last Committee meeting. The Committee met on June 25, 2020; next meeting July 23, 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 June 18, 2020; next meeting will be July 16, 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 June 11, 2020; next meeting will be August 13, 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 July 16, 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 June 29, 2020; next meeting will be August 19, 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 June 11, 2020; next meeting August 13, 2020, 1:30 p.m. as a virtual meeting.
- 14c.** Report of the Landscape Committee – Director Armendariz. 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 on June 10, 2020; next meeting will be August 12, 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 July 13, 2020.
- 14e.** Report of the Media and Communication Committee – Director Skillman gave highlights from the last Committee meeting. The Committee met on June 15, 2020; next meeting will be August 17, 2020, 1:30 p.m. as a virtual meeting.
- 14f.** Report of the Mobility and Vehicles Committee – Director Addington. 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 June 17, 2020; next hearings July 15, 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.** Discuss and Consider the Procedure for Requesting Document Review

16. Director's Comments

- Several Directors asked for the closed session link.

- 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 12:00 p.m. into the Closed Session.

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

During the June 9, 2020, Regular Closed Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) May 12, 2020—Regular Closed Session

Discussed Member Disciplinary Cases

Discussed Personnel Matters related to COVID-19

Discuss and Consider Contractual Matters

Discussed and Considered Litigation and Legal Matters

During the June 25, 2020, Special Closed Meeting, the Board:

Approval of Agenda

Discussed Member Disciplinary Cases

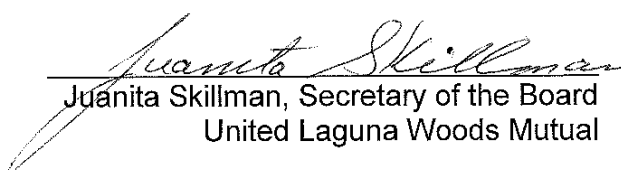
During the June 26, 2020, Special Closed Meeting, the Board:

Approval of Agenda

Approved a Joint Resolution Regarding Temporary COVID-19 Face Covering Rules on an Emergency Basis in Light of COVID-19

18. Adjourn

The meeting was adjourned at 2:57 p.m.


Juanita Skillman, Secretary of the Board
United Laguna Woods Mutual



STAFF REPORT

DATE: August 11, 2020
FOR: Board of Directors
SUBJECT: Modified Temporary COVID-19 Rules

RECOMMENDATION

Ratify the approval of the resolution pertaining to the adoption of modified Temporary COVID-19 Rules.

BACKGROUND

On June 26, 2020, the United Laguna Woods Mutual and Third Laguna Hills Mutual boards of directors adopted Temporary COVID-19 Rules on an emergency basis in response to the ongoing public health threat to members/residents from the COVID-19 disease ("Disease") outbreak and global health pandemic. Mutual No. Fifty, which had previously implemented comprehensive restrictions to reduce risk of exposure to the Disease, supported the Temporary COVID-19 Rules adopted on an emergency basis by United Mutual and Third Mutual on June 26, 2020.

Since all corporations, including the Golden Rain Foundation (GRF), appreciated the need for unanimity in the implementation of Temporary COVID-19 Rules to address the severity of the public health crisis, resulting from the Disease, facing the entire Laguna Woods Village community, the boards of directors formed a working group consisting of two members from each corporation to review and make changes to the resolution adopted by United Mutual and Third Mutual on June 26, 2020. The designated representatives met as needed to achieve unanimity among the corporations and develop modified Temporary COVID-19 Rules to be considered on an emergency basis by each corporation.

DISCUSSION

The attached resolution contains the modified Temporary COVID-19 Rules approved by the United Mutual board of directors on July 28, 2020 in an emergency meeting held in compliance with California Civil Code Section 4923. The modified Temporary COVID-19 Rules were also approved by GRF and Third Mutual on July 18, 2020 and July 24, 2020, respectively.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster, COO
Reviewed By: Jeffrey C. Parker, CEO

ATTACHMENT

ATT 1: Resolution 01-20-XX with Attachment

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RESOLUTION 01-20-XX

BOARD RESOLUTION REGARDING THE ADOPTION OF MODIFIED TEMPORARY COVID-19 RULES

RECITALS

WHEREAS, on June 26, 2020, the United Laguna Woods Mutual and Third Laguna Hills Mutual and Boards of Directors adopted Temporary COVID-19 Rules on an emergency basis in response to the ongoing public health threat to members/residents of each of said Mutuels from the COVID-19 disease outbreak and global health pandemic (the "Disease").

WHEREAS, Mutual No. Fifty which had previously implemented comprehensive restrictions to reduce risk of exposure to the Disease, supported the Temporary COVID-19 Rules adopted on an emergency basis by United Laguna Woods Mutual and Third Laguna Hills Mutual and on June 26, 2020.

WHEREAS, the Boards of Directors of United Laguna Woods Mutual, Third Laguna Hills Mutual, and Mutual No. Fifty sought unanimity among all corporations within Laguna Woods Village, including the Golden Rain Foundation, pertaining to the adoption of Temporary COVID-19 Rules due to the severity of the public health crisis facing the entire Laguna Woods Village Community.

WHEREAS, on July 6, 2020, Third Laguna Hills Mutual held a Special Meeting (closed) and authorized the formation of a committee (two members from each corporation) to review and make changes to the resolution adopted by United Laguna Woods Mutual and Third Laguna Hills Mutual on June 26, 2020, and supported by Mutual No. Fifty, to achieve critical unanimity among all corporations within Laguna Woods Village.

WHEREAS, designated representatives of the boards of directors from United Laguna Woods Mutual, the Golden Rain Foundation, Third Laguna Hills Mutual, and Mutual No. Fifty met on July 14, 2020, and as needed thereafter, to achieve unanimity among the corporations and develop modified Temporary COVID-19 Rules to be considered on an emergency basis by each corporation in response to the Disease.

WHEREAS, the Board of Directors of United Laguna Woods Mutual held a duly called emergency meeting on July 28, 2020 at which a quorum of the Board was present.

WHEREAS, the meeting of the United Laguna Woods Mutual 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 United Laguna Woods Mutual Board determined that in accordance with California Civil Code Section 4360(d), immediate rule changes are required to compel residents to refocus on utilizing face coverings and social distancing (creating a six foot distance between people) in light of the ongoing threat of public health to United Laguna Woods Mutual members in light of 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 and to maintain social distancing as referenced above.

WHEREAS, the modified 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 from the effective date of the initial Temporary COVID-19 Rules adopted by United Laguna Woods Mutual and Third Laguna Hills Mutual, unless the Board modifies or rescinds the modified 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 modified Temporary COVID-19 Rules may be required and shall be reasonably made, as applicable, within the Board's discretion.

WHEREAS, the modified 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 United Laguna Woods 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 modified 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 United Laguna Woods Mutual 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 July 28, 2020.

IN WITNESS WHEREOF, I have hereunto subscribed my hand this ____ day of _____, _____.

By: _____

Name: _____

Title: Secretary

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Village Management Services, Inc.

**Joint Boards COVID-19 Resolution on
Face Covering Rules, Large Gathering Rules, Fine Schedule and Collective
Enforcement**

It has been observed that many Laguna Woods Village residents have become lax, over time, in observing face covering /mask usage and social distancing requirements. The purpose of this resolution, which is to refocus residents on these practices for the common good, presents clear written rules for all to follow and provides for penalties/fines for habitual rule breakers.

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 a face shield within the 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 a face shield within the Village if possible.

Item	Description
	<ul style="list-style-type: none"> • 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 the number of violations. <ul style="list-style-type: none"> ○ First violation: Fine \$0 ○ 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 the Davis-Stirling Common Interest Development Act.
2 Face covering check at gates in guest lanes	<ul style="list-style-type: none"> • Require each driver and passenger entering Village in the guest lane to demonstrate possession of face covering. • Deny access to drivers and passengers who do not have face coverings for each occupant in the 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 any 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 suspended 60 days

Item	Description
4 Large gatherings	<ul style="list-style-type: none"> Prohibit large group gatherings in any open space; large groups are defined as more than 15 individuals per group. Penalty owner/shareholders: There will be escalating fines based on number of violations. <ul style="list-style-type: none"> First violation: Fine \$0 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 the Davis-Stirling Common Interest Development Act.
5 Indoor activities	<ul style="list-style-type: none"> Prohibit indoor activities at GVA recreation rooms.
6 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.
7 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 the Village. Contractors and service providers must not send employees to the 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, 2020
- Updated: Tuesday, July 28, 2020
- 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 the Davis-Stirling Common Interest Development 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 GRF membership 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 health/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.
-



MEMBERSHIP TRUST TRANSFER REVIEW CONFIRMATION CHECKLIST

By way of Resolution 01-20-52, the United Laguna Woods Mutual Board of Directors has elected to delegate its authority to act upon and approve or deny membership trust transfer requests to an authorized agent. On a monthly basis, a subcommittee of the board, consisting of United's secretary and at least one other director, shall randomly check select membership trust transfer applications for completeness and conformance with established rules and regulations.

The undersigned board members affirm they have reviewed select membership trust transfer applications for the period ending July 31, 2020.

- ☒ Staff report
- N/A Financial qualifications met
- ☒ Attorney opinion letter
- ☒ Membership certificate, death certificate (if applicable)
- N/A Credit report, FICO score
- N/A Background check
- N/A Emergency/CodeRED form
- N/A Criminal record
- ☒ Age verification
- ☒ Request Form

I certify that a random and representative sampling of sublease applications was reviewed to the best of my ability. The applications conform to established rules and regulations.

UNITED LAGUNA WOODS MUTUAL

Signature Elsie Addington

Print name Elsie Addington

Title Director United Mutual

Date August 5, 2020

UNITED LAGUNA WOODS MUTUAL

Signature Juanita Skillman

Print name Juanita Skillman

Title Secretary

Date 8/5/20



SUBLEASE REVIEW CONFIRMATION CHECKLIST

By way of Resolution 01-20-52, the United Laguna Woods Mutual Board of Directors has elected to delegate its authority to act upon and approve or deny sublease applications to an authorized agent. On a monthly basis, a subcommittee of the board, consisting of United's secretary and at least one other director, shall randomly check select applications for completeness and conformance with established rules and regulations.

The undersigned board members affirm they have reviewed select sublease applications for the period ending July 31, 2020.

- _____ Shareholder effective date
- _____ Sublease application
- _____ Sublease agreement or addendum/extension
- _____ Credit report, FICO score
- _____ Background check
- _____ Emergency/CodeRED form
- _____ Criminal record
- _____ Age verification

I certify that a random and representative sampling of sublease applications was reviewed to the best of my ability. The applications conform to established rules and regulations.

UNITED LAGUNA WOODS MUTUAL

Signature *Juanita Skillman*

Print name Juanita Skillman

Title Secretary

Date 8/5/20

UNITED LAGUNA WOODS MUTUAL

Signature *Elsie Addington*

Print name Elsie Addington

Title United Mutual Director

Date August 5, 2020



Resolution 01-20-xx
United Laguna Woods Mutual Committee Appointments

RESOLVED, August 11, 2020, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Control and Standards Committee

Elsie Addington, 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
Manuel Armendariz

Financial Review Task Force

Brian Gilmore
Neda Ardani

Governing Documents Review Committee

Andre Torng, Chair
Sue Margolis
Neda Ardani
Non-voting Advisors: Bevan Strom

Operating Rules Rewrite
~~Team 2 — Andre Torng~~

Landscape Committee

Manuel Armendariz, Chair
Anthony Liberatore
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, Barbara Siry

Handyman Task Force

Cash Achrekar, Chair
Juanita Skillman
Carl Randazzo
Anthony Liberatore
Non-voting Advisors: Nancy Lannon, Janey Dorrell and Ester Wright

Insurance Ad Hoc Committee (new)

Sue Margolis
Manuel Armendariz

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 01-20-24, adopted June 9, 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-xx
Golden Rain Foundation Committee Appointments

RESOLVED, August 11, 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 Community Activities

Juanita Skillman
Andre Torng
Elsie Addington, Alternate

GRF Finance

Sue Margolis
Brian Gilmore
Manuel Armendariz, Alternate

Purchasing Ad Hoc Committee

Carl Randazzo
Cash Achrekar
Brian Gilmore, Alternate

GRF Landscape Committee

Manuel Armendariz
Elsie Addington
Neda Ardani, Alternate

GRF Maintenance & Construction

Carl Randazzo
Reza Bastani
Brian Gilmore, Alternate

Clubhouse 1 Renovation Ad Hoc Committee

Carl Randazzo
Manuel Armendariz
Sue Margolis, Alternate

PAC Renovation Task Force

Carl Randazzo
Juanita Skillman
Manuel Armendariz, Alternate

GRF Media and Communications Committee

Juanita Skillman
Elsie Addington
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

Sue Margolis
Brian Gilmore, **Alternate**
Andre Torng, **Alternate**

GRF Bylaws Ad Hoc Committee (new)

Sue Margolis
Elsie Addington
Juanita Skillman, Alternate

Laguna Woods Village Traffic Hearings

Elsie Addington
Neda Ardani, Alternate

Town Hall Meetings

As Needed

RESOLVED FURTHER, that Resolution 01-20-25, adopted June 9, 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.



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

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

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

Accordingly, the undersigned Board members, or designated subcommittee members, hereby affirm that they reviewed the following documents for the period ending June 30, 2020:


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

to the extent the mutual is in compliance with section 5500 and accuracy of budget reports.

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

UNITED LAGUNA WOODS MUTUAL

Signature:



Print Name:

brian gilmore

Title:

treasurer

Date:

aug 6, 2020

UNITED LAGUNA WOODS MUTUAL

Signature:



Print Name:

Neda Ardani

Title:

Director

Date:

8/10/2020 | 3:50 PM PDT



STAFF REPORT

DATE: August 11, 2020
FOR: Board of Directors
SUBJECT: Financial Qualifications Policy
Amendment to Income Requirement

RECOMMENDATION

Approve the updated Financial Qualifications Policy amending the minimum annual income requirement.

BACKGROUND

Prospective Shareholders of units in United Laguna Woods Mutual (United) are required to meet minimum financial requirements for Membership as set forth in the Financial Qualifications Policy. All income and assets claimed must be verified by presenting documentation acceptable to the Board of Directors.

On February 13, 2018, the Board amended the Financial Qualifications Policy to increase the minimum income requirements for prospective Shareholders and transferees from \$36,000 to \$40,000; and ability to qualify with a guarantor was eliminated (Resolution 01-18-24).

On May 14, 2019, the Board amended the Financial Qualifications Policy to exclude community property for asset qualification purposes unless it is the marital community property of the parties applying for membership; exclude capital gains earnings as a source of income when calculating an applicant's annual income; and clarify the issues of rental property depreciation (Resolution 01-19-47).

On September 10, 2019, the Board adopted revisions to its Financial Qualifications Policy (Resolution 01-19-71). Primarily, the change strengthened the Guarantor's Agreement and renamed it "Personal Unconditional Continuing Guaranty and Security Agreement".

The Community Services Division coordinates the Membership process for Board approval. On average, the Division processes approximately 198 membership requests per year.

DISCUSSION

As an age-restricted development, United is attractive to newly retired and post retirement applicants. A segment of retired applicants do not generate at least \$40,000 in annual income. The proposed amendment to the Financial Qualifications Policy allows applicants to consider "attributable income" generated by traditional retirement accounts exclusive of accounts needed to satisfy the minimum asset requirement (Attachment 1).

The proposed amendment is a calculation, similar to that utilized by lenders to evaluate borrowers. The portion of an applicant's traditional retirement account assets attributable to the applicant's annual income is recognized as the greater of either:

1. The mandatory annual distributions from the applicant's retirement accounts **or**
2. The total amount of the applicant's retirement accounts multiplied by eighty percent (80%) and then dividing this product by twenty-five (25 years).

Select retirement accounts may not concurrently satisfy both the income and asset side of the qualification requirements. Only traditional retirement accounts may be calculated to generate "attributable income".

FINANCIAL ANALYSIS

None.

Prepared By: Pamela Bashline, Community Services Manager

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Financial Qualifications Policy

Attachment 2: Resolution

ENDORSEMENT (to Board)

Discuss & Consider the approval of the amended Financial Qualifications Policy.

Prospective Shareholders of units in United Laguna Woods Mutual (United) are required to meet minimum financial requirements for Membership as set forth in the Financial Qualifications Policy. All income and assets claimed must be verified by presenting documentation acceptable to the Board of Directors.

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The Community Services Division coordinates the Membership process for Board approval. On average, the Division processes approximately 198 membership requests per year.

President Margolis made a motion to use the same policy for United. Director Ardani seconded the motion.

By unanimous vote the motion carried.

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~~FINANCIAL~~ Financial ~~QUALIFICATIONS~~ Qualifications ~~POLICY~~ Policy
~~Revised September XX10, 202019~~

Resolution 01-~~1920-XX~~; 71 ~~Revised~~ September XX, 2020

Prospective Shareholders of units in United Laguna Woods Mutual (United) are required to meet minimum financial requirements for Membership as set forth below. All income and assets claimed must be verified by presenting documentation acceptable to the Mutual Board of Directors.

All applicants shall submit the most recent year's federal income tax return, signed and dated, including Schedules A and B, in addition to other verification documents. If income is derived from an owned business, the appropriate business tax schedules and a profit and loss statement are required.

Where there is more than one prospective Shareholder, income and assets can be calculated collectively, if each is eligible and intends to reside.

Membership applicants to United are required to submit a completed Financial Statement/Credit Information form, together with satisfactory verification of identity, income and assets.

ASSET REQUIREMENT

The prospective Shareholder shall submit satisfactory verification of assets equal to the purchase price of the Unit plus \$125,000. Prospective transferees (i.e., outside escrow) are required to demonstrate a minimum asset base of \$125,000 only.

Acceptable assets will be those that are considered to be liquid, marketable or income producing. Only aged accounts (180 days) will be considered. Acceptable assets include, among others:

- Equity in U.S. residential property
- Savings accounts in U.S. financial institutions
- Cash value life insurance
- Certificates of deposit, money market accounts in U.S. financial institutions
- IRA, SEP, 401(k) and Keogh accounts
- US, state or municipal government bonds - valued at current market prices
- American traded investments, (NYSE, Amex, OTC, NASDAQ, etc.) valued at current market prices
- Mortgages and promissory notes, provided that interest is reported on the applicant's tax return
- Equity in U.S. income producing real estate

Last Updated 7-31-2020

Excluded from consideration are the following, among others:

- Mobile Homes
- Recreational vehicles, boats and trailers
- Vacant land
- Automobiles
- Artwork, jewelry, furs and collections such as coins, dolls, stamps and other similar items
- Term life insurance
- Annuity funds, which cannot be withdrawn in lump sum
- Anticipated bequests or inheritances
- Promissory Notes whose income is not reported on the prospective transferee tax return
- Community property

INCOME REQUIREMENTS

Prospective Shareholders shall submit from a recognized Credit Reporting Agency (e.g. Equifax, TransUnion, Experian), a full credit report and FICO score dated within 60 days prior to the application submittal.

Prospective Shareholders and transferees must provide satisfactory verification of income of at least \$40,000 per year at the time of purchase.

- a. Traditional retirement account assets (e.g., 401K, ERISA, IRA, Profit Sharing, etc.) will be considered as a source of annual income in accordance with this subsection. For the purposes of the income verification requirement pursuant to subsection (a) above, the portion of an Applicant's traditional retirement account assets attributable to said Applicant's annual income shall be deemed to be the greater of the following:

1. The mandatory annual distributions for the Applicant's retirement accounts; **or**
2. The total amount of the Applicant's retirement accounts *multiplied* by eighty percent (80%), and then *dividing* this product by twenty-five (25) years, as follows:

$$\text{Attributable Income} = (\text{Total Retirement Account Assets} \times 80\%) \div 25$$

4. Acceptable verifications include, among others:

- The most recent Federal Tax returns
- W - 2 Forms or paycheck stubs
- Bank, credit union or investment account statements
- Letters from bankers
- Notices of annuities and Social Security payments
- Pensions
- Trust income
- Disability income
- Residential / commercial property rental income

2. Unacceptable income verifications include, among others:

- Letters from employers, accountants, bookkeepers and attorneys
- Income not reported on Federal income tax returns
- Funds held outside US borders

GUARANTORS

~~The Mutual~~United will permit the prospective shareholder who does not meet the financial requirements to have a guarantor. The guarantor ~~in United Mutual~~ shall provide satisfactory verification of annual income of at least **\$90,000 and marketable or income producing assets of at least \$250,000 plus the manor purchase price.**

Shareholder financial requirements for the occupying shareholder(s) when they have a guarantor:

- **Minimum annual income of \$24,000**
- **Minimum verifiable liquid, marketable and/or income producing assets of \$75,000 at the close of escrow**

The income and assets of the guarantor are not a substitute for the minimum income and assets needed by the prospective shareholder(s) occupant(s).

In addition to these requirements, the guarantor shall be required, as set forth herein (Exhibit A) to identify assets from which the financial obligation may be satisfied and authorize UCC financing statements to be filed.

Note: Guarantor and assets must be located in California. A guarantor may only guarantee one unit in the Village.

OWNERSHIP OF MULTIPLE MEMBERSHIPS

United does not permit ownership of more than one cooperative Membership, except under an interim dual Membership agreement which is issued for six months.

FINANCIAL QUALIFICATION WAIVERS

Shareholders who purchase a replacement Unit do not have to re-qualify financially for Membership, if there is no change to the Membership vesting and the dual interim agreement is in effect.

Current members of one Mutual who wish to purchase in another Mutual are required to meet the financial requirements of the Mutual in which they are purchasing.

A former member may obtain a waiver of financial qualifications if the replacement Membership is purchased within 90 days of the closing of the sale of the previously owned Membership, and vesting in the new Unit is exactly the same as the vesting in the Unit previously owned.

DISCRETIONARY AUTHORITY

United Board of Directors may, but is not obligated to, deny or approve applications for

Membership based on the conditions herein. The Board of Directors, exercising prudent business judgement, may also deny or approve, in its sole and absolute discretion, applications based on other material factors, such as, but not limited to, history of bankruptcy, excess liabilities, or history of non-compliance as a member in United, GRF, or other Mutuels in Laguna Woods Village.

MEMBERSHIP

Membership in United is created, and starts, with the later occurring of the following:

- Written approval of Membership by the United ~~Mutual~~ Board of Directors;
- Issuance of a Membership Stock Certificate;
- The signing of an Occupancy Agreement; and
- Upon close of escrow.

Upon Membership approval the Occupancy Agreement entitles the Member to occupy the Unit for three years, which is automatically renewed for three-year terms per Article 4 of the Occupancy Agreement, unless terminated by transfer or United's non-renewal or termination by the Board of Directors.

EXHIBIT A



EXHIBIT A

Personal Unconditional Continuing Guaranty and Security Agreement

The Parties

Member(s): _____ (collectively, the "Member")

Property Address: _____ (the "Property")

Guarantor: _____ ("Guarantor")

This Personal Unconditional Continuing Guaranty and Security Agreement (hereinafter "Guaranty") is made this _____ day of _____, 20____, by the undersigned, individually, jointly and severally if more than one (hereinafter individually and collectively the "Guarantor"), whose address(es) appear below their signatures hereon, to and for the benefit of: _____

_____, ("Member") and United Laguna Woods Mutual, a California nonprofit mutual benefit corporation (hereinafter "United" or "Corporation").

For purposes of this Guaranty, "Guarantor" is the undersigned who guarantees to pay for the Member's debt and/or obligations if Member should default or otherwise fail to pay a debt and/or obligations to United.

The undersigned Guarantor may only guarantee one unit in the Village. For purposes of this Guaranty, Village means United Laguna Woods, Third Laguna Hills, and The Towers. Guarantor warrants and represents it has not and will not guarantee another unit in the Village. In consideration of the mutual covenants and agreements herein, and for other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Guarantor warrants to, and covenants with, United as follows:

1. Personal Unconditional Continuing Guaranty

Guarantor, individually, jointly and severally, unconditionally and absolutely guarantees the due and punctual payment of the Indebtedness, as hereinafter defined (without deduction for any claim, setoff or counterclaim of Guarantor, or for the loss of contribution of a co-guarantor, if any) of Member to United, on demand in lawful money of the United States. The term "Indebtedness" is used herein in its most comprehensive sense and includes the Monthly Carrying Charge payable by the Member to United, all assessments, fines or other monetary charges levied in the name of United pursuant to the applicable Occupancy Agreement, Bylaws or other governing documents of United, and California law, all as now existing or as

may be hereafter amended, any and all advances, debts, obligations and liabilities of Member or any one or more of them, now or hereafter made, incurred or created, whether voluntary or involuntary, and however arising, whenever due, and whether absolute or contingent, liquidated or unliquidated, determined or undetermined, and whether Member may be liable individually or jointly with others, or whether recovery upon such Indebtedness may be or hereafter become barred by any statute of limitations, or whether such Indebtedness may be or hereafter becomes otherwise unenforceable.

The obligation of Guarantor is a primary, continuing and unconditional obligation of payment and performance. This Guaranty shall be effective regardless of the solvency or insolvency of Guarantor at any time or the subsequent incorporation, reorganization, merger or consolidation of Guarantor, or any other change in composition, nature, personnel, ownership or location of Guarantor. This Guaranty is non-revocable by Guarantor. Guarantor shall at all times satisfy the minimum financial requirements required by United, which financial requirements may be amended by United's Board of Directors from time to time.

The obligations of Guarantor herein cannot be assigned or transferred in any manner whatever, directly or indirectly, by operation of law or otherwise, without the prior written consent of United, which consent may be withheld in any circumstances. However, Guarantor agrees that this Guaranty shall inure to the benefit of and may be enforced by United and by any subsequent holder or assigned of any and all of the Indebtedness and shall be binding upon and enforceable against Guarantor and Guarantor's executors, administrators, legal representatives, successors and assigns.

The obligations hereunder are joint and several, and independent of the obligations of Member. A separate action or actions may be brought and prosecuted by Corporation against Guarantor whether action is brought against Member or whether Member be joined in any such action or actions; and Guarantor waives the benefit of any statute of limitations affecting their liability hereunder or the enforcement thereof.

Guarantor authorizes Corporation, without notice or demand and without affecting Guarantor's liability hereunder, from time to time to (a) renew, compromise, extend, accelerate, or otherwise change the time for payment of, or otherwise change the terms of the Indebtedness or any part thereof, including increasing or decreasing the rate of interest thereon; (b) take and hold security for the payment of this guaranty or the Indebtedness guaranteed, and exchange, enforce, waive and release any such security; (c) apply such security and direct the order or manner of sale thereof as Corporation in its discretion may determine; and (d) release or substitute any one or more of the endorsers or Guarantor. Corporation may, without notice, assign this Guaranty in whole or part. Without limiting the foregoing, Guarantor hereby waives the rights and benefits under California Civil Code ("CC") Section 2819, and agrees that Guarantor's liability shall continue even if Corporation allows any Indebtedness of Members in any respect or Corporation's remedies or rights against Member are in any way impaired or suspended without United's consent.

Guarantor waives any right to require Corporation to (a) proceed against Member; (b) proceed against or exhaust any security held from Member; or (c) pursue any other remedy in Corporation's power whatsoever. Guarantor waives any defense arising by reason of any disability or other defense of Member or by reason of the cessation from any cause whatsoever of the liability of Members. Until all Indebtedness of Members to Corporation shall

have been paid in full, even though such indebtedness is in excess of Guarantor's liability hereunder, Guarantor shall have no right of subrogation, and waives any right to enforce any remedy which Corporation now has or may hereafter have against Member, and waives any benefit of, and any right to participate in any security now or hereafter held by United. Guarantor waives diligence and all presentments, demands for performance, notices of nonperformance, protests, notices of protest, notices of dishonor, and notices of acceptance of this Guaranty and of the existence, creation, or incurring of new and additional Indebtedness. Notwithstanding, Guarantor will receive copies, at the discretion of United or upon Guarantor's written request, of Member's late payment notices.

Guarantor agrees to pay reasonable attorneys' fees and all other costs and expenses which may be incurred by Corporation in the enforcement of this Guaranty or any attempts to collect any of the obligations of Member whether or not Corporation files suit against Member and Guarantor.

In all cases where there is but a single Member or a single Guarantor, then all words used herein in the plural shall be deemed to have been used in the singular where the context and construction so require; and when there is more than one Member named herein, or when this Guaranty is executed by more than one Guarantor, the word "Members" and the word "Guarantors" respectively shall mean all and any one or more of them.

All obligations of Guarantor shall be performed at Laguna Woods, California. At all times herein, Guarantor's primary residence and/or, if an entity, place of business, filing, registration or incorporation shall be in the State of California, and Guarantor's assets shall also be located in California. United may, from time to time, change or modify any obligation between Member and United in any manner it may deem fit and such change shall not affect the liability of Guarantor in any manner.

Guarantor further waives all right to require United to proceed against the Member or any other person, firm or corporation, or to pursue any other remedy available to United. All rights of United herein or otherwise shall be cumulative and no exercise, delay in exercising, or omission to exercise any right of United shall be deemed a waiver and every right of this Corporation may be exercised repeatedly. Any and all property of the undersigned, whether community or separate or otherwise, may be applied to the payment of any obligation arising hereunder.

2. Security Interest; Financial Information

Guarantor hereby grants to United a continuing first priority security interest in and to all Guarantor's assets set forth on the attached Exhibit AB ("Secured Collateral"). Guarantor authorizes United to cause UCC financing statements to be filed, UCC financing statement amendments and UCC financing statement continuation statements with respect to the Secured Collateral. The collateral in which a security interest is hereby granted includes all of the rights, titles, and interests of Guarantor in and to the Secured Collateral.

Guarantor hereby authorizes United to cause at any time and from time to time filing in any filing office in any jurisdiction any initial financing statements and/or any amendments thereto required to perfect or continue the perfection in the security interests granted hereby, including financing statements that: (a) indicate the Secured Collateral as being of an equal or lesser scope or with greater detail and (b) provide any other information required by Part 5 of Article 9 of the UCC for the sufficiency or filing office acceptance of any financing statement or amendment, including whether Guarantor is an organization, the type of organization and any organizational identification number issued to Guarantor. Guarantor hereby authorizes United at any time and from time to time to correct or complete, or to cause to be corrected or completed, any financing statements, continuation statements or other such documents as have been filed naming Guarantor as debtor and United as secured party. United is hereby authorized to give notice to any creditor or any other person as may be necessary or desirable under applicable laws to evidence, protect, perfect, or enforce the security interest granted to United in the Secured Collateral.

United may on an annual basis verify Guarantor's financial information provided to United pursuant to this Guaranty.

3. Requirement of Guaranty

Guarantor is executing and delivering this Guaranty in order to induce United to enter into an Occupancy Agreement with and accept an application for Membership from Member. Guarantor acknowledges, agrees, represents and warrants that Guarantor benefits from same and that such benefit is sufficient consideration for the entry of Guarantor into this Guaranty.

IN WITNESS WHEREOF, this Guaranty has been duly executed and delivered as of the date first written above.

Guarantor

Signature: _____ Dated: _____

Print Name: _____

Address: _____

Phone Number: _____ E-Mail: _____

Guarantor

Signature: _____ Dated: _____

Print Name: _____

Address: _____

Phone Number: _____ E-Mail: _____

Accepted

United Laguna Woods Mutual

Signature: _____ Dated: _____

Print Name: _____

Title: _____

United Laguna Woods Mutual

Signature: _____ Dated: _____

Print Name: _____

Title: _____

Exhibit **BA**
Secured Collateral

Asset(s) Asset location in California (i.e., Bank account, Bank Account Number, Name of bank; or Real property, Real property address)	Guarantor Name	Ownership Interest

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Resolution 01-20-XX

Financial Qualifications Policy

WHEREAS, United Laguna Woods Mutual (“United”) is formed to provide housing to its Members on a mutual nonprofit basis;

WHEREAS, United is authorized to adopt, amend or repeal necessary or desirable rules and regulations, through its Board of Directors, to carry out the purposes of this Corporation;

WHEREAS, United recognizes that many retirees have built traditional retirement accounts during their lifetimes, in addition to acquiring other assets contributing to their total net worth;

NOW THEREFORE BE IT RESOLVED, September XX, 2020, that the Board of Directors of this Corporation hereby amends the Income Requirements portion of the Financial Qualification Policy as attached to the meeting minutes; and

RESOLVE FURTHER, that Resolutions 01-19-71, 01-19-47, and 01-18-24, are hereby superseded and canceled;

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.

AUGUST 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: August 11, 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 30, 2020, United Agenda Preparation Meeting, the board requested that the procedure for requesting documents be discussed and considered at the August 11, 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 June 30, 2020



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$21,358
Non-assessment Revenue	\$1,130
Total Revenue	\$22,488
Total Expense	\$19,404
Net Revenue/(Expense)	\$3,084

1

Financial Report

Preliminary as of June 30, 2020



OPERATING ONLY INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$15,211
Non-assessment Revenue	\$522
Total Revenue	\$15,733
Total Expense ¹	\$15,038
Operating Surplus	\$695

1) excludes depreciation

2

Financial Report

Preliminary as of June 30, 2020

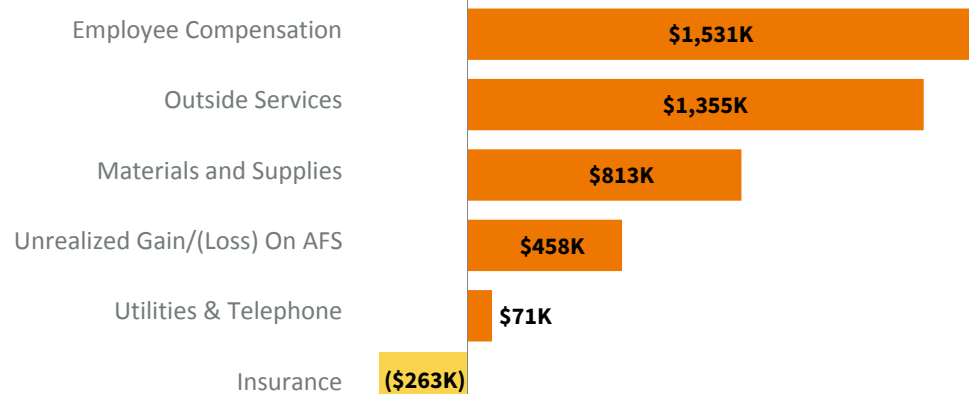


INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$21,358	\$21,081	\$277
Non-assessment Revenue	\$1,130	\$897	\$233
Total Revenue	\$22,488	\$21,978	\$510
Total Expense	\$19,404	\$22,860	\$3,456
Net Revenue/(Expense)	\$3,084	(\$882)	\$3,966

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Financial Report

Preliminary as of June 30, 2020



■ Unfavorable ■ Favorable

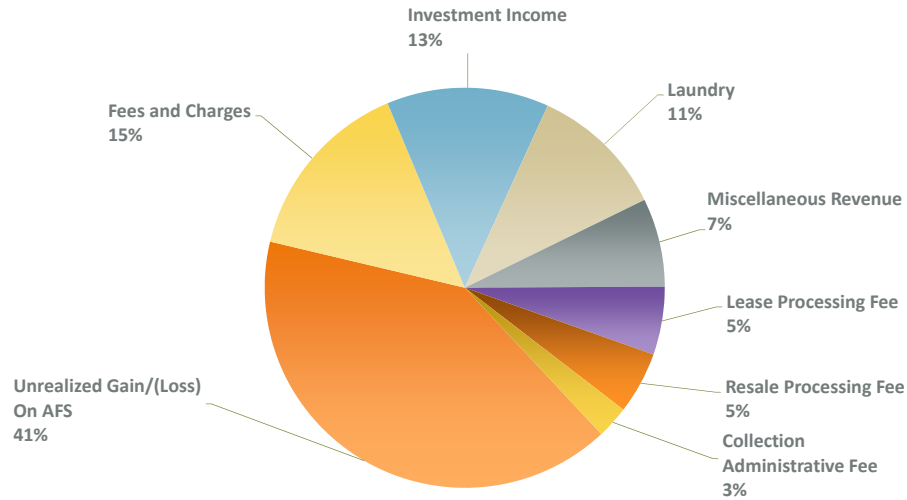
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Financial Report

Preliminary as of June 30, 2020



Total Non Assessment Revenues \$1,130,483



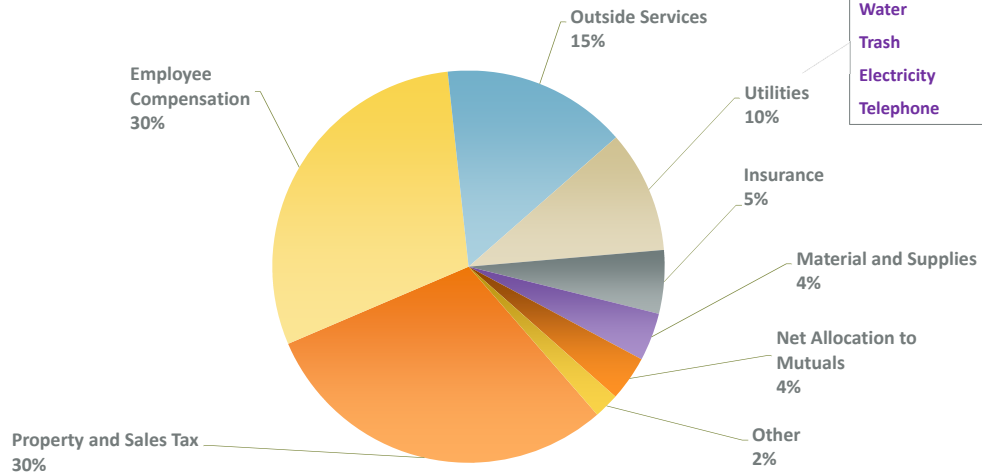
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Financial Report

Preliminary as of June 30, 2020



Total Expenses \$19,404,149



Sewer	\$899,318
Water	\$794,071
Trash	\$217,539
Electricity	\$46,007
Telephone	\$335

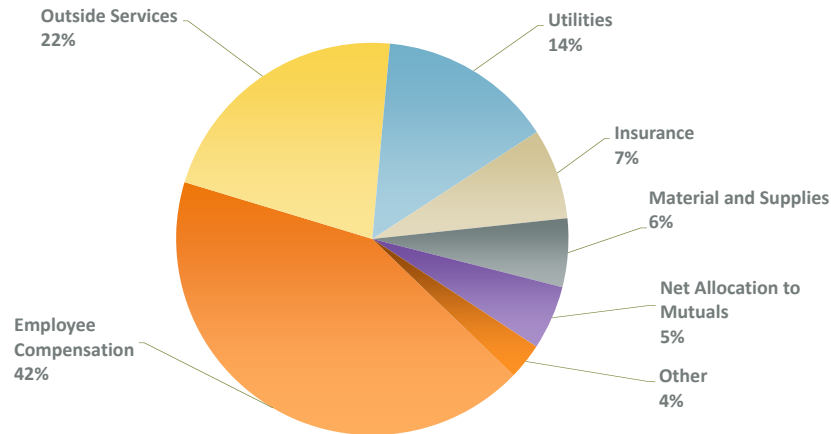
6

Financial Report

Preliminary as of June 30, 2020



Total Expenses Excluding Property and Sales Tax \$13,591,372



7

Financial Report

Preliminary as of June 30, 2020



NON OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE
Beginning Balances: 1/1/20	\$1,107	\$17,256
Contributions & Interest	404	6,351
Expenditures	(929)	(3,338)
Current Balances: 6/30/20	\$582	\$20,269

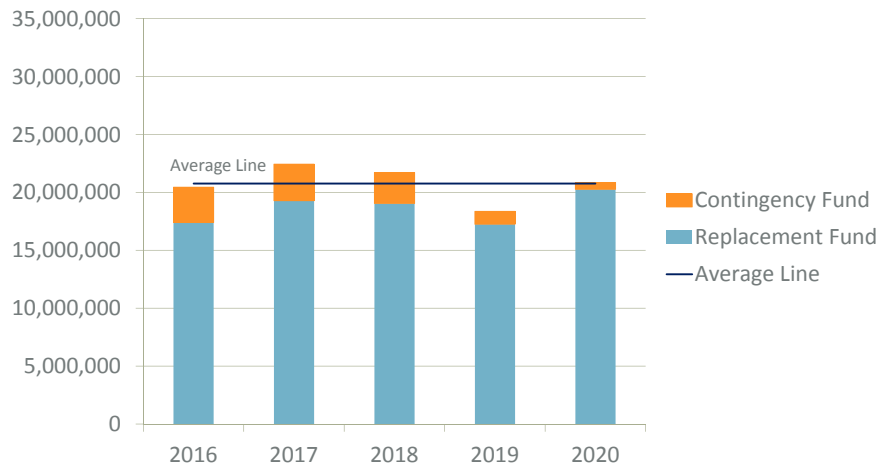
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Financial Report

Preliminary as of June 30, 2020



FUND BALANCES - United Mutual



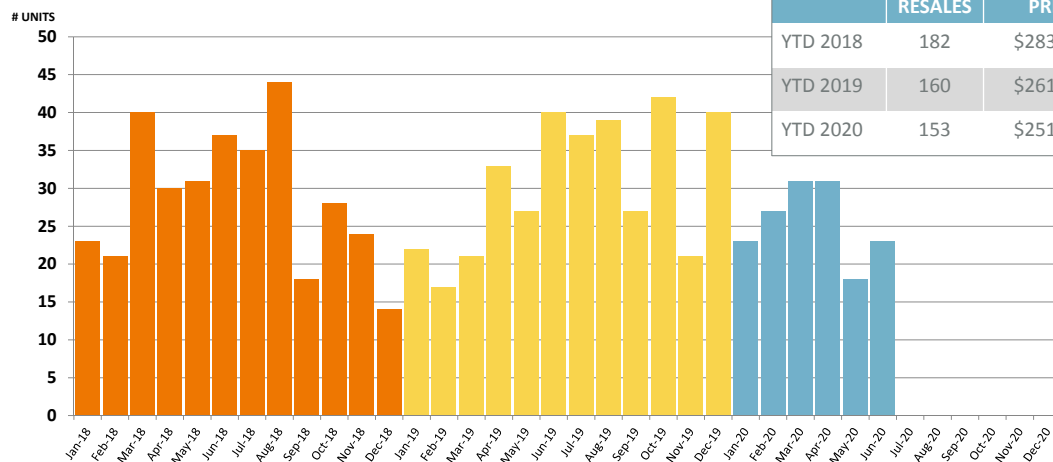
9

Financial Report

Preliminary as of June 30, 2020



RESALE HISTORY - United Mutual



	NO. OF RESALES	AVG. RESALE PRICE
YTD 2018	182	\$283,792
YTD 2019	160	\$261,403
YTD 2020	153	\$251,555

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United Laguna Woods Mutual
Statement of Revenues & Expenses - Preliminary
6/30/2020
(\$ 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	\$15,211	\$14,935	\$277	\$14,023	\$29,869
2	Additions to restricted funds	1,024	1,024		6,147	6,147		6,184	12,294
3	Total assessments	<u>3,560</u>	<u>3,514</u>	<u>46</u>	<u>21,358</u>	<u>21,081</u>	<u>277</u>	<u>20,207</u>	<u>42,163</u>
Non-assessment revenues:									
4	Merchandise sales		2	(2)	3	10	(7)	2	20
5	Fees and charges for services to residents	15	45	(30)	169	270	(101)	322	540
6	Laundry	18	23	(5)	124	135	(11)	129	270
7	Investment income	21	32	(11)	148	193	(45)	226	385
8	Unrealized gain/(loss) on AFS investments	20		20	458		458	239	
9	Miscellaneous	41	48	(7)	229	289	(61)	287	579
10	Total non-assessment revenue	<u>115</u>	<u>149</u>	<u>(34)</u>	<u>1,130</u>	<u>897</u>	<u>234</u>	<u>1,205</u>	<u>1,794</u>
11	Total revenue	<u>3,675</u>	<u>3,663</u>	<u>12</u>	<u>22,489</u>	<u>21,978</u>	<u>510</u>	<u>21,412</u>	<u>43,957</u>
Expenses:									
12	Employee compensation and related	809	1,275	466	5,769	7,301	1,531	7,071	14,548
13	Materials and supplies	75	259	184	769	1,582	813	1,747	3,141
14	Utilities and telephone	436	371	(65)	1,957	2,029	71	1,872	4,326
15	Legal fees	26	29	3	111	175	64	79	350
16	Professional fees	7	7	(1)	50	75	25	94	122
17	Equipment rental	1	2	1	8	9		13	17
18	Outside services	563	717	155	2,958	4,313	1,355	3,306	8,638
19	Repairs and maintenance	3	4	1	15	23	9	17	47
20	Other Operating Expense	5	18	13	55	101	46	92	201
21	Income taxes		2	2		13	13	3	25
22	Property and sales tax	1,015	926	(89)	5,813	5,556	(257)	5,579	11,112
23	Insurance	169	125	(44)	1,015	752	(263)	629	1,504
24	Investment expense		3	3	5	18	13	19	37
25	Uncollectible Accounts	(2)	5	7	3	30	27	20	60
26	(Gain)/loss on sale or trade	(4)	(1)	3	57	(4)	(61)	1	(8)
27	Depreciation and amortization	17	17		99	99		104	198
28	Net allocation to mutuals	102	130	28	719	789	70	591	1,584
29	Total expenses	<u>3,219</u>	<u>3,889</u>	<u>669</u>	<u>19,404</u>	<u>22,860</u>	<u>3,456</u>	<u>21,238</u>	<u>45,902</u>
30	Excess of revenues over expenses	<u>\$455</u>	<u>(\$226)</u>	<u>\$681</u>	<u>\$3,084</u>	<u>(\$882)</u>	<u>\$3,966</u>	<u>\$174</u>	<u>(\$1,945)</u>



Statement of Revenues & Expenses - Preliminary Variance Explanations as of June 30, 2020

SUMMARY

United financial results were better than budget by \$3,966K as of June 30, 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](#) \$277K
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](#) – (\$101K)
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](#) \$458K
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](#) \$1,531K
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 165 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](#) \$813K
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 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 June 30, 2020

► **Outside Services** Line 18 \$1,355K

Waste Line Remediation \$491K

Favorable variance resulted from timing and work being put on hold due to COVID-19 pandemic. On May 15th the M&C Committee directed staff to keep this project on hold until the stay at home order is lifted. 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 \$369K

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.

Countertops/Floors/Shower Enclosures \$194K

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

Paving \$174K

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.

Landscape Modification \$167K

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.



Statement of Revenues & Expenses - Preliminary
Variance Explanations as of June 30, 2020

Electrical Systems \$103K

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

Offset:

Tree Maintenance (\$134K)

Although annual tree trimming is budgeted to be performed by in-house staff, work is now being done by an outside vendor.

Plumbing Service (\$127K)

The variance for this service is a result of higher amount of work that required outside services to supplement in-house Staff resources.

► **Property and Sales Tax Line 22 (\$257K)**

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 (\$263K)**

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.

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Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

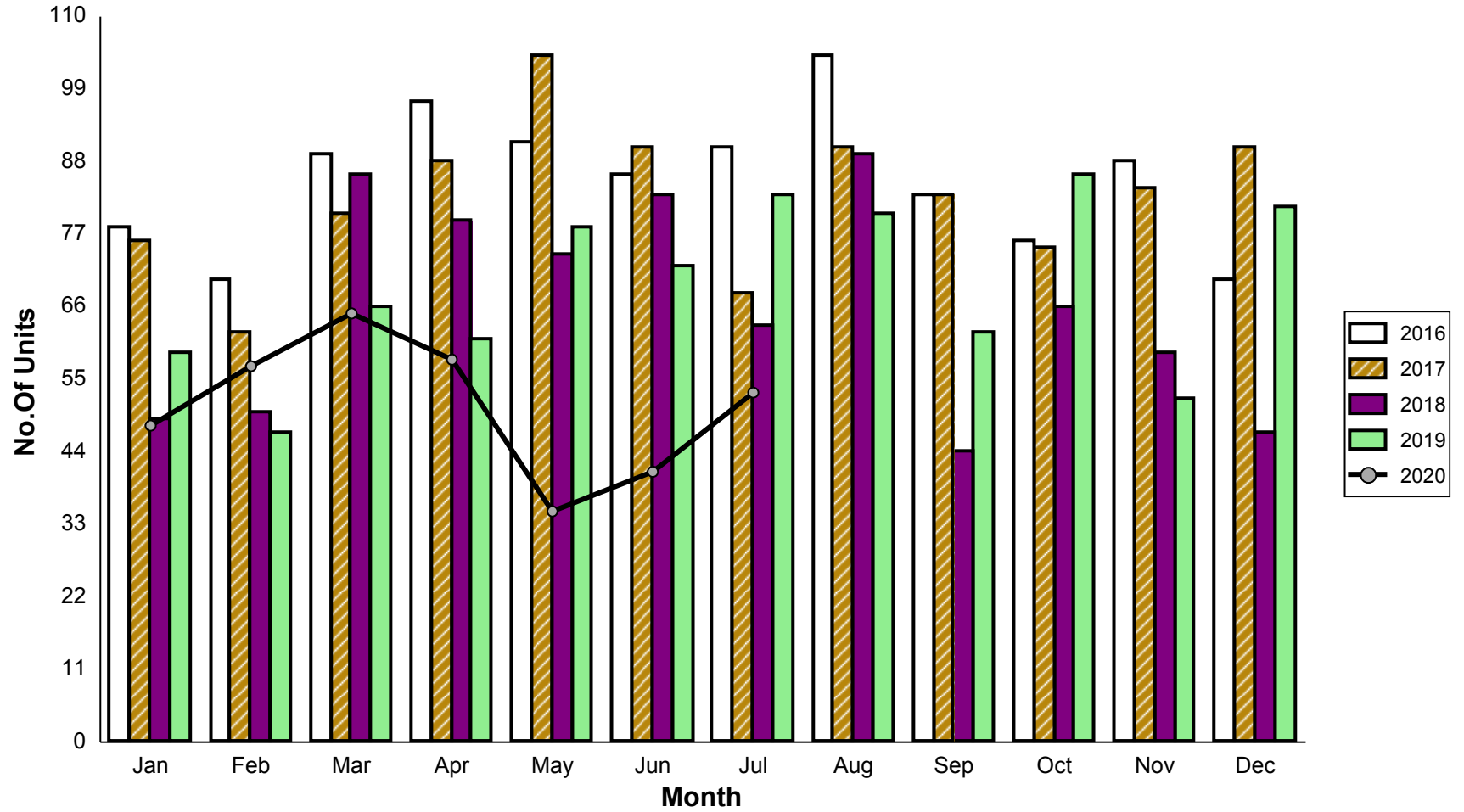
REPORT PERIOD

July, 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	\$12,315,399	\$21,298,290	\$300,376	\$295,810
July	53	83	\$19,258,248	\$27,170,573	\$363,363	\$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	357.00	466.00	\$117,032,894	\$149,241,962		
MON AVG	51.00	66.00	\$16,718,985	\$21,320,280	\$325,209	\$320,404

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

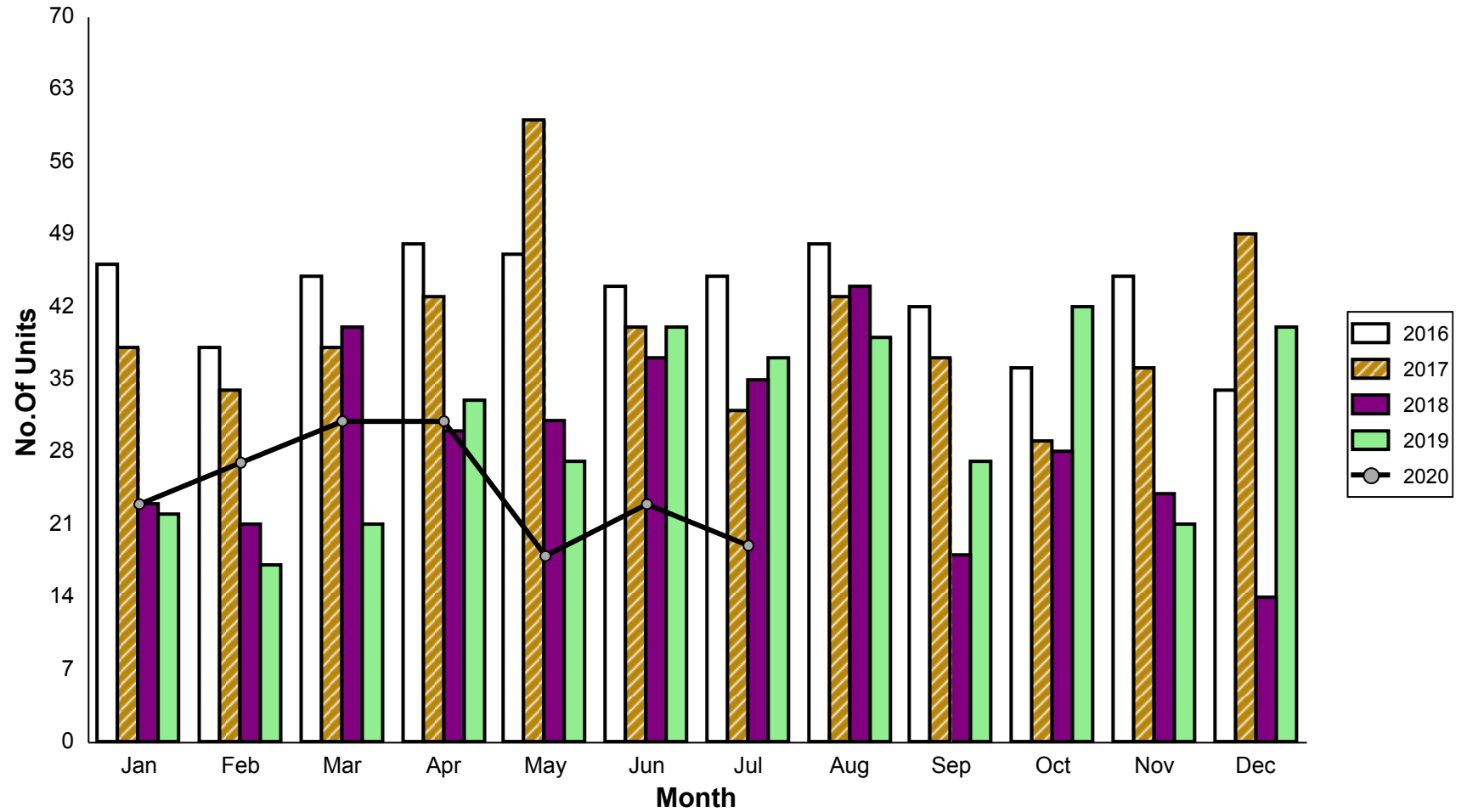
July, 2020

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	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	\$6,174,899	\$10,297,790	\$268,474	\$257,445
July	19	37	\$5,069,500	\$9,189,800	\$266,816	\$248,373
August		*		\$10,018,600		* \$256,887
September		*		\$7,328,900		* \$271,441
October		*		\$10,220,400		* \$243,343
November		*		\$5,065,500		* \$241,214
December		*		\$9,175,800		* \$229,395
TOTAL	172.00	197.00	\$43,316,387	\$51,053,444		
MON AVG	24.00	28.00	\$6,188,055	\$7,293,349	\$253,453	\$259,541
% CHANGE - YTD	-12.7%		-15.2%		-2.3%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Resales Report

United Laguna Woods Mutual

July, 2020

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
07/17/2020	15-U	1	\$230,000	Casa Blanca	Century 21 Rainbow	Coldwell Banker Residential	Corner Escrow Inc.
07/10/2020	46-D	1	\$165,000	Majorca	FSBO	FSBO	Corner Escrow Inc.
07/16/2020	144-A	1	\$265,000	La Corona	Village Real Estate	Big Block Realty	Corner Escrow Inc.
07/09/2020	163-P	1	\$177,500	Casa Blanca	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
07/10/2020	232-G	1	\$290,000	Granada	Fiduciary Real Estate	Century 21 Rainbow	Granite Escrow
07/06/2020	271-D	1	\$293,000	Majorca	Keller Williams Real Estate	Century 21 Rainbow	Corner Escrow Inc.
07/15/2020	296-C	1	\$235,000	La Corona	First Team Real Estate	Laguna Premier Realty, Inc	Generations Escrow
07/09/2020	386-H	1	\$523,000	Granada	Laguna Premier Realty, Inc	Keller Williams Real Estate	Granite Escrow
07/02/2020	546-C	1	\$280,000	La Corona	Laguna Premier Realty, Inc	First Team Real Estate	Blue Pacific Escrow
07/29/2020	607-A	1	\$558,000	Valencia	Laguna Premier Realty, Inc	Keller Williams Real Estate	Blue Pacific Escrow
07/24/2020	628-C	1	\$235,000	La Corona	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
07/07/2020	659-C	1	\$173,000	Casa Contenta	Surterre Properties, Inc.	Mark Carlson, Broker	Corner Escrow Inc.
07/17/2020	668-B	1	\$210,000	Casa Linda	Century 21 Rainbow	REAL ESTATE E-BROKER INC.	Granite Escrow
07/13/2020	678-A	1	\$180,000	Casa Contenta	Keller Williams Real Estate	Keller Williams Real Estate	Corner Escrow Inc.
07/20/2020	765-B	1	\$215,000	La Corona	Laguna Premier Realty, Inc	Keller Williams Real Estate	Blue Pacific Escrow
07/17/2020	828-B	1	\$250,000	Casa Contenta	Laguna Woods Village Realty	Century 21 Rainbow	Granite Escrow
07/14/2020	915-A	1	\$325,000	Seville	Barela Investments, Inc	Coldwell Banker Residential	Blue Pacific Escrow
07/02/2020	2024-B	1	\$320,000	San Sebastian	First Team Real Estate	Laguna Premier Realty, Inc	Granite Escrow
07/07/2020	2210-F	1	\$145,000	Coronado	Laguna Premier Realty, Inc	Berkshire Hathaway	Blue Pacific Escrow

Number of Resales: 19

Total Resale Price: \$5,069,500

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

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
Average Resale Price:			\$266,816				
Median Resale Price:			\$235,000				

Monthly Resale Report United Mutual

PREPARED BY
Community Services Department

Jul-20

Month	NUMBER OF RESALES				TOTAL SALES VOLUME IN \$\$				AVG RESALE PRICE			
	2020	2019	2018	2017	2020	2019	2018	2017	2020	2019	2018	2017
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
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
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
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
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
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
July	19	37	35	32	\$5,069,500	\$9,189,800	\$9,541,300	\$7,887,100	\$266,816	\$248,373	\$272,609	\$246,472
August	0	39	44	43	\$0	\$10,018,600	\$11,285,100	\$11,310,367	\$0	\$256,887	\$256,480	\$263,032
September	0	27	18	37	\$0	\$7,328,900	\$4,632,500	\$9,461,900	\$0	\$271,441	\$257,361	\$255,727
October	0	42	28	29	\$0	\$10,220,400	\$8,556,100	\$7,898,500	\$0	\$243,343	\$305,575	\$272,362
November	0	21	24	37	\$0	\$5,065,500	\$6,194,000	\$9,793,900	\$0	\$241,214	\$258,083	\$264,700
December	0	40	14	49	\$0	\$9,175,800	\$3,368,300	\$12,579,440	\$0	\$229,395	\$240,593	\$256,723
TOTAL	172	197	217	286	\$43,361,887	\$51,053,444	\$61,352,540	\$71,759,109				
MON AVG	25	28	31	41	\$6,194,555	\$7,293,349	\$8,764,649	\$10,251,301	\$253,735	\$259,541	\$282,194	\$249,703
% CHANGE-YTD	-12.7%	-9.2%	-24.1%	-8.6%	-15.1%	-16.8%	-14.5%	4.3%	-2.2%	-8.0%	13.0%	13.4%

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



MONTHLY LEASING REPORT

Report Period:
July-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	18	24	170	383	595	572	20	31	51	3
August										
September										
October										
November										
December										
Monthly Average	23.7	31.9	172.9	367.1	595.6	563.1	31.6	26.3	37.9	2.4
Percentage Leased	595 / 6323 = 9.4%									

* Short-term lessees extending stay until safe to return home or make a change to current living arrangements.

New Leases = Units Sublet